

Clarinda Community School District

Regular Meeting

Monday, January 15, 2018 5:00 PM

McKinley Central Office

1. Call to Order

The President will call the meeting to order using the gavel if necessary. The President will request those with communication devices to either turn them off or place them on silent mode. This may be a good time to introduce any special guests.

1. A binder labeled Public Copy of Board Materials and containing board meeting materials is available for public review at the table at the side of the room.

2. Meeting agendas are available for the public at the table at the side of the room.

3. Meeting agendas, materials, and minutes are also available on the district web page.

2. Pledge of Allegiance

The Chair will ask the members and audience to face the flag for the Pledge of Allegiance.

3. Roll Call

The President will ask for roll call.

4. Audience to Visitors

The president will ask the audience if they have any comments on the items on the agenda. This gives the public the opportunity to comment on issues prior to Board decisions/action. The Board President will direct questions to the superintendent or the appropriate staff for discussion after the meeting.

5. Approval of Agenda


If members have items to be added to the agenda, now is the time. If you have items that you want removed from the agenda, or removed from the Consent Agenda for discussion, make the request at this time. The President will call for a motion and second to approve the agenda.

6. Consider Consent Agenda Items

The President will ask for a motion to accept the Consent Agenda as presented or amended. With a motion and a second, the President will call for the vote.

6. 1. Approve Minutes of the December 11, 2017 regular meeting

Please contact Mrs. Fast prior to the meeting if you have any questions.

 [December 11, 2017 Minutes](#)


6. 2. Approve Minutes of the December 20, 2017 special meeting

Please contact Mrs. Fast prior to the meeting if you have any questions.

 [December 20, 2017 Minutes](#)

6. 3. Approval of Bills

The bill listing is attached for your review and approval. The reports (general fund, hot lunch, etc.) is included in the bill listing. Please contact Mrs. Fast prior to the meeting if you have any questions.

 [January 15, 2018 Bills](#)

6. 4. Approve Financial Reports

The financial reports are attached for your review and approval. Please contact Mrs. Fast prior to the meeting with any questions.

 [December 31, 2017 Financial Reports](#)

6. 5. Approval of Open Enrollment Requests

In accordance with Iowa Code, administration recommends approving the open enrollment requests. These requests are for the 2018-2019 school year. March 1st is the deadline for open enrollment requests.

Open enrollment into the district:

From South Page: 2 students (4th and 6th grade)

From Southwest Valley: 1 student (2nd grade)

Please contact Mr. Stender with any questions.

6. 6. Approve Special Education Contracts

The school board has contracts available to approve for Iowa special education students who are served by the Clarinda Academy and the district. The resident district of any Iowa student who receives special education services is responsible for the education costs regardless as to where the student is served. The board will be approving contracts with districts who have students at the Academy or attending Clarinda High School. Each time a Iowa special education student enrolls at the Academy or in the district a new contract with the resident district needs to be approved by the board. Please see the attached roster that is

recommended for approval as a uniform item under the consent agenda. Please contact Mr. Stender with any questions.

 Sped Contracts

7. Recognition & Reports

The President will call for recognition and reports as identified on the agenda. Please contact Mr. Stender with any questions.

7. 1. Technology Report

Technology director Mrs. Stanton will give a mid year report on the implementation of technology and plans. Please contact Mrs. Stanton with any questions.

 Technology Report January 15, 2018

7. 2. Elementary School Principal


Ms. Opperman's report on Garfield elementary school is attached. Please contact Ms. Opperman with any questions.

 Elementary Principal's Report January 15, 2018

7. 3. Superintendent

Mr. Stender's report on the district is attached. Please contact Mr. Stender with any questions.

 Superintendent's Report January 15, 2018

 SIAC Agenda January 9, 2018

7. 4. School Report Card

Mrs. Wellhausen will present a report on the 2017 district report card. Please contact Mrs. Wellhausen with any questions.

 2017-18 Iowa School Report Card

7. 5. Facilities Advisory Committee

The Facilities Advisory Committee met on December 21, 2017 to review and address facility items. The meeting minutes are attached for review and record. Please contact Mr. Stender with any questions.

 Facilities Advisory Committee Mtg. Minutes December 21, 2017

7. 6. Technology Committee

The Technology Committee met on January 9, 2018. The minutes of the meeting are attached for review and record. Please contact Mr. Stender with any questions.

 Technology Committee Mtg. Minutes January 9, 2018

7. 7. Strategic Planning

The documents presented to the strategic planning team are attached for review and record. Please contact Mr. Stender with any questions.


