



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*

February 6, 2012 – 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 B
2. Second Reading of Board Policies C
3. Early Retirement Incentive D

### **NEW BUSINESS:**

1. First Reading of Board Policy 403.8 and 802.12 E
2. FFA Crop Lease Approval F
3. Purchase of Second Bus under Original Bid Price from December, 2011 G
4. Evaluation and Selection of Construction Management Firm for Safe Room H
5. Paraeducator Certification Information I

### **REPORTS:**

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

### **Adjourn**

### Important Dates

February 20, 2012 – Regular Board Meeting 7:00 p.m.

March 5, 2012 - Regular Board Meeting 7:00 p.m.

March 19, 2012 - Regular Board Meeting 7:00 p.m.

An explanation of board exhibits can be viewed at [www.anamosa.k12.ia.us](http://www.anamosa.k12.ia.us) or requested in their entirety by contacting the Anamosa Community School District Central Office.

Posted: 2/2/12

**BOARD OF EDUCATION MEETING**  
**February 6, 2012**

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**ISSUE:** Personnel Appointments and Adjustments

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**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 – 2-6-12**

**BLDG. /SUBJECT**                      **REASON**                      **EFF. DATE**

**CERTIFIED STAFF**

**CLASSIFIED STAFF**

**COACHING/EXTRA-CURRICULAR**

Mary Nobsbisch                      Assistant Boys' Track Coach                      Open Position (Leighty)                      February 13, 2012

**RESIGNATION**

Sherril McLaughlin  
Mary Jo Hamre  
Lindsey Oltrogge

Anamosa High School Housekeeper  
West Middle School Teacher  
West Middle School Teacher

Personal  
Retirement  
Personal

January 20, 2012  
End of 2011-2012 School Year  
End of 2011-2012 School Year

**BOARD OF EDUCATION MEETING**  
**February 6, 2012**

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**ISSUE:** New Middle School Update

**CONTACT:** Brian Ney, Superintendent

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**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  
February 6, 2012**

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**ISSUE:** Second Reading of Board Policies – Volunteer Policies: 900.7, 900.7R, 900.7-E2

**CONTACT:** Brian Ney, Superintendent

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**BACKGROUND:**

Please see the attached board policies for Second Reading.

900.7

900.7R

900.7-E2

**THE SUPERINTENDENT’S RECOMMENDATION IS:**

“Approve Second Reading of board policies, 900.7, 900.7R, 900.7-E2.”

**BOARD OF EDUCATION MEETING  
February 6, 2012**

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**ISSUE:** Early Retirement Incentive

**CONTACT:** Brian Ney, Superintendent

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**BACKGROUND:**

As of 2:00 p.m. on February 2, 2012, only 2 teachers indicated an interest in retiring if an incentive is offered. The requirement to offer the incentive this year was if six employees were interested.

**THE RECOMMENDATION IS:**

“Do not offer retirement incentive this year.”

**BOARD OF EDUCATION MEETING  
February 6, 2012**

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**ISSUE:** First Reading of Board Policies – Harassment: 403.8 and Post-Issuance  
Compliance Policy for Tax-Exempt Obligations: 802.12

**CONTACT:** Brian Ney, Superintendent

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**BACKGROUND:**

Please see the attached revised board policy number 403.8 for First Reading. Also please see 802.12 which is a new policy developed.

**THE SUPERINTENDENT’S RECOMMENDATION IS:**

“Approve First Reading of board policies, 403.8 and 802.12.”

POST-ISSUANCE COMPLIANCE POLICY FOR TAX-EXEMPT OBLIGATIONS

**Purpose:** To provide post-issuance compliance for tax-exempt obligations

**Policy:**

1. Compliance Coordinator: Business Manager

- a. The Business Manager ("Coordinator") shall be responsible for monitoring post-issuance compliance.
- b. The Coordinator will maintain a copy of the transcript of proceedings in connection with the issuance of any tax-exempt obligations. Coordinator will obtain such records as are necessary to meet the requirements of this policy.
- c. The Coordinator shall consult with bond counsel, a rebate consultant, financial advisor, IRS publications and such other resources as are necessary to understand and meet the requirements of this policy.
- d. Training and education of Coordinator will be sought and implemented upon the occurrence of new developments and upon the hiring of new personnel to implement this policy.

