

REGULAR MEETING DECEMBER 20, 2004

The Board of Directors of the Davenport Community School District in the Counties of Scott and Muscatine, State of Iowa, met for a Regular Board Meeting on Monday, December 20, 2004 pursuant to law and the rules of said Board. The meeting was held in the Jim Hester Board Room at the Davenport Schools Administration Service Center, 1606 Brady Street, Davenport, Iowa, in said district. President Zamora called the meeting to order at 7:00 PM.

The following members were present: President Patt Zamora; Directors Richard Clewell, Alan Guard, Ralph Johanson, Larry Roberson, and Timothy Tupper. Absent: Director Nikki DeFauw. Student board members present were Abby Frick (North High) and Emily Lemburg (Central High).

RECOGNITION

I. RECOGNITION

A. BUFFALO ELEMENTARY * *JODI HOOGLAND, PRINCIPAL*

Principal Jodi Hoogland informed the Board that Buffalo School was in the second year of their Reading First grant. Teachers were learning new reading strategies—all of which were research based. They know the students benefit from this effort. All teachers were involved in 40 hours of staff development. The Building Leadership team worked 40 additional hours to plan staff development, analyze data, and learn strategies before the strategies were presented to staff. The Building Leadership team was being recognized tonight and was extended a special thank you for all their extra hours of work.

Team members: **Tammy Murphy-Flynn**, Curriculum Facilitator; **Marilyn Marmorine**, Reading Specialist; plus Buffalo Elementary teachers **Sara Comstock**, **Mary Riley**, **Susan Bunch**, **Shelley Mitchell**, **Nancy Bolick**, and **Jodi Smiley**.

Tammy Murphy Flynn gave an overview of the reading strategies. She shared much information about evaluation, instructional programs, leadership, awareness, fluency, and comprehension. Fourth grade teacher **Sarah Rothweiler** introduced the fourth graders and talked about the choral reading students would present. The students try to read as one-voice with this activity and that helps with phrasing and rate of reading. The choral readers were **Taylor Bruce**, **Carlie Sheffler**, **Linsey Maynard**, **Clint Harland**, **Seth Mumford**, **Clayton Miller**, **Malesha Springsteen**, and **Megin Taylor**. They read “The Trail of Tears” and following the presentation the parents were also thanked for bringing their children to the meeting.

President Zamora applauded everyone for participating in the choral reading and recognized the staff for the good work they are doing at Buffalo School.

COMMUNICATIONS

II. COMMUNICATIONS

President Zamora announced that due to the large number of items on the agenda, she would not read through all the dates in the communication section. A hard copy of the calendar was available at the back of the room so people could take a copy of the dates with them tonight.

- A. Winter Holiday (December 23-31) Two-hour early dismissal on December 22
- B. Monday, January 3, 2005 @ 5:30 PM, Committee of the Whole in the Jim Hester Board Room at the Administration Service Center
- C. Tuesday, January 4, @ 4:15 PM, DEA Initial Proposal for Collective Bargaining for 2005-2006; Jim Hester Board Room @ the Administration Service Center
- D. Monday, January 10, @ 7:00 PM, Regular Board Meeting in the Jim Hester Board Room at the Administration Service Center
- E. Thursday, January 13 @ 5:30 PM, Special Call Session for Evaluation of Superintendent Candidate Applications, @ the Law Offices of Patt Zamora (pending approval)
- F. Thursday, January 13 @ 7:00 PM, Kimberly Center Graduation held at Central High
- G. Monday, January 17 – Holiday; no school (Martin Luther King Jr)
- H. Tuesday, January 18, @ 4:15 PM, the District Initial Proposal for Collective Bargaining for 2005-2006; Jim Hester Board Room @ the Administration Service Center
- I. Monday, January 24 @ 7:00 PM, Regular Board Meeting in the Jim Hester Board Room at the Administration Service Center
- J. 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: Regular Board Meeting November 22; Special Call Expulsion Hearing on December 3; Committee of the Whole on December 6, and Special Call Expulsion Hearing on December 10, 2004.

B. Financial Report

It was recommended the Treasurer's monthly reports of receipts and disbursements of the various funds for the period ending October 31, 2004 be approved.

