

MINUTES
REGULAR MONTHLY MEETING
BOARD OF EDUCATION
COLUMBUS COMMUNITY SCHOOL DISTRICT
Thursday, July 13, 2017

Call to Order

Board President Sandy Martin called the meeting to order at 6:30 P.M.

Roll Call

Present: Sandy Martin, Joy Lekwa, Dave Duncan, Eric Totemeier, and Wayne Finke. Also present: Gary Benda, Neil Mills, the press and members of the community.

Agenda

Eric Totemeier made a motion to approve the agenda. Seconded by Joy Lekwa. Motion carried 5-0.

Eric Totemeier led the Pledge of Allegiance.

The mission and vision statements were read by Dave Duncan.

Public Comment

Amanda West, who is a parent with four students in the Columbus CSD spoke about her son Kevin who is moving to the secondary building as a sixth grader and he is in a wheel chair. With the current elevator that is in place the weight of his power wheel chair cannot be lifted to the second floor of the middle school and there is no access to the 3rd floor. Mrs. West asked the board to consider the need to install an elevator to be able to get to the 3rd floor. This will allow Kevin in his wheelchair to be able to get to classes on the 3rd floor.

Presentations

None

Approvals

A motion to approve the June Financial Report, Minutes and Bills was made by Joy Lekwa. Seconded by Eric Totemeier. Motion carried 5-0.

Approved list of bills:

| <u>Name</u> | <u>Description</u> | <u>Amount</u> |
|---------------------------|---------------------------|----------------------|
| Agriland FS, INC. | Fuel | 1,122.28 |
| All American Pest Control | Pest Control | 350.00 |
| Alliant Energy | Utilities | 18,516.16 |
| Anderson Erickson Dairy | Milk | 737.97 |
| Apple Computer, Inc. | Computers | 30,338.00 |
| B&H Photo Video | Supplies | 2,205.00 |
| Batteries Plus Bulbs #676 | Supplies | 73.79 |
| Benda, Gary | Reimbursement | 120.64 |

| | | |
|--|---------------------------|------------|
| BSN Sports | Supplies | 1,039.87 |
| Capstone Press Inc. | Supplies | 667.66 |
| CenterPoint Energy Services, Inc. | Utilities | 1,705.31 |
| Central Iowa Distributing | Supplies | 2,368.01 |
| City Of Columbus Junction | Utilities | 977.10 |
| ClaimAid | Filing Fees | 407.10 |
| Columbus Gazette | Publications | 36.60 |
| Columbus Jct. Auto Supply | Supplies | 343.01 |
| Eastern Iowa Tire- Davenport | Tires | 3,087.93 |
| Economart | Supplies | 193.66 |
| Edmentum | Renewal | 6,687.50 |
| Electric Motors Of Iowa City | Repairs | 473.10 |
| Follett Library Resources | Supplies | 360.94 |
| Follett School Solutions, INC | Renewal | 2,119.50 |
| Greenwood Cleaning System | Supplies | 9,586.07 |
| ICAOA | Dues | 200.00 |
| IDENT-A-KID | Visitor Tracking Software | 3,050.12 |
| Iowa Assoc. Of School Boards | Dues | 3,165.00 |
| Iowa Central Community College | Scholarship | 125.00 |
| Iowa Girls' HS Athletic Union | Dues | 50.00 |
| Iowa School Finance Information Services, Inc. | Dues | 1,706.20 |
| Iowa State University | Scholarship | 1,750.00 |
| Iowa Wesleyan University | Scholarship | 1,750.00 |
| Learning A-Z | Renewal | 3,159.05 |
| Lone Tree CSD | Open Enrollment | 5,326.64 |
| Louisa Regional Solid Waste | Garbage Fees | 36.00 |
| Lowe Insurance | Insurance | 123,468.00 |
| Lynch Dallas, P.C. | Legal Fees | 82.50 |
| Marco | Copier Leases | 2,271.78 |
| Medicom | Telephone | 706.23 |
| Midwest Alarm Services | Purchase Service | 125.16 |
| Mike's Lock and Key | Purchase Service | 175.00 |
| Mississippi Bend AEA 9 | Training | 100.00 |
| Mount Mercy University | Scholarship | 1,300.00 |
| MSC - 410526 | Supplies | 4.00 |
| Northwest Evaluation Association | Renewal | 6,215.00 |
| R.M. Boggs Co. | Repairs | 2,832.71 |
| Reinhart FoodService | Food | 2,483.80 |
| RevTrak | Merchant Fees | 20.30 |
| Rueckert Sanitation, Inc. | Garbage Fees | 968.00 |
| S.A.I. | Dues | 1,399.00 |
| Scholastic, Inc. | Supplies | 224.30 |
| School Bus Sales | Supplies | 131.25 |
| SchoolDude.com | Renewal | 1,730.93 |
| Sitler Electric Supply, Inc. | Repairs | 173.46 |
| Skeeter Kell Sporting Goods | Supplies | 214.85 |
| State Hygienic Laboratory | Purchase Service | 12.50 |
| Teaching Strategies, Inc. | Renewal | 627.00 |
| Time Management Systems, Inc. | Renewal | 1,351.00 |
| Vetter's Inc. - Culligan Water | Water | 81.59 |