2. Financing Transcripts. The Coordinator shall confirm the proper filing of an 8038 Series return, and maintain a transcript of proceedings for all tax-exempt obligations issued by the Anamosa Community School District, including but not limited to all tax-exempt bonds, notes and lease-purchase contracts. Each transcript shall be maintained until eleven (11) years after the tax-exempt obligation it documents has been retired. Said transcript shall include, at a minimum:

- a. Form 8038s;
- b. minutes, resolutions, and certificates;
- c. certifications of issue price from the underwriter;
- d. formal elections required by the IRS;
- e. trustee statements;
- f. records of refunded bonds, if applicable;
- g. correspondence relating to bond financings; and
- h. reports of any IRS examinations for bond financings.

3. Proper Use of Proceeds. The Coordinator shall review the resolution authorizing issuance for each tax-exempt obligation issued by the Anamosa Community School District, and that the School District shall:

- a. obtain a computation of the yield on such issue from the School District's financial advisor;
- b. create a separate Project Fund (with as many sub-funds as shall be necessary to allocate proceeds among the projects being funded by the issue) into which the proceeds of issue shall be deposited;
- c. review all requisitions, draw schedules, draw requests, invoices and bills requesting payment from the Project Fund;
- d. determine whether payment from the Project Fund is appropriate, and if so, make payment from the Project Fund (and appropriate sub-fund if applicable);
- e. maintain records of the payment requests and corresponding records showing payment;
- f. maintain records showing the earnings on, and investment of, the Project Fund;
- g. ensure that all investments acquired with proceeds are purchased at fair market value;



- h. identify bond proceeds or applicable debt service allocations that must be invested with a yield-restriction and monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted;
- i. maintain records related to any investment contracts, credit enhancement transactions, and the bidding of financial products related to the proceeds;

4. Timely Expenditure and Arbitrage/Rebate Compliance. The Coordinator shall review the Tax-Exemption Certificate (or equivalent) for each tax-exempt obligation issued by the School District and the expenditure records provided in Section 2 of this policy, above, and shall:

- a. monitor and ensure that proceeds of each such issue are spent within the temporary period set forth in such certificate;
- b. if the School District does not meet the “small issuer” exception for said obligation, monitor and ensure that the proceeds are spent in accordance with one or more of the applicable exceptions to rebate as set forth in such certificate;
- c. not less than 60 days prior to a required expenditure date confer with bond counsel and a rebate consultant if the School District will fail to meet the applicable temporary period or rebate exception expenditure requirements of the Tax-Exemption Certificate; and
- d. in the event the School District fails to meet a temporary period or rebate exception:
  - i. procure a timely computation of any rebate liability and, if rebate is due, file a Form 8038-T and arrange for payment of such rebate liability;
  - ii. arrange for timely computation and payment of “yield reduction payments” (as such term is defined in the Code and Treasury Regulations), if applicable.

5. Proper Use of Bond Financed Assets. The Coordinator shall:

- a. maintain appropriate records and a list of all bond financed assets. Such records shall include the actual amount of proceeds (including investment earnings) spent on each of the bond financed assets;
- b. with respect to each bond financed asset, the Coordinator will monitor and confer with bond counsel with respect to all proposed:
  - i. management contracts,
  - ii. service agreements,
  - iii. research contracts,
  - iv. naming rights contracts,
  - v. leases or sub-leases,
  - vi. joint venture, limited liability or partnership arrangements,
  - vii. sale of property; or
  - viii. any other change in use of such asset;
- c. maintain a copy of the proposed agreement, contract, lease or arrangement, together with the response by bond counsel with respect to said proposal for at least three (3) years after retirement of all tax-exempt obligations issued to fund all or any portion of bond financed assets; and
- d. In the event the School District takes an action with respect to a bond financed asset, which causes the private business tests or private loan financing test to be met, the Coordinator shall contact bond counsel and ensure timely remedial action under IRS Regulation Sections 1.141-12.

6. General Project Records. For each project financed with tax-exempt obligations, the Coordinator shall maintain, until three (3) years after retirement of the tax-exempt obligations or obligations issued to refund those obligations, the following:

- a. appraisals, demand surveys or feasibility studies,
- b. applications, approvals and other documentation of grants,
- c. depreciation schedules,
- d. contracts respecting the project.