C. Personnel: Appointments, Resignations, LOA, Retirements, Etc.

LEAVES OF ABSENCE: CERTIFICATED

Beverlin, Corinne Special Education/MD West High	FMLA & Extended Leave of Absence Effective: November 3, 2004 – End of 2004-05 school year November 3, 2004 – November 18, 2004 with pay November 19, 2004 – End of 2004-2005 school year without pay
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Nelson, Linda LOA	Extension of Leave of Absence without Pay Effective: November 8, 2004 through end of 2004-2005 school year
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Robertson, Lisa Grade 1 McKinley Elementary	FMLA Effective: November 15, 2004 – January 12, 2005
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RESIGNATIONS: SUPPLEMENTAL CONTRACTS

Churchill, William Varsity Volleyball Coach Central High	12% \$2,951.00
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Littig, Jennifer Assistant Cheerleading Coach (.5) North High	Effective: November 18, 2004 \$2,459.00 (10%) prorated to \$1,229.50 for .5 of the 2004-2005 season
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CORRECTION TO NOVEMBER 8, 2004 BOARD MINUTES

APPOINTMENTS: SUPPLEMENTAL CONTRACTS

Barnett, Orlando	
8th Grade Girls' Basketball, 2nd Team	RESCINDED
Sudlow Intermediate	

APPOINTMENTS: SUPPLEMENTAL CONTRACTS

Allbaugh, Judd Head Boys' Soccer Coach West High	8% \$1,967.00
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Barnett, Orlando Freshman Boys' Basketball Coach West High	8% \$1,967.00
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Franco, Munoz Freshman Boys' Basketball Coach (If needed-one year only) North High	8% \$1,967.00
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Hoover, Amy Pom Pon Coach Central High	7% \$1,721.00
Parks, Willie 7 th Grade Boys' Basketball Sudlow Intermediate	7% \$1,721.00
Rangel, Juan Assistant Varsity Girls' Track Coach Central High	10% \$2,459.00
Rolfstad, Erik Assistant Varsity Wrestling Coach Central High	10% \$2,459.00
Saladino, Joy Basketball Girls' 9 th -West Only- 2 nd Team-2004-05 Season Only West High	8% \$1,967.00
Sedgwick, Brian Freshman Wrestling Coach (.5) Central High	8% \$983.50
Steverson, Dennis Freshman Wrestling Coach (.5) Central High	8% \$983.50
Tollefson, Robert 7 th Grade Boys' Basketball, 2 nd Team, If Needed Williams Intermediate	7% \$1,721.00
Verdon, Matthew Strength and Conditioning Coach Central High	5% \$1,230.00

RESIGNATIONS/TERMINATIONS: CLASSIFIED

Bird, Dawn Para Educator LOA	Effective: December 2, 2004 Yrs. of Service: 1 yr 9 mos
Campbell, Brian Custodian Central High	Effective: December 3, 2004 Yrs of Service: 1 yr 10 mos
Davis, Crystal Para Educator Adams Elementary	Effective: December 15, 2004 Yrs. of Service: 3 mos

Eckhardt, Benjamin Custodian Blue Grass/Walcott	Effective: November 24, 2004 Yrs of Service: 1 mo
McGuire, Thomas Para Educator North High	Effective: January 14, 2005 Yrs. of Service: 4 yrs 5 mos
Miller, Jennifer Para Educator Young Intermediate	Effective: November 23, 2004 Yrs. of Service: 2 mos
Sanders, Theresa Para Educator Young Intermediate	Effective: November 29, 2004 Yrs. of Service: 2 yrs 9 mos
Walker, Julie Para Educator Buchanan Elementary	Effective: December 3, 2004 Yrs. of Service: 1 yr 7 mos
Wolfe, Sara Para Educator Children's Village West	Effective: December 10, 2004 Yrs. of Service: 1 mo
Lemons, Barbara Food Service Worker Young Intermediate	Effective: January 22, 2005 <u>Corrected to December 22, 2004</u> Yrs. of Service: 3 mos

APPOINTMENTS: CLASSIFIED

Becerra, Maria Para Educator West/Williams	Effective: December 13, 2004 Salary: \$8.55 6.0 hours/day
Brown, Jessica Para Educator Children's Village West	Effective: December 7, 2004 Salary: \$8.55 5.53 hours/day
Caldwell, Heather Para Educator Williams Intermediate	Effective: December 20, 2004 Salary: \$11.40 7.0 hours/day
Cusack, Genny Para Educator Sudlow Intermediate	Effective: November 15, 2004 Salary: \$7.05 6.5 hours/day
Fuglsang, Ronald Custodian Williams Intermediate	Effective: December 10, 2004 Salary: \$9.87 6 hours/day
Graham, Cathy Para Educator Smart Intermediate	Effective: November 29, 2004 Salary: \$7.05 6.0 hours/day

