

Board Proceedings

The Board of Directors for the New Hampton Community School District met in regular session, Monday, September 18, 2023, in the High School FCS Room. President Matthews called the meeting to order at 6:30 pm with Directors Matthews, Ayers, A. Schwickerath, N. Schwickerath, Denner, Superintendent Jurrens, and Board Secretary Roethler present.

Director N. Schwickerath moved to approve the agenda. Director Ayers seconded the motion. Ayes: Matthews, Denner, Ayers, A. Schwickerath and N. Schwickerath. Nays: none.

Director N. Schwickerath moved to approve the consent agenda. Approve minutes of the August 21, 2023, regular session and the August 9, 2023, special session. Approve the August monthly financial report and the September 2023 bill listing. Approve the following resignation: Macie Njus (JV Softball Coach). Approve the following hires: Kyra Lewis (co-letterets sponsor), Gretchen Johnson (transfer from paraeducator to Activity Directors Secretary), Bob Vorwald (Assistant Cross County Coach), Derek Wight and Stephanie Nystel (Food Service), Cody Gott (Custodian), and Judy Lechtenberg (High School Wellness TLC Coach). All new hires pending obtaining suitable licensure and passing appropriate background checks. Recommendation to pay Norb Geerts \$1/hr. extra for bus maintenance assistant.

Approve the Second Reading of board policies: 300 Role of School District Administration, Administrative Structure/Relationships, Management, Administration and Board of Directors, Administration and Employees, Administration and Adjoining District Administration, Administration and Area Education Agency, Superintendent, Superintendent Qualifications, Recruitment, Appointment, Superintendent Contract and Contract Nonrenewal, Superintendent Salary and Other Compensation, Superintendent Duties, Superintendent Evaluation, Superintendent Professional Development, Superintendent Civic Activities, Superintendent Consulting/Outside Employment, Administrative Employees, Administrative Positions, Administrator Qualifications, Recruitment, Appointment, Administrator Contract and Contract Nonrenewal, Administrator Salary and Other Compensation, Administrator Duties, Administrator Evaluation, Administrator Professional Development, Administrator Civic Activities, Administrator Consulting/Outside Employment, Reduction in Administrative Positions, Policy Implementation, Development and Enforcement of Administrative Regulations, Monitoring of Administrative Regulations, Administrator Code of Ethics, Succession of Authority to the Superintendent, Communication Channels

First Reading of board policies 400-404.2R1: Role of and Guiding Principles for Employees, Employees and Internal Relations, Employee Orientation, Equal Employment Opportunity, Employee Conflict of Interest, Nepotism, Employee Complaints, Employee Records, Employee Records Regulation, Employee Relations to the Administration and to the Board, Employee Involvement in Decision Making, Use of School District Facilities & Equipment by Employees, Use of School District Materials for Internal Communications, Transporting of Students by Employees, Employee Travel Compensation, Employee Activity Passes, Recognition for Service of Employees, Employee Political Activity, Credit Cards, Staff Technology Use, Staff Technology Use Regulation, Employee Use Of Cell Phones, Employee Use Of Cell Phones Administrative Regulation, Employees and Outside Relations, Release of Credit Information, Child Abuse Reporting, Child Abuse Reporting Regulation, Abuse of Students by School District Employees, Abuse of Students by School District Employees Report Form, Abuse of Students by School District Employees Investigation, Abuse of Students by School District Employees Regulation, Gifts to Employees, Public Complaints about Employees, Employee Relations to the Public, Employee Outside Employment, Employee Telephone Calls, Solicitations From Outside, Employees' Health and Well-Being, Employee Physical Examinations, Employee Injury on the Job, Communicable Diseases – Employees, Hepatitis B Vaccine Information and Record, Universal Precautions Regulation, Hazardous Chemical Disclosure, Substance-Free Workplace, Substance-Free Workplace Notice to Employees, Substance-Free Workplace Regulation, Drug and Alcohol Testing Program, Drug and Alcohol Testing Program Notice to Employees, Drug and Alcohol Testing Program Acknowledgment Form, Employee Conduct and Appearance, Employee Conduct Regulation.

Director A. Schwickerath seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath and N. Schwickerath. Nays: none.

New Business:

High School FCS Teacher April Schmitt presented information on the FCS program and the student organization she is starting in conjunction with it. CTE Programs are now required to have a student organization associated with their programs in order to meet some funding and certification criteria. A request to help offset the cost of the organization they would like to have a Pie and Strawberry Fundraiser. Director N. Schwickerath moved to approve the fundraisers. Director Denner seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath and N. Schwickerath. Nays: none.

