

# EAST BUCHANAN COMMUNITY SCHOOL DISTRICT

Board Meeting Minutes – November 9, 2011

Prior to the beginning of the regular meeting, the board recited the East Buchanan Mission Statement: “To challenge students to think critically, communicate effectively, develop values and contribute to society.”

**BOARD MEMBERS:** Rod McGraw Tami Young Aaron Cook  
George Aberle Matt Walthart

**SUPERINTENDENT:** Dan Fox **PRINCIPAL:** Tom Mossman **SECRETARY:** Beth Weepie

**VISITORS:** Chad Staton, Nancy Staton, Keri Griswold, Mike Kerkove, Barb Butera, Kim Bockenstedt, Dawn Biggs, Lee White, Cory McBride

**CITIZEN’S FORUM:** None.

**AGENDA APPROVAL:** Motion was made by Cook second by Walthart to approve the agenda with the removal of: 5B-Hawkeye Community College Program Presentation; and 6L-Closed session pursuant to Iowa Code Section 21.5(1)(i). Motion carried with all ayes.

**CONSENT AGENDA:** Motion was made by McGraw second by Aberle to approve the consent agenda. Motion carried with all ayes.  
Items on the Consent Agenda were:  
Approved minutes for the October 12, 2011 regular board meeting;  
Approved the financial reports;  
Accepted the resignation of Benjamin Bigler as Custodian;  
Accepted the resignation of Phil Steffen as Drivers Education Instructor;  
Approved the November expenses listed and attached to the minutes herein.

## BOARD PRESENTATION OF PROGRAM EVALUATION:

Talented & Gifted Kim Bockenstedt and Barb Butera spoke to the board about the TAG program and the services Provided. Currently we are servicing 57 students in the elementary program with differentiated instruction offered in 6<sup>th</sup> grade and the 7<sup>th</sup> grade language arts program.

**SNOW REMOVAL  
BID APPROVAL:** Motion was made by McGraw, second by Walthart to approve the snow removal bid from Childers Snow Removal for \$50.00 per hour for the 2011-2012 school year. The motion carried with all ayes.

**EARLY RETIREMENT  
POLICY REVIEW:** Cook moved, McGraw seconded to approve the annual review of Policy #407.6 – Retirement – -Certified Personnel. The motion carried with all ayes. The policy will be available to staff during the 2011-2012 school year.

**SECOND READING  
BOARD POLICY** Motion was made by Walthart, second by Cook to approve the second reading of the following board policies:

411.1 Classified Employee Defined  
411.2 Classified Employee - Qualifications, Recruitment, Selection  
411.3 Classified Employee Employment Notification  
411.4 Classified Employee Licensing/Certification  
411.5 Classified Employee Assignment  
411.6 Classified Employee Transfers  
411.7 Classified Employee Evaluation  
411.7E1 Classified Employee Evaluation Form  
411.8 Classified Employee Probationary Status  
412.1 Classified Employee Compensation  
412.2 Classified Employee Wage and Overtime Compensation  
412.3 Classified Employee Group Insurance Benefits  
412.4 Classified Employee Tax Shelter Programs  
413.2 Classified Employee Retirement  
413.2R1 Classified Employee Retirement Benefit Schedule  
413.3 Classified Employee Suspension  
413.4 Classified Employee Dismissal  
413.5 Classified Employee Reduction In Force  
414.1 Classified Employee Vacations – Holidays – Personal Leave  
414.2 Classified Employee Personal Illness Leave  
414.3 Classified Employee Family and Medical Leave  
414.3E1 Classified Employee Family and Medical Leave Employee Notification

414.3E2 Classified Employee Family and Medical Leave Request Form  
414.3E3 Classified Employee Family and Medical Leave Certification Form  
414.3E4 Classified Employee Family and Medical Leave Request Work Sheet  
414.3R1 Classified Employee Family and Medical Leave Regulation  
414.3R2 Classified Employee Family and Medical Leave Definitions  
414.4 Classified Employee Bereavement Leave  
414.5 Classified Employee Political Leave  
414.6 Classified Employee Jury Duty  
414.7 Classified Employee Military Service Leave  
414.8 Classified Employee Absence Without Pay  
414.9 Classified Employee Professional Purposes Leave  
The motion carried with all ayes.

**SECOND READING  
BOARD POLICY:**

Motion was made by Cook, second by McGraw to approve the second reading of the following board policies:

507.9R Wellness Policy  
504.5 Fundraising/Camp Request  
701.4 GASB 54

The motion carried with all ayes.

