



MISSION STATEMENT
The mission of the Anamosa Community School District is to provide all students educational opportunities to learn and achieve in a rapidly changing global society

Anamosa Community School District
Board of Directors
Regular Meeting
High School Library
August 1, 2011 – 7:00 p.m.

TENTATIVE AGENDA

Exhibit

1. Call to Order
2. Roll Call and Determination of a Quorum
3. Adoption of Agenda
4. Communication from Individuals & Delegation
Recognize Visitors & Community Input
5. Consent Agenda (Review & Approval)
Personnel Appointments & Adjustments

A

OLD BUSINESS:

1. Middle School Update
2. Second Reading of Board Policy 803.10
3. Approve Agreement with Monticello to Share Kids Quest Director

B

C

D

NEW BUSINESS:

1. Change Date for the September 5, 2011 Board Meeting
2. St. Pat's Preschool Contract
3. Administrative Computer Services Agreement with GWAEA
4. Maintenance Department Update

E

F

G

H

REPORTS:

1. Committee Reports
2. Board Comments
3. Superintendent Report

Adjourn

Important Dates

August 15, 2011 – Regular Board Meeting
August 22, 2011 – Welcome Back to All Staff
August 24, 2011 – First Day of School

BOARD OF EDUCATION MEETING
August 1, 2011

ISSUE: Personnel Appointments and Adjustments

BACKGROUND:

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

THE RECOMMENDATION IS:

“The Board of Education approve the personnel items as listed.”

PERSONNEL APPOINTMENTS & ADJUSTMENTS – 8-1-2011

| <u>BLDG./SUBJECT</u> | <u>REASON</u> | <u>EFF. DATE</u> |
|-----------------------------|----------------------|-------------------------|
|-----------------------------|----------------------|-------------------------|

CERTIFIED STAFF

CLASSIFIED STAFF

COACHING/EXTRA-CURRICULAR

| | | | |
|--------------|------------------------------|--|--|
| Jeff Walker | Assistant Varsity Volleyball | | |
| Nate Lindley | Assistant Varsity Football | | |

| | | |
|--|-------------------------|-------------|
| | Open Position | Immediately |
| | Open Position (Jeffrey) | Immediately |

RESIGNATION

| | | | |
|------------------|---|----------|-------------|
| Carl Achenbach | 8 th Grade Girls' Assistant Basketball Coach | Personal | Immediately |
| Tracy Zirkelbach | Home School Teacher | Personal | Immediately |

BOARD OF EDUCATION MEETING
August 1, 2011

ISSUE: New Middle School Update

CONTACT: Brian Ney, Superintendent

BACKGROUND:

An update on the new middle school will be given.

THE RECOMMENDATION IS:

If any action is needed, it will be taken here.

BOARD OF EDUCATION MEETING
August 1, 2011

ISSUE: Second Reading of Board Policy 803.10

CONTACT: Superintendent Brian Ney

BACKGROUND:

The First Reading of board policy 803.10 was approved at the July 18, 2011 meeting

THE SUPERINTENDENT'S RECOMMENDATION IS:

"Approve Second Reading of board policy 803.10."

USE OF DISTRICT CELL PHONES

Purpose: To provide guidelines for the use of District cell phones.

Policy: The Anamosa Community Schools recognizes the need for cellular phones to conduct District business. Selected Administrators and employees are responsible on a 24/7 basis which require use of school phones. Administrators will be responsible for the continuous evaluation and monitoring of cell phone usage to ensure compliance with this policy.

The following guidelines will be used for school cell phones:

- All plans for cellular phones will be reviewed by the Technology Director and approved by the School Board upon recommendation of the Superintendent.
- Bills will be reviewed by the Business Manager, and any costs attributable to a District employee will be charged to the employee.
- Cell phone assignment must be approved by the Superintendent and Business Manager.

*If an employee is assigned a district phone, no other personal phone reimbursement will be authorized.

- The bill will be paid out of the department or building account.

Approved 6/18/07

Revised 7/18/11

**BOARD OF EDUCATION MEETING
August 1, 2011**

ISSUE: Approve Agreement with Monticello to Share Kids Quest Director

CONTACT: Superintendent Brian Ney

BACKGROUND:

Enclosed please find a copy of the Shared Personnel Agreement between Anamosa Community School District and Monticello Community School District to share the services of Kids Quest program director.

