

**MAQUOKETA COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
JUNE 15, 2020
CENTRAL OFFICE & VIA ZOOM WEBINAR
TIME: 5:30 PM**

You are invited to a Zoom webinar.
When: Jun 15, 2020 05:30 PM Central Time (US and Canada)
Topic: June 15, 2020 Board Meeting

Please click the link below to join the webinar:
<https://maquoketaschools.zoom.us/j/93762861017?pwd=N1NrR3JvSjJmOGxTSndxZDIEUlhLQT09>
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- I. ROLL CALL
- II. CONSENT AGENDA
 - A. APPROVAL OF AGENDA
 - B. MINUTES OF PREVIOUS MEETING(S)
 - C. REGISTRATIONS, REIMBURSEMENTS AND SELECTED ACCOUNTS PAYABLE
 - D. REVIEW OF FINANCIAL REPORTS
 - E. RESIGNATIONS
 - F. RECOMMENDATION TO HIRE
 - G. TEACHER CONTRACT HORIZONTAL MOVE
- III. RECEPTION OF VISITORS AND INFORMAL COMMENTS FROM THE PUBLIC
- IV. BOARD COMMENTS
- V. GENERAL BUSINESS OF THE BOARD
 - A. BUSINESS AFFAIRS
 - 1. REQUEST FOR AUTHORITY TO PROCESS BILLS
 - 2. FEDERAL BREAKFAST, HOT LUNCH, & SNACK RENEWAL FOR THE 20-21 SCHOOL YEAR
 - 3. AEA HOME SCHOOL ASSISTANCE PROGRAM
 - 4. RENEWAL OF SERVICE CONTRACT WITH TIMBERLINE BILLING SERVICES
 - 5. APPROVAL OF SCHUMACHER ELEVATOR CONTRACT FOR MIDDLE SCHOOL
 - B. PERSONNEL
 - 1. CONSIDERATION AND POSSIBLE ACTION REGARDING 2020-21 CONTRACT: SEIU, LOCAL 199- BUS DRIVERS
 - 2. CONSIDERATION AND POSSIBLE ACTION REGARDING 2020-21 CONTRACT: SEIU, LOCAL 199- CUSTODIANS
 - 3. SETTLEMENT CONDITIONS

- C. POLICY AND INSTRUCTION
 - 1. REVIEW AND APPROVAL OF BOARD POLICIES
 - 2. FIRST READING OF BOARD POLICY: 401.6
- VI. LEGISLATIVE UPDATE
 - A. TERRY CREEGAN- LEGISLATIVE ACTION NETWORK REPRESENTATIVE
- VII. SUPERINTENDENT'S REPORT
 - A. UPCOMING EVENTS
 - B. FUSION FORWARD
 - C. 2020 LEGISLATIVE PRIORITIES
- VIII. ADJOURNMENT

The next regularly scheduled meeting of the Board will be held on July 20, 2020 at 5:30 pm at the Central Office or via Electronic Communication.

I. ROLL CALL

II. CONSENT AGENDA

A. APPROVAL OF AGENDA

B. MINUTES OF THE REGULAR MEETING HELD ON MAY 18, 2020 AND THE SPECIAL MEETING HELD ON JUNE 1, 2020.

C. REGISTRATIONS, REIMBURSEMENTS & SELECTED ACCOUNTS PAYABLE

Enclosed are the bills being presented for approval at the June 15, 2020 meeting.

D. REVIEW OF FINANCIAL REPORTS

1. ACCOUNT BALANCE
2. COMBINED STATEMENT & BUDGET RECAP
3. REVENUE REPORT
4. GENERAL FUND EXPENDITURE REPORT
5. ACTIVITY FUND REPORT
6. NUTRITION FUND REPORT

E. RESIGNATIONS

1. FRESHMAN BOYS BASEBALL COACH

The district has received the resignation from Kevin Fuss as the Freshman Boys Baseball Coach effective immediately.

F. RECOMMENDATION TO HIRE (pending licensure and criminal background check)

1. HIGH SCHOOL SPANISH TEACHER

High School Principal, Mark Vervaecke, is recommending the hiring of Lauren Winter as the High School Spanish Teacher for the 2020-21 school year. Ms. Winter will be paid at BA Step 2 on the Master Contract Salary Schedule C, \$34,750.56.

