

**BOARD OF EDUCATION MEETING
May 15, 2017**

ISSUE: Employee Resignations/Terminations

BACKGROUND:

Individual employee resignations, as outlined below, are recommended for approval.

<u>Employee Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective Date</u>
Nick Norris	Special Education Teacher	Personal	End of 16-17 School Year
	Assistant Varsity Football Coach	Personal	End of 16-17 School Year
	Head Varsity Baseball Coach	Personal	End of 16-17 Season
Mindy Carstensen	6th Grade Teacher	Personal	End of 16-17 School Year
Jess Beem	Elementary Assistant Principal	Personal	June 30, 2017
Joe Beadle	Assistant Varsity Boys' Track Coach	Personal	May 20, 2017

THE RECOMMENDATION IS:

“The Board of Education approves the employee resignation of Nick Norris, Special Education Teacher, Assistant Varsity Football Coach and Head Varsity Baseball Coach at the end of the 16-17 school year.”

“The Board of Education approves the employee resignation of Mindy Carstensen, 6th Grade Teacher, effective at the end of the 16-17 school year.”

“The Board of Education approves the employee resignation of Jess Beem, Elementary Assistant Principal, effective June 30, 2017.”

“The Board of Education approves the employee resignation of Joe Beadle, effective May 20, 2017.”

BOARD OF EDUCATION MEETING
May 15, 2017

ISSUE: Personnel Appointments and Adjustments

BACKGROUND:

Routine personnel matters, as outlined in attachment, are recommended for approval.

THE RECOMMENDATION IS:

“The Board of Education approves the hire of Andrew Eley, High School Vocal Music Teacher, effective with the 17-18 school year.”

“The Board of Education approves the transfer to classroom of Nick Booth to High School Special Education Level II BD/LD, effective with the 17-18 school year.”

“The Board of Education approves the transfer of Jolyn Kennedy from 6th Grade Teacher to Middle School Reading Specialist, effective with the 17-18 school year.”

“The Board of Education approves the hire of Ron Timp, 7th Grade Softball Coach, effective immediately.”

“The Board of Education approves the hire of Steve Rucker, Assistant Varsity Baseball Coach, effective immediately.”

“The Board of Education approves the hire of Melissa Alger, Assistant Varsity Volleyball Coach, effective August 7, 2017.”

“The Board of Education approves the hire of Deanna Smith, Assistant Varsity Volleyball Coach, effective August 7, 2017.”

PERSONNEL APPOINTMENTS & ADJUSTMENTS – 5-15-17

<u>CERTIFIED STAFF</u>	<u>BLDG. /SUBJECT</u>	<u>REASON</u>	<u>EFF. DATE</u>
Andrew Eley	High School Vocal Music Teacher	Open Position (Grove)	17-18 School Year
Nick Booth	Transfer to classroom: High School Special Education Teacher Level II BD/LD	Open Position (Norris)	17-18 School Year
Jolyn Kennedy	Transfer from 6 th Grade Teacher to AMS Reading Specialist	New Position	17-18 School Year

CLASSIFIED STAFF

COACHING/EXTRA-CURRICULAR

Ron Timp	7 th Grade Softball Coach	Open Position (Wheeler)	Immediately
Steve Rucker	Assistant Varsity Baseball Coach	Open Position (Hewitt)	Immediately
Melissa Alger	Assistant Varsity Volleyball Coach	Open Position (Zirkelbach)	17-18 School Year
Deanna Smith	Assistant Varsity Volleyball Coach	Open Position	17-18 School Year

TEACHER LEADERSHIP COMPENSATION GRANT

DECLINE CONTRACT – INFORMATION ONLY

INFORMATION ONLY

BOARD OF EDUCATION MEETING
May 15, 2017

ISSUE: Student Success

- Senior Class Trip Update
- Lego League

CONTACT: Lisa Beames, Superintendent

BACKGROUND:

1. Members of the 2017 Senior Class will be present to give the Board an update on their Senior Class Trip.
2. Mrs. Julie Rice and several students who participated in Lego League Jr. will be present to share their experience in this inaugural after school activity. They will also demonstrate their projects.