Monticello has approved this agreement as written. If there is a personnel change, we would adjust that at the time.

THE SUPERINTENDENT'S RECOMMENDATION IS:

“approve Shared Personnel Agreement Between Anamosa Community School District and Monticello Community School District to share services of Kids Quest program director.”

SHARED PERSONNEL AGREEMENT BETWEEN
ANAMOSA COMMUNITY SCHOOL DISTRICT AND
MONTICELLO COMMUNITY SCHOOL DISTRICT

This Agreement made and entered into the 1st day of August, 2011, by and between the Anamosa Community School District (Anamosa) and the Monticello Community School District (Monticello):

WHEREAS, Anamosa and Monticello seek a cooperative arrangement to share the services of a Kids Quest program director; and

WHEREAS, Anamosa and Monticello are public school districts organized and existing under laws of the State of Iowa; and

WHEREAS, two or more public school districts may jointly employ and share the services of school personnel pursuant to Iowa Code section 280.15; and

WHEREAS, Anamosa and Monticello believe that an agreement pursuant to Iowa Code section 280.15 should be entered into with regard to the sharing of a Kids Quest program director and such an agreement will be to their mutual advantage.

NOW, THEREFORE, Anamosa's Board of Directors and Monticello's Board of Directors agree as follows:

1. Sarah Helle (Helle) will provide services as a Kids Quest program director during the 2011-12 school year for Anamosa. Anamosa shall issue Helle an employment contract, and shall be deemed the employer for purposes of rights and obligations under Iowa law, and for purposes of compliance with federal and state laws relating to employment and employment benefits, subject to contributions by Monticello pursuant to this Agreement. The employment arrangement shall be governed by the policies, rules, regulations, and job descriptions of Anamosa.
2. Helle's services as a Kids Quest program director will be shared by Anamosa with Monticello. The details of Helle's assignment between Anamosa and Monticello will be determined jointly by Anamosa and Monticello and Helle's duties and responsibilities in each school district will be determined and assigned by the superintendent in each school district. It is anticipated that Helle will provide services as a Kids Quest program director to Anamosa for thirty-five (35) hours per week or eighty-seven point five percent (87.5%) of her contracted time and to Monticello for five (5) hours per week twelve point five percent (12.5%) of her contracted time. The responsibility for the evaluation of Helle's performance shall remain with Anamosa, pursuant to its established procedures. Anamosa's personnel policies and practices shall apply to and govern Helle's conduct and performance.
3. Anamosa's annual cost to employ Helle (including salary, fringe benefits and direct employment taxes) shall be calculated on November 1, 2011, and April 1, 2012, and twelve point five percent (12.5%) of these totals shall be billed to Monticello. Monticello will provide payment of the amount billed on November 1, 2011, on or before December 1, 2011, and payment of the amount billed on April 1, 2012, on or before May 1, 2012. It is further agreed for Fiscal Year 2012, these costs will be calculated beginning on August 15, 2011.
4. Anamosa and Monticello shall retain the right and ability to determine fees charged to patrons for goods and services offered and received through their respective Kids Quest programs.

5. Anamosa and Monticello each agree to indemnify and hold harmless the other from and against any and all liability, damages, loss, costs, and reasonable attorney fees which arise out of any claims, suits, actions or other proceedings asserted against the party indemnified based upon any acts or omissions of the indemnifying party.

6. At any time Helle's employment with Anamosa is terminated, Monticello shall not be obligated to pay any more than the costs set out in Paragraph 3 above, for the actual days of service performed by Helle.

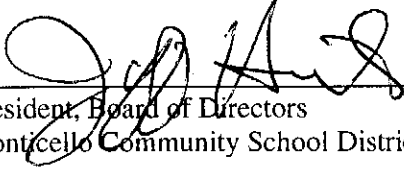
7. This Agreement shall automatically terminate on June 30, 2012, or upon mutual agreement by both parties. Each party shall notify the other of its intent to continue this Agreement by March 15, 2012, and if the parties mutually agree to continue this Agreement for another school year, a new agreement will be developed for the 2012-13 school year consistent with the intent and agreement of the parties.

8. This agreement contains the entire understanding between Anamosa and Monticello and can only be amended or terminated by a written agreement signed by Anamosa and Monticello.