Holcomb, Carrie Food Service Worker West High	Effective: November 15, 2004 Salary: \$7.26 2.75 hours/day
Cusack, Genevieve Para Educator Sudlow Intermediate	Effective: November 15, 2004 Salary: \$7.05 6.5 hours/day
Green, Javon Para Educator Garfield Elementary	Effective: November 16, 2004 Salary: \$7.05 6.5 hours/day
Lewis, Marva Para Educator West High	Effective: December 10, 2004 Salary: \$7.05 6.0 hours/day
Lightner, Michelle Para Educator West High	Effective: November 29, 2004 Salary: \$7.05 6.0 hours/day
Mayes, Webster Food Service Worker Lincoln School	Effective: November 15, 2004 Salary: \$7.26 2.75 hours/day
Meneces, Alberto Data Analyst ASC	Effective: December 13, 2004 Salary: \$43,925 8 hours/day
Nunn, Terriana Para Educator Wood Intermediate	Effective: December 6, 2004 Salary: \$7.05 6.5 hours/day
Park, Lisa Food Service Worker Young Intermediate	Effective: November 29, 2004 Salary: \$7.26 6.0 hours/day
Snider, Marla Para Educator Children's Village at Hayes	Effective: November 22, 2004 Salary: \$8.55 5.53 hours/day
Straetker, Karen Para Educator Truman Elementary	Effective: December 13, 2004 Salary: 7.05 6.0 hours/day
Van Laarshoven, Connie Para Educator Young Intermediate	Effective: December 13, 2004 Salary: \$7.05 6.5 hours/day
VanSant, Ronald Energy Technician Operations Center	Effective: November 29, 2004 Salary: \$14.17 8 hours/day

Voelliger, Denise Clerk II 12 Months K C A E	Effective: November 29, 2004 Salary: \$9.78 8 hours/day
Williams, Michelle Para Educator Wilson Elementary	Effective: November 29, 2004 Salary: \$7.05 6.5 hours/day
Wilwerding, Ruth Food Service Worker North High	Effective: November 29, 2004 Salary: \$7.26 2.75 hours/day

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

MOTION: Director Tupper moved the Board approve the Consent Agenda as presented with one correction in the effective date of a resignation for Barbara Lemonds which should be December 22, 2004. Director Roberson seconded the motion.

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

APPROVAL OF BILLS

IV. APPROVAL OF BILLS

A resolution was recommended by the administration for adoption of bills.

MOTION: Director Guard 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 following exceptions from the last two sets of claims: #161207 for \$2,825.50; #161289 for \$2,471.72; #161327 for \$8,081.44; and #160744 for \$440. Director Tupper seconded the motion. (This covers two sets of bill lists for 12/13/04 & 12/20/04.)

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

OTHER ITEMS REQUIRING ACTION

V. OTHER ITEMS REQUIRING ACTION

A. Final Plans for Blue Grass Elementary School/Public Hearing

Jeanne Wolf, Bill Good, and architect Mark Miller presented final plans for construction work being recommended at Blue Grass Elementary School. Preliminary design plans were reviewed by the Board at the Committee of the Whole on December 6, 2004. Principal Wolf thanked the Board for being able to share this exciting project after a multitude of meetings.

There will be renovation of the media space and computer labs for Blue Grass. Multiple learning opportunities will be going on at the same time with equal access. A safe and secure entryway with a system for monitoring is planned.

Mark Miller from Bracke, Hayes, Miller Architects went through the details of the proposal for Blue Grass Elementary. He shared notes on the rearrangement of the office area and entrance, accessibility, media center, and computer labs. The existing main restrooms will be renovated for handicap accessibility. They will relocate lockers and the total costs will be approximately \$468,500 with \$342,500 from local option money and the rest from PPEL funds.

President Zamora asked about public access to the media center after hours. Mr. Miller said the media center is on the back side of the building and people will need to go through the front of the building to use this.

Public Hearing

President Zamora announced this was the time for the Board to conduct a public hearing for community input on the construction plans at Blue Grass Elementary School. No one came forth to speak. The public hearing was declared closed.

Action on Final Plans

Following the presentation, the Board was asked to accept the administration's recommendation to approve the final plans for the remodeling work at Blue Grass Elementary School.

MOTION: Director Roberson moved the Board accept the administration's recommendation to approve the final plans for the remodeling work at Blue Grass School. Director Clewell seconded the motion.

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

B. Final Plans for McKinley Elementary School/Public Hearing

Lisa Baxter, Bill Good, and architect Greg Larrison presented the final plans for construction work being recommended at McKinley Elementary School. Preliminary design plans were reviewed by the Board at the Committee of the Whole on December 6, 2004.

Principal Baxter said this was her 14th year and this was the most exciting project being considered for McKinley to remodel the media center. Greg Larrison from Larrison & Associates thanked the Board for the opportunity to present the plans for this school.

