

Board Notes April 2014

4. Public Hearing—we need to hold the public hearing for the 2014-2015 budget. The tax rate will be \$10.58209 as published. One thing I need to let you know. Last year our final rate ended up at \$10.54172. We published higher, but that was before we knew about allowable growth so the final number was a little lower than we thought. When I presented last month I was looking at last year's publication information. Also, some of the categories have changed from the March presentation because of the legislative change to operational sharing of the librarian with Charles City. That change cost our district nearly \$120,000.

5. Public Hearing—we need to amend the current year's budget. The primary reason is because of the bond sale last fall. We didn't allow for that when we published last April. We are increasing the "Other Expenditures" from \$973,615 to \$3,006,827 for the sale of the bonds. We are also increasing the Instruction area from \$8,374,058 to \$8,967,929. We're not sure we need to increase the budget in Instruction, but it's better for us to do it and not need to then to not do it and need to have. We will be close based on the technology purchases for the year.

6. Consent Items—Financial Reports—You'll notice our general fund position appears to have improved from last year; however, it's important to note that March had 1 less pay period for the support staff this year compared to last. That amounts to about a \$45,000 difference. We're about \$150,000 ahead in cash compared to last year—which was planned to make sure we get through the fall. Food service looks good compared to last year—again part of that is because of 1 less pay period. We're still keeping an eye on the activity fund. The local option fund looks good.

F. Personnel items—I recommend Jeff Montieth be transferred from his 5/6 science position to the district ELP position pending his obtaining his appropriate licensure. We may also have an industrial technology teacher and an elementary music teacher to be approved as well.

8. We will hear from Mrs. Ayer's Entrepreneurship Class and two of Mr. Russ's students.

11. New Business

b. We have some bids for the site survey. You can see them in the attachment. The actual bid documents will be here on Monday for the meeting. I've talked to the landowners about surveying some of the land adjacent to the south side of our property for additional practice fields.

c. Also, I have bids for the soil testing in the proposed building site. This should let us know if that ground is adequate for building on before we get too much farther in this process.

d. Some concerns have been brought forward that Facilities Cost Management Group is nothing more than a Construction Management Company. Tim Hoffman and Annette Zeppelin representatives from the company will be here to explain between the difference between the services they provide and construction management. They will also give us a quick update on where we're at and talk about a work session and committee meeting the week of April 21st.

e. Our Grasshopper mower is constantly needing repair. Plus we've had problems with it overheating since it was new. I had Bob get bids for a new mower with a snowblower and broom attachment. Similar to what is downtown. We will have bids by meeting time. These will use sales tax funds

f. We are trying to get on a pattern of buying 2 buses one year and 1 bus the next with two vehicles. This is the year for vehicles. I have attached the two bids we received from K & W motors and Vern Laures. I recommend we go with the lowest bid for each type of vehicle. The bids are attached.

g. We sent out multiple requests for bids from auditors and only received one back from Nolte, Cornman & Johnson. They are who we have been using. I recommend we accept their proposal.

h. We need to approve a student teaching placement agreement with Wartburg college.

i. Last fall we had one of our floor boards break during a game at the football stadium. Fortunately, no one was hurt. We need to either redo all the floor boards and steps or we could redo the stadium. It needs painting and also some redoing to make it handicapped accessible, widen the stairs, etc. The bid doesn't include the concrete work for the ramps. We need to discuss what we would like to do.

j. I will have a copy of the latest calendar proposal and survey results for discussion.

k. Currently we have 1 7th grade girls track coach and 1 8th grade girls track coach with over 60 students between the two grades. Our normal threshold is 30 girls, so Mr. Schmitt is asking for an additional assistant to work with both grades to help with our program. He is recommending Jennifer Gilbert for this position. I recommend we approve this.

l. We need to approve our 2014 graduates.

m. The FFA wants to conduct another fund raiser for the Relay for Life team. They have had 100 bushels of corn donated to their cause and they would like to sell raffle tickets for the corn. They are seeking board approval for this.

n. Mr. Russ is running the greenhouse, vineyard, and now adding community gardens to what he does. In addition he works with students at the fair and visits with them on their summer projects. He currently gets 5 extra days to do all of this and the reality is he is putting in a lot more time to make our program what it is. I recommend we expand his contract to 20 extra days in the summer from the current 5.

o. Our elementary/middle school art is currently a .75 time position. Mrs. Kennelly applied for our high school position in order to be full time. In planning the hiring of the position, it appeared like we would need it to be full time in order to attract the best candidates. If it was going to be full time, Mrs. Kennelly would prefer to stay at that level. In addition, Mrs. Kennelly has been putting in more than $\frac{3}{4}$ time this year. We have needs for more time, but everyone has made it work this year. We've had a total of 9 applicants for the high school position. With all of this in mind, I recommend we make the elementary/middle school art position a full time position.

p. We need to complete contracts for the support staff. This would include Bob Ayers, Alice Miller, Sue Bouska, Jodi Hollister and Jeremiah Cantu. I recommend Bob Ayers receive a 3% increase or \$2,195. Sue Bouska receive 3.86% or \$2,195. Alice Miller receive \$3,195 or 9.27%. Jeremiah Cantu receive \$4,000 or 9.57%. Jodi Hollister 80 cents per hour or 3.8%. Jeremiah Cantu is currently paid significantly below what others in his position receive. The range in our conference is \$45,000 at Allamakee to \$91,000 at Waverly-Shell Rock for the same position. This will bring Jeremiah up to \$40,100. When I consider the additional responsibilities Alice Miller has and the 12 month contract she has—her salary is not commensurate with her position and responsibilities in my office. She currently makes \$28,688 and will go to \$31,883.

q. We need to do contracts for administrators. I recommend a 3% increase for Kelly O'Donnell and Sarah Updegraff. Susan Anderson is significantly below other middle school principals. I will have a separate recommendation for her.

r. Elementary principal position. We need to decide whether we should replace the elementary principal position. If we don't replace it, we will see a \$113,878 savings in salary costs. I will have more thoughts at the meeting.

s. I will hand out copies of the 2012-2013 audit at the board meeting. We will need to approve it at the May meeting. The following concerns were noted.

- i. Internal controls. We always see this because of the limited staff we have.
- ii. Board policies not updated within last five years. They have been updated, but the dates hadn't been updated. We will get that taken care of.
- iii. Giving gift cards and gift certificates for top sellers in fund raisers is not an appropriate purpose for district funds.
- iv. Certified enrollment was understated by 4.25 students. We have corrected it and made the adjustment for next school year.

- v. The yearbook balance in the Activity fund continues to be a deficit of \$24,998 and nutrition had a deficit of \$6,356. We have addressed the nutrition concern and continue to work on the yearbook deficit.
- vi. Fundraisers—when a student group or club donates money to a cause from fundraising, the specific group must be noted when the fundraiser is approved.