| | | |
|---------------------------|------------------|------------|
| Wiele Motor | Vehicle Purchase | 28,300.00 |
| Winfield Builders | Supplies | 3,090.04 |
| YMCA of Washington County | Management Fees | 7,763.00 |
| | | 289,686.61 |

Administrative Reports

Paul Southwell was not able to be at the meeting. Gary explained that Paul had been in an auto accident and read the following report from Paul. I apologize that I am unable to be available this evening to introduce myself to you and give you my report. I am honored to be entrusted with the opportunity to lead Roundy Elementary. In my first week on the job I have had the opportunity to meet with the Roundy Building Leadership Team, our PBIS Committee, our instructional coaches, the district admin team, and members of the AEA. I have been impressed by our staff's professionalism, the valuable work that has been done thus far, and look forward to facilitating our continued efforts. I look forward to meeting you all and presenting my report at the next board meeting.

Tyler Hotz – AD - Baseball and softball have now concluded. The process for installing the lights on the softball field has begun. Summer workouts are coming to an end as we will continue next week and finish on Monday, July 21st. Numbers have varied throughout the summer but overall they were where we expected them and feel it was a great start to improving our athletic programs as a whole. Next week, both volleyball and boys' basketball will host camps for youth, junior high, and high school students. This is an effort to begin developing the skills to be successful in each sport. Throughout the summer, coaches have worked with their athletes to build those skills as well. We will have a scrimmage/media day Friday, August 18th. Volleyball will scrimmage at 5pm in the main gym. We will recognize cross country on the track at 6pm and football will scrimmage WMU at 6:30pm. Admittance to the events will be a sports drink.

Principal – I had the opportunity to attend a number of trainings this summer. I attended one dealing with ESSA and how it will affect funding over our Title I, II, and III programs. I attended one through SAI that talked more generally about school finance and gave me a greater understanding of how our budget is determined and ran. I will be attending a training July 20th for new principals to build relationships and talk about the role of principal. Numerous days have been spent collaborating with administration, instructional coaches, AEA, PBIS, BLT and others to continue to develop our plans for next year. Some of those collaborative efforts can be seen by the very posters on the walls tonight. Next week we will have an all week training for both Roundy and Secondary staff on our math studio curriculum. August is right around the corner full of school activities including registration August 3rd, Pre-in-service starting August 14th, Back to school bash August 21st, and the 1st day of school August 23rd to name a few.

Neil Mills – I discussed our softball lighting contract with MUSCO Lighting and negotiated a lower contract amount than was approved at last month's meeting. Brenda Wilson has been working with the state lunch program and we have qualified for completely free lunch at Roundy with board approval, the

secondary building will remain the same fee structure as before. Neil asked the board to have a special meeting to approve this *Community Eligibility Program* prior to registration.

Eric Totemeier moved to have a Special Board meeting on July 24, 2017 at 4:30. Seconded by Joy Lekwa. Motion carried 5-0.

