

# ANNUAL BOARD MEETING

## JULY 12, 2004

The Board of Directors of the Davenport Community School District in the Counties of Scott and Muscatine, State of Iowa, met for their Annual Meeting on Monday, July 12, 2004, pursuant to law and the rules of said Board, at the Davenport Schools Administration Service Center, 1606 Brady Street, Davenport, Iowa, in said district. Following the Annual Meeting the Board remained at the board table to conduct a Regular Meeting in the Jim Hester Board Room at the Administration Service Center. Board President Low called the Annual Meeting to order at 7:06 PM.

The following board members were present for the meeting: President Susan Low; Directors Richard Clewell, Nikki DeFauw, Alan Guard, Larry Roberson, Timothy Tupper, and Patt Zamora. Executive Director Ethel Reynolds represented members of the administration at the board table during the interim time period.

### I. ANNUAL MEETING

#### A. Designation of Financial Institutions of Deposit

The Board was informed that the Code of Iowa requires the Board of Directors to adopt a resolution naming financial institutions which may be used as depositories of funds and the maximum amount that may be deposited in each financial institution any one time. The list submitted is designed to cover the maximum possible amounts anticipated under the recommended revision in investment procedures. The administration recommended the adoption of the annual resolution:

**MOTION:** Director Guard moved the recommended resolution be approved by the Board: RESOLVED, by the Board of Directors of the Davenport Community School District, in the Counties of Scott and Muscatine, State of Iowa, that the following named financial institutions are hereby designated as depositories of funds for said school district in amounts not to exceed the amounts hereinafter set forth, and the School District's Treasurer is hereby authorized to deposit the Davenport Community School District's funds in the amount not to exceed named for said financial institutions:

<u>Name of Financial Institution</u>	<u>Location</u>	<u>Maximum Amount</u>
Wells Fargo	Davenport, Iowa	\$45,000,000
US Bank	Davenport, Iowa	\$45,000,000
Northwest Bank & Trust Co.	Davenport, Iowa	\$20,000,000
First Midwest Bank, N.A.	Davenport, Iowa	\$45,000,000
Quad City Bank & Trust	Davenport, Iowa	\$20,000,000
Metrobank	Davenport, Iowa	\$20,000,000
Blue Grass Savings Bank	Blue Grass, Iowa	\$ 5,000,000
Buffalo Savings Bank	Buffalo, Iowa	\$ 5,000,000
Walcott Trust & Savings Bank	Walcott, Iowa	\$ 5,000,000
Iowa Schools Joint Investment Trust	Des Moines, Iowa	\$45,000,000
Valley Bank	Davenport, Iowa	\$ 20,000,000
BankOne	Moline, Illinois	\$10,000,000

Director Zamora seconded the resolution.

The vote on the motion was called and recorded as follows: Ayes: Guard, Zamora, Clewell, DeFauw, Roberson, Tupper, and Low. Motion carried unanimously.

**B. Re-Appointment of 504/ADA Coordinator for 2004-2005**

Appointment of a Section 504/ADA Coordinator is done on an annual basis. A recommendation was made by the administration for the 2004-05 year.

**MOTION:** Director Zamora moved the Board approve the administration's recommendation to re-appoint Robert L. Mata to continue to serve as the Section 504/ADA Coordinator for the 2004-2005 School Year. Director Tupper seconded the motion.

The vote on the motion was called and recorded as follows: Ayes: Zamora, Tupper, Clewell, DeFauw, Guard, Roberson, and Low. Motion carried unanimously.

**C. Annual Resolution for Payment of Bills**

Board Policy #304.04 states an annual resolution should be made regarding payment of bills in between regularly scheduled board meeting.

**MOTION:** Director Clewell moved the following resolution: "Be it resolved that in between regularly scheduled board meetings, that after the bills have been reviewed and verified by the administration and the Board Secretary/ Treasurer, the Board President may be authorized to approve payment of claims and warrants drawn on the Treasury for the several amounts including payment of claims and salaries. Be it further resolved that the Board will officially approve these warrants at the next Regular Board meeting and the warrants will be entered in the minutes of record." Director Tupper seconded the resolution.

The vote on the motion was called and recorded as follows: Ayes: Clewell, Tupper, DeFauw, Guard, Roberson, Zamora, and Low. Motion carried unanimously.

**D. Appointment of District Medical Director 2004-2005**

The administration made a recommendation for the annual appointment of the District Medical Director for 2004-05

**MOTION:** Director Zamora moved the Board approve the recommendation that the District continue to utilize the Work Fitness Center to provide Medical Director Services to the Davenport Community School District for the 2004-2005 School Year at the same annual cost of \$6,300 (or \$525 per month). Director DeFauw seconded the motion.