McKinley was similar to six other schools and as they looked at the requirements needed for remodeling, they made plans to keep the heritage of the building during the construction process. They worked with the staff, principal, and parents on the process and made adjustments along the way. The Board looked at details of the existing first floor and saw the proposed changes for the media center and new kindergarten classroom. There were upgrades in the commons area also. The media center will be enlarged and two classroom areas are included with a bay window area and corner fireplace. There will be some glass elements and 46 seats which will be adequate in the media center. The changes from the Committee of the Whole meeting were viewed and they reworked the entry for the media center so there will be a line of site to the computers. There are stack spaces and areas for tutoring opportunities. The technical center can be used independently and has adequate space. The Board heard about security, enlarged office area, restroom enhancements, and other details shown in the drawings.

There were drawings showing the existing second floor and the new second floor recommended plans. They will have an instructional suite like at Wilson School. This will provide for flexibility and a different type of teaching opportunity. There will be new lighting and sound enhancements that will make the classrooms state-of-the-art. The last area was the existing basement where there were design improvements showing a multi-use room (cafeteria). This area will be opened up and include a good fire exit. The total costs will be about \$1,610,000 with new boiler, heating modifications, and other interior minor remodeling. There were questions about the boiler and heating system and air conditioning for the future. It is not set up for a full introduction of air conditioning throughout the building.

Director Clewell appreciated the respect for artificial enhancements but was concerned about the replacement of the doors. Mr. Larrison said the doors were not sound and the hinges in place were not square. Mr. Good appreciated the good observation and said they will take a second look at the doors to see if there is a way to make this work. The cost was based now on the replacement of the doors. The Board was told the frames often remain the same and the doors are replaced to get a better fit. They can look into refurbishing the doors also. Director Clewell had some questions about the instructional suites concept, and asked if this had been used at other school buildings in the district. Mr. Good said they are “right sizing” spaces now in many of the schools to better fit the activities. Director Zamora asked about soundproofing in the instructional suite with smaller units. Mr. Larrison talked about the way the walls are constructed and the flexibility available in these areas on the second floor.

Public Hearing

President Zamora announced this was the time for the Board to conduct a public hearing for community input on the construction plans at McKinley Elementary

School. No one came forth to speak. The public hearing was declared closed.

Action on Final Plans

Following the presentation, the Board was asked to accept the administration's recommendation to approve the final plans for the remodeling work at McKinley Elementary School.

MOTION: Director Guard moved the Board accept the administration's recommendation to approve the final plans for the remodeling at McKinley School. Director Tupper seconded the motion.

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

C. Final Plans for Washington Elementary School/Public Hearing

Sheri Simpson-Schultz, Bill Good, and architect Greg Gowey presented the final plans for construction work being recommended at Washington Elementary School. Preliminary design plans were reviewed by the Board at the Committee of the Whole on December 6, 2004.

Principal Simpson-Schultz was thrilled to be able to present the plans to upgrade Washington School. Greg Gowey from SGM Architects & Interior Designers talked about the proposed project for Washington that included a new entrance, moving the media center, revised and relocated office areas, new cafeteria on the lower level, and remodeled classes on the upper level. They will keep the project within the footprints of the original building. The main access has been changed to be off of Pleasant Street and the area shared with Sudlow for parking. The Board saw pictures of the sidewalk and entrance area, new vestibule, and administrative office areas. Concerns were addressed about the traffic because of the dumpsters and these will be removed with changes made in this area. There will still be emergency vehicle access in the back. The current storage building will be placed in the dumpster area. The Board saw drawings of the basement, first floor, and second floor remodeling.

There was new construction planned for the basement including the kitchen and a window well. The cafeteria and the crawlspace will be remodeled. The Board saw the design for the first floor plan remodeling with the vestibule area, remodeling for the administrative offices, ADA bathrooms, and the parent/community room. The stairs will be moved in this area and opened up. There was access to the elevator. The cafeteria will be moved to the lower level and the existing kitchen will be moved. The media center will be relocated on the first floor with the computer lab. On the second floor plan there will be remodeling in several classroom areas and the teacher workroom. Windows were replaced two years ago so we can just move and reuse them. They will match the architecture of the building and there was some exterior site work. The cost estimate was about \$1,646,800 for the total.

Mr. Good noted total project costs will be in addition to this figure. Board members had an opportunity for additional questions and heard about doing excavation work instead of enlarging the building. It will be easy to remove the dirt and make changes in this type of building because of the previous construction and footing elevation.

Public Hearing

President Zamora announced this was the time for the Board to conduct a public hearing for community input on the construction plans at Washington Elementary School. No one came forth to speak. The public hearing was declared closed.

