

MAQUOKETA COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
AUGUST 20, 2018

President Hayward called the regular meeting of the Maquoketa Community School Board to order on August 20, 2018 at 5:30 p.m. at the Central Office. Directors Sybesma, Hayward, Roeder were present. Carson arrived at 5:49 p.m. and Herring arrived at 6:26 p.m. Supt Hoover and Board Secretary Haxmeier were present. Others in attendance: M. Vervaecke, K. Bowman, D. Cogan, C. Bonjour, P. Bollman, T. Notz, D. Selzer. Sara Millhouse from the Maquoketa Sentinel Press, Theresa Hosch from KMAQ, and Mary Hayward from local access represented the press. Others in attendance: Vic Amoroso, Jessica Willimack.

MOTION #011-18/19:

M/Roeder, 2nd/Sybesma to approve the following consent agenda as amended to include additional bills: 3 ayes, 0 nays motion carried.

Agenda – Approved as published.

Minutes – Approved the regular meeting held on July 16, 2018, special meetings on August 2, 2018 and August 7, 2018.

Registrations, Reimbursements & Selected Accounts Payable – Approved as presented, totaling \$1,584,411.29.

Financial Reports – The following reports for period ending June 30, 2018 and July 31, 2018 were reviewed: Account Balances, Combined Statement of Revenues and Expenditures, Revenue Report, General Fund Expenditures Report, Activity Fund, Nutrition Fund Report.

Resignations:

- Melissa Newell as Cardinal Teacher Associate effective immediately.
- Jeff Clark as Transportation Associate effective immediately.
- Shauna Ferguson as Middle School Student Council Advisor pending board approve of her hiring as co-head advisor.
- Michelle Lanham as 8<sup>th</sup> Grade Volleyball Coach effective immediately.
- Craig Muhlhausen as the Transportation Director/Operations Manager with an effective date of August 31, 2018 pending his hiring as the Assistant Maintenance Technician.

Recommendations to Hire/Transfers (all pending outcome of criminal background check & BOEE licensure if applicable):

- Natasha Payne as Briggs Special Education Teacher Associate for the 2018-19 school year. Ms. Payne will be paid \$10.04 per hour for 6.85 hours per day.
- Nicole Atkins as Middle School Special Education Teacher Associate for the 2018-19 school year. Ms. Atkins will be paid \$10.04 per hour for 6.75 hours per day.
- Brenda Lannom as High School Special Education Teacher Associate for the 2018-19 school year. Ms. Lannom will be paid \$10.04 per hour for 6.5 hours per day.
- Mya Benhart as High School Severe & Profound Special Education Teacher Associate for the 2018-19 school year. Ms. Benhart will be paid \$10.04 + .15 stipend for a total of \$10.19 per hour for 6.5 hours per day.
- Arleen Perez as High School Library Teacher Associate for the 2018-19 school year. Ms. Perez hours will be increased to 6.85 hours per day.
- Shannon Edwards as Cardinal Special Education Teacher Associate for the 2018-19 school year. Ms. Edwards will be paid \$11.06 + .15 BD stipend for a total of \$11.21 per hour for 6.5 hours per day.
- Rhonda Huebbe as Cardinal Special Education Teacher Associate for the 2018-19 school year. Ms. Huebbe will be paid \$10.04 per hour for 6.5 hours per day.
- Zeena Zumwalt will receive a TLC beginning salary stipend in the amount of \$736. This stipend will bring her salary up to the minimum salary requirement of \$33,500.

