

Board Proceedings

The Board of Directors for the New Hampton Community School District met in regular session, Monday, October 16, 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 Denner moved to approve the agenda. Director A. Schwickerath seconded the motion. Ayes: Matthews, Denner, Ayers, A. Schwickerath and N. Schwickerath. Nays: none.

Director Denner moved to approve the consent agenda. Approve minutes of the September 18, 2023, regular session. Approve the September monthly financial report and the October 2023 bill listing. Approve the following resignation: Diane Lentz (Bus Driver) effective December 31, 2023. Approve the following hires: Jessica Patterson (Custodian/Bus Driver. All new hires pending obtaining suitable licensure and passing appropriate background checks.

Approve the Second Reading 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

First Reading of Board Policies: 405-410.5– General Licensed Employee Defined, Licensed Employee Qualifications, Recruitment, Selection, Licensed Employee Individual Contracts, Licensed Employee Continuing Contracts, Licensed Employee Work Day, Licensed Employee Assignment, Licensed Employee Transfers, Licensed Employee Evaluation, Licensed Employee Probationary Status, Licensed Employee Organization Affiliation, Licensed Employee Compensation and Benefits, Licensed Employee Salary Schedule, Licensed Employee Salary Schedule Advancement, Licensed Employee Continued Education Credit, Licensed Employee Compensation for Extra Duty, Licensed Employee Group Insurance Benefits, Licensed Employee Tax Shelter Programs, Licensed Employee Termination of Employment, Licensed Employee Resignation, Licensed Employee Contract Release, Licensed Employee Retirement, Licensed Employee Early Retirement, Licensed Employee Suspension, Licensed Employee Reduction in Force, Licensed Employee Professional Growth, Licensed Employee Professional Development, Licensed Employee Publication or Creation of Materials, Licensed Employee Tutoring, Required Professional Development for Employees, Licensed Employee Vacations and Leaves of Absence, Licensed Employee Vacation - Holidays - Personal Leave, Licensed Employee Personal Illness Leave, Licensed Employee Family and Medical Leave, Licensed Employee Family and Medical Leave Notice to Employees, Licensed Employee Family and Medical Leave Request Form, Licensed Employee Family and Medical Leave Certification Form, Licensed Employee Family and Medical Leave Regulation, Licensed Employee Family and Medical Leave Definitions, Licensed Employee Discretionary Leave, Licensed Employee Political Leave, Licensed Employee Jury Duty Leave, Licensed Employee Military Service Leave, Licensed Employee Unpaid Leave, Other Licensed Employee, Substitute Teachers, Shared Licensed Employees, Summer School Licensed Employees, Student Teachers – Internships, Education Aide
Director Ayers seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath and N. Schwickerath. Nays: none.

New Business:

Superintendent Jurrens presented the fourth pay application on the parking lot project in the amount is \$1,749.19. This is for the handicap parking signs. Director Denner moved to approve the pay application. Director N. Schwickerath seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath, and N. Schwickerath. Nays: none.

Superintendent Jurrens presented the retainage pay application on the parking lot. Director N. Schwickerath moved to approve the retainage pay app in the amount of \$33,015.94. Director Ayers seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath, and N. Schwickerath. Nays: none.

Director Denner moved to update our meal charge policy to meet current guidelines. MEAL CHARGES In accordance with state and federal law, the New Hampton CSD adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and

maintain the financial integrity of the nonprofit school nutrition program. Payment of Meals Students have use of a meal account. When the balance reaches \$-20.00, a family will not be allowed to charge ala carte items until the negative account balance is paid. Ala Carte items may be purchased for cash. Lunch money may be added at any time to the family lunch account by cash or check sent to any of the district offices or by using the RevTrak parent option located on the district website. Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases, but will not be allowed to charge ala carte items to their lunch account until the negative account balance is paid. Ala Carte items may be purchased for cash. Schools are encouraged to provide a reimbursable meal to students with outstanding meal charge debt. If an alternate meal is provided, the meal must be the same meal presented in the same manner to any student requesting an alternate meal. Employees may use a charge account for meals, but may charge no more than -\$20.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Negative Account Balances The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with the student’s parent or guardian to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches -\$0.01. Families will be notified by email or by letter if email is not available. Negative balances of more than -\$20, not paid prior to the end of the school year will be turned over to the superintendent or superintendent’s designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law. Unpaid Student Meals Account The district has established an unpaid student meals account for the school nutrition fund. Funds from private sources and funds from the district flexibility account may be deposited into the unpaid school meals account in accordance with law. Funds deposited into this account shall be used only to pay individual student meal debt. Communication of the Policy The policy and supporting information regarding meal charges shall be provided in writing to: • All households at or before the start of each school year; • Students and families who transfer into the district, at time of transfer; and • All staff responsible for enforcing any aspect of the policy. Records of how and when the policy and supporting information was communicated to households and staff will be retained. It is the responsibility of the Superintendent to develop and administrative regulations to implementing this policy. You can see the policy attached. Director Ayers seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath, and N. Schwickerath. Nays: none.

Director A. Schwickerath moved to approve the update of our civil rights complaint procedure and the form that a patron should use if they want to make a complaint against the district. Director N. Schwickerath seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath, and N. Schwickerath. Nays: none.

Director N. Schwickerath moved to approve our Memorandum of Understanding with NICC for the services they provide us. Director A. Schwickerath seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath, and N. Schwickerath. Nays: none.

Director N. Schwickerath moved to approve our agreement with Hawkeye Community College to allow student placements within our school. Director A. Schwickerath seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath, and N. Schwickerath. Nays: none.

Director Denner moved to approve the First Reading of board policies 405.2, 405.8, 501.3, 505.9, 505.9 R(1). Director A. Schwickerath seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath, and N. Schwickerath. Nays: none.