Action on Final Plans

Following the presentation, the Board was asked to accept the administration's recommendation to approve the final plans for the remodeling work at Washington Elementary School.

MOTION: Director Tupper moved the Board accept the administration's recommendation to approve the final plans for the remodeling at Washington Elementary School. Director Roberson seconded the motion.

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

D. Audit Report for 2003-2004

The administration recommended the Board take action on the audit report.

MOTION: Director Clewell moved the Board approve the audit report for 2003-2004 as presented by the firm of Eide Bailly LLP and discussed at the Committee of the Whole on December 6, 2004. Director Roberson seconded the motion.

Mrs. Wood thanked the auditing company for their good work and mentioned a new monthly report the Board will receive that Mrs. Tangen was preparing. Director Tupper noted it was six months past the end of the year and the Board was still trying to figure out what happened in the special education area.

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

E. Lincoln School Charter Implementation Application Plan

The administration recommended the Board take action on the Lincoln Charter.

MOTION: Director Guard moved the Board accept the administration's recommendation to approve the Lincoln School Charter Implementation Application Plan as previously presented and discussed at board meetings. Director Tupper seconded the motion.

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

F. West High Block Schedule for 2005-2006

The administration recommended the Board take action on the Block Schedule at West High.

MOTION: Director Clewell moved the Board approve the Block Schedule Program at West High starting with the 2005-2006 school year, as previously presented and discussed at Committee of the Whole meetings. Director Roberson seconded the motion.

Director Johanson talked about reviewing historical information about block scheduling and a discussion about monitoring metrics. He noted it was not provided for in the proposal but he would like to see this done to make sure we get what we want with the block. Mr. Meyer responded that retention and achievement methods plus other data collection were ongoing. Director Johanson wondered if some improvements were linked to the CSIP and not necessarily to the block program. Mr. Meyer again talked about retention of students and how this is studied by an ongoing basis. Dr. Schuerman said the Board had a right to request the staff to look at what has happened to kids, long term school improvements, and accountability of staff. Monitoring and methods should be part of the expectation.

Director Roberson commented that when schools go to the block, it was a great opportunity for students to make up classes and stay in school to graduate. Director Guard asked for the opinion of the student board members. Abby said she liked the block and never had any other way. It helped because the class gets done faster and there were better opportunities to take more classes. She was able to take Spanish 3 and 4 in one year and students can catch up and even graduate early if they want. Director Guard asked to hear about the perception that the block also keeps kids out of the hallway which helps with discipline. Emily said it helps because there were less security problems and teachers know where the students are.

Director Tupper thought there have been improvement in the schools but he

expressed some concerns with testing. We need to monitor test scores and ask if we are really achieving the same results or better. Mr. Meyer noted the Board made a decision to increase graduation requirements. Because of the extra classes required, students will do better on test scores and will improve.

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

G. Board Goals for 2004-2005

The Superintendent recommended the Board approve the final list of Board Goals for 2004-2005 as outlined and prepared during workshop sessions.

MOTION: Director Guard moved the Board accept the final list of Board Goals for 2004-2005 as outlined and prepared during many workshop sessions. Director Johanson seconded the motion.

Dr. Schuerman noted once the Board approved the goals, they will be exhibited throughout the schools so everyone knows what we are about. We will begin posting immediately. Director Tupper commented this was a job well done with appropriate goals, although he felt we needed to have a sixth goal on finances, but this was an on-going topic of discussion. President Zamora remarked she was not generally excited about goals, but the Board did a good job on these.

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

H. Setting the Date for a Special Call Meeting to Review the Superintendent Candidate Applications (Closed Session)

It was recommended the Board set the date for a Special Call Meeting to evaluate the superintendent candidate applications.

MOTION: Director Roberson moved the Board hold a Special Call Meeting on Thursday, January 13, 2005 at 5:30 PM at the office of Patt Zamora, 125 Kirkwood Blvd., Davenport, Iowa for the purposed of evaluating applications received from candidates expressing an interest in the position of Superintendent. Director Tupper seconded the motion.

President Zamora reminded everyone this would be a closed session for evaluation and review of personnel records allowed by the Open Meetings law.

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

I. Board Policy Revisions

The Policy Committee recommended the revisions in board policies previously discussed, including additional revisions or deletions made by the Policy Committee after further review.