Director Tupper asked about the determination for use of the Work Fitness Center and offered the possibility of looking at other options. Rita Watts responded we used Dr. Oshan as the District Physician for many years until his death. Then we looked for a different venue with the Work Fitness Center since we used them for occupational health issues. Dr. Christine Deignan offered the scope of services we needed for various health matters for the district. The Work Fitness Center meets our needs and Dr. Deignan works with our school nurses when they call her about medical situations. As difficult cases or questions arise for special education, Dr. Deignan works with them and provides in-service training. Our nurses have been very pleased with the services from the Work Fitness Center staff also. We could do a request for services from other agencies or physicians to see who else might be able to fill this role. Physicians see this as something they might offer as a community service rather than for what they would be paid, and they feel it is a service to our school district.

Mrs. Watts clarified we use the services of Dr. Deignan at the Work Fitness Center as the District Medical Director. We recommend the Work Fitness Center where she is an employee, but Dr. Deignan provides the services for our district. Director Tupper asked if we had a written contract with them, and Mrs. Watts explained we use the letter of agreement which was signed by Patrick Doherty, President of the Work Fitness Center. Director Guard asked if we are provided with any regular written report about what they have done in the scope of services either at the middle or end of the year. Mrs. Watts said we had a report at the end of last year and Dr. Deignan keeps on-going records of the services provided during the year.

The vote on the motion was called and recorded as follows: Ayes: Zamora, DeFauw, Clewell, Guard, Roberson, and Low. Nay: Tupper. Motion carried.

**E. Adjournment**

**MOTION:** Director Guard moved the Board adjourn the Annual Meeting and immediately reconvene in Regular Session. Director Tupper seconded the motion.

The vote on the motion was called and recorded as follows: All ayes by consensus. Motion carried unanimously.

President Low adjourned the Annual Meeting at 7:16 PM. The Board remained seated for the Regular Meeting which followed immediately in the Jim Hester Board Room. All board members remained in attendance for the Regular Meeting on July 12, 2004.

\* \* \* \* \*

7:16 PM

## REGULAR BOARD MEETING

PUBLIC HEARING ON TRANSFER OF PROPERTY  
PUBLIC HEARINGI. **Public Hearing on Transfer of Real Estate @ Main and Locust Streets**

The Board conducted a public hearing on July 12, 2004 at 7:16 PM in the Jim Hester Board Room of the Administration Service Center for the purpose of considering the transfer of certain real estate located at the intersection of Main Street and Locust Street in the City of Davenport for an exchange of property for other property owned by the City of Davenport. President Low said the exchange was for a right-of-way on Main Street to Harrison Street along Locust Street. President Low explained the notice of the public hearing was published in the *Quad City Times* on Thursday, July 1, 2004 with regard to the transfer of the real estate described. President Low asked if there were any written objections or petitions filed by any resident or property owner of the School District to the transfer of property. The Board Secretary stated no written objections or petitions had been received regarding the transfer of property. President Low asked if there were any oral objections to the transfer of this property. No objections were made and no one came forward to speak. President Low therefore declared the public hearing closed and stated the Board would take action later in the meeting regarding the transfer of real estate pursuant to the terms and conditions of the Transfer Agreement. The Board would also authorize execution and delivery of the Transfer of Real Estate documents as needed.

## COMMUNICATIONS

## II. COMMUNICATIONS

- A. Monday, July 19, 2004, 7:00 to 9:30 PM, Special Call Meeting --Board Self-Evaluation Workshop, Location at the John Deere Facility in Mt. Joy.
- B. Wednesday, July 28, 1:30 PM, Summer School Graduation, at North High School in the Paul Holzworth Auditorium
- C. Monday, August 2, 5:30 PM, Committee of the Whole, Administration Service Center, Jim Hester Board Room (Note: This meeting was cancelled late in July.)
- D. Monday, August 9, 6:30 PM Reception; 7:00 PM Regular Board Meeting, Administration Service Center, Jim Hester Board Room
- E. Saturday August 14 & Sunday, August 15 – First Class Project (School supplies collection in connection with the Post Offices. Sorting and boxing of items@ Wood Intermediate; timeframe for volunteers is 4:00 PM to 8 PM Saturday and from 12 to 4 PM Sunday)
- F. Monday, August 23, 7:00 PM Regular Board Meeting, Administration Service Center, Jim Hester Board Room
- G. Monday, August 30, First Day of School for Students
- H. Monday, September 6 – Labor Day Holiday
- I. Monday, September 13, 5:30 PM, Committee of the Whole, Adm. Service Center
- J. SCHOOL BOARD ELECTION INFORMATION (Nomination petitions need to be filed with the Board Secretary between July 12 and August 5. Election packets are available for candidates at the Administration Service Center, 1606 Brady Street, School Board Office.)
  - ❖ Monday, July 12, 2004 -- Candidate Filing Begins
  - ❖ Saturday, July 31 – Last Day for Vacancies
  - ❖ Thursday, August 5 – Candidate Filing Deadline
  - ❖ Tuesday, August 10 – Withdrawal or Objection Deadline
  - ❖ Monday, August 30 – Worry-Free Postmark Date for Voter Registration
  - ❖ Friday, September 3 – Voter Registration Deadline
  - ❖ Tuesday, September 14, 2004 – School Election Day (7 AM to 8 PM)
- K. Open Forum – No one requested time to speak during Open Forum.