**SBRC INCREASE  
ENROLLMENT:**

Motion was made by Cook, second by McGraw to approve the SBRC Application for Increasing Enrollment, Open Enrollment Out, and LEP Instruction Beyond 4 Years. Motion carried with all ayes.

**REAL ESTATE  
PURCHASES**

Motion was made by Cook, second by Aberle to approve the purchase of the following properties:

Original Lot 9, Block 3, Winthrop, Buchanan County, Iowa.  
Original Lot 10, Block 3, Winthrop, Buchanan County, Iowa.

Each property will be purchased for \$8,000.00 each. The motion carried with all ayes.

**MUSIC TRIP:**

Discussion was made between the board members as to the number students who are currently signed up to attend the trip. Mr. McBride reported having 46 students and 10 chaperones.

Parents who were present at the meeting expressed concerns as to the ages of some of the children attending the trip and how this would affect the other students. The board listened to their concerns, but no action was required or taken at this time.

**BUCHANAN COUNTY  
BOARD REPRESENTATIVE:**

Motion was made by Walthart, second by Aberle to approve the appointment of Aaron Cook as the Buchanan County Conference Board Representative. Motion carried with all ayes.

**FOOD ALLERGY  
INITIATIVE:**

Keri Griswold spoke to the board about the procedures that are in place for students with allergies to nuts. She also had ideas of how to implement guidelines in the district that would be visible to the community and parents by reading labels on products that are even processed in a “peanut, etc. facility” and how important it is to make other parents aware. The board discussed with administration what sources could be available in an effort to comply with this suggestion.

**TIMBERLINE BILLING  
SERVICE AGREEMENT:**

Motion was made by McGraw, second by Walthart to approve the Timberline Billing Service Agreement. Motion carried with all ayes.

**USE OF FACILITIES**

The board discussed the use of facilities and suggested that the administration and athletic director review the current policy and adapt it to the current needs of the district. The board would like to review the policy at next month’s meeting so that it will be enforced for winter season activities.

**INFORMATION AND  
ADMINISTRATIVE  
REPORT ITEMS:**

Iowa Core Curriculum:

Nothing new at this time.

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Tom Mossman: End of the first trimester is on Friday. Winter sports have begun. The play is coming up and asked the board to come watch.

Dan Fox: Mr. Fox presented the sample disaster plans that the district follows. Elementary and Secondary conferences are scheduled for the week of November 14<sup>th</sup>. School board convention is on November 17<sup>th</sup>.

**FUTURE AGENDA ITEMS:**

George Aberle requested that the discussion of the AEA 267 Pool be put on the agenda for next month.

**ADJOURNMENT:** Motion was made by Aberle, second by McGraw to adjourn the meeting at 8:55 p.m.

Respectfully submitted,

Beth Weepie  
Board Secretary

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All motions carried on a five to zero vote unless otherwise noted. The above are not official minutes until approved at the next regular board meeting. A copy of the official minutes may be viewed in the office of the Board Secretary any Monday through Friday between 8:00 a.m. and 4:00 p.m.

**ACTIVITY FUND**

American Cancer Society	Donation-Cancer Society	\$220.00
Bland's Flower Shop	Pink Night Bouquet	\$18.00
Chase Card Services	11th Grade Field Trip Meal-Subway	\$131.88
Nathaniel Chesher	Drama Supplies	\$161.43
Nathaniel Chesher	Drama Supplies	\$9.80
CSB-Cash	Change For Play	\$125.00
Tim Connolly	Sprayer-Wrestling Mats	\$23.53
Culture House, Inc.	Books	\$72.00
Designs Unlimited	MS G-BB Shirts	\$325.00
Full Compass Systems, Ltd	Wireless Head Mic	\$1,139.44
Full Compass Systems, Ltd	Lighting Pak	\$361.16
Gaffney Quarries	Black Dirt - BB Field	\$177.22
General Fund	Lee White-Dist. FB Secretary	\$50.00
Hot Lunch Fund	Milk/Juice	\$117.25
Iowa Girls' High School	Soccer Banner	\$92.02
McElroy's Food Market	11th Grade Field Trip Lunch Supplies	\$31.29
McElroy's Food Market	Pop-HC	\$48.97
Monticello Sports	Plyo Boxes	\$175.00
Monticello Sports	Plyo Boxes	\$325.00
Monticello Sports	Headgear/Mat Tape	\$365.00
PEPSI-COLA	Water/Juice/Gatorade	\$203.07
Prairie Farms Dairy, Inc.	Milk/Juice	\$428.40
Pat Schloss	Pizza-All Dist. FB Meeting	\$64.20
Jan Short	MS Halloween Dance Supplies	\$22.16
Sport Supply Group, Inc.	Whistles/Lanyards	\$22.98
Sport Supply Group, Inc.	Girdles	\$99.22
Stocking Factory	Ornaments	\$568.06
Blake Tehon	Cellist - MS Concert	\$75.00
University of Northern Iowa	Registration-UNI Vocal Arts Festival	\$116.25
UNI ACDA	CD's-Vocal Arts Festival	\$40.00
The University of Iowa College of Engineering	Registration-Robotics Club	\$300.00
Wal-Mart Community	Snacks	\$220.02
Wal-Mart Community	HC Supplies	\$55.14
Waterloo Community Playhouse	Costume Rental/Purchase	\$120.00
West Music Company	Musical Instruments - J. Brown	\$25.65
West Music Company	Musical Instrument	\$276.41
Sherman's Pumpkin Farm	PS Field Trip	\$55.00
PSAT/NMSQT	PSAT Tests	\$154.00
The News	The News Subscriptions	\$1,323.00
Waterloo Community School District	WR Entry Fee-Battle of Waterloo	\$100.00
Andy Cabalka	FB Ambulance Crew	\$30.00
Iowa Basketball Coaches Association	Membership	\$40.00