MOTION: Director Clewell moved the Board approve the changes and revisions in the following board policies which had been previously discussed:

Board Policy #401.44 -- Employee Substance Abuse	<u>Revised</u>
Board Policy #602.18 – Accreditation	<u>Revised</u>
Board Policy #503.13 -- Accelerated Graduation	<u>Delete/Combined with 503.14</u>
Board Policy #503.14 – <u>Non-Traditional</u> Graduation	<u>Revise to include 503.13</u>
Board Policy #503.11 -- Graduation Requirements	<u>Revisions</u>

Director Guard seconded the motion.

Director Clewell asked to comment on the new revisions made in Board Policy 503.11 dealing with graduation requirements. They deleted one sentence in the second paragraph talking about completing at least one term during their senior year. There was no reason to hold students back when their graduation requirements were completed and students should feel free to graduate from the District if they want. We also were asked to delete the sentence talking about achievement on the ITED tests or being successful on the eleventh grade assessment.

Director Guard said dealing with policies can be boring, but this may be the most important thing the Board does besides hiring a superintendent. We increased the graduation requirements to keep up with the rest of Iowa. We care about the students and want them to be prepared. This is an opportunity for them and our students will live up to our expectations. Director Guard felt this was the right direction to take and thanked the staff for their work in bringing this policy back to the Board for additional revisions. He also thanked members of the Policy Committee for getting this together and moving the District in the right direction. Director Clewell said the committee may come back next September or October with additional revisions, but at this time the revisions in the policy will work.

Director Tupper questioned the personal appearance policy, but was informed the policy would be an item for discussion later in the meeting and was not being approved tonight. Director Roberson responded through all the work we do, we want kids ready for work. We see the need to raise standards and we are ready to compete. It is a priority to do everything we can to help students succeed. President Zamora said she was happy with the increases in the graduation requirements.

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

J. Local School Improvement Advisory Committee Membership Additions

The administration recommended approval for the additional names listed of individuals who have expressed an interest in serving as members of the Local School Improvement Advisory Committee for the 2004-2005 school years.

MOTION: Director Tupper moved the Board approve the administration's recommendation for additional names listed who expressed an interest in serving on the Local School Improvement Advisory Committee for 2004-2005. Director Roberson seconded the motion.

Director Clewell asked if there was a reduction in the number of people serving on this committee. Dr. Schuerman said yes and the District was still interested in getting people to serve on the LSIAC. People can contact the staff if they are interested in being on this committee.

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

Additional names approved for the LSIAC were: Timothy Barton, Regina Clewell, Terry Cook, David Jensen, Adam Kurth, Lisa Lawson, Dan McCarthy, Marla Miller, Rickey Peer, Christy Rostenbach, Meliha Seferovic, Denise Terry Jo Souder Vandecar, and Scott Wolf.

DISCUSSION ITEMS

VI. DISCUSSION ITEMS

A. Superintendent Search Process Update

President Zamora mentioned the Board would meet on Thursday, January 13, 2005 in a closed session to look over applications from candidates. The search process was going forward and will take time to hire a permanent superintendent.

B. Urban Education Network Lobby Team Report

Director Clewell talked about efforts being taken to form a District lobby team recommended by UEN and plans for visiting legislators in Des Moines. He explained UEN was the group of eight of the largest school districts in Iowa. They will hold a lobby day on Capitol Hill on January 25, 2005. He will participate along with Dr. Schuerman and Rachael Mullins, but that was not enough to do the work. The legislators know who we are and our message. We will be putting together a member team for our district with leaders from business, teachers, parents, and students, who will go to Des Moines to talk with the legislators.

Director Guard, Clewell, and Rachael Mullins met to discuss where to start and who we should select for this team. This should be a grass roots group and we will work with them on preparing a Powerpoint slide presentation that can be used to energize the local community. It could be used by the PTA groups, businesses, and others to get the word out. They talked with the

Executive Director of UEN to see what we can do. We will be a leader in lobbying efforts from this area. We have a number of people we would like to choose. Our plans are to go to Des Moines in March with our group. We are working on preparing the ground work for this trip and hope to have between five and seven people involved. The more time we can get in front of the legislators, the more impact we will have.

Director Guard added that anyone who has the time and would like to be a part of this would be welcome. They can contact the Board Secretary at 336-5087 and we will get back to them.

C. Board Policy Discussion

Director Clewell took this opportunity to tell board members what the Policy Committee was doing this year. They are working on developing a cell phone policy and also going through the 401 employment section that needs review this year. They should be ready for the January Committee of the Whole meeting. We talked with Roger Fuerstenberg and a nurse concerning giving medicine to students and asthma medication laws which have changed. This policy will be coming forward for the Board to review also.