## CONSENT AGENDA

### III. CONSENT AGENDA

To conserve time and focus attention on non-routine matters on the agenda, the Board considered a number of items grouped together as a Consent Agenda, all items to be approved in one motion.

#### A. Reading of the Minutes of the Last Regular and Intervening Meetings

The minutes from the last regular board meeting and intervening meetings were presented for approval as follows: June 28, 2004 Regular Board Meeting and Monday, July 6, 2004 Committee of the Whole.

#### B. Personnel: Appointments, Resignations, Etc.

##### RESIGNATIONS: ADMINISTRATIVE

Oates, Bradley	Effective: July 9, 2004
Associate Principal	Years of Service: 22 yrs 11 mos
West High	

##### RESIGNATIONS: CERTIFICATED

Ghosh Sood, Shalini	Effective: June 23, 2004
Special Education – MC/SCI	Years of Service: 10 mos
West High	

Patterson, Trent	Effective: June 24, 2004
Vocal Music	Years of Service: 10 mos
Central High	

Smeltzer, Jill	Effective: June 15, 2004
Math	Years of Service: 4 yrs 10 mos
Sudlow Intermediate	

Zemek, Michael	Effective: June 29, 2004
LOA	Years of Service: 2 yrs 10 mos

##### RESIGNATIONS: SUPPLEMENTAL CONTRACTS

Baldwin, Eric	\$1,967.00
Basketball Boys' 9 <sup>th</sup>	8%
West High	

Frueh, Michael	\$1,475.00
Soccer Assistant SH Girls	6%
North High	

Gooch, Ira	\$2,459.00
Football Sophomore Assistant	10%
North High	

McMillen, Kathleen Band SH Assistant Central High	\$2,459.00 10%
Patterson, Trent Vocal Music HS Central High	\$4,426.00 18%
Smith, Keith Head Sophomore Softball Coach North High	\$2,459.00 10%

## APPOINTMENTS: SUPPLEMENTAL CONTRACTS

Baxter, Stephanie 8 <sup>th</sup> Grade Volleyball, additional, if needed Williams Intermediate	\$1,967.00 8%
Brunkan, Tim Assistant Sophomore Football Coach West High	\$2,459.00 10%
Conner, Jacob Grade 9 Assistant Football Coach North High	\$1,967.00 8%
DeKalb, Michelle Volleyball-Varsity Assistant West High	\$2,213.00 9%
Morden, Frederick Orchestra SH Central High	\$2,951.00 12%
Morden, Frederick Music Director Central High	\$492.00 2%
O'Hare, Jennifer Pom-Pom Coach West High	\$1,721.00 7%
Thissen, Michael 7 <sup>th</sup> Grade Volleyball, additional, if needed Williams Intermediate	\$1,967.00 8%

## APPOINTMENTS: CERTIFICATED

Blackburn, Anna Art (.5) Walcott Elementary	Degree: B.A. – Step 1 Effective: August 25, 2004 Salary: \$12,620.00
Brunkan, Timothy Math North High School	Degree: M.S. – Step 11 Effective: August 25, 2004 Salary: \$41,646.00