9. Should any paragraph or provision of this agreement be declared illegal by a court or agency of competent jurisdiction, then that paragraph or provision shall be deleted from this agreement to the extent it violates the law. Such deletion shall not affect any other paragraph or provisions of this agreement. Should the parties deem it advisable, they may mutually agree to enter into negotiations to replace the invalid provision.

IN WITNESS WHEREOF, this instrument is executed by Anamosa's and Monticello's respective officers on the dates as hereinafter stated.

President, Board of Directors
Anamosa Community School District



President, Board of Directors
Monticello Community School District

Date



Date

BOARD OF EDUCATION MEETING
August 1, 2011

ISSUE: Change Date of September 5, 2011 Board Meeting

CONTACT: Superintendent Brian Ney

BACKGROUND:

Board Policy 204.1 provides guidelines for board meetings to be held on the 1st and 3rd Monday of the month. Any changes or deviations in this guideline must be approved by the Board with a majority vote. With Labor Day falling on Monday, September 5, 2011, it is requested to change the Board Meeting to August 29 or September 7.

THE RECOMMENDATION IS:

“to approve the change in Board meeting date as specified.”

**BOARD OF EDUCATION MEETING
August 1, 2011**

ISSUE: St. Pat's Preschool Contract

CONTACT: Josh Lyons, Strawberry Hill Principal

BACKGROUND:

As part of the State Voluntary Preschool Grant, the school district has entered into a contract with St. Pat's Parochial School to provide preschool services for four year old students. This payment would come from the preschool funds received by the district and would be paid to St. Pat's in quarterly payments, October, January, March and June. St. Pat's four year old preschoolers are included in our certified enrollment and thus the district receives money for those students. As part of the contract, St. Pat's agrees to meet the IQPPS standards as well as the stipulations of the program.

THE S RECOMMENDATION IS:

"Approve the contract with St. Pat's Parochial School to provide preschool services."

**Contract Between
Anamosa Community School District
And
St. Patrick's Parochial School
Contract of Funding for Voluntary Preschool Program**

The is contract is entered into by and between the St. Patrick's Parochial Elementary School and the Anamosa Community School District.

In consideration of the sum of Twenty-Six Thousand, Four Hundred Seventy-Four Dollars (\$26,474) for the 2011-2012 school year, payable in four equal installments, October, January, March and June. St. Patrick's Parochial School agrees to provide preschool programming in accordance with the stipulations written in the grant.

The responsibilities of the Anamosa Community School District shall include but are not limited to the following:

- Fiscal agent for the Voluntary Preschool Grant
- Oversee the grant implementation
- Be the liaison with the state department in grant requirements
- Provide transportation for students

The responsibilities of the St. Patrick's Parochial School shall include but are not limited to the following:

- Provide appropriately licensed teacher and associate
- Provide required number of hours of instruction in approved curriculum
- Participate in home visits and conferences
- Meet IQPPS Standards
- Participate in collaboration

This contract shall be valid upon signature of the president of both school boards and will be in effect until June 30, 2012.

Dated _____, 2011

President, St. Patrick's Parochial School
Board of Directors

Dated _____, 2011

President, Anamosa Schools Board of Directors

BOARD OF EDUCATION MEETING
August 1, 2011

ISSUE: Administrative Computer Services Agreement with GWAEA

CONTACT: Linda Von Behren, Business Manager

BACKGROUND:

The District purchases computer services from Grant Wood AEA. These computer services include software and software maintenance for the finance and payroll systems, which includes the general ledger and accounts payable systems. The agreement also covers the purchase order, web request, leave, and check print systems.

The cost of these services for 2011-2012 remains at \$12,065. This remains unchanged since 2008-2009. The cost is based on school size and the size of the general fund operating budget. The fee is billed annually.

The complete agreement is attached for your review.

THE SUPERINTENDENT'S RECOMMENDATION IS:

“the Board of Education approve the Agreement for Administrative Computer Services with Grant Wood Area Education Agency for 2011-2012.”

AGREEMENT
FOR
ADMINISTRATIVE COMPUTER SERVICES
between
GRANT WOOD AREA EDUCATION AGENCY
and
ANAMOSA COMMUNITY SCHOOL DISTRICT

This Agreement is entered into by and between Grant Wood Area Education Agency, hereafter referred to as "GWAEA" and ANAMOSA COMMUNITY SCHOOL DISTRICT, hereafter referred to as the "District". For the Fiscal Year, 2011-2012, hereafter referred to as "current fiscal year".