INFORMATION ONLY

BOARD OF EDUCATION MEETING
May 15, 2017

ISSUE: Second Reading of Board Policies

CONTACT: Lisa Beames, Superintendent

BACKGROUND:

The following policies are being presented for Second Reading:

900.0	Guiding Principles	Delete Policy
1000.0	Principles and Objectives for Community Relations	New Policy # 900.0
900.7	Volunteer Services	New Policy # 905.1
900.7E1	Volunteer Disclosure Statement	New Policy # 905.1E1
900.7R1	Volunteer Services Regulation	New Policy # 905.1R1
(Hold policies, 900.7, 900.7E1, and 900.7R1 until June 5, 2017 meeting.)		
1001.3	News Media Relations – News Conference	New Policy # 901.3
1002.1	Examination of District Public Records	New Policy # 902.1
RP1002.1	Examination of District Public Records Fee Schedule	New Policy # 902.1R1
1002.2	Board Proceedings	Delete Policy
1003.1	Citizen Advisory Committee	New Policy # 903.1
1004.4	Gratuities to Personnel	Delete Policy
1004.5	Loaning of Equipment	New Policy # 904.2
1005.1	Adult Education	Delete Policy
1005.2	Visitors to School District Buildings & Sites	New Policy # 905.3
1005.8	Money Raising Activities on District Property	New Policy # 904.4
1005.10	Fundraising	New Policy # 503.12
1005.12	Display and Retirement of Athletic/Activity Awards	New Policy # 803.3

THE RECOMMENDATION IS:

Approve policies as submitted for Second Reading with the exception of 900.7, 900.7E1 and 900.7E2 which will be reviewed at June 5, 2017 meeting.

PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS

Successful education programs require the support of the school district community. The board addresses the importance of the role of the school district community in the school district in this series of the policy manual. The board recognizes this support is dependent on the school district community's understanding of participation in the efforts, goals, problems and programs of the school district.

In this section, the board sets out its policies defining its relationship with the school district community. In striving to obtain the support of the school district community, the board will:

- Provide access to school district public records;
- Inform the school district community of the school district's goals, objectives, achievements, and needs;
- Invite the input of the school district community; and,
- Encourage cooperation between the school district and the school district community.

Approved _____
Revised 8/16/93
Reviewed 4/17/00
Reviewed 12/19/05
Reviewed 6/20/11
Revised 5/15/17

NEWS MEDIA RELATIONS – NEWS CONFERENCES

The board recognizes the value of and supports open, fair and honest communication with the news media. The board will maintain a cooperative relationship with the news media. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings. The board president is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Members of the news media seeking information about the school district will direct their inquiries to the superintendent. The superintendent will accurately and objectively provide the facts in response to inquiries from the news media about the school district.

The superintendent, on behalf of the board and the school district, may hold a news conference or respond to a request for an interview with the news media.

The superintendent will respond accurately, openly, honestly, and objectively to inquiries from the news media about the school district.

News conferences and interviews planned or pre-arranged for school district activities will include the board and the superintendent. News conferences for issues requiring an immediate response may be held by the superintendent. It is within the discretion of the superintendent to determine whether a news conference or interview is held to provide an immediate response to an issue.

It is the responsibility of the superintendent to keep the board apprised of news conferences and interviews.

The superintendent will determine when a news release about internal school district and board matters will be issued. In making this determination, the superintendent will strive to keep the media and the school district community accurately and objectively informed. Further, the superintendent will strive to create and maintain a positive image for the school district. It is the responsibility of the superintendent to approve news releases originating within the school district prior to their release.

News releases will be prepared and disseminated to news media in the school district community. Questions about news releases will be directed to the superintendent.

Approved _____
Reviewed 4/17/00
Reviewed 12/19/05
Reviewed 6/20/11
Revised 5/15/17

EXAMINATION OF DISTRICT PUBLIC RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records will contact the board secretary and make arrangements for the viewing. The board secretary will make arrangements for viewing the records as soon as practical, depending on the nature of the request.

Persons may request copies of public records by telephone or in writing, including electronically. The school district may require pre-payment of the costs prior to copy and mailing.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of information may be assessed a fee for the time of the employee to compile the requested information. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

Pursuant to Iowa law, the board has determined certain records need to be confidential as their disclosure could jeopardize the safety of persons or property and include, but are not limited to, the following:

- Security procedures
- Emergency preparedness procedures
- Evacuation procedures
- Security codes and passwords

It is the responsibility of the board secretary to maintain accurate and current records of the school district. It is the responsibility of the board secretary to respond in a timely manner to requests for viewing and receiving public information of the school district.

Legal Reference: Iowa Code §§ 21.4; 22.7; 291.6 (2014).
1980 Op. Att'y Gen. 88.
1972 Op. Att'y Gen. 158.
1968 Op. Att'y Gen. 656.