Carter, Laura Art (.5) Hayes Elementary	Degree: B.A. – Step 1 Effective: August 25, 2004 Salary: \$12,620.00
Conner, Jacob Industrial Technology North High	Degree: B.A. – Step 1 Effective: August 25, 2004 Salary: \$25,240.00
Crane, Angela Title I Hayes Elementary	Degree: B.A. – Step 1 Effective: August 25, 2004 Salary: \$25,240.00
DeCook, James Special Education – Autistic Madison Elementary	Degree: B.A. – Step 1 Effective: August 9, 2004 Salary: \$25,240.00
Eagan, Andrea Special Education -- Autistic Madison Elementary	Degree: B.A. – Step 4 Effective: August 9, 2004 Salary: \$29,026.00
Frost, Ann Counselor Walcott Elementary/Harrison Elementary	Degree: M.S. – Step 10 Effective: August 25, 2004 Salary: \$40,384.00
Grammens, Janelle Media Specialist Eisenhower Elementary	Degree: M.S. – Step 11 Effective: August 25, 2004 Salary: \$41,646.00
Hildreth, Terry Special Education/MC/RES Central High	Degree: M.A.+15 – Step 9 Effective: August 25, 2004 Salary: \$40,384.00
Hoskin, Stuart Special Education – BD Smart Intermediate	Degree: M.S. – Step 11 Effective: August 25, 2004 Salary: \$41,646.00
Jost, Sara Infant Room Children’s Village at Hoover	Degree: B.A. – Step 1 Effective: August 25, 2004 Salary: \$25,240.00
Metzler, Shanna Reading Specialist Washington Elementary	Degree: M.S. – Step 5 Effective: August 25, 2004 Salary: \$34,074.00
Peterson, Jenni Math, Grade 8 Sudlow Intermediate	Degree: B.A. – Step 1 Effective: August 25, 2004 Salary: \$25,240.00
Sandon, Tracy Special Education – Resource Sudlow Intermediate	Degree: M.S.+30 – Step 11 Effective: August 25, 2004 Salary: \$44,170.00

~~Sims, Jill~~ ~~Degree: B.A. – Step 1 (Rescind 8/09/04 Agenda)~~  
~~Spanish (.5)~~ ~~Effective: August 25, 2004~~  
~~Wood Intermediate~~ ~~Salary: \$12,620.00~~

Warren, Barbara Degree: M.S. – Step 11  
 Kindergarten Effective: August 25, 2004  
 Eisenhower Elementary Salary: \$41,646.00

Wheeler, Jennifer Degree: B.A. – Step 1  
 Special Education – BD Effective: August 25, 2004  
 West High Salary: \$25,240.00

#### RESIGNATIONS/TERMINATIONS: CLASSIFIED

Bothwell, Katie Effective: July 30, 2004  
 Para Educator Years of Service: 7 mos  
 Hoover

DeGeest, Teri Effective: July 16, 2004  
 Para Educator Years of Service: 1 yr 11 mos  
 Hoover

Evans, Shelley Effective: June 3, 2004  
 Para Educator Years of Service: 6 mos  
 Buffalo

Glaudel, Dawn Effective: July 13, 2004  
 Food Service Worker Years of Service: 1 yr 10 mos  
 Eisenhower School

Jackson, Perry Effective: June 4, 2004  
 Custodian Years of Service: 4 mos  
 Wilson Elementary

Jorgensen, Mary Effective: June 3, 2004  
 Para Educator Years of Service: 6 mos  
 Buffalo

Meyer, Renae Effective: June 23, 2004  
 Para Educator Years of Service: 5 yrs 5 mos  
 Wood Intermediate

Reeves, Tami Effective: June 21, 2004  
 Para Educator Years of Service: 6 yrs 4 mos  
 Monroe

#### APPOINTMENTS: CLASSIFIED

Crouch, Kenlyn Effective: July 6, 2004  
 Clerk III 12 month Salary: \$10.19  
 Children's Village at Hoover Hours: 8 hrs/day

Fisher, Deborah Effective: August 9, 2004  
 Clerk II 10½ month Salary: \$9.55  
 Williams Intermediate Hours: 8 hrs/day

Geyer, Karla Accountant Administration Service Center	Effective: July 1, 2004 Salary: \$35,540.00 Hours: 8 hrs/day
Holtz, Gretchen Para Educator Hoover	Effective: June 30, 2004 Salary: \$10.25 Hours: 7.2 hours/day
Meyer, Renae Clerk III 10½ month Eisenhower Elementary	Effective: August 2, 2004 Salary: \$10.19 Hours: 8 hrs/day

\* Not a Teacher      \*\* Guest Teacher      \*\*\* Not a Replacement

**MOTION:** Director Clewell moved the Consent Agenda be approved as written. Director Zamora seconded the motion.

Director Zamora asked about the resignation of Brad Oates showing he was from “West High” because she thought he had been appointed as Principal at Smart. (Note: The effective date for Mr. Oates to start as Principal at Smart should be shown as August 1, 2004. A correction will be made in the minutes of May 24, 2004 to show his resignation from the district as of July 9, 2004, and he had not started the duties at Smart as of that date.)

The vote on the motion was called and recorded as follows: Ayes: Clewell, Zamora, DeFauw, Guard, Roberson, Tupper, and Low. Motion carried unanimously.