7. Advance Refundings. The Coordinator, shall be responsible for the following current, post issuance and record retention procedures with respect to advance refunding bonds:

- a. Identify and select bonds to be advance refunded with advice from internal financial personnel, and a financial advisor;
- b. The Coordinator shall identify, with advice from the financial advisor and bond counsel, any possible federal tax compliance issues prior to structuring any advance refunding;
- c. The Coordinator shall review the structure with the input of the financial advisor and bond counsel, of advance refunding issues prior to the issuance to ensure (i) that the proposed refunding is permitted pursuant to applicable federal tax requirements if there has been a prior refunding of the original bond issue; (ii) that the proposed issuance complies with federal income tax requirements which might impose restrictions on the redemption date of the refunded bonds; (iii) that the proposed issuance complies with federal income tax requirements which allow for the proceeds and replacement proceeds of an issue to be invested temporarily in higher yielding investments without causing the advance refunding bonds to become "arbitrage bonds"; and (iv) that the proposed issuance will not result in the issuer's exploitation of the difference between tax exempt and taxable interest rates to obtain a financial advantage nor overburden the tax exempt market in a way that might be considered an abusive transaction for federal tax purposes.
- d. The Coordinator shall collect and review data related to arbitrage yield restriction and rebate requirements for advance refunding bonds. To ensure such compliance, the Coordinator shall engage a rebate consultant to prepare a verification report in connection with the advance refunding issuance. Said report shall ensure said requirements are satisfied.
- e. The Coordinator shall, whenever possible, purchase SLGS to size each advance refunding escrow. The financial advisor shall be included in the process of subscribing SLGS. To the extent SLGS are not available for purchase, the Coordinator shall, in consultation with bond counsel and the financial advisor, comply with IRS regulations.
- f. To the extent as issuer elects to the purchase a guaranteed investment contract, the Coordinator shall ensure, after input from bond counsel, compliance with any bidding requirements set forth by the IRS regulations.
- g. In determining the issue price for any advance refunding issuance, the Coordinator shall obtain and retain issue price certification by the purchasing underwriter at closing.
- h. After the issuance of an advance refunding issue, the Coordinator shall ensure timely identification of violations of any federal tax requirements and engage bond counsel in attempt to remediate same in accordance with IRS regulations.

8. Continuing Disclosure. The Coordinator shall assure compliance with each continuing disclosure certificate and annually, per continuing disclosure agreements, file audited annual financial statements and other information required by each continuing disclosure agreement. The Coordinator will monitor material events as described in each continuing disclosure agreement and assure compliance with material event disclosure. Events to be reported shall be reported promptly, but in no event not later than ten (10)

Business Days after the day of the occurrence of the event. Currently, such notice shall be given in the event of:

- a. Principal and interest payment delinquencies;
- b. Non-payment related defaults, if material;
- c. Unscheduled draws on debt service reserves reflecting financial difficulties;
- d. Unscheduled draws on credit enhancements relating to the bonds reflecting financial difficulties;
- e. Substitution of credit or liquidity providers, or their failure to perform;
- f. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax-exempt status of the bonds, or material events affecting the tax-exempt status of the bonds;
- g. Modifications to rights of Holders of the Bonds, if material;
- h. Bond calls (excluding sinking fund mandatory redemptions), if material, and tender offers;
- i. Defeasances of the bonds;
- j. Release, substitution, or sale of property securing repayment of the bonds, if material;
- k. Rating changes on the bonds;
- l. Bankruptcy, insolvency, receivership or similar event of the Issuer;
- m. The consummation of a merger, consolidation, or acquisition involving the Issuer or the sale of all or substantially all of the assets of the Issuer, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
- n. Appointment of a successor or additional trustee or the change of name of a trustee, if material.

Approved 2/6/12

**BOARD OF EDUCATION MEETING  
February 6, 2012**

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**ISSUE:** FFA Crop Lease Approval

**CONTACT:** Steve Hameister, FFA Advisor

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**BACKGROUND:**

FFA Highway 64 Test Plot Proposal

Total Acres: 57

Total tillable acres: 44

2011-2012 rent: \$10,000

Proposed 2012-2013 rent: \$250/acre or \$13,750 total

Proposed planting: Soybeans

Primary Use: Test different varieties of soybeans for educational use looking at test weight and total bushels per acre

Secondary use: sell crop as fundraiser for FFA chapter in use to help offset costs of members for leadership activities such as National and State Convention

Crop ground will be managed by members of the test plot committee including myself.