Gary Benda - The month has been fairly quiet, although the activity still seems to be high with athletics, personnel work, etc. On Monday thru Wednesday mornings of this week, administration and Instructional Coaches worked with Becky Furlong on professional development. We got to know each other. We also continued our work on roles and responsibilities for Instructional Coaches and facilitating entry points for them into the classrooms. We began work on moving instructional practices forward through support we could provide instructional staff. On Monday and Tuesday afternoon, administrators and select teachers interviewed candidates for both our open ELL position and open Associate and Nutrition positions. Next week we will be holding a week long Math Studio workshop here at Central Office. We have 15 or so of our staff participating as well as 3 MBAEA staff and 3 middle school Camanche teachers. I also have begun work on setting up for District Registration August 3rd. That will be at Roundy Elementary from 9am – 8pm. Tyler, Paul and I began working on professional development for our first and second year teachers. That is planned for August 14. I also want to mention (the first time was in my weekly email last week) about our pool. The supervision and operation of the pool seem to be going even better than last year. Our revenues are down by \$3,000 from last year. Of course that means then our expenses are up by that same margin. The Washington YMCA asked me to look at staffing and prices. I did, but reminded them that is why we are contracting for their services. Our staffing is already slightly short staffed when it comes to concessions. It is fine for safety. Our concession prices are low. Both staffing level and concession prices were set by The Washington YMCA. They will continue to monitor that. I assured The Washington YMCA that we wanted our sharing agreement to continue and that we would not let them suffer a loss of money. I will keep you posted, but our PERL Levy should cover any increase in expenses. We also have a surplus in the Pool Fund because we have not been able to spend everything each year. There is no cause to worry about our pool. I have also told everyone that our goal is to keep our pool open so that residents in the area, who can't easily leave for other entertainment, have something to do if they choose.

New sidewalks are in the process of going in. The windows in the secondary building came in with a \$3,000 estimate, we are rebidding to see if we can get the cost down. The tennis courts are up and running. The new sign should be started next week (or whenever the rain subsides). The John Currie sign and the two flagpoles are in the hands of vendors, no update on timeline. There are new LED lights in the Roundy gym and they are almost ready with the parking lot. Once they are done we will look at next steps. The bus barn has been emptied and cleaned. The mulch will finish getting spread out once the rain subsides. Softball lights are slated to be installed mid-August. The old greenhouse is coming down. The adjacent property owner called us asking if we intended to replace it and asking about an agreement (*there is no agreement on file at the county recorders office*). We checked with the county recorders and believe we can choose to build anything we like on it or leave it vacant. At this time, we would like to place some type of structure up for additional storage. That would not happen until next summer. We are starting to run out of summer help as people go on vacation. Once the county fair starts we will be back down to our skeleton crew.

Board Reports:

Joy Lekwa-None

Eric Totemeier-None

Dave Duncan-Attended a meeting at the County Assessor's office representing the school.

Wayne Finke – None

Sandy Martin – None

Unfinished Business

Joy Lekwa moved to: Approve the final reading of Policy 702.01 changes. Seconded by Eric Totemeier. Motion carried 5-0.

After discussion on the need for an elevator in the middle school. Joy Lekwa moved to: Approve the request to work with Aspect Architecture & Design to prepare for a bond referendum. Seconded by Eric Totemeier. Motion carried 5-0.

Joy Lekwa moved to: Approve the Secondary Student Handbook and to table the approval of the Activity Handbook. Seconded by Dave Duncan. Motion carried 5-0.

New Business

Eric Totemeier moved to approve the following contract changes:

- Contract Change – Gary Benda – From Superintendent 40%/Principal 20%/Curriculum Director 40% - to - Superintendent 40%/ Human resources director 40%/ Curriculum Director 20% - No Wage Increase \$140,000
- Contract Change – Tyler Hotz – From Assistant Secondary Principal/Athletic Director - to – Secondary Principal/ Athletic Director - \$5,000 Wage Increase to \$75,000
- Contract Change – Traci Orr – From Library Associate – to Secondary Secretary - \$5.04 per hour wage increase
- Contract Change – Neil Mills – From Business Manager on a 220-day contract – to Business Manager on a 240-day contract – 10 cents per hour wage increase to \$48,480
- Contract Change – Tashia Wheeler – From Administrative Assistant on a 220-day contract – to Administrative Assistant on a 240-day contract – 10 cents per hour wage increase to \$43,949

Seconded by Dave Duncan. Motion carried 5-0.