## APPROVAL OF BILLS

### IV. APPROVAL OF BILLS

A resolution was recommended by the Administration for adoption of the bill list.

**MOTION:** Director Guard moved the following resolution: “Resolved that all claims presented to the Board having been duly certified as correct by the Secretary, and reviewed by the administration and Board Treasurer, the same be and they are hereby audited and allowed as just claims and warrants drawn on the Treasury for the several amounts. Further resolved, that the payment of claims and salaries be approved as presented with the exception of one voided check #153981, in the amount of \$358.40. Director Zamora seconded the motion.

The vote on the motion was called and recorded as follows: Ayes: Guard, Zamora, Clewell, DeFauw, Roberson, Tupper, and Low. Motion carried unanimously.

## OTHER ITEMS REQUIRING ACTION

### V. OTHER ITEMS REQUIRING ACTION

#### A. Resolution for Transfer of Real Estate @ Main and Locust Street

Following the public hearing at the beginning of the meeting, the Board took action on a resolution for the transfer of real estate located at the intersection of Main Street and Locust Street in the City of Davenport for an exchange of property for other property owned by the City of Davenport, and to execute and deliver the Quit Claim Deed to the City of Davenport conveying the real estate interests described therein and take further actions as necessary to complete the transaction.

**MOTION:** Director Clewell moved the following resolution:

“WHEREAS, the Davenport Community School District is the owner of certain real estate located at the intersection of Main Street and Locust Street in the City of Davenport, Iowa; and

WHEREAS, the Davenport Community School District has received a request from the City of Davenport for an exchange of property for other property owned by the City of Davenport; and

WHEREAS, the Davenport Community School District is agreeable to transferring said real estate, to the City of Davenport and has held a public hearing on the proposed transfer pursuant to Iowa Code § 297.22.

NOW, THEREFORE, the Board of Directors of the Davenport Community School District in the Counties of Scott and Muscatine, State of Iowa, hereby adopts the following resolution:

RESOLVED that the Davenport Community School District in the Counties of Scott and Muscatine, State of Iowa, shall transfer the real estate more particularly described on Exhibit "A" attached hereto to the City of Davenport and shall execute and deliver a Quit Claim Deed with respect thereto.

FURTHER RESOLVED that the President and Secretary are hereby authorized to execute and deliver a Quit Claim Deed to the City of Davenport conveying the real estate interests described therein and are further authorized to take such other actions as are necessary or desirable to complete the transaction.”

Director DeFauw seconded the resolution.

The vote on the motion was called and recorded as follows: Ayes: Clewell, DeFauw, Guard, Roberson, Tupper, Zamora, and Low. Motion carried unanimously. (Exhibit A showing the legal description will be included with the minutes of record.)

**B. Naming of New Pre-School Facility**

The administration recommended the approval of the name “Children’s Village West” for the new pre-school facility for the District located at Valley Fair on Locust Street, as discussed at the Committee of the Whole meeting.

**MOTION:** Director Roberson moved the Board accept the administration’s recommendation to approve the name of “Children’s Village West” for the new pre-school facility for the District located at Valley Fair on Locust Street, as previously discussed. Director Zamora seconded the motion.

Director Zamora said she continued to express her concern with the adequacy of this facility to be used as the new preschool for the district.

The vote on the motion was called and recorded as follows: Ayes: Roberson, Zamora, Clewell, DeFauw, Guard, Tupper, and Low. Motion carried unanimously.

**C. Maintenance Contract for 2004-2005**

The administration presented a recommendation for approval of the Contract for Maintenance Employees for the 2004-2005 School Year.

**MOTION:** Director Roberson moved the Board accept the administration's recommendation to approve the Contract for Maintenance Employees for the 2004-2005 School Year as outlined. Director DeFauw seconded the motion.

President Low thanked everyone for their hard work on this contract and for their participation in the negotiation process.

The vote on the motion was called and recorded as follows: Ayes: Roberson, DeFauw, Clewell, Guard, Tupper, Zamora, and Low. Motion carried unanimously. (A copy of the agreement outline will be included in the minutes of record showing a 1.36% wage increase; 2.17% benefit increase; and specific to other details listed showing a 3.53% total package.)

**D. Board Meeting Calendar for 2004-2005**

It was recommended the Board approve the dates on the Board Meeting Calendar for the Regular and Committee of the Whole Meetings scheduled for the 2004-2005 School Year, as discussed at the last Regular Meeting on June 28, 2004.