2. CARDINAL SPECIAL EDUCATION TEACHERS

- a) Cardinal Principal, Caleb Bonjour, is recommending the hiring of Cole Ackley as the Cardinal Special Education (BD) Teacher for the 2020-21 school year. Mr. Ackley's contract amount will not change with the transfer request.
- b) Cardinal Principal, Caleb Bonjour, is recommending the hiring of Liz Gavin as the Cardinal Kindergarten Special

Education Teacher for the 2020-21 school year. Ms. Gavin's contract amount will not change with the transfer request.

3. MIDDLE SCHOOL SPECIAL EDUCATION TEACHER

Middle School Principal, Amanda Bonjour, is recommending the hiring of Samantha Henningsen as the Middle School Special Education Teacher for the 2020-21 school year. Ms. Henningsen will be paid at BA+15 Step 7 on the Master Contract Salary Schedule C, \$43,438.20.

4. TEACHER ASSOCIATES

a) **Middle School Principal, Amanda Bonjour, is recommending the hiring of Kailyn Kovinchick as the Middle School's Maquoketa Cardinal Learning Academy Self Contained Special Education Teacher Associate** for the 2020-21 school year. Ms. Kovinchick will be paid for 7 hours per day per the 2020-21 settlement conditions.

b) **Cardinal Principal, Caleb Bonjour, is recommending the hiring of Shannon Edwards as the Cardinal's Maquoketa Cardinal Learning Academy Self Contained Special Education Teacher Associate** for the 2020-21 school year. Ms. Edwards will be paid for 7 hours per day per the 2020-21 settlement conditions.

5. FRESHMAN BOYS BASKETBALL COACH

Activities Director, Tom Gruenwald, is recommending the hiring of Jon Bohle as the Freshman Boys Basketball Coach for the 2020-21 season. Mr. Bohle will be paid at Level III, Year 5+; \$3,407.28.

6. FRESHMAN BOYS BASEBALL COACH

Activities Director, Tom Gruenwald, is recommending the hiring of Brad Mangler as the Freshman Baseball Coach for the 2019-20 season. Mr. Mangler will be paid at Level III, Year 5+; \$3,335.28.

7. CTT LEADS

The following individuals are being recommended to serve as the facilitator in the Professional Learning Community (PLC) environment as a CTT Lead.

- **Cassie Edwards-6th Grade Team: \$1,000 stipend**
- **Marisa Ackley-MS Special Ed Team: \$1,000 stipend**

- **Jessica Willimack**-MS Co-Lead 8th Grade Team: \$500 stipend
- **Shauna Ferguson**-MS Co-Lead 8th Grade Team: \$500 stipend

8. BRIGGS SPECIAL EDUCATION TEACHER

Briggs Principal, Pat Bollman, is recommending the hiring of Angela Read as the Briggs Special Education Teacher for the 2020-21 school year. Ms. Read will be paid at MA Step 10 on the Master Contract Salary Schedule C, \$50,288.07.

G. TEACHER CONTRACT HORIZONTAL MOVE

The following teachers have met the appropriate requirements and provided documentation to qualify for horizontal movement on salary schedule C for the 2020-21 school year as indicated below.

Marisa Ackley	from BA+15 Step 7	to MA Step 7
Jill Bresnan	from MA+15 Step 15	to MA+30 Step 16
Jon Bohle	from BA Step 6	to BA+15 Step 6
Trista Gregory	from BA+15 Step 5	to MA Step 5

Recommendation: Approve items in the consent agenda as presented.

Motion needed to approve the items in the consent agenda.

III. RECEPTION OF VISITORS & INFORMAL COMMENTS FROM THE PUBLIC

IV. BOARD COMMENTS

V. GENERAL BUSINESS OF THE BOARD

A. BUSINESS AFFAIRS

1. REQUEST FOR AUTHORITY TO PROCESS BILLS

SBO, Kristy Haxmeier, is requesting authority from the Board to pay bills incurred during the current fiscal year. This will allow Central Office staff to proceed in

processing expenditures and meet the required timelines associated with GAAP reporting.

As noted in the request, a listing of expenditures will be reported at the next regular meeting and expenditures will not exceed budgeted amounts. Should questions or unique circumstances arise, prior approval from the Board President will be sought before bills are processed.

Recommendation: It is recommended that the Board extend authority to SBO, Kristy Haxmeier, to pay bills incurred during the fiscal year 2020 in accordance with the requirements of GAAP reporting.

Action Item: Motion Needed.