Approved 1/16/89
Revised 8/16/93
Reviewed 1/20/97
Reviewed 12/19/05
Reviewed 6/20/11
Revised 5/15/17

EXAMINATION OF DISTRICT PUBLIC RECORDS FEE SCHEDULE

Public records of the District may be viewed by the public during regular business hours of the administrative office of the District. These hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to review the District's public records shall contact the Superintendent's office and make arrangements for the viewing. Office personnel shall make arrangements for anyone to view the records as soon as practicable, depending on the nature of the request.

Persons may request copies of public records in writing, including electronically. The district may require pre-payment of the costs prior to copy and mailing.

Persons wanting copies may be assessed a fee for the copies. Persons wanting compilation of data may be assessed a fee for the time of the District personnel to compile such data.

Fee Schedule:

Photocopy Fee	
1-10 pages:	No Charge
More than 10 pages:	10 cents per page (including for pages 1-10)
Retrieval, Supervision, Copying Fee	
1-30 minutes:	No Charge
More than 30 minutes:	\$20.00 per hour, rounded to the nearest ¼ hour (including the first 30 minutes)
Electronic Storage System Retrieval:	Actual Costs
Mailing Fee	
If more than \$1.00:	Actual Costs

Records defined by law as confidential records shall be viewed or copied only upon receipt of written permission by the Superintendent from the person or entity whose confidential records are being requested.

The Board Secretary shall be the custodian of District and Board records. The Board Secretary shall respond in a timely manner to requests for viewing and receiving public records of the District.

Approved 1/16/89
Reviewed 4/17/00
Revised 5/2/05
Reviewed 12/19/05
Revised 3/20/06
Reviewed 6/20/11
Revised 5/15/17

CITIZEN ADVISORY COMMITTEE

Purpose: To provide for the organization, membership and appointment, communication and recommendations of citizen advisory committees.

Policy: The Board shall appoint citizen advisory committees when necessary to study matters pertaining to the educational issues of the District. Such committees shall deal with issues identified and recognized by school officials. The board shall appoint a school improvement advisory committee to make recommendations to the board regarding progress achieved through the Comprehensive School Improvement Plan (CSIP).

The functions of citizen advisory committees shall be clearly defined. Committee representation shall cut across as many segments of the community population as possible and shall come, whenever possible, from the various areas in the District.

Membership on the committee shall be balanced in terms of gender and minorities residing in the District, as much as possible.

The chairperson of the committee shall be appointed by the Board. Expenses of committee members related to the work of the committee shall be paid by the Board, upon presentation and authorization of receipts.

The chairperson of a citizen advisory committee shall convene meetings of the membership and proceed with the assigned task. The chairperson shall maintain liaison with the Superintendent and shall be responsible for the preparation of a final report to be presented to the Board.

The committee, working under the direction of the chairperson, shall have access to such reasonable information and resources as is necessary for the successful completion of its work.

The final report to the Board shall contain the findings of the committee and, where appropriate, make suggestions or recommendations for consideration by the Board.

Approved _____
Reviewed 4/17/00
Revised 1/3/06
Revised 6/20/11
Revised 5/15/17

LOANING OF EQUIPMENT

District equipment may be loaned to community organizations in accordance with the following District regulations:

1. The requesting organization must agree to pay for any damages to the equipment.
2. No equipment shall be loaned if it conflicts with any school use of the equipment.
~~School-related activities have first access to equipment.~~
3. Principals and the Superintendent have authority to loan equipment.
4. Records shall be kept of equipment loaned to community organizations.

Approved 12/18/89

Reviewed 4/17/00

Reviewed 12/19/05

Revised 6/20/11

Revised 5/15/17

VISITORS TO SCHOOL DISTRICT BUILDINGS & SITES

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult and have prior approval of building administration.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee will act to cease the inappropriate conduct.

Approved _____
Revised 8/16/93
Reviewed 4/17/00
Reviewed 12/19/05
Reviewed 6/20/11
Revised 5/15/17

MONEY RAISING ACTIVITIES ON DISTRICT PROPERTY

Purpose: To provide guidelines for the solicitation of money or distribution of materials on District property.

Policy: Agents or other persons shall not be permitted to solicit any student or employee for any purpose, nor distribute circulars, handbills, cards, or advertisements of any kind, nor make announcements of any nature, nor take up contributions in any District building or on District grounds, for any purpose whatsoever, except by approval from the Superintendent and in accord with the general policies on the Board.

The administration shall determine the nature and extent of participation by students in charitable activities.