**MOTION:** Director Zamora moved the Board approve the date on the Board Meeting Calendar for the Regular and Committee of the Whole Meetings scheduled for the 2004-2005 School Year. Director Roberson seconded the motion.

The vote on the motion was called and recorded as follows: Ayes: Zamora, Roberson, Clewell, DeFauw, Guard, Tupper, and Low. Motion carried unanimously.

**E. Board Policy – Disposition of Facilities**

The Policy Committee recommended the Board adopt Board Policy #701.02 – Disposition of Facilities, as discussed at the last Regular Meeting June 28, 2004.

**MOTION:** Director Clewell moved the Board adopt Board Policy #701.02—Disposition of Facilities, as discussed at the last Regular Meeting June 28, 2004. Director Roberson seconded the motion.

The vote on the motion was called and recorded as follows: Ayes: Clewell, Roberson, DeFauw, Guard, Tupper, Zamora, and Low. Motion carried unanimously.

**F. Board Policy—Participation by the Public at Board Meetings**

The Policy Committee recommended the Board accept the revisions made to Board Policy # 903.15 – Participation by the Public at Board Meetings, as discussed at the Regular Meeting on June 28, 2004.

**MOTION:** Director Clewell moved the Board accept the revisions to Board Policy #903.15—Participation by the Public at Board Meetings, as discussed at the Regular Meeting June 28, 2004. Director Zamora seconded the motion.

Director Tupper was concerned about the time period prior to the board meeting and that citizens have to place their names on the agenda so far in advance. He felt this reduced the ability of citizens to share their concerns at board meetings. He wasn't sure how other school districts handled this practice.

President Low presented a historical perspective and said this practice has been an effective way of handling requests. This policy only concerns extra time during the board meetings, and citizens still have the opportunity to talk during Open Forum at each of the Regular Meetings. The policy used to say 12 days prior to the meeting and now we are asking for notification 9 days prior to the meeting if people want additional time to speak. Director Tupper said it is difficult to have an extensive discussion with only two minutes allocated to the public to talk at board meetings. He said shorting the time prior to the meeting was appropriate but we should also look at the time allowed during Open Forum. When the public makes use of this process, it should be open and expanding the time would make us more accessible to their input and problems.

The vote on the motion was called and recorded as follows: Ayes: Clewell, Zamora, DeFauw, Guard, Roberson, Tupper, and Low. Motion carried unanimously.

#### **G. Special Call Board Evaluation Workshop**

It was recommended the Board set the date for a Special Call Board Evaluation Workshop on Monday, July 19, 2004 to have an opportunity for a self-evaluation session and work at developing a framework for board goals for 2004-2005.

**MOTION:** Director Guard moved the Board set a date for a Special Call Board Workshop for Monday, July 19, 2004 at 7:00 PM for a self-evaluation session and work on board goals. Director DeFauw seconded the motion.

Director Roberson added the workshop would be conducted at the John Deere Davenport Works facility in Mount Joy. Linda will provide a map or directions for people. The meeting will start at 7:00 PM and end around 9:30 PM.

The vote on the motion was called and recorded as follows: Ayes: Guard, DeFauw, Clewell, Roberson, Tupper, Zamora, and Low. Motion carried unanimously.

#### **H. Bid #485 – Commercial Pizza for Secondary Schools/Public Hearing**

**MOTION:** Director Zamora moved the Board accept the administration's recommendation for low Bid #485 from Pizza Hut for the 14" pizza in the amount of \$27,450 and from Papa John's for the low Bid #485 for 6" pizza in the amount of \$9,000 for secondary schools. Director Guard seconded the motion.

The Board conducted a Public Hearing before taking action on the bid #485 for pizza at secondary schools. No one came forth to be heard. The Public Hearing as then declared closed.

The vote on the motion was called and recorded as follows: Ayes: Zamora, Guard, Clewell, DeFauw, Roberson, Tupper, and Low. Motion carried unanimously.

#### **I. Bid #486 – Bread Products/Public Hearing**

**MOTION:** Director Zamora moved the Board accept low Bid #486 from Sara Lee Bakery Group (Rock Island) in the amount of \$93,088.20 for bread products; sliced bread, hamburger and hot dog buns, and English muffins. Director Roberson seconded the motion.

The Board conducted a Public Hearing before taking action on the bid #486 for bread products. No one came forth to be heard. The Public Hearing was then declared closed.

The vote on the motion was called and recorded as follows: Ayes: Zamora, Roberson, Clewell, DeFauw, Guard, Tupper, and Low. Motion carried unanimously.