 January 3, 2018 Strategic Planning Documents

7. 8. District Goals

To keep you informed of our focus to successfully achieving the district goals and moving the district forward, a monthly update will be included at the regular school board meeting each month. Please contact Mr. Stender with any questions.

 District Goals 2017-2018

7. 9. Board Correspondence

 2018 IASB Legislative Guide

8. New Business

8. 1. Discussion items:

These items are for the purpose of discussion that may lead to further study and action. No action is required.

8. 1. 1. In town transportation

As directed by the board, a cost estimate to add a bus route in town is attached. Based on the estimated cost and the difficulty of employing bus drivers, administration recommends the school board appropriately designate stops in town at McKinley, Lied Center, Lutheran School, and high school beginning with the start of the 2018 school year. This recommendation provides a fair solution to all parties.

No action is required, however, the board can make a motion and take action.

 Estimated In Town Transportation Costs

8. 1. 2. Scheduling

District surveys and stakeholder discussions have indicated a desire to transition from trimesters to semesters. While there is no perfect solution to scheduling, there are benefits to semester scheduling. Some of the key benefits are:

- Continuity in instruction and learning (closing the academic gap, state assessments, etc.)
- Aligns with post secondary institutions
- Aligns with AP instruction
- Aligns with new or transfer students

The semester will provide students with adequate opportunities for elective courses and continuity in instruction. Administration recommends approval of semester scheduling.

No action is required, however, the board can make a motion and take action.

8. 1. 3. Grading Scale

District surveys and stakeholder discussions have indicated a desire to change the grading scale. Some of the key benefits of a grading scale based on 90, 80, 70, 60 are:

- Levels the playing field
- Scholarship opportunities
- College entrance and placement
- Students may engage in classes that provide more rigor

Administration recommends approval of a grading scale of 90, 80, 70, 60..

No action is required, however, the board can make a motion and take action.

8. 1. 4. Request to Purchase Property

As directed by the school board, I contacted the interested party and inquired if there was any interest in exchanging property. The property owner is not interested in an exchange of property, yet remains interested in the purchase of the small parcel of land.

No action is required, however, the board can make a motion and take action.

8. 2. Consider setting public hearing to approve plans and specifications for a district safety and security project

ACTION

Bluestone Engineering, LLC will have project plans and bid specifications for a district wide safety and security project (surveillance and access security) ready for school board consideration and approval.

In accordance with Iowa Code, the district is required to provide an opportunity for public comment. A hearing has been scheduled for January 24 at 4:30 p.m. in the Central Office Board room. Once the hearing is complete, the school board can vote to approve the plans, specifications, and bid documents that will allow bids to be received. Districts are required to post the hearing notice in its designated newspaper for (two publications) and make bid documents available to prospective bidders.

The estimated cost for the district safety and security project is \$280,000.

Recommendation

Set January 24, 2018 at 4:30 p.m. in the Central Office Board Room as the date, time, and place for the open hearing on the district safety and security project.



[Notice of Public Hearing](#)

8. 3. Consider accepting donations from Hy-Vee, United Methodist Church, Tunnick, Inc., and Charles Hockenberry Foundation.

ACTION

The district thanks the donors for their support of the district. Hy-Vee \$301.50, Unites Methodist Church \$100.00, Tunnick, Inc. \$100.00, and Charles Hockenberry Foundation \$150.00. Please contact Mr. Stender with any questions.

Recommendation

Administration recommends approval of the donations.

8. 4. Consider approving collective bargaining request from the Clarinda Education Association (CEA)

ACTION

The Clarinda Education Association has served a letter of intent to enter into collective bargaining. This is the formal process to begin collective bargaining. Please contact Mr. Stender with any questions.

Recommendation

Approve collective bargaining with the Clarinda Education Association (CEA).



[Clarinda Education Association Intent to Bargain](#)


8. 5. Consider approving 2018 Summer Food Service Program

ACTION

The district is eligible for providing our community summer food service at the middle school. Mrs. Johansen has requested that the district provide our community with the summer food service program that is estimated to serve an average of 60 children per day. The district will have the option to provide breakfast along with lunch. This is a great service and will augment the summer school program. Mrs. Johansen will provide a program that generates revenue to offset associated costs. Please contact Mr. Stender with any questions.

Recommendation

Approve the 2018 summer food service program to serve the needs of the children and families in our community.

 Summer Lunch Program 2018

8. 6. Consider approving third and final reading of policy 502.10 Use of Motor Vehicles

ACTION

Policy 502.10 is an IASB policy. The policy has been revised to address the restrictions that are within the school boards authority. The revised policy has been reviewed by the district attorney and is recommended for approval of the third and final reading. Per district practice, there are three readings prior to adoption. Please contact Mr. Stender with any questions.

