

**MAQUOKETA COMMUNITY SCHOOL DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING  
MAY 1, 2017  
TIME: 12:00 P.M.  
PLACE: CENTRAL OFFICE**

**I. ROLL CALL**

**II. CONSENT AGENDA**

**A. APPROVAL OF AGENDA**

**III. GENERAL BUSINESS OF THE BOARD**

**A. BUSINESS AFFAIRS**

1. REVIEW AND POSSIBLE APPROVAL OF TIME CLOCK/ABSENCE MANAGEMENT SYSTEMS QUOTES
2. REVIEW AND POSSIBLE APPROVAL OF TRUCK BIDS
3. REVIEW AND POSSIBLE APPROVAL OF COMPUTER QUOTES
4. REVIEW AND POSSIBLE APPROVAL OF ELEVATOR BIDS
5. FISCAL YEAR 2017 BUDGET AMENDMENT
6. SUMMER FOOD SERVICE PROGRAM
7. TIMELINE FOR FOOD SERVICE MANAGEMENT REQUEST FOR PROPOSAL

**IV. ADJOURNMENT**

THE NEXT REGULAR MEETING OF THE BOARD OF DIRECTORS WILL TAKE PLACE ON MAY 15, 2017 AT THE CENTRAL OFFICE WITH A WORK SESSION AT 5:00 P.M. AND THE REGULAR MEETING STARTING AT 6:00 P.M.

**I. ROLL CALL**

**II. CONSENT AGENDA**

**A. APPROVAL OF AGENDA**

**III. GENERAL BUSINESS OF THE BOARD**

**A. BUSINESS AFFAIRS**

**[AI] 1. REVIEW AND POSSIBLE APPROVAL OF TIME CLOCK/ABSENCE MANAGEMENT SYSTEMS QUOTES**

Business Manager, Kristy Haxmeier has solicited quotes for a new time clock and absence management system. The District currently uses Time Centre for a time clock, but the version purchased in 2006 is out of date and the company has communicated they will no longer be offering support on this version. In efforts to improve efficiencies with our leave management we are looking to move away from our paper process and improve accessibility for employees and substitutes. An allocation of \$17,000 was previously approved within the Physical Plant and Equipment Fund for this project. The following two bids were received:

Frontline Education

- \$15,000 (\$6,500 one-time startup fee + \$8,500 annual subscription)
- Absence & Substitute Management
- Automated sub calling
- Time & Attendance
- (Note: Plug and Play fob readers or other devices will be purchased separately)

TimeClock Plus

- \$28,472.49 (\$13,688.90 software purchase, \$4,251.74 annual maintenance, \$10,457.85 Proximity Clocks)

**Recommendation:** It is recommended the board approve the contract with Frontline Education in the amount of \$15,000 (\$6,500 one-time startup fee + \$8,500 annual subscription).

**Motion Required.**

[AI]

2. **REVIEW AND POSSIBLE APPROVAL OF TRUCK BIDS**

The school district solicited bids from all local auto dealers for a maintenance truck. An allocation of \$35,000 was previously approved within the Physical Plant and Equipment Fund for this project. (Please note this PPEL allocation included both a truck and utility box, the utility box will be purchased separately.)

**Bids from two local dealers were received:**

- **Brad Deery Motors, Maquoketa, IA**

New 2017 Silverado 2500 HD Regular Cab	\$28,672.00
Less trade (2003 GMC)	<u>&lt;6,600.00&gt;</u>
Net	\$22,072.00

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New 2017 Silverado 2500 HD Regular Cab	\$27,660.00 (cannot
order tow package with pickup box delete)	
Less trade (2003 GMC)	<u>&lt;6,600.00&gt;</u>
Net	\$21,060.00

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New 2017 RAM, 2500	\$25,062.00
Less trade	<u>&lt;6,600.00&gt;</u>
Net	\$18,462.00

- **Rotman Motor Company, Maquoketa, IA**

New 2017 GMC 2500	\$28,578.00
Less trade (2003 GMC)	<u>&lt;5,078.00&gt;</u>
Net	\$23,500.00

**Recommendation:** It is recommended that the Board approve the bid from Brad Deery Motors for the 2017 Chevy Silverado 2500 HD Regular Cab for a cost of \$28,672.00 less \$6,600 trade in for the 2003 GMC for a net total amount due of \$22,072.00. Funding to come from the District’s Physical Plant and Equipment Fund.

**Motion Required.**

[AI]

3. **REVIEW AND POSSIBLE APPROVAL OF STUDENT LAPTOP COMPUTERS QUOTE**

District Technology Coordinator, Cogan is requesting authorization to purchase 260 HP Stream laptop computers to be used at the Middle School and High School levels. This purchase is needed to continue the 1:1 program for the incoming 9th grade class at the High School and the 6th grade class at the Middle School This is a component to the board approved Technology Improvement Plan approved every three years and visited annually. It should be noted during the past two years we experienced very few problems with the HP Stream student machines.