Iowa Girls Coaches Association	Membership	\$55.00
Rick Jensen	FB Official	\$85.00
Mary Koohy	FB Ambulance Crew	\$30.00
Peter Olafsen	FB Official	\$85.00
Mike Putz	FB Official	\$85.00
Jamie Rodenburg	FB Official	\$85.00
Bill Wolfgram	FB Security	\$75.00
Charlie Zahn	FB Official	\$95.00
Iowa Girls' High School	MS Dues	\$50.00
Pizza Ranch	MS Halloween Party	\$225.00
School Administrators of Iowa	IASC Leadership Conference Registration	\$280.00
Central City Youth Basketball	Registration - Tournament	\$120.00
John Johnson	MS Wrestling Official	\$65.00
Bill Naber	MS Wrestling Official	\$65.00
Jerry Behan	MS G-BB Official	\$60.00
Robert Richter	MS G-BB Official	\$60.00
		<b>\$9,827.55</b>

**GENERAL FUND**

AEA 267	11-12 Calendar	\$264,005.58
Alliant Energy	SERVICE	\$4,879.91
Altorfer, Inc.	BUS PARTS	\$109.05
American Legion Post 434	ELEM CONF SUPPERS	\$448.00
Buchanan County Auditor	ELECTION EXPENSES	\$1,431.87
Capital Sanitary Supply Co. Inc.	MAINT SUPPLY	\$30.62
Cedar Rapids CSD	PURCH SERV	\$98.04
Center Point-Urbana CSD	1ST QTR OE	\$1,470.75
Chase Card Services	BOOKS/MATH TXTBOOKS/SUPPLY	\$890.14
City Laundering Co.	PURCH SERV	\$31.20
City Of Winthrop	WATER & SEWAGE	\$328.35
DeAnn Shafer	REIMB BUS PHYSICAL	\$20.00
Department of Education	BUS INSPECTION	\$28.00
Dubuque Comm School District	SPED TUI	\$583.88
Dwayne Manning	PURCH SERV	\$240.00
ENCO	IT SUPPLY	\$50.16
East Buchanan Coop Telephone	SERVICE	\$383.15
Flinn Scientific	SCIENCE SUPPLY	\$247.22
Follett Educational Services	HS TEXTBOOK	\$69.64
Girzzly Industrial Inc	IT (PERKINS) EQUIP	\$1,194.00
Grant Wood AEA	TITLE I SUPPLY	\$1,005.00
Haan Crafts, LLC	FCS sewing supply	\$121.80
Hawkeye Community College	BUS STOP CLASS	\$700.00
Hawkeye International Trucks	BUS PARTS	\$225.00
Houghton Mifflin Company	HS TEXTBOOKS	\$324.40
Independence CSD	1ST QTR OE	\$23,532.00
Iowa Communications Network	PURCH SERV	\$564.83
J.W. Pepper & Son, Inc.	BAND SUPPLY	\$284.99
Johnstone Supply	HEATING/ELECT SUPPLY	\$306.74
Karr LLC	SUPT SUPPLY	\$199.16
Karr LLC	BUS OFF SUPPLY	\$34.98
Kephart's Music Center	VOCAL SUPPLY	\$59.50
Kim Levine	REIM MENTOR SUPPLY	\$29.24
Linn Co-Operative Oil Co	DIESEL	\$3,780.46
Manchester Motor Supply	BUS SUPPLIES	\$77.62
Martin Brothers	MAINT SUPP	\$28.56
Mc Elroys Food Market	SUPPLY	\$252.80
Midamerica Books	LMC BOOKS	\$164.67
Mike Kerkove	PURCH SERV	\$125.00
Network Computer Solutions	TECH SUPPLY	\$78.00
North-Linn CSD	1ST QTR OE	\$8,824.50
Oelwein CSD	1ST QTR OE	\$1,470.75
Oriental Trading Co, Inc	SPANISH SUPPLY	\$21.99
Postmaster	NEWSLETTER POSTAGE	\$236.76
Quill Corporation	OFFICE SUPPLIES	\$88.05
Really Good Stuff	ELEM SUPPLY	\$32.98
Rowley Equipment	MAINT EQUIP PARTS	\$166.01
Sadler Power Train	BUS SUPPLIES	\$49.55
Scholastic Inc.	SOFTWARE LICENSE	\$1,175.83
School Bus Sales Co	BUS PARTS	\$102.21
Standard Auto Parts	BUS PARTS	\$58.88
Starmont CSD	1ST QTR OE	\$5,883.00
Swisher And Cohrt	PURCH SERV	\$16.00
Swisher And Cohrt	LEGAL SERVICES	\$80.00
The News	PURCH SERV	\$427.00
Tom Mossman	REIMB MILEAG	\$58.69
Tracy Manning	PURCH SERV	\$490.00
UPS	PURCH SERV	\$17.67
US Cellular	CELL PHONE	\$102.94