Money raising activities by school clubs and organizations for the purpose of financing club/organization activities shall be approved by the Board. The Superintendent is directed to periodically review the money raising activities being conducted, and he/she shall make an appropriate report to the Board annually. All fundraising monies will flow through the Business Office.

Participation in a fund raising activity shall be voluntary on the part of a student.

Approved _____
Reviewed 4/17/00
Reviewed 12/19/05
Revised 6/20/11
Revised 5/15/17

FUNDRAISING

Policy: Those groups, clubs, organizations, departments, etc. that wish to sponsor a fundraising project shall apply in writing to the principal for permission. Applications shall include the following information: (1) what will be sold; (2) by whom and to whom; (3) how much money will be raised; (4) when will the fundraising take place; (5) what the money will be used for; and (6) other pertinent information, including the rationale for the project. Applications are due in the Principal's office 10 days prior to the approval dates listed below of the school year in which the fundraising project will take place. However, exceptions may be granted in special cases by the administration with Board approval.

The Principal shall send a list of approved fundraising projects to the Superintendent for review and approval. Every attempt shall be made to eliminate unnecessary fundraising activities and to evenly distribute over the school year those that are approved. Fund-raising shall be approved by the Board twice a year at the 2nd regular meeting in August and the 1st regular meeting in December. Copies of the Master Schedule for fund-raising shall be sent to all Booster Clubs and sponsors.

This policy shall not apply to community or school "service" type projects.

Approved 5/15/95
Reviewed 1/20/97
Revised 1/3/06
Revised 6/20/11
Revised 5/15/17

Display and Retirement of Athletic/Activity Awards

The Board of Directors is proud to display the accomplishments of students in athletics and activities at the high school level if space permits.

Displaying all trophies and awards is not be feasible due to limitations in space. In displaying trophies in the school, the preference is to display the trophies by activity.

Any award or trophy won at a competition sanctioned by a recognized state organization such as the Iowa Athletic Association or Iowa Activities Association are prioritized over other awards and trophies. They will be displayed as space permits either in the appropriate high school trophy or awards cases or at another location in the school. After ten years, or when space is no longer available, whichever occurs first, the trophy or award will be retired, unless the award represents a state championship or runner up.

Conference trophies and awards will have priority over non-state organization and non-conference events. After seven years, or when space is no longer available, whichever occurs first, the trophy or award will be retired, unless the award represents a conference championship or runner-up.

Other trophies or awards will be maintained for four years or when space is no longer available, whichever comes first.

Once retired, the award will be digitally preserved on the District website, or other electronic display kiosks. At any time a physical award will be retired/not displayed these are the options for disposition in this order:

1. If possible the head coach for the activity at the time of receipt, will be contacted.
2. If he/she does not desire the trophy or award or is not able to be contacted, a general advertisement will be run to make the award/trophy available to members of the team. If more than one member expresses interest in the award it will be a random selection from a drawing.
3. If no team members come forward it will be offered to members of the alumni association, historical society or foundation.
4. Lastly, award/trophy will be disposed according to Policy 902.4 - Disposition of Obsolete Equipment.

Banners will display conference and state titles by activity and year in the gymnasium.

Approved 5/16/16
Revised 5/15/17

BOARD OF EDUCATION MEETING
May 15, 2017

ISSUE: Amendment to Employee Assistance Program

CONTACT: Linda Von Behren, Business Manager

BACKGROUND:

The Anamosa Community School District has had an agreement with Mercy Medical Center to provide Employee Assistance Services since 2010.

The enclosed amendment is a renewal to the agreement with Mercy Medical Center from 2013. This original agreement was included in last year's board packet and will be available to view at the meeting. The amendment makes changes to dates only. No changes have been made in the annual administrative fee or hourly cost.

THE RECOMMENDATION IS:

“Approve the attached Amendment to Employee Assistance Program Fee for Service Contract with Mercy Medical Center effective June 1, 2017 through May 31, 2018.”



Amendment to Employee Assistance Program Fee for Service Contract

This Amendment effective June 1st, 2017 is made to the Employee Assistance Program Fee for Service Agreement ("Agreement") dated June 1st, 2013, by and between Mercy Medical Center, Cedar Rapids, Iowa (through its Employee Assistance Program "EAP") and Anamosa Community School District, 200 S Garnavillo St, Anamosa, IA 52205 ("Employer").