Recommendation

Approve third and final reading of policy 502.10 Use of Motor Vehicles.

 Policy 502.10 Use of Motor Vehicles

8. 7. Consider approving contract for installation of video surveillance systems on buses

ACTION

As we are taking necessary measures to improve safety and security of our students and staff, we need to keep our transportation department in mind. Video surveillance on our buses will help protect our staff and support district decisions. All too often, we are placed in a situation of their word against ours. We have been communicating with vendors to provide cost estimates for installation of video surveillance on our buses (route & activity). Based on our research, we estimate that the cost to install video surveillance on 8 buses to be about \$20,000. When a bus is traded in, the district can keep the surveillance system and install it in a new bus. This project can be funded through SAVE. Administration recommends installation of video surveillance on buses (up to 8). Please contact Mr. Stender with any questions.

Recommendation

Approve the installation of video surveillance systems on buses.

 Video Surveillance Quote

8. 8. Consider approving agreement with Iowa Construction Advocate Team (ICAT) to conduct a comprehensive facilities management review and plan

ACTION

As the district plans for its future, a comprehensive facilities plan will help guide the district in the management and funding priorities. The facilities and facilities advisory committee have reviewed and discussed the need and benefit of a comprehensive plan and recommend a comprehensive review and plan. The cost is \$11,500 and can be expended to SAVE. Please contact Mr. Stender with any questions.

Recommendation

Approve agreement with Iowa Construction Advocate Team for a comprehensive facilities study and plan.

 ICAT Agreement


8. 9. Consider approving the 2018-2019 capital and transportation projects

ACTION

Attached is the proposed list of capital and transportation projects for FY 2019. Administration recommends approval. Please contact Mr. Stender with any questions.

Recommendation

Approve the FY 2019 capital and transportation projects as presented.

 Proposed Capital Projects 2018-2019

 Proposed Transportation Request 2018-2019

8. 10. Consider approving early retirement request due to hardship

ACTION

Barbara Garrett has tendered a written request to grant her hardship and approve her request for early retirement at the end of the 2018-2019 school year. Mrs. Garrett meets all of the criteria as outlined in the classified and administrative policy. Because her birthday is in mid June, she technically would be in the second and final year to request early retirement. After careful review and consideration, I recommend that the school board exercise its granted authority (number ten of the policy) and approve her request for early retirement at the end of the 2018-2019 school year (estimated \$9,147). Please contact Mr. Stender with any questions.

Recommendation

Approve early retirement request for Barbra Garrett at the end of the 2018-2019 school year.

 Classified & Administrative Policy

8. 11. Consider approving early retirement request and resignation

ACTION

Joyce Johansen and Sheri Sheil have completed and submitted the early retirement paperwork. Joyce is in her 26th year with the district (all spent in the food service department) and Sheri is in her ?. In accordance with the board approved early retirement option, the request of Joyce Johansen is in compliance. Sheri Sheil's request does not meet the board approved early retirement option as she her request is outside the

eligibility window. (the two window has passed). However, in review of previous action by the board, they have granted early retirement to individuals who did not meet the retirement option. The board does have the authority to grant or deny requests. While there have cases in the past in which the school approved requests that did not meet the early retirement criteria, I advise the board to be cautious and mindful of ramifications and the inevitable expectation that the criteria can be waived. This warrants some discussion. The estimated package for Joyce is \$10,292 and Sheri \$16,148. Early retirement is expended to the management fund which is levied to the tax payer. Please contact Mr. Stender with any questions.

Recommendation

Approve the resignation and early retirement application from Joyce Johansen, effective with her last contracted/duty day.

8. 12. Consider approving fiscal year 2017 district audit

ACTION

Mrs. Fast and Mr. Stender will review the FY 2017 district audit. Administration recommends approval. Please see the attached documents and contact Mr. Stender with any questions.

Recommendation

Approve the FY 2017 district audit as presented.

 2017 District Audit

9. Meeting Announcements:

Please note the schedule of meetings and contact Mr. Stender with any questions.

9. 1. Special board meeting on Wednesday, January 17, 2018 at 4:30 p.m. in the Board Room at McKinley
9. 2. Special board meeting on Wednesday, January 24, 2018 at 4:30 p.m. in the Board Room at McKinley
9. 3. IASB Day on the Hill on Tuesday, January 30, 2018, Botanical Center and the Iowa State Capitol, Des Moines

Day on the Hill is your day to lobby at the Capital in Des Moines. This annual gathering allows school board members to meet personally with legislators that represent their school district. IASB staff will guide you through a step-by-step process on successfully advocating for the needs of your district. Registration is \$140 per member. Please notify Julie by January 19 if you plan on attending.