- Lonny Schnoor as a Bus Route Driver for the 2018-19 school year. Mr. Schnoor will be paid \$18.30 per hour for up to 4 hours per day.
- Gretchen Conway as Briggs Special Education Teacher for the 2018-19 school year. Ms. Conway will be paid at MA+30, Step 10; \$53,405.32.
- Rob Dennis as the Head Varsity Cross Country Coach for the 2018-19 school year. Mr. Dennis will be paid at Level II, Year 1; \$3,335.28.
- Julie Weirup as Co-Head Middle School Student Council Advisor for the 2018-19 school year. Ms. Weirup will be paid at Level V, Year 1; \$833.82.
- Shauna Ferguson as Co-Head Middle School Student Council Advisor for the 2018-19 school year. Ms. Ferguson will be paid at Level V, Year 5+; \$972.79.
- Dan Selzer as Transportation Director/Operations Manager. Mr. Selzer will be paid \$37,558 for a 217 day contract (salary was prorated from \$45,000, 260 day contract) with an effective start date of August 13, 2018.
- Craig Muhlhausen as the Assistant Maintenance Technician. Mr. Muhlhausen will be paid at \$17.30 per hour with an effective start date of September 1, 2018.
- Sammi Miller as the Freshman Volleyball Coach for the 2018-19 school year. Ms. Miller will be paid at Level III, Year 2; \$2,501.46.
- Substitute Bus Drivers for the 2018-19 school year will be paid \$17.20 per hour for route drivers (am/pm). Any substitute bus driving other than regular route will be paid according to the sub pay schedule.
  - Bruce Current
  - Mark Lippens
  - Doug Freese
  - Skott Gent
  - Al Muhlhausen
  - Craig Muhlhausen
- Teacher Contract Horizontal Moves
  - Ambarlee Miller from BA+15, Step 7 to MA, Step 7; \$44,886.68
  - David Miller from BA+15, Step 14 to MA, Step 14; \$55,207.34
  - Melissa Brinker from BA+15, Step 14 to MA, Step 14; \$55,207.34
  - Josie Johnson from BA+15, Step 9 to MA, Step 9; \$47,835.44
- Fundraisers were approved as presented.
- Pre-approval for fiscal year 2018-19 for expenses related to official pay, judges, starters, entry fees, vocal music, transportation, vocal music awards, and Harmony Helpers tour expenses. This allows Central Office to cut checks prior to Board meetings for these exact purposes, all expenses will be presented at the following meeting.
- Continuation of 28E agreement with the City of Maquoketa for the School Resource Office for the 2018-19 school year. MCSD pays for 50% of costs associated which equates to \$44,690.84, for the 2018-2019 school year.
- Superintendent Hoover currently has a rolling two-year contract, which is being renewed for 2018-19 and 2019-20 school years. The 2018-19 contract will reflect a 1.97% total package increase which is the same total settlement as the teachers.
- Ashley Johannsen contract to be amended from BA, Step 8 to BA+15, Step 8; \$43,903.76 due to her providing her transcripts.

Reception of Visitors and Informal Comments from the Public –Vic Amoroso provided a project update for the Middle School HVAC project.

Board Comments – Board members commented the energy among the staff this morning at the “Welcome Back” was amazing.

## General Business of the Board

- MOTION #012-18/19: M/Sybesma, 2nd/Carson to authorize Activity Director, Tom Gruenwald, to process and provide preliminary approval for contractual agreements with athletic officials for the 2018-19 school year. 4 ayes, motion carried.
- MOTION #013-18/19: M/Carson, 2nd/Roeder to approve the contracts with Little Shepherd Preschool, Sacred Heart Preschool and Sunshine Learning Center for participation in the Statewide Voluntary Preschool Program for four-year-old children for the 2018-19 school year. 4 ayes, motion carried.
- MOTION #014-18/19: M/Roeder, 2nd/Carson to approve the Student and Staff Handbooks as amended (name changes) for the 2018-19 school year. 4 ayes, motion carried
- MOTION #015-18/19: M/Roeder, 2nd/Carson to appoint David Sybesma as the Board’s Legislative Active Network representative for the 2018-19 school year. The Board also identified preschool, teacher leadership and development, school funding policy, supplemental state aide, and SAVE as their top 5 legislative priorities for the 2019 session. 4 ayes, motion carried.
- MOTION #016-18/19: M/Roeder, 2nd/Carson to revise and approve the policies in Chapter 1 and 2 as presented. 4 ayes, motion carried.
- 101 Educational Philosophy – **Remove District Purpose Statement and add Our Mission, Our Vision, and Desired State and change in paragraph 2 and legal reference**
  - 102 Equal Educational Opportunities – **Change Name of Equity Coordinator**
  - 103 Long-range Needs Assessment – No change
  - 104 Anti-Bullying/Anti-Harassment Policy – No change
  - 106 Goals & Objectives of Education Program- **Change policy number**
  - 200 Statement of Guiding Principles – No change
  - 200.1 Organization of Board – **Removed “including the board policy manual” in paragraph 2 and change in legal reference**
  - 200.3 General Powers and Duties – No change
  - 200.4 Compensation for Expenses – No change
  - 201 Elections – **Change in election date, filing nomination “in accordance with the timelines established by law, and if a vacancy occurs “it shall be filled in accordance with law and board policy”.**
  - 201.1 Name of School District – No change
  - 201.2 Legal Status of the Board – No change
  - 201.5 Membership – No change
  - 202.3 Term of Office – **Change per IASB policy and added Cross References**
  - 202.4 Board Vacancies – **Change per IASB policy and added Cross Reference**
  - 202.7 New Board Member Orientation – No change
  - 203 Board of Directors’ Conflict of Interest – No change
  - 204 Code of Ethics – No Change
  - 204.6 Board Security and Protection – No change
  - 204.10 Order of Regular Business – No change
  - 204.12 Minutes of Closed Meetings – **Removed the word “tape” in regards to recordings**
  - 204.14 Banking – No change
  - 205 School Board Member Liability – No change
  - 205.1 Board of Directors and Elected Officials – No change
  - 206 Board of Education Retirement – No change
  - 206.1 President – No change