Uline	SCIENCE SUPPLY	\$96.14
Van Meter Electric Supply Co	TECH SUPPLY	\$197.53
Van Meter Industrial, Inc.	TECH SUPPLY	\$92.00
Viking Sewing Center	FCS SUPPLY	\$24.98
Walmart Community BRC	SUPPLY	\$5.93
Waste Management	GARBAGE	\$479.91
West Delaware CSD	PURCH SERV	\$1,265.35
West Music Company	ELEM/HS IM SUPPLIES	\$1,322.33
Winthrop Building Supply	SUPPLY	<u>\$61.09</u>
		\$331,282.38

**HOT LUNCH FUND**

Designs Unlimited	Backpack-Prize	\$20.00
Earthgrains	Bread	\$959.45
EBCS General Fund	Grosse Steele-Freezer Repair	\$804.00
EBCS PPEL Fund	Lynch Roofing - Freezer Repair	\$3,482.13
General Fund - Nutrition	October Payroll	\$11,178.40
Hammond & Stephens	Receipt Books	\$59.51
Hawkeye Foodservice	Food/Supplies	\$4,814.06
Hobart Sales & Service	Oven Repair	\$180.50
Keck, Inc.	Commodities	\$1,510.74
Martin Bros. Distributing	Food	\$7,413.52
Bonnie Opitz	Bread Hook	\$10.69
Prairie Farms Dairy	Dairy Products	\$3,590.59
Presto-X	Monthly Service	\$47.00
Rite Price Office Supply	Batteries	\$7.18
Earthgrains Baking Co.	Bread	\$1,138.05
Hawkeye Foodservice	Food/Supplies	\$4,732.41
Keck, Inc.	Commodities	\$2,005.35
Martin Bros. Distributing	Food/Supplies/Fee	\$2,186.73
Bonnie Opitz	Utensils	\$8.03
PFOFF Electric	Walk In Cooler Repair	\$2,453.59
Prairie Farms Dairy	Milk/Juice	\$4,264.52
Presto-X	Monthly Service	\$47.00
V.I.P.S.	Tables	\$3,485.25
WalMart	Tab Dividers	<u>\$9.81</u>
		<b>\$54,408.51</b>

**PPEL FUND**

Copy Systems Inc	2-1/2 HS COPIER PAYMENT	\$2,659.00
Haasco, Ltd	ASBESTOS TESTING	\$1,300.00
Nicholas Jacobs	LAND DEPOSIT	\$500.00
PFOFF Electric Inc.	PURCH SERV	\$1,732.50
Wieland & Sons Farms, LLC	LAND DEPOSIT	<u>\$500.00</u>
		<b>\$6,691.50</b>

**CAPITAL PROJECTS**

National Program for Playground Safety	PURCH SERV	<b>\$571.25</b>
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