This Amendment changes only those provisions as specified below. The remainder of the Agreement is in full force and effect. The Agreement is amended to state as follows:

Section II Employer Duties, letter B is deleted in its entirety and replaced with the following language:

B. Compensate EAP at the stated rates for each service provided:

1. **Annual Administrative Fee** \$300.00 each year thereafter, which includes provision of initial supervisory training, initial employee orientation, promotional materials, supervisory consultations, external office and quarterly utilization reports.
2. **Additional Supervisory Training** \$80.00 per contact hour
3. **Additional Employee Orientation** \$80.00 per contact hour
4. **Topic Presentations** \$80.00 per contact hour
5. **EAP Counseling Services** \$80.00 per session, which includes any coordination of services and administrative follow-up that may occur after the initial assessment period.

Section III Term and Termination, letter A is deleted in its entirety and replaced with the following language:

- A. This Agreement shall commence on the Effective Date of this Agreement and shall continue in full force and effect for one (1) year (the "renewal term"). This Agreement may be renewed for additional one (1) year terms upon mutual prior written agreement of the parties.

IN WITNESS WHEREOF, this Agreement has been executed by the parties as of the day and year written above.

EAP:

Employer:

Ann B. Alliger, Director of Behavioral

Anamosa Community Schools,, Title

Services

Date

Date

**BOARD OF EDUCATION MEETING
May 15, 2017**

ISSUE: Fundraiser Approval – Anamosa School Foundation

CONTACT: Lisa Beames, Superintendent

BACKGROUND:

The Anamosa School Foundation is requesting permission to have a raffle fundraiser held at select softball and baseball events over the summer, select football games this fall and the Strawberry Hill Open House. The raffle prize is a pedal car.

THE RECOMMENDATION IS:

“Approve fundraising request for the Anamosa School Foundation.”

**BOARD OF EDUCATION MEETING
May 15, 2017**

ISSUE: Teacher Leadership Grant – Instructional Coaches Presentation

CONTACT: Mary Sult, Systems Leader

BACKGROUND:

Instructional Coaches will be present at this meeting to update you on the progress they have made this year with the Teacher Leadership Grant.

INFORMATION ONLY

BOARD OF EDUCATION MEETING
May 15, 2017

ISSUE: Non-Union Staff Wages/Salaries - 2017/2018

CONTACT: Lisa Beames, Superintendent

BACKGROUND:

The Board will approve non-union salaries for:

1. Superintendent
2. Building Administrators
3. Directors
4. Bus Drivers and Mechanic
5. Nutrition Services
6. Maintenance/Housekeeping
7. Juvenile Liaison
8. Superintendent's Secretary
9. Business Office/Technology Secretary
10. Kids Club
11. Board Secretary

THE RECOMMENDATION IS:

“Approve wages/salaries for non-union employees for the 2017-2018 school year at a 2% increase.”

Board of Education Committees

Policy Committee	Kristine Kilburg, Nicole Claussen, Sean Braden
Negotiations Committee	Kristine Kilburg Kandi Behnke, Sean Braden
PPEL & Facilities Committee	Connie McKean, Anna Mary Riniker, Nicole Claussen
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CADRE	Nikki Claussen, Rob Sayre
Jones Co. Conf. Bd.	Roy Sayre
Ad Hoc Building/Long Range Planning	Connie McKean, Kristine Kilburg, Anna Mary Riniker,
Technology Committee	Rob Sayre, Anna Mary Riniker

Principal Reports



Strawberry Hill Elementary

1. Transition activities continue to take place for our 4th grade students.
 2. MAP testing and FAST benchmarking are nearing completion.
 3. Preschool Graduation will be held May 16 at 6:00 at the Ellen Kennedy Performing Arts Center.
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Anamosa Middle School

1. Our 8th graders toured Kirkwood Community College to complete their middle school college visit experiences.
2. We sent five 5th graders to Coe College for GWAEA Young Writers' Workshop. This provided students the opportunity to attend an author session and a workshop session.
3. 6th Graders attended Day at the Dam near Maquoketa which included a tour of the power plant, a nature hike, and canoe safety. Jackson County Conservation and Jones County Conservation employees led our learning for the day.

Anamosa High School

1. We held our final band and choir concert for this year on Tuesday. The band and choir sounded amazing and we are proud of all their hard work this year.
2. FFA held their Spring banquet and officer elections. Thanks to all who came out and supported.
3. Student Council held their officer elections for next year. There were many great speeches given!
4. A huge thanks to Mrs. Zirkelbach's advisory class and Mrs. Arensdorf's landscaping class for all their hard work designing and landscaping the front of the high school and PAC center as well. Take a drive around, it looks amazing.
5. We received our IA assessment data back from our April assessments and are pleased with the results. Look forward to sharing more with you soon!