Technology Director received three quotations for the purchase of 260 HP Stream 11 G3 laptop computers & 160 laptop cases:

<b>Vendor</b>	<b>Unit Price</b>	<b>Total Price</b>
IT Savvy	\$176.20	\$45,812.00
RCS	No Quotation	No Quotation
<u>SHI</u>	<u>\$165.00</u>	<u>\$42,900.00</u>
CDWG	\$174.75	\$45,435.00

<b>Cases</b>		
<b>Vendor</b>	<b>Unit Price</b>	<b>Total Price</b>
IT Savvy	\$15.90	\$2,544.00
RCS	No Quotation	No Quotation
SHI	\$16.00	\$2,560.00
<u>CDWG</u>	<u>\$14.99</u>	<u>\$2,398.40</u>

*\*Maquoketa received a quotation of \$12,298.40 below Statewide AEA Purchasing Pricing.*

Technology Director, Dustin Cogan will be at the meeting to answer questions or provide additional information.

**Recommendation:** It is recommended the board approve the purchase of 260 HP Stream computers from SHI and 160 carrying cases from CDWG in the combined amount of \$45,298.40 with funding to come from the Technology allocation of the Statewide Sales tax (SAVE) Fund.

**Motion Required.**

[AI]

**4. REVIEW AND POSSIBLE APPROVAL OF ELEVATOR BIDS**

In accordance with Iowa Code Chapter 26, Maintenance Director Mike Wing worked with FEH Design to develop the specifications and quote document for replacing the elevator at the Middle School. An allocation of \$85,000 was previously approved within the Physical Plant and Equipment Fund for this project. One bid was received:

**Tricon General Construction, Inc** **\$198,800**

**Recommendation:** It is recommended the Board reject all bids and plan to rebid this project in January of 2018.

**Motion Required.**

[AI]

5. FISCAL YEAR 2017 BUDGET AMENDMENT

Board Secretary and Treasurer, Kristy Haxmeier, has determined that it will be necessary to amend the FY-2017 Budget in order to make budget adjustments within three of the four function areas required by the State of Iowa.

Without action to amend the 2016-17 Budget, the district may end up out of compliance with the Code of Iowa by the end of the fiscal year. The proposed budget amendments are as follows:

Instruction	from \$13,810,000	to \$14,210,000	+400,000
Total Support Services	from \$ 5,055,500	to \$ 5,455,500	+400,000
Total Other Expenditures	from \$ 4,090,536	to \$ 3,290,536	(800,000)

This was previously Board approved at the April 10, 2017 Board Meeting and was published in the Wednesday, April 26, 2017 MSP with a public hearing set for May 15, 2017 at 5:30. However, due to a change in the May 15th meeting start time, Board Secretary, Kristy Haxmeier is requesting permission to re-publish this budget amendment with a start time of 6:00 p.m.

**Recommendation:** It is recommended the Board of Education direct the Board Secretary to publish a public hearing notice in the May 3, 2017 issue of the Maquoketa Sentinel Press and establish a hearing date for the Budget Amendment on May 15, 2017 at the Central Office starting at 6:00 p.m.

**Motion Required.**

[AI]

6. SUMMER FOOD SERVICE PROGRAM

Board Secretary and Treasurer, Kristy Haxmeier, will review the proposed schedule of the Summer Food Service Program with the Board. The dates have been set to mirror the Summer Adventures Program to be held at Cardinal Elementary. The dates of operation will be June 5, 2017 – June 29, 2017 (Monday – Thursday). This site is an open site and will be serving breakfast from 7:30 a.m. – 8:15 a.m, and lunch will be served from 11:15 a.m. – 12:00 p.m.

Based on projected numbers for the Summer Adventures Program and YMCA programming we have developed a budget which will be provided at the meeting.

Included in this budget are two food service workers. We are seeking permission to hire a Summer Food Service Manager whom will run this program (menu plan, order food, etc.) and a Food Service worker who will assist in preparation and serving of lunch. Additional staffing may be needed based on demand.

**Recommendation:** It is recommended the Board of Education authorize Superintendent Hoover to hire as needed for this Summer Food Service Program.

[DI] 7. **TIMELINE FOR FOOD SERVICE MANAGEMENT REQUEST FOR PROPOSAL**

Board Secretary and Treasurer, Kristy Haxmeier, will review the upcoming timeline for the Food Service Management Request for Proposal for Nutrition Services and discuss a possible date to schedule presentations with vendors.

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