

**BOARD OF DIRECTORS**

**ANNUAL MEETING**

6:30 PM

September 20th, 2017

KCCA

Sigourney, Iowa 52591

**Agenda**

**District Vision Statement:** Preparing Today's Students for Tomorrow's World.

**District Mission Statement:** In partnership with family, business and community, we will provide quality instruction and progressive curriculum in a secure and challenging environment. All students will have the opportunity to acquire the knowledge, skills, and character to become citizens in a global society.

- I. **Call Meeting to Order and Determination of a Quorum**
- II. **Good News**
- III. **Focus on Education - None this month**
- IV. **Approval/Amend Agenda**
- V. **Welcome Visitors and Receipt of Comments/Letters**
  - a. **ISEA - Carol Hauptert**
- VI. **Consent Agenda**

Secretary's Report

  1. [Bills](#) - Regular
  2. [Minutes](#) - Regular
  3. [GF Revenues vs Expenses](#)
  4. [Expenditure History](#)
  5. [Financial Control Report](#)
  6. [Management Fund Report](#)
  7. [SAVE/Sales Tax Fund Report](#)
  8. [Solvency Ratio](#)
  9. [SPED Report](#)
  10. [PPEL Fund](#)
  11. [Unspent Authorized Budget](#)
  12. [Activity Fund Summary](#)
  13. [Activity Bills](#) / [Nutrition Bills](#)
- VII. **Action Items**
  1. **Resignations -**

[Bryce Brown](#) - He is resigning from position as Asst. Wrestling Coach.  
**Recommendation:** Approve the resignation of Bryce Brown as Wrestling Coach.
  2. **Contracts/Letters of Intent -**

[Wrestling Cheerleading](#) - Michelle Boender had expressed interesting the vacant coaching position.  
**Recommendation:** Approve Michell Boender as cheerleading coach for the 2017-2018 school year.
  3. **Acceptance of Abstract of Election**

**Recommendation:** Approve the September 12<sup>th</sup> Election results.
  4. [Financial Accounting Books for FY 2017](#) – Treasurer's Report  
**Recommendation:** Approve Treasurer's Report for FY 2017.
- VIII. **Discussion Items/Committee Reports - None**
- IX. **Adjourn**

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ORGANIZATIONAL MEETING  
Following Annual Meeting  
September 20th, 2017  
KCCA  
Sigourney, Iowa 52591  
Agenda**

**District Vision Statement:** Preparing Today's Students for Tomorrow's World.

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- I. **Call Meeting to Order and Determination of a Quorum**
- II. **Approval/Amend Agenda**
- III. **Oath of Office to new Board Members** – Board Secretary will administer the Oath of Office
- IV. **Election of Officers**
  - a. President
  - b. Vice- President
  - c. Administer the Oath of Office to President and Vice-President

The President and Vice-President are to be nominated and elected by the board. The board members will cast their ballots and sign their own name to the ballot. The board members will cast their vote by paper ballot to determine the President and then the same process is used to determine the Vice President. The board secretary will collect and read the results of the individuals with the most votes for the President and then the Vice President. Once the President and Vice President have been elected the Board Secretary will administer the Oath of Office. The newly elected President will assume the chair after the oath.
- V. **Appointment of Board Secretary/Board Treasurer** - The board must appoint a Secretary/Treasurer for the 2017-2018 school year. The President will then administer the Oath of Office to that person.

**Recommendation:** Appoint Sue Huls as the District Secretary/Treasurer for the 2017-2018 school year.
- VI. **Establishing Meeting Date, Time, and Location** – The Board must establish the time and place of the meetings for the upcoming year.

**Recommendation:** Establish the time as 6:00 PM for the board meetings for the 2017-2018 school year to be held at 909 E. Pleasant Valley in the Keokuk County Career Academy. Regular Board meetings will be held on the 2<sup>nd</sup> Wednesday of the month with the exception of July's meeting being held on the 3<sup>rd</sup> Wednesday of the month.
- VII. **Name Official Publication** – The Board of Directors must name an official newspaper for the publication requirements for the district each year.

**Recommendation:** Approve the Sigourney News-Review as the official newspaper for the district for the 2017-2018 school year.

**VIII. Designation of Legal Counsel** – The Board of Directors must approve the employment of legal counsel pursuant to Iowa Code section 279.37.