Joy Lekwa moved to approve the contract salary for Paul Southwell – Elementary Principal of \$70,000. Seconded by Eric Totemeier. Motion carried 5-0.

Eric Totemeier moved to approve a 10 cent per hour wage increase to all staff other than teachers. Seconded by Dave Duncan. Motion carried 5-0.

Dave Duncan made a motion to accept the following resignations:

- Resignation – Sui Sui – Secondary SPED Associate
- Resignation – Rachel Garcia – Elementary SPED Associate
- Resignation – Elsy Solis – Elementary SPED Associate
- Resignation – Machel Milder – Bus Driver
- Resignation – Casey Robertson – Asst. Boys Basketball Coach

Seconded by Eric Totemeier. Motion carried 5-0.

Joy Lekwa made a motion to approve the following Hires:

- Hire – Codi Sammons 34% Cheerleader Sponsor (Junior Jimenez will cut back to 66%)
- Hire - Linda Polk – ELL Teacher – Secondary Building
- Hire – Maria Braun – Pre-School Associate
- Hire – Ana Ortega – Pre-School Associate
- Hire – Patricia Gomez – Level 2-3 Associate Secondary Building
- Hire - Stephanie Gonzalez – Bravo – Level 2-3 Associate Roundy
- Hire - Hortencia Ramirez – Roundy Nutrition

Seconded by Dave Duncan. Motion carried 5-0.

There was discussion on the Cheerleading fundraiser to sell cheer shirts requested by Jr. Jimenez. The shirt has CHS on it and several board members stated that the shirt should have CCHS for Columbus Community High School on it.

Dave Duncan moved to approve the fundraiser request with that change (CCHS on the shirts). Seconded by Eric Totemeier. Motion carried 5-0.

Gary Benda explained to the board that the next board meeting would fall on the same night as the Back to school bash, and asked if the board would like to move the meeting.

Eric Totemeier made a motion to move the August Meeting to Monday August 28, 2017 at the regular 6:30 time. Seconded by Dave Duncan. Motion carried 5-0.

Neil Mills informed the board that the fund balances for the National Honor Society and the Yearbook have a negative balance which for our certified accounting report have to be zero or positive. He asked the board for approval to transfer Activity Fund Interest to cover the negative balances and then use funds from the Activity General Fund to cover the remainder.

Dave Duncan moved to approve the moving of funds from the activity interest and activity general fund to cover the negative balances. Seconded by Joy Lekwa. Motion carried 5-0.

The first reading of Board Policy 900 Series was held with Gary Benda making the following recommendation to the board:

The 900 Series:

I would recommend one potential change to the 900 policies for your review. It will address the use of School Messenger.

902.03 Currently reads:

The superintendent will determine when a news release about internal District and board matters will be issued. In making this determination, the superintendent will strive to keep the media and the District community accurately and objectively informed. Further, the superintendent will strive to create and maintain a positive image for the District. It is the responsibility of the superintendent to approve news releases originating within the District prior to their release.

News releases will be prepared and disseminated to news media in the District community. Questions about news releases will be directed to the superintendent.

*I would add after the first sentence. **The purpose of all district forms of communication is to keep the media and community updated on news that directly affects the school district and its students, staff and community members. The superintendent may use the district's communication vehicles to share information about events that impact public safety or as determined to have a significant impact on the community.***

*Then add a last sentence that states...**The district's communication vehicles will only be used to communicate information about the district or that is determined to impact public safety or have a significant impact on the community.***

The second reading of the 900 series will be at the August board meeting.

Dave Duncan moved to adjourn. Seconded by Eric Totemeier. Motion carried 5-0.

Meeting adjourned at 7:50.

Sandra Martin, School Board President

Neil Mills, School Board Secretary