In regard to the NCLB laws, we are required to prepare a parental involvement policy. We want to talk to the Board to find out if this should go to the LSIAC to formulate a policy. We are looking at the personal appearance policy and what UEN and other districts are doing. We need to make sure all the policies stick close to governance and give the schools some guidance. Our policy committee meetings are open to the public and students may attend if they are interested also. Director Roberson asked about rephrasing the personal appearance policy wording. We tell people what they can wear so it will not take away from the work in the classroom. We can't let students' appearance take away from the studies. Director Clewell said we don't allow gang clothing and much of this is left to the administration to handle. Things that have an impact we can address in the policy. President Zamora hoped this policy would be discussed more fully at a Committee of the Whole meeting.

ADMINISTRATIVE AND BOARD REPORTS

VII. ADMINISTRATIVE AND BOARD REPORTS

1. Dr. Schuerman announced an early retirement incentive plan for staff would be distributed shortly. After visiting with the Board on the process, we are moving ahead with the incentives. Early retirement plans will be offered for the next school year and administrators for the second half of this year.
2. The staff and executive council analyzed where we are and had lengthy discussion on ways to tighten the belt on spending so we know where we will end up. The early retirement incentive for administrators was one example of what we hope to do.

3. Because of the small number of staff people working on December 27, 28, and 29, and considering energy costs, we are basically shutting down during this time at the administration building.
4. The financial discussion series which Marsha Tangen will present later will explain more about finances and answer some questions from the Board.
5. The administration was sensitive to the need to prepare reports board members requested. Dr. Schuerman asked if there were any requests outstanding the administration should be responding to for the Board. Director Zamora thought most requests were answered during discussions or in written form in the board packets. Dr. Schuerman asked board members to fill out their request for information forms so the administration would be able to respond.
6. Director Tupper was concerned the mid-year early retirement incentives were not consistent with other staff. Dr. Schuerman said there was not a substantial financial benefit to offer the early retirement to all staff at the mid-year point. They analyzed the number of administrators and came forward with this proposal and another proposal for all staff at the end of the school year for retiring. Director Tupper said there was discussion about consistency between groups and this answered the question. Director Guard thought administrative positions should be left open for some time and asked what would be saved if a position was left open for one year. Dr. Schuerman said they would look at this further. Director Guard said he didn't see the value in letting someone go and then filling the spot with another person right away. There wasn't much salary gap for the administrators and he wasn't sure on the savings.
7. Director Clewell had questions on the demographics of teachers' age and the early retirement incentive. He asked what the bell curve was for education, age, and service. Dr. Schuerman clarified the director wanted a statistical analysis dealing with the age, educational level, and experience of the teaching staff. Director Tupper added there should also be something on achievement data too.
8. Dr. Schuerman extended season's greetings to everyone for the holiday.

BOARD REQUESTS FOR INFORMATION

1. Director Tupper asked if there could be time to do a Board review or evaluation session with the interim superintendent.
2. Director Guard asked for a mid-year evaluation of the interim superintendent.
3. Director Zamora again asked for evidence that middle school organization has improved achievement and discipline in our schools.
4. Director Johanson mentioned the IASB Legislative Conference to be held on January 18, 2005 in Des Moines.

DISCUSSION ITEMS (Continued)

VIII. DISCUSSION ITEMS

A. School Finance and Budget Discussion Series – Session 6

CFO Marsha Tangen continued with the sixth session on school finance and budget issues requested by the Board. The Board would receive information on age and years of experience in the next packet. New financial documents outlining budgeted versus actual revenue and expenditures for November 30, 2004 were reviewed. This was new data and kind of an analysis that the Board asked for earlier. Mrs. Tangen asked for feedback from the Board on whether this was what they needed. She talked about the areas under the revenue section showing money we are going to receive. The budgeted amount shows what was certified in the aid and levy worksheet. The expected percent column shows 5/12th through the year as of the end of November for some revenues. Other revenues are based on historical information. We do a reconciliation each quarter and if the state cuts funding or there are changes, we will come back and make an adjustment each quarter. We can only recognize the revenue equal to the expenditures for categorical funding. We get some categorical money upfront and the rest after the final report is completed. We don't receive categorical revenue on a consistent basis each month.

The Board went through each of the revenue areas including property taxes, tuition, earnings on investments, service fees, other revenue from local sources, state foundation aid, instructional support state aid, AEA, other state sources, Title I, and other federal sources. The Board talked about receiving money from other districts for open enrollment and waiting for these payments until the districts have the money. We make our tuition payments on a timely basis to the other districts. We have had more cash available this year for investments but the interest rates are less. As the prime interest rate increases, the interest rates should go up. We hope to come close to our projections in this area. We receive serve fees two times a year—in the fall and in January. We sent out registration information to parents letting them know the fees and they could write checks for the entire year or use a credit card which helped in this area. Other revenues include cyclical grants. We look at the history of revenue and we only recognize revenue when expenditures take place.