GWAEA Agrees to:

1. Provide those specific services specified on Appendix A for the current fiscal year.
2. Provide and maintain the software necessary for the specified services.
3. Provide for data entry services (where applicable) necessary to convert administrative data into machine-readable format.
4. Provide computer time and consultant services necessary to successfully operate the specified services.
5. Undertake reasonable efforts to maintain off-site backups of all districts data for listed services.
6. Undertake reasonable efforts to maintain the security of information kept and produced for the District under this agreement and not release such information to any person or entity other than the District without the express written consent of the District.
7. Provide for delivery of reports and other material related to the service via regularly scheduled GWAEA van routes or common carrier.

GWAEA shall:

1. Not be liable for its failure to perform hereunder due to any contingency beyond its reasonable control, including acts of God or the public enemy, fire, explosion, accident, flood, drought, embargoes, shortages, action of any kind by a governmental authority, whether valid or invalid, delay or failure of contractors or suppliers of material equipment or computer time, delay or failure of the computer system or carriers, or other difficulties with the computer system, or transportation, or any contingency, delay, failure or cause beyond GWAEA's control, whether or not of the kind specified herein.
2. Not be responsible for loss of any information of data supplied by the District resulting from the malfunction or shutdown of its computers whether caused by human error, machine breakdown and malfunction, natural disasters or for any other reason whatsoever.
3. In the event GWAEA discloses negligence, and data was lost as a result of the negligence, GWAEA will waive any extra fees for data entry or programming activity to correct the grievance error, or will assist District in correcting the error.

The District agrees to:

1. Reimburse GWAEA for the services selected by the District and provided by GWAEA per the costs specified in Appendix A.
2. Make all payments due and payable to GWAEA for services as per payment schedule listed in Appendix B.
3. Take full responsibility for the use of information and records after transmission of delivery to the District, and the District agrees to indemnify GWAEA and hold GWAEA harmless for any loss or damage incurred by the Agency or by any other as a result of the use or misuse of any information or records once

transmitted or delivered to the District.

4. Abide by the rules, procedures, and policies of GWAEA Computer Services with respect to any and all aspects of its operation.
5. Assume full responsibility for assuring the accuracy of input information transmitted and delivered to GWAEA. The District acknowledges that in the operation of listed services the occurrence of an error in output information sometimes occurs, and that the District has numerous opportunities to detect the occurrence of such errors and control their effect. The District shall have the responsibility to establish and use appropriate measures in its operation to detect the occurrence of such error promptly and to minimize their effect on it. In addition, the District shall promptly inform GWAEA of all errors it believes to exist and render all reasonable assistance in correcting said errors.

GWAEA and District agree:

The owner of the data and information GWAEA hosts and maintains pursuant to this agreement is **ANAMOSA COMMUNITY SCHOOL DISTRICT**. This agreement does not create any ownership interest for GWAEA in the data and information GWAEA hosts under this agreement. **ANAMOSA COMMUNITY SCHOOL DISTRICT** is responsible for all obligations and liabilities arising out of ownership of the subject data and information. This means, without limitation, that **ANAMOSA COMMUNITY SCHOOL DISTRICT** shall be responsible for all third-party requests for the data or information, whether by subpoena or otherwise. If a third-party serves GWAEA with a request for the data or information, GWAEA will, as soon as practicable, provide the request to **ANAMOSA COMMUNITY SCHOOL DISTRICT**. **ANAMOSA COMMUNITY SCHOOL DISTRICT** shall thereafter be responsible for appropriately responding to the request. **ANAMOSA COMMUNITY SCHOOL DISTRICT** shall indemnify and reimburse GWAEA for all reasonable expenses, including attorneys' fees, GWAEA incurs arising out of the request. **ANAMOSA COMMUNITY SCHOOL DISTRICT** shall not direct third parties to make requests for the data or information to GWAEA, but shall instead direct that requests be made to **ANAMOSA COMMUNITY SCHOOL DISTRICT**. GWAEA will cooperate with **ANAMOSA COMMUNITY SCHOOL DISTRICT** in responding to the request by providing the requested data or information to **ANAMOSA COMMUNITY SCHOOL DISTRICT** or the third-party if so directed by **ANAMOSA COMMUNITY SCHOOL DISTRICT**.