High School Band Instructor Justin Adam presented information on a multi-year proposal for replacing instruments for the High School Band program. Director N. Schwickerath moved to approve the multi-year replacement proposal. Director Ayers seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath, and N. Schwickerath. Nays: none.

Superintendent Jurrens presented information and requested approval for the FFA group to attend the upcoming FFA National Convention in Indianapolis, IN. Director Denner moved to approve the trip. Director Ayers seconded the motion. Ayes: Matthews, Denner, A. Schwickerath, Ayers, and N. Schwickerath. Nays: none.

Superintendent Jurrens presented the final change order on the parking lot project. The final change order amount is \$5,529.55. This is for the additional dirt work and concrete removal around the edges. Director Denner moved to approve the change order. Director N. Schwickerath seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath, and N. Schwickerath. Nays: none.

Superintendent Jurrens presented the third pay application for the High School Parking lot in the amount of #8,501.65. Director Ayers moved to approve the third pay application. Director Denner seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath, and N. Schwickerath. Nays: none.

Superintendent Jurrens presented information regarding increasing support staff sub pay. Director Denner moved to approve increasing the following sub positions by \$3: secretaries, custodians, paraeducators and cooks. Sub bus drivers a \$5 increase and a \$30 increase for nurses. Director N. Schwickerath seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath, and N. Schwickerath. Nays: none.

Superintendent Jurrens presented information regarding the release of a student open enrolled to South Winn requesting immediate eligibility for athletics due to enrolling in another district. Director Denner moved to approve the student eligibility release. Director Ayers seconded the motion. Director Ayers seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath and N. Schwickerath. Nays: none.

Superintendent Jurrens presented information regarding a reconsideration committee that would review materials and make a recommendation going forward if we were to have a patron challenge one of our library books or some part of our curriculum. The committee would consist of: Stefanie Thronson—Teacher Librarian, building principals—Emily Steele, Brad Schmitt, Matt Manson (principals are on the committee but will only serve when it impacts their building) Jamie Wickham, Jeanette Laures, Kassie Bercik (school employees) Bekah Heit, Susie Stumme and Kim Kuehner (parents). Director Ayers seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath and N. Schwickerath. Nays: none.

Director Denner moved to approve the final billing in the amount of \$135,610.10 to D. Randall Construction, LLC for the North and West side wall repair on the elementary building. Director A. Schwickerath seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath and N. Schwickerath. Nays: none.

Director Ayers moved to approve the FY2022 Audit as stated. Director Denner seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath and N. Schwickerath. Nays: none.

Superintendent Jurrens presented information on increasing the mileage reimbursement for staff having to use personal vehicles if district vehicles are unavailable. Director Denner moved to approve that district increase their mileage reimbursement from .39/per mile to .50/per mile. Director A. Schwickerath seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath and N. Schwickerath. Nays: none.

Superintendent Jurrens presented information on increasing the district meal reimbursement rates from \$8 to \$10 for lunch and \$12 to \$15 for supper. Director N. Schwickerath moved to approve the new meal reimbursement rates. Director Ayers seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath and N. Schwickerath. Nays: none.

Superintendent Jurrens presented information on the Special Ed Deficit. Director Ayers moved to approve the request for the school budget review committee to authorize additional spending authority for our special education deficit in the amount of \$500,579.00. Director N. Schwickerath seconded the motion. Director Ayers seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath and N. Schwickerath. Nays: none.

The next regular board meeting will be October 16, 2023, at 6:30 pm.

Director Denner moved to adjourn at 7:36 pm. Director A. Schwickerath seconded the motion. Director Ayers seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath and N. Schwickerath. Nays: none.