Director Guard asked if we could deliver a service so we can recognize that income earlier or how do we recognize it? Mrs. Tangen explained that some of the grants are for several years and the delivery is over that time frame. Knowing this type of information would help the Board. There was some discussion about early childhood funding and how money was spent. Mrs. Wood explained several of the larger grants are received toward the end of the year for staff development that takes place in the summer. Some of the grants for multiple years take a lot of planning to make sure the money is spent correctly and programs are in place over a period of time. Director Guard had concerns about the Title funds they were told had to be spent last year for the preschool center. Dr. Schuerman said the staff is looking at this area and how expenditures are recognized.

The next review concerned expenditures areas. We recognized 1/12 expenditures each month and we are about 4% over at this time. The Board talked about variances, contract settlements, and adjustments. Mrs. Tangen will break down some information by employee groups for the Board. The discussion continued about variances, salary adjustments, and ways to enhance the Board's understanding of the budget. There were additional questions and Mrs. Tangen explained there would be budget discussions in March and we have to certify the budget for next year by April 15. The utilities are below budget but if we have a bad winter or the price of fuel goes up, this could change. There were questions regarding modifying the budget because of enrollment, and decreases in the number of students who open enrolled out. Director Guard noted there were 23 students less going out of district than last January but he wondered why. Mrs. Reynolds said they would be getting more information on this and there is a formula used that affects the numbers. Director Guard said he would like to be able to tell people that children are staying in our district.

Mrs. Tangen next talked about the textbooks and explained how the purchases were made during the summer months. She talked about extra funding we would be getting with drop out prevention funding and how adjustments will be made at the end of the year. We have a budget of \$700,000 but only spent \$471,749 in this area. The Board heard about indirect costs set by the State at 2.24% and costs associated with grants management. Transportation costs were reviewed and we will do a quarterly report to see if we need to make adjustments in this area. Director Johanson asked how quarterly budget adjustments could be made for transportation. Mrs. Tangen responded they will look at field trips, outside activities or events that were not typical, and this could lower costs this year. Some figures are set in stone and some routes can't be changed. Mrs. Reynolds added they could bring some information to the Board about guidelines for the homeless and the affect on transportation costs. We need to find money for transporting the children and that could affect the budget. The Board looked at site-based expenditures which include areas such as custodial supplies, office supplies, and curriculum materials. Our expenditures are close in this area and can be monitored well. Categorical funding was discussed and we are running 11% over attributable to the way we report our expenditures to match revenues. We will be getting the Board more information on special education areas.

Director Guard questioned the talented and gifted budget and how money was reserved for practical experiences. If there was extra money, how can we better program this for TAG. He was concerned about money left in this area and would like to see more offerings for students. In summary, Mrs. Tangen noted quarterly reconciliations were performed looking at budget to actual. Areas requiring additional attention are those either 5% under revenue or 5% above expenditures. Dr. Schuerman talked about two areas dealing with salary and fringe benefits, and special education. Other accounts seem to be close to the budget estimates.

Director Tupper complimented the administration on going over the finances so thoroughly. This was a great educational experience. He thought having the YTD show a dollar amount in addition to the percentage would be helpful. There were questions about whether the administration could project how much off budget we might be and if there should be concerns. Mrs. Tangen said there will be adjustments for the next six months and at the end of the quarter. Dr. Schuerman talked about the staff looking at funding and making some decisions through the year. They want the Board to feel comfortable about the finances and are not insensitive to decisions to be made. We recognize we don't want to make changes that affect programs offered to students. We are about education and will do what we can to minimize program reductions, but we might have to cut back.

Director Guard thanked the staff and Dr. Schuerman for working on this. It was helpful the Board made this a priority and was getting the facts. Director Johanson asked about having a revised estimated annual expenditure report. Mrs. Tangen said if annual numbers need to be revised, they will be adjusted for the next six months. Director Roberson appreciated the work in this report but thought it wasn't a true picture because of the partial payments and how money was accounted for. Mrs. Tangen said the figures were as of the end of November and December will have different figures. The report was a snapshot as of a specific time period. Director Roberson asked Mrs. Tangen if she was overly concerned with where the District was financially. Mrs. Tangen said she was concerned but not overly concerned with the figures.

ADJOURNMENT

MOTION: Director Guard moved the Board adjourn. Director Tupper seconded the motion. The vote on the motion was called and recorded: All ayes.
President Zamora declared the meeting adjourned at 9:28 PM.

Linda Smith Kortemeyer, Board Secretary