Superintendent Jurrens presented information regarding our Vocational Rehabilitation Services plan with Iowa Workforce Development and the AEA. This provides assistance to some of our students after they graduate and at times while they are in school. Director Denner moved to approve the Vocational Rehabilitation Services Plan. Director N. Schwickerath seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath, and N. Schwickerath. Nays: none.

Superintendent Jurrens along with the building principals presented information regarding how each school building in Iowa must develop a discipline matrix to address violent behavior and threats within the building effective July 1, 2023. Director Denner moved to approve the discipline matrix for each building. Director A. Schwickerath seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath, and N. Schwickerath. Nays: none.

Director Ayers moved to approve the authorization of the administration to request \$36,222.42 in Modified Supplement Amount from the School Budget Review Committee for excess cost in the LEP Program. Director Denner seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath, and N. Schwickerath. Nays: none.

Director N. Schwickerath moved to approve the paying of \$50.00 per unused sick day at the end of the year out of the management fund for any departing certified staff leaving at the end of the 2023-2024 school year with a written notice submitted prior to December 31, 2023. Director Denner seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath, and N. Schwickerath. Nays: none.

The next regular board meeting will be November 20, 2023, at 6:30 pm.

Director Denner moved to adjourn at 7:30 pm. Director N. Schwickerath seconded the motion. Ayes: Denner, Matthews, Ayers, A. Schwickerath, and N. Schwickerath. Nays: none.

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

<u>Vendor Name</u>	<u>Amount</u>	<u>Vendor Name</u>	<u>Amount</u>
AFLAC	90.27	Midwest Alarm Services	136.95
Ag Vantage FS	3,458.11	Moore, Jessica	10.00

Amazon Capital Services	14,204.91	NAPA Auto Parts	41.97
Apple Computer Inc.	299.00	National Mississippi River Museum	764.80
Blick Art Materials	575.39	New Hampton Auto Body	40.00
Bowlaway Lanes	600.00	New Hampton Electric	164.62
Building Works USA LLC	1,943.68	New Hampton Tribune	844.39
CARQUEST OF NEW HAMPTON	4.75	NHMU Fiber	300.00
Charles City Theatre	204.00	North Central Sales & Service Inc.	962.50
Chickasaw Wellness Complex	300.00	Northeast Iowa Community College	229.58
City Laundering Co.	1,099.40	Office World	1,494.64
City of New Hampton	18,482.83	Pitney Bowes Reserve Account	5,000.00
Counseling & Family Centered Services	10,530.00	Poor Richards	1,348.65
Curriculum Associates, LLC	129.00	Principal Life Insurance Company	975.63
Demaray, Cheri	29.99	QCI Thermal Systems	255.50
Distributed Website Corporation	447.50	Really Great Reading Company	1,538.90
Dowd, Leo	3.49	Rifton Equipment	106.00
Fareway	1,428.90	Rosonke, Bob	375.00
Five Star Cooperative	5,452.81	Sam's Club	182.96
FM Controls, Inc.	2,614.00	Schnobelen, Richard	16.00
Fritcher, Katie	860.50	School Specialty, LLC	448.99
Geerts Plumbing & Heating	2,819.87	Schueth Ace Hardware	399.54
Hacker, Nelson, & Co. P.C.	12,000.00	Schumacher, Timothy	64.00
IITEA	85.00	Screen Print To Go	1,115.00
Imagine Learning LLC.	24,000.00	Smith Irrigation Equipment	240.00
Iowa Department of Human Services	4,542.34	Stanton Electric	1,306.17
J.W. Pepper & Son Inc.	273.20	Super Teacher Worksheets	24.95
Jendro Sanitation Services Inc	1,517.64	Swisher & Cohrt, P.L.C.	388.50
John Deere Financial	78.84	Teachers Pay Teachers	86.00
JourneyEd.com.Inc	195.40	thyssenkrupp Elevator Corporation	174.93
Knights Construction Company Inc.	542.23	Timberline Billing Service LLC	693.89
Kuder, Inc.	3,062.50	Tri-County Refrigeration	2,803.52
Kwik Star	1,147.47	Tyler Technologies, Inc.	11,506.00
Library Store, The	1,936.03	Vern Laures Chev-Buick	1,718.93
LobbyGuard Solutions, LLC	700.00	VISA	2,880.11
LS Supply & Rental	355.23	Vorwald, Bob	75.00
Madison National Life Insurance	2,183.18	Wagoner Bros. Repair	10,324.18
MARCO	190.82	Wartburg College	300.00
Martin Bros. Distributing	99.06	Washington National Ins. Co.	864.97
Menards - Cedar Falls	538.64	Wayne's Truck Equipment & Parts	705.00
Mercy Medical Center	690.00	West Music Company	608.49
Mick Gage Plumbing	439.45	WEX BANK	65.46
Mid-American Research Chemical	252.43	Windstream	2,043.07

Fund Total: \$174,032.65

Capital Projects (33)

Babcock Services	6,475.00
FEHR GRAHAM Engineering & Environmental	950.00
Geerts Plumbing & Heating	25,311.73
Northern Cedar Service	83,184.00
Wicks Construction, Inc	34,765.13

Fund Total: \$150,685.86

Physical Plant & Equipment (36)

Grant Wood AEA	12,182.98
Marco, Inc.	1,659.46
New Hampton Electric	1,420.14
SMI Co - Seedorff Masonary Industries Co.	650.00

\$ 15,912.58

Fund Total:

Management (22)

EMC Insurance Companies	500.00
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\$

Fund Total: 500.00

Attest: October 16, 2023

Jay Matthews
Board President

Christy Roethler
Board Secretary