**J. Bid #487 – Vinyl Flooring and Molding at Jefferson-Edison/Public Hearing****MOTION:**

Director Guard moved the Board accept the low Bid #487 from Hollingsworth's Wall & Floor Covering in the amount of \$46,789.98 for the installation of sheet vinyl flooring and cove molding in classrooms on the second floor of Jefferson-Edison School. Director Tupper seconded the motion.

The Board conducted a Public Hearing before taking action on the bid #487 for flooring and molding at Jefferson. No one came forth to be heard. The Public Hearing was then declared closed. Director Guard asked for an update on the construction at this school. Mr. Good said the bid was under what we budgeted and was outside the original contract for construction at the school. Director Guard asked about the time schedule for starting school with the construction. Mr. Good said this was one part of a large box of puzzle pieces and one bit of work has to follow another. We are pleased with the contractor at Jefferson and we feel good about this getting done on schedule. Director Guard thanked Mr. Good for his coordination on the project.

The vote on the motion was called and recorded as follows: Ayes: Guard, Tupper, Clewell, DeFauw, Roberson, Zamora, and Low. Motion carried unanimously.

**K. Bid #488 – Beverages Other than Milk for High School & Catering/Public Hearing****MOTION:**

Director Zamora moved the Board approve the administration's recommendation for low Bid #488 from Dr. Pepper/7-Up Bottling Group, Davenport, in the amount of \$76,668.35 for beverages other than milk for high school and catering needs for Food & Nutrition Services, as well as display cooler, delivery, and stocking services. Director Roberson seconded the motion.

The Board conducted a Public Hearing before taking action on the bid #488 for beverages. No one came forth to be heard. The Public Hearing was then declared closed. Director Roberson asked for clarification of the bid and the renewal if the service was okay. Mrs. Peyton-Crane said it was correct the bid could be renewed based on service. She said we used a company last year but they had poor performance and couldn't bid this year. The bid doesn't have anything to do with vending machines but only what we sell at breakfast and lunch times. Director Clewell asked about the top five categories for beverages. Mrs. Peyton-Crane said she remembered sports drinks, water, 100% juice products, and tea. The vending machines are turned off during regular meal times and we wouldn't want to see what would happen if they were left on.

The vote on the motion was called and recorded as follows: Ayes: Zamora, Roberson, Clewell, DeFauw, Guard, Tupper, and Low. Motion carried unanimously.

**L. Bid #489 – Playground equipment for Washington Elementary/Public Hearing****MOTION:**

Director Tupper moved the Board accept the administration's recommendation for low Bid #489 from Gazaway & Associates in the amount of \$26,657 (Option #2) for the purchase of new playground equipment for Washington Elementary. Director DeFauw seconded the motion.

The Board conducted a Public Hearing before taking action on the bid #489 for playground equipment. No one came forth to be heard. The Public Hearing was then declared closed. Director Guard thanked the SCRA for funding this type of project and helping us in the area of physical development and play equipment for our children.

The vote on the motion was called and recorded as follows: Ayes: Tupper, DeFauw, Clewell, Guard, Roberson, Zamora, and Low. Motion carried unanimously.

**M. Bid #490 – Four-Wheel Drive Tractor/Public Hearing**

**MOTION:** Director Guard moved the Board approve the administration's recommendation for low bid #490 from Kunau Implement in the amount of \$31,061 for a four-wheel drive tractor. Director Clewell seconded the motion.

The Board conducted a Public Hearing before taking action on the bid #490 for the tractor. No one came forth to be heard. The Public Hearing was then declared closed. Director Zamora said we have done good shopping but asked why the bid was low compared to others. Mr. Good said it was a very competitive market and the company was interested in selling us the tractor. It meets all the bid specifications and we have done business with them so we feel we will get what we need. Director Clewell asked if there was a trade-in made. Mr. Good said there was some trade-in but he didn't know if we had a trade-in that was independent of the bid. Some times we even sell the vehicle or have it as part of the bid. Director Clewell asked where money from a sale would go, and Mr. Good said the revenue would go into the PPEL fund. Director Roberson noted that it looked like we got a great deal on the tractor, but his only comment was that it wasn't "green". Mr. Good said we had a long list of using "green" tractors, but we sent out seven bids to vendors and we only had three responses. Mr. Good added we were predominately "green" however.

The vote on the motion was called and recorded as follows: Ayes: Guard, Clewell, DeFauw, Roberson, Tupper, Zamora, and Low. Motion carried unanimously.