**Recommendation:** Appoint Lynch Dallas, P.C. as the district's legal counsel for the 2017 - 2018 school year.

**IX. Committee Membership and Assignments**

- a. Finance Committee (3) includes fundraisers
- b. Buildings and Grounds (3)
- c. Negotiations (3)
- d. Policy (3)

**Recommendation:** Appoint the finance, buildings and grounds, negotiations and policy committees to consist of 3 board members each for the 2017-2018 school year.

**X. Keokuk County Conference Board** – This board oversees activities, budgets, and staffing of the assessor's office in Keokuk County. They normally meet once a year in January.

**Recommendation:** Appoint a board member to represent the school district on the Keokuk County Advisory Committee for the 2017-2018 school year.

**XI. Depository** - The Board of Directors must approve official depositories to safeguard its Schoolhouse Funds.

**Recommendation:** Appoint County Bank, MidWest One and The Education Liquidity Fund as official depositories of district funds for the 2017-2018 school year.

**XII. Action Items**

**1. [Connect Architect](#)** - Dan will be present to discuss the punch list for the All-Weather Track and the Science Room.

**Recommendation:** Accept the Progress Report as presented by Connect Architecture.

**2. [Approve SBRC Request for MAG for SPED Deficit](#)** - We began claiming Medicaid funding for services provided to our students, but we still ended up with a \$18,306.85 negative balance.

**Recommendation:** Approve request to the SBRC (School Budget Review Committee) for allowable growth and supplemental aid for the negative balance in Special Education for the 2016-2017 school year.

**3. [FFA National Convention](#)** – Mr. Driscoll will be taking his FFA Leadership Team to the National Convention in Indianapolis. Mr. Driscoll will be taking students in a school van.

**Recommendation:** Approve the out of state travel for the FFA Chapter to attend the National Convention in Indianapolis, Indiana.

**4. [Appoint Representative for IASB Delegate Assembly](#)** - The board needs to determine who will represent the district at the 2017 IASB Delegate Assembly on November 15th.

**Recommendation:** Approve a board member to represent the district at the IASB Delegate Assembly.

**5. [Board Policy](#)** - The policy committee has met and reviewed the [300](#) and [400](#) series of board policy.

**Recommendation:** Approve the second reading of the 300 and 400 series of Board Policy.

**6. Nutrition Interfund Loan** - There is a declaratory order that states that loans between funds of a school district must meet three conditions. Those are: official board action, a note be executed between the funds at a current interest rate; and that the loan be repaid by October 1<sup>st</sup>. The first condition was met, but not the others. We will complete the two missing pieces at this meeting.

**Recommendation:** Approve note being executed at the current interest rate of .15% for the interfund loan and the nutrition fund will repay the interfund loan by October 1st.

**7. WCRF Grant** - Kalynn Martinez is in the process of writing a grant for some science lab equipment.

**Recommendation:** Approve the resolution of support for the WCRF Grant application submitted by Kalynn Martinez.

**8. Employee Handbook** - I changed the harassment and bullying section on page 12 of the Employee Handbook to reflect Board Policy 401.4 and 401.5.

**Recommendation:** Approve the change to the Employee Handbook as presented by the Superintendent.

**9. KCCA Contract** - We need to sign our agreement with Indian for the Keokuk County Career Academy Consortium.

**Recommendation:** Approve the contract of educational services to operate the KCCA through the consortium with IHCC.

**10. Professional Development Plan** (PD) - The administrative team has developed a framework to guide our PD for the school year.

**Recommendation:** Approve the PD Plan for the 2017-2018 school year.

**11. The Education Liquidity Fund** -Code of Iowa requires the board of directors to approve banks in which public funds may be deposited. We need to approve a new resolution to approve investing funds with TELF- The Education Liquidity Fund. Our FDIC insured accounts are earning a daily variable rate which is 10 bps above the 3mo Treasury. This has averaged 1.14% since September 1st. I recommend adopting the TELF Plus Program Resolution.

**Recommendation:** Approve the resolution to invest funds with The Education Liquidity Fund.

**XIII. Discussion Items/Committee Reports**

**1. Committee Reports**

**a. Finance**

**b. Buildings and Grounds**

**Facility Project Contingency Report**

**Facility Project Update**

**Track Fundraiser Report**

**c. Policy**

**PERB Election**

**d. Negotiations**

**2. Administrative Reports**

**a. Superintendent**

**Donor Wall**

- b. Business Manager**
- c. High School Principal**
- d. Elementary Principal**
- e. Food Service Director**
- f. Athletic Director**
- g. Transportation Director**
- h. Maintenance Director - No report**
- i. Technology Director - No report**

**XIV. Adjourn**