9. 4. Our next regular meeting is on Monday, February 12, 2018 at 5:00 p.m. in the Board Room at McKinley

10. Adjournment

The Chair will call for a motion and a second to adjourn the meeting.



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131 W 2nd Street, Suite 400
P.O. Box 3608
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CENTRAL IOWA OFFICE
1001 Office Park Road, Suite 110
West Des Moines, IA 50265
Phone 515.645.4481 fax 515.270.4614
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January 11, 2018

Mr. Deron Stender, Superintendent
Clarinda Community School District
423 East Nodaway
Clarinda, IA 51632

RE: IASB, ICAT Phase 1 Facility Assessment- scope & fee proposal

Mr. Stender,

On behalf of IASB, Estes Construction and the ICAT team are pleased to submit the following proposal & scope of services for a Phase 1 Facility Assessment. Per your direction, the following locations are to be assessed:

1. PK-8 Facility
2. Clarinda High School
3. Central Office Facility
4. Vocational Center
5. Football Stadium

The scope of services to be provided includes the MEP (mechanical, electrical, plumbing) review as an add-on. Please confirm if this scope is to be included as part of the Facility Assessment.

Below is the scope of services for the Phase I Facility Assessment. A description of MEP scope follows should you choose to select this service as an add-on. For the above facilities, it will take 1 to 2 days to conduct the interviews and facility tours. We can discuss later what type of information we will need in advance, and who we would like to speak with at the kick-off meeting the first day of the on-site visit.

Once there is board approval on the proposal, we will contact you to coordinate the on-site visit dates, times, and will begin to mobilize our team. Our team is usually comprised of about 4-6 members, including the MEP team. Lastly, we will need an escort that has keys to all rooms in the buildings so we can access all areas during the tours. Keep in mind that access to exterior areas of the facilities can be weather dependent; a decision will be made on the day of the on-site visit.

Phase I (Basic) Facility Assessment Proposal (facilities as enumerated above):

- Mobilize ICAT/Estes Team for the facility assessment
 - On-site visit with a 4-6 man team
 - Download from staff as to current issues of the buildings
 - Conduct a team tour of the buildings with district escort
 - Conduct an exit meeting with overview of findings & next steps
 - Return to corporate office and in 4-5 weeks produce a "PRELIMINARY DRAFT" version of the findings, cost opinions, and recommendations into booklet form
- Photos
- Evaluation of findings
- Cost opinions of findings
 - Cost Data is based on recent history & similar projects
- Recommendations
 - Send "PRELIMINARY DRAFT" to the Superintendent for review and input
 - Make any changes and edits after review and produce the "FINAL" board booklets

Physical Address: 131 W. 2nd Street, Suite 400 • Davenport, IA 52801



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- Present booklets, findings, cost opinions and recommendations to the board
 - Be available for a board work session to conduct a "prioritization" exercise
 - Be available for community events and support should the district request support
 - Submit a proposal for next steps and Phase 2 (Construction)
- Cost = \$8,500

Add Mechanical, Electrical, & Plumbing (MEP) to Facility Assessment (facilities as enumerated above):

- Mobilize the MEP team to coordinate with the on-site ICAT team
- Incorporate the MEP team into the interview and tour process
- Coordinate the MEP team's findings, cost opinions, and recommendations into the "PRELIMINARY DRAFT" and "FINAL" board booklets
- Ensure the MEP team is available for any follow-up needed
- Cost = \$3,000

Total Cost (Basic \$8,500 + MEP \$3,000) = \$11,500

- Additional services offered for later consideration:
 - Architect selection process (no cost for the selection process)
 - Master Planning coordination (fee for service but may be negotiated into the cost of a project)
 - Building envelope review (fee for service)
 - Referendum support (fee for service but no cost when we are involved from the beginning)
 - Demographic Services coordination (fee for service)
 - "Design in a day" visioning (fee for service)
 - Radon testing and mitigation (fee for service)

We thank you for the opportunity to be of service and look forward to a successful outcome and longstanding relationship with you & your staff. Should you have any questions or require additional information, please do not hesitate to contact me at 563-322-7301, or by email at pete@estesconstruction.com.

Sincerely,
 ESTES CONSTRUCTION

Pete G Perez
 Project Executive

Accepted: Basic Assessment MEP Assessment

By: _____

Date: _____

Limitation of Liability: Due to the limited scope and primarily visual nature of this Phase 1 Assessment your signature above signifies acknowledgment and acceptance that Estes Construction's liability is limited to no greater than our fee on this project or \$10,000, whichever is less.