## ADMINISTRATIVE AND BOARD REPORTS

### VII. ADMINISTRATIVE AND INSTRUCTIONAL REPORTS

#### REGISTRATION CHANGES

Mrs. Reynolds said Rachael Mullins and Gary Sloat had co-chaired a committee on registration, and they wanted to update the Board on what was happening this year. Ms. Mullins talked about the integrated marketing plan that identified with registration and scheduling issues. They were able to use funding sources such as RDA to exam what could help families and motivate people to register on-line. It was a large process to examine this and there were 21 members on the committee representing K-12 staff, secretaries, principals, community members, parents, and students. They just finished sending out a mailing for current students in order to give families a head start on registration and to deal with transportation routes. Ms. Mullins talked about a standardization of forms and the cover sheet being in English and other languages.

Mr. Sloat talked about the mailing packet including information sheets on what to expect at registration, what to bring to registration, schedules, and miscellaneous items. There will be a student information verification form included, fees schedule and description, state and federal reporting requirements and an application for free/reduced lunches. This allows parents an opportunity to look at the fees and plan ahead for payment. Also included in the packet will be a parental involvement form encouraging parents to get involved at the schools. He said North High did a trail run on the new program for pre-registration last year and it was very successful. They even saw parents pay ahead of time and back fees came in as parents saw what items needed to be paid. They also saw missing items returned that parents didn't know belonged to the school. Mr. Sloat said 16,500 mailing packets with cover sheets were going out to families. The student information sheet will have personalized data and miscellaneous data included to be reviewed by parents. They hope this will help with updates and how people will be able to make necessary changes in fields. We went through a big process and visited what information we needed such as emergency contacts and that would be the best way to update. After much discussion and planning, we are 98% sure this new system will work well.

Ms. Mullins said this was a huge process with lots of consensus. She thanked a number of individuals for their hard work and to all the secretaries in the buildings who are helping to facilitate this. There will be secretaries from the Administration Service Center out in buildings helping with registration and handling questions for people also. Ms. Mullins answered some questions on equity issues and the challenges for people involved with ESL families and looking at transportation services for them. There are other language barriers, but some translations won't be available until later when schools

start. Director DeFauw talked about issues dealing with the availability of services for people needing language assistance. Ms. Mullins said that many people have translators available through the community who are working with the ESL families to understand the registration process. Director Clewell talked about problems with the lunch money for elementary students. Mr. Sloat said we are setting the stage for elementary schools for on-line services, but it is getting the software in the buildings that is a problem. We will have more on-line in the fall when people on-line for registration.

#### A MOMENT OF REFLECTION FOR LARRY SWANSON

Mrs. Reynolds told board members of the sad news regarding the death of Larry Swanson who had been an employee and was recently retired. Mr. Swanson had taught for 34 year and was a coach along with being a teacher. Mrs. Reynolds asked for a moment of silence for people to think about the life of Mr. Swanson and to reflect in their own way.

#### ADMINISTRATIVE CHANGES

Mrs. Reynolds introduced Mr. Jim Andrews as the new Executive Director of Administrative Services and he will now have an office at the Administration Service Center. Mr. Andrews was formerly the principal at North High and Jane Petty has started as the interim principal at North now.

### VIII. BOARD REPORTS AND REQUESTS

President Low thanked Mr. Andrews for coming to the board meeting and starting his work “a day early”. Mr. Tupper said he had an opportunity to attend the ceremony for Mr. Andrews on Sunday. What he heard over and over was that Mr. Andrews created the feeling of family at North High. We will all be the better for this opportunity. Mr. Tupper said he had known Mr. Andrews for many years and he realized what a good friend Larry Swanson was to him.

Director Zamora thanked Director Clewell for sharing additional information on the UEN survey. It was important to see how many other UEN districts answered the same way we did on the survey.

Director Guard mentioned the AEA programs available for students during the summer. There were wonderful opportunities provided in their “Kollege for Kids” activities. He encouraged parents to take advantage of the services offered through the AEA.

#### REQUEST FOR INFORMATION

**Director Tupper:** (1) Request status of response to Board questions from Bob Mat’s presentation on student achievement; (2) Request proposal from administration on how to implement frequent, on-going communication to the Board on student achievement information; including frequency and type of information to be reviewed; and (3) Request written plan to address middle school climate and establishing benchmark climate standards for all middle schools.

**Director Zamora:** Request to see documentation or data showing that our middle school configuration is academically superior to the junior high school or some other plan.

**Director Roberson:** Reported on the accomplishments of North High being in the championship for baseball. He offered kudos to the administration at North High for working with the students.

### ADJOURNMENT

**MOTION:** Director Zamora moved the Board adjourns. Director Clewell seconded the motion. The vote on the motion was called and recorded as follows: By consensus all ayes. Motion carried unanimously.

President Low declared the meeting adjourned at 8:10 PM.

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Linda Smith Kortemeyer, Board Secretary