GWAEA disclaims all obligations and liabilities on the part of GWAEA from damages, including but not limited to special, indirect and consequential damages, attorneys' and experts' fees and court costs (even if GWAEA has been advised of the possibility of such damages) arising out of or in connection with the activities and services under this agreement.

This agreement shall terminate prior to the expiration of its term provided above upon the occurrence of any of the following events:

1. Upon the failure or neglect of District to pay GWAEA any sums or amounts due hereunder in a timely manner where such delinquency is not fully corrected within sixty (60) days of GWAEA written demand; or
2. Upon failure or neglect of the District or GWAEA to observe, keep or perform any of the terms and conditions of this agreement where such nonperformance is not corrected by the District or GWAEA within thirty (30) days after prior written notice by the District or GWAEA.

Upon the expiration or other termination of this agreement, all rights and obligations of the parties under this agreement shall cease as of the termination date.

APPENDIX A

DATA ENTRY

\$15.00 per hour charged for any customized data entry projects.

PROJECT, PROGRAMMING and CONSULTING OUTSIDE THE SCOPE OF THIS CONTRACT

Travel, Time and Materials

FINANCIAL MANAGEMENT APPLICATIONS

Applications included in the package are as follows;

- Accounts Payable
- Accounts Receivable
- Account Code Conversion Program
- Budgeting
- Check Print Program
- Claims System
- Fixed Assets
- General Ledger
- Human Resources
- Payroll System
- Leave System
- Purchase Order System
- Query Applications
- Web Request System

| DISTRICT ENROLLMENT | COST/MIL OF GENERAL FUND BUDGET | TIER CAP | SET-UP CHARGE |
|---------------------|---------------------------------|----------------------|----------------------|
| 0 - 749 | \$1,450 | \$ 6,030 | \$ 1,000 |
| 750 - 1499 | \$1,450 | \$ 12,065 | \$ 1,000 |
| 1500 - 2999 | \$1,450 | \$ 18,100 | \$ 1,000 |
| 3000 - 5999 | \$1,450 | \$ 24,130 | \$ 1,000 |
| 6000 - Above | QUOTE AVAILABLE UPON REQUEST | AVAILABLE WITH QUOTE | AVAILABLE WITH QUOTE |

Non-Public Schools—Payroll Only

1. \$ 12.00 per Employee when Grant Wood does the Data Entry.
2. \$ 10.00 per Employee when the District does the Data Entry.

APPENDIX B

2011-2012 SERVICES ELECTED BY ANAMOSA COMMUNITY SCHOOL DISTRICT:

Financial Management Package

ESTIMATED STUDENT ENROLLMENT 1307.6
ESTIMATED WORKING GENERAL FUND BUDGET \$13,192,820.16
ESTIMATED COST FOR FISCAL YEAR 2011-2012

\$12,065

ACTUAL COST TO BE DETERMINED ON OR ABOUT APRIL 1 OF CURRENT FISCAL YEAR

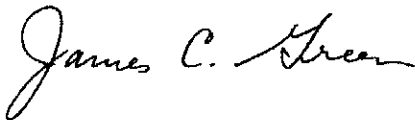
Billing Schedule with Payment Due Upon Receipt:

April (Balance of Actual)

We the undersigned, agree to the terms and conditions set forth and to the charges as outlined in Appendix A.

GRANT WOOD AREA EDUCATION AGENCY

ANAMOSA COMMUNITY SCHOOL DISTRICT



Grant Wood AEA

Signature

May 11th, 2011

Date

Title

Date

BOARD OF EDUCATION MEETING
August 1, 2011

ISSUE: Maintenance Update

CONTACT: Ed Sarsfield, Maintenance Director

BACKGROUND:

Ed Sarsfield, Maintenance Director, will be present at this meeting to give the Board an update on Maintenance needs and the progress his crew has made this summer.

INFORMATION ONLY

Board of Education Committees

| | |
|--|---|
| Policy Committee | Kristine Kilburg, Anna Mary Riniker, Rich Crump |
| Negotiations Committee | Brian Darrow, Jean Sellnau, Anna Mary Riniker |
| PPEL & Facilities Committee | Brian Darrow, Rich Crump, Anna Mary Riniker |
| CADRE | Connie McKean, Rich Crump |
| Jones Co. Conf. Bd. | Lowell Tiedt |
| IASB Delegate Assembly Representative | Jean Sellnau |
| Ad Hoc Building/Long Range Planning | Brian Darrow, Lowell Tiedt, Connie McKean |