- 206.2 Vice-President – No change
- 206.3 Secretary – **Change month of appointment to November**
- 206.4 Treasures – No change
- 207 Legal Counsel – No change
- 208 Ad Hoc Committee / Citizens’ Advisory Committee – No change
- 209.1 Formulation of Policy – No change
- 209.2 Adoption of New Policy – No change
- 209.3 Dissemination of Policy – **Change to notify policies are available on the district website**
- 209.6 Review and Revision of Policy – No change
- 209.7 review of Administrative Regulations and Student Handbooks / Activity Handbooks – No change
- 210.1 Annual Meeting – No change
- 210.2 Regular Meetings – No change
- 210.5 Meetings Notice – No change
- 210.6 Quorum for Meetings – No change
- 210.7 Rules of Order – No change
- 210.8 Board Meeting Agenda – No change
- 212 Executive (Closed) and Exempt Sessions – **Removed the word “tape” and replaced “taping” with “recording”**
- 213 Public Participation in Board Meetings – **Change policy number from 903.6 to 213 and changes per IASB recommendations and delete policy number 903.6**
- 215 Minutes of Open Meetings – **Legal reference change**
- 216.1 Membership in State and National Associations – No change
- 217 Gifts to Board of Directors – No change

MOTION #017-18/19: M/Carson, 2nd/Sybesma to approve the Mentoring and Induction Consortium Agreement with the Mississippi Bend AEA for the 2018-19 school year. 4 ayes, motion carried.

MOTION #018-18/19: M/Roeder, 2nd/Sybesma to approve the Service Contract Agreement with the Mississippi Bend AEA to contract services for Mindy Orris for the 2018-19 school year. 4 ayes, motion carried.

MOTION #019-18/19: M/Carson, 2nd/Roeder to approve the 28E Sharing Agreement with the Easton Valley Community School District for the 2018-19 school district. 4 ayes, motion carried.

MOTION #020-18/19: M/Sybesma, 2nd/Roeder to approve the Sharing Agreement with Clinton Community College for Instructional Services for the 2018-19 school year as presented. 5 ayes, motion carried.

MOTION #021-18/19: M/Sybesma, 2nd/Roeder to approve the irrigation project for the baseball and softball fields and approve the irrigation proposal received from Nauman Nursery, Inc. in the amount of \$28,591. 5 ayes, motion carried.

Legislative Update: Reminder, this is an election year. Please start to review your options and what they stand for.

Superintendent’s Report: Superintendent Hoover reminded the Board about the upcoming IASB convention in November and the Hall of Fame Banquet that is scheduled for September 15<sup>th</sup>.

MOTION #022-18/19: M/Sybesma, 2<sup>nd</sup>/Roeder to move into closed session to discuss a possible real estate transaction, Iowa Code 21.5(1)(j). A roll call vote was taken: Carson – Aye, Hayward – Aye, Sybesma – Aye, Herring – Aye, Roeder – Aye.

The Board entered closed session at 6:33 p.m.

MOTION #023-18/19: M/Sybesma, 2<sup>nd</sup>/Roeder to move out of closed session and back into open session at 6:45 p.m. A roll call vote was taken: Carson – Aye, Hayward – Aye, Sybesma – Aye, Herring – Aye, Roeder – Aye.

The Board entered back into open session at 6:45 p.m. No further action was taken concerning the closed session.

President Hayward adjourned the meeting at 6:46 p.m.

The Board entered into a work session following the meeting to discuss facilities.

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Mike Hayward, President

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Kristy Haxmeier, Secretary