**Monthly Bills
September 2023
General Fund (10)**

<u>Vendor Name</u>	<u>Amount</u>	<u>Vendor Name</u>	<u>Amount</u>
AFLAC	90.27	Mercy Medical Center-New Hampt	432.00
Amazon Capital Services	4,132.59	Mercy Medical Center	360.00
American Solutions for Business	709.65	Mick Gage Plumbing	375.00
Bredman, Tiffany	25.31	MobyMax, LLC.	812.00
Brucemore, Inc.	140.00	New Hampton Auto Body	81.79
Carolina Biological Supply	386.44	New Hampton Schools	1,542.80
CENGAGE Learning	713.44	NHMU Fiber	300.00
Chickasaw Chassis	28.00	Nolte, Cornman & Johnson	5,550.00
Chickasaw Wellness Complex	300.00	Office World	1,028.95
City Laundering Co.	1,008.71	On Track Signs	2,050.00
City of New Hampton	21,514.53	Oriental Trading Company Brands, INC.	15.97
Continental Clay Company	21.33	Orkin	160.00
Decorah Community School District	5,710.46	Paper Corporation, The	953.86
Delphi Glass	56.16	Peachtree Graphics LLC	367.60
EH Electric, L.L.C.	1,848.12	Pearson Education	700.00
Fareway	556.39	Pitney Bowes Inc	240.00
Five Star Cooperative	1,853.68	Power Spelling	174.00
Flinn Scientific Inc.	1,048.15	Principal Life Insurance Company	975.63

Follett Content Solutions, LLC	2,638.10	QuiverVision	61.68
Follett School Solutions, Inc	2,621.07	Really Great Reading Company	1,395.90
Fritcher, Katie	826.80	Rieman Music, Inc	109.88
Gallagher-Bluedorn Arts Center	120.00	Riverside Publishing Company	420.21
Gopher Sports	2,325.85	Sam's Club	31.46
Grafton School, Incorporated	1,440.49	Schmitt, April	169.15
Hanson Tire Service	888.00	Scholastic Book Clubs	77.96
Hawkeye Alarm & Signal Co	300.00	Scholastic Magazines	109.89
Hawkeye Fire and Safety Company	1,530.70	School Bus Sales	625.41
Interstate All Battery Center	393.20	School Specialty, LLC	7,684.63
Iowa ASCD	54.90	Schueth Ace Hardware	1,125.48
Iowa Assoc. of School Business Officials	245.00	Schumacher, Timothy	24.96
Iowa Department of Human Services	274.05	Screen Print To Go	203.00
Iowa Division of Criminal Investigation	500.00	Sherwin-Williams Co.	52.13
Iowa Talented and Gifted Association	375.00	Staples	5,809.60
J.W. Pepper & Son Inc.	425.26	Steege, Jamie	10.00
Jendro Sanitation Services Inc	1,479.32	Teacher Innovations	69.00
John Deere Financial	312.31	Teaching Strategies, LLC	692.40
Kayser-Kemp, Karen	158.85	Telecom Services of Iowa	75.00
Keystone Area Education	3,190.00	thyssenkrupp Elevator Corporation	174.93
Klunder's Kafe	307.72	Timberline Billing Service LLC	41.82
Koster, Erica	104.22	Tyler Technologies, Inc.	3,364.00
Krueger Pottery Supply	63.04	Verkada Inc.	1,565.00
Kuennen, Mike	75.00	Vern Laures Chev-Buick	1,775.36
Kwik Star	428.06	VISA	929.75
L & R Manufacturing, LLC	716.00	Vossberg, Nikkole	45.24
Lechtenberg, Judy	44.00	Wagoner Bros. Repair	11,609.65
LS Supply & Rental	1,144.18	Washington National Ins. Co.	864.97
Madison National Life Insurance	2,192.38	Weber Paper Company	114.30
MakeMusic!	59.99	West Music Company	1,150.14
MARCO	184.67	WEX BANK	371.63
McGraw Hill School Education Holdings LLC	46,417.98	Windstream	1,973.20
Medical Enterprises Inc.	41.00	Woodworker Express	38.75
			170,906.45

Capital Projects	(33)
Align Architecture & Planning, PLC	1,830.00
Builders First Source	2,910.43
D. Randall Construction, L.L.C.	135,610.10
FEHR GRAHAM Engineering & Environmental	9,680.50
Hometown TV & Appl.	779.00
Midwest Computer Products, Inc	2,663.25
R & R Welding	451.36
Wicks Construction, Inc	8,501.65

Fund Total: \$162,426.29

Physical Plant & Equipment	(36)
Amazon Capital Services	1,783.77
Geerts Plumbing & Heating	3,025.77
Marco, Inc.	1,659.46
Terracon Consultants, Inc.	840.00
Wagoner Bros. Repair	8,927.37
	\$
Fund Total:	16,236.37

Attest: August 21, 2023

Jay Matthews
Board President

Christy Roethler
Board Secretary