2. FEDERAL BREAKFAST, HOT LUNCH & SNACK APPLICATION RENEWAL FOR THE 2020-21 SCHOOL YEAR

The Board must approve the renewal for participation in Food and Nutrition programs for the 2020-21 school term. This approval covers breakfast, lunch, and snacks. Required paperwork must be filed indicating we will conduct our food service programs according to the Bureau's regulations and instructions. In return, the district is assured that the Bureau will reimburse the school district, to the extent that funds are available for programs that are run in accordance with Bureau regulations.

The renewal process also requires an update of the District's Free and Reduced Price Policy Statement. It has been the practice of the district to set reduced prices at the maximum amount allowable. Currently, the rates are 40 cents for reduced lunches, 30 cents for reduced breakfast, and 15 cents for reduced snacks. A recommendation will come, in the months ahead, for the Board to set the costs of meals for the 2020-21 school year.

Recommendation: It is recommended that the Board of Directors authorize Kristy Haxmeier to submit the renewal application for the 2020-21 Food and Nutrition Programs establishing reduced breakfast, reduced lunch, and reduced snack prices at the maximum amount allowed.

Action Item: Motion Needed.

3. AEA HOME SCHOOL ASSISTANCE PROGRAM

Superintendent Hoover is seeking Board approval to enter into an agreement with the AEA Home School Assistance Program. Attached is the agreement.

Recommendation: It is recommended the Board approve the agreement as presented.

Action Item: Motion Needed.

4. SERVICE CONTRACT WITH TIMBERLINE BILLING SERVICES

On January 1, 2012, Maquoketa Schools entered into an agreement with Timberline Billing LLC for Medicaid Third Party Billing services. They assist the District with the filing of Medicaid reimbursement paperwork for the eligible school-based services our employees provide to students.

Timberline has made available to its clients a Medicaid Coordinator Service. The services include: Coordination of Medicaid claiming; working with staff to identify eligible students; maintaining audit files for all students with claims; distribution and collection of forms from District Staff; forwarding claims for processing; monitoring Individual Education Plans (IEP); Behavioral Intervention Plans (BIP) and Individual Health Plans (IHP) for services that can be claimed; and the notification of staff of any changes.

The agreement and addendum for coordinator services end on June 30, 2020. Timberline has proposed a new agreement and addendum for another 3 years for the period through June 30, 2023, at no additional cost (6% & 2% coordinator, totaling 8%).

Recommendation: Board Secretary, Kristy Haxmeier, is recommending that the Board approve the Timberline Billing LLC Contract and Addendum as presented.

Action Item: Motion Needed.

5. APPROVAL OF SCHUMACHER ELEVATOR CONTRACT FOR MIDDLE SCHOOL

Enclosed for your review and possible approval is a contract from Schumacher Elevator Company to retrofit the elevator at the Middle School at a cost of \$72,798.00. This work is scheduled to be completed during Christmas break. Funding for this project to come from PPEL.

Recommendation: Superintendent Hoover is recommending the Board approve the contract with Schumacher Elevator Company as presented.

Action Item: Motion Needed.

B. PERSONNEL

1. CONSIDERATION AND POSSIBLE ACTION REGARDING 2020-21 CONTRACT: SEIU, LOCAL 199- BUS DRIVERS

SEIU, Local 199 - Bus Drivers & District representatives have tentatively agreed on a contract. The Master Contract is included in your packet for review. [A copy of the tentative agreement \(TA\) is attached here](#), which highlights all of the changes made.

Recommendation: It is recommended that the Board of Directors approve the contract agreement with the Service Employees International Union, Local 199 – Bus Drivers for the 2020-2021 contracts as presented.

Action Item: Motion Needed.

2. CONSIDERATION AND POSSIBLE ACTION REGARDING 2020-21 CONTRACT: SEIU, LOCAL 199- CUSTODIANS

SEIU, Local 199 - Custodians & District representatives have tentatively agreed on a contract. The Master Contract is included in your packet for review. [A copy of the tentative agreement \(TA\) is attached here](#), which highlights all of the changes made.

Recommendation: It is recommended that the Board of Directors approve the contract agreement with the Service Employees International Union, Local 199 – Custodians for the 2020-2021 contracts as presented.

Action Item: Motion Needed.

3. SETTLEMENT CONDITIONS

Settlement conditions have been updated to reflect changes in language and wage information for the following groups. The proposed settlement conditions are included in the packet for your review along with a list of employees and wages.

- A. [Support Staff](#) - building secretaries, central office staff, teacher associates, and maintenance and grounds staff.
- B. [Crossing Guard](#)
- C. [Special Needs Car / Suburban Driver](#)
- D. [Professional Non-Teaching](#)
- E. [Administrative settlement conditions](#) have been revised to reflect changes in wording incorrectly presented at the June 1, 2020 board meeting.