Decisions such as what and when to spray fertilizers and pesticides will be made by members.

Results will be compared and varieties will be determined to which is more profitable for the soil type and used in Intro to Agribusiness class taught in fall of 2012.

The proposal for the 2012-2013 school year rent and usage for soybean planting and production will be adjusted for the following year when the crop will be corn.

**THE RECOMMENDATION IS:**

Approve FFA Crop Lease Agreement for \$250 per acre for 2012-2013 rent.

**BOARD OF EDUCATION MEETING  
February 6, 2012**

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**ISSUE:** Purchase of Second Bus under original Bid Price from December, 2011

**CONTACT:** Brian Ney, Superintendent and Matt English, Transportation Director

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**BACKGROUND:**

School Bus Sales is willing to honor the same bid they offered in December for us to purchase a second school bus. Routes are increasing East of Anamosa and another large bus is needed.

**THE SUPERINTENDENT'S RECOMMENDATION IS:**

“Approve bus purchase from School Bus Sales with Air Ride Bid for \$96,919.00.”

**BOARD OF EDUCATION MEETING  
February 6, 2012**

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**ISSUE:** Evaluation and Selection of Construction Management Firm for Safe Room

**CONTACT:** Brian Ney, Superintendent

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**BACKGROUND:**

A Request for Proposal for Construction Management Services was sent to eight Construction Management firms. The RFP was also published in the Anamosa JE, and it was posted on the school website. One firm replied that they would not be submitting a proposal, two submitted proposals, and five did not respond.

Enclosed are the materials from the two CM firms that responded. They responded to each qualifier as listed on the ratings forms. Firms are to be ranked 1-5 on each qualifier, with 5 being the highest ranking. Each firm must be rated separately and independently by each Board member. The ratings forms will be handed in to me, and I'll summarize them.

**THE RECOMMENDATION IS:**

The firm with the highest ranking will be awarded the Construction Management Contract.

**Selection Matrix**

**Construction Manager for Anamosa Middle School Safe Room Project**

**February 6, 2012**

**Construction Management Firm: CSI, West Des Moines, IA**

Please rank each item 1-5, with a 5 being highest. Each member will do this individually, with the highest ranking Construction Management Firm being awarded the contract.

- \_\_\_\_ 1. Experience with School Building Projects
- \_\_\_\_ 2. Experience working with the Anamosa CSD on previous projects
- \_\_\_\_ 3. Experience with Federally-funded projects
- \_\_\_\_ 4. Experience in working with the DLR Group, the project's architect
- \_\_\_\_ 5. Ability to spearhead the project to move it to completion as fast as possible
- \_\_\_\_ 6. Ability to meet FEMA 361 qualifications
- \_\_\_\_ 7. Proposed costs for Construction Management services

**Selection Matrix**

**Construction Manager for Anamosa Middle School Safe Room Project**

**February 6, 2012**

**Construction Management Firm: Septagon, Cedar Rapids, IA**

Please rank each item 1-5, with a 5 being highest. Each member will do this individually, with the highest ranking Construction Management Firm being awarded the contract.

- \_\_\_ 1. Experience with School Building Projects
- \_\_\_ 2. Experience working with the Anamosa CSD on previous projects
- \_\_\_ 3. Experience with Federally-funded projects
- \_\_\_ 4. Experience in working with the DLR Group, the project's architect
- \_\_\_ 5. Ability to spearhead the project to move it to completion as fast as possible
- \_\_\_ 6. Ability to meet FEMA 361 qualifications
- \_\_\_ 7. Proposed costs for Construction Management services



**BOARD OF EDUCATION MEETING**  
**February 6, 2012**

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**ISSUE:** Paraeducator Certification Information

**CONTACT:** Brian Ney, Superintendent

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**BACKGROUND:**

A representative from Kirkwood College and the President of the Paraeducator Association will be present to talk about Paraeducator Certification.

**DISCUSSION ONLY**

## **Board of Education Committees**

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