Recommendation: It is recommended that the Board of Directors approve the settlement conditions as presented and approve the issuance of contracts for the

building secretaries, central office staff, teacher associates, and maintenance and grounds staff, crossing guard, special needs car / suburban driver, and professional non-teaching as presented.

Action Item: Motion Needed.

C. POLICY AND INSTRUCTION

1. REVIEW AND APPROVAL OF BOARD POLICIES

The list below is recommended changes from IASB policy primers.

- 104 Anti-Bullying/Anti-Harassment Policy-mirror IASB policy changes
- 200.1 Organization of the Board-removed statement “or the September board meeting of odd-numbered years.” and remove legal reference on 200.1R1
- 202.4 Board Vacancies-removed director district, add “within 14 days of the publication of the” and change in legal reference.
- 203 Board of Directors’ Conflict of Interest-change \$2,500 to \$6,000
- 204 Code of Ethics-remove #3 & #4 under “To Cooperate with other school boards” as this will be covered in new policy 401.6
- 206.4 Treasurer- legal reference change
- 210.5 Meetings Notice-add “or another prominent place clearly designated for posting agendas” and remove from paragraph 2 “These requests for notice must be in writing.”
- 210.6 Quorum for Meetings-mirror IASB policy changes
- 302.7 Superintendent Civic Activities-remove sentence 2 from paragraph 2 and legal reference change
- 303.5 Administrator Duties-remove 303.5E1 job descriptions
- 303.8 Administrator Civic Activities-legal reference change
- 307 Communication Channels-cross reference change
- 401.1 Equal Employment Opportunity-legal reference change
- 401.2 Employee Conflict of Interest-legal reference change
- 401.7 Employee Travel Compensation-see policy due to travel changes
- 401.9 Employee Political Activity-legal reference change
- 401.10 Credit and Procurement Cards-see policy due to changes
- 402.2 Child Abuse Reporting-legal reference changes and change in Mandatory Reporter training expiration date prior/after to July 1, 2019.
- 403.3 Communicable Diseases-Employees-legal reference changes
- 403.6 Drug and Alcohol Testing Program-changes in FMSCA laws to provide greater safety on the nation’s roadways. Legal and cross-reference changes

- 403.4 Hazardous Chemical Program-legal reference change
- 404 Ethics for District Employees-The text in 404R1 has been replaced in its entirety due to updates in the administrative code.
- 407.3 Employee Retirement-legal reference change
- 504.3 School Publications-policy number change in 504.3E1
- 505.5 Graduation Requirements-reflect current graduation requirements and legal reference changes
- 505.8 Parent and Family Engagement-policy rewrote to better reflect the requirements of Iowa's newly-approved state plan under ESSA.
- 905.1 Use of School Facilities by Community-policy has been updated to clarify the requirements for school district employees who wish to use district facilities and equipment outside the scope of their job duties.

Recommendation: It is recommended that the Board of Directors approve the policy changes as presented.

Action Item: Motion Needed.

2. FIRST READING OF BOARD POLICY

401.6 Limitations to Employment References

The Every Student Succeeds Act (ESSA) requires additional safeguards for students by limiting employment references from district employees who worked or volunteered within the district and were suspected of sexual misconduct with a minor or student. It is important to be aware that the district must know or have probable cause to believe that the individual engaged in sexual misconduct as stated in this policy. Unsubstantiated rumors alone will not suffice. This new policy accurately reflects current federal and state administrative requirements for the district.

Recommendation: It is recommended that the Board of Directors approve the first reading of policy 401.6 Limitations to Employment References.

Action Item: Motion Needed.

VI. LEGISLATIVE UPDATE

A. TERRY CREEGAN - LEGISLATIVE ACTION NETWORK REPRESENTATIVE

VII. SUPERINTENDENT'S REPORT

A. UPCOMING EVENTS:

1. REGISTRATION DATES 2020-21

- August 4 from 11:00 AM – 7:00 PM
- Registration for all students will take place at the Maquoketa High School
- The district will offer an on-line paperless registration option again this year that doesn't require parents to come to the school.

B. FUSION FORWARD

A. [FACEBOOK](#)

B. [WEBSITE](#)

C. [TWITTER](#)

C. [LEGISLATIVE PRIORITIES](#)

VIII. ADJOURNMENT

The next regularly scheduled meeting of the Board will be held on July 20, 2020, at 5:30 pm at the Central Office.