

**Red Oak Community School District
Meeting of the Board of Directors**

Meeting Location: Sue Wagaman Board Room, Red Oak CSD Administrative Center
Red Oak Technology Center-Red Oak High School Campus
September 8, 2014

This regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Lee Fellers at 6:00 p.m.

Present:

Directors: Lee Fellers, Kathy Walker, Warren Hayes, Paul Griffen, Bill Drey
Terry Schmidt, Superintendent and Shirley Maxwell, Board Secretary

Approval of Agenda

Motion was made by Director Drey with a second by Director Griffen to approve the agenda as presented with the order of agenda items at the discretion of the board president. Motion carried unanimously.

Good News

Middle School Science Teacher Mary Carlson gave a presentation on Real World Externships. Mrs. Carlson spent approximately six weeks full time on site at Iowa DNR Fisheries, Lewis, Iowa, contributing to operations and gleaned ideas for classroom applications of both content and 21st century skills of the Iowa Core.

Consent Agenda

Motion was made by Director Drey with a second by Director Walker to approve the consent agenda as presented with the order of agenda items at the discretion of the board president. Motion carried unanimously.

- Review and approval of minutes from August 25, 2014
- Review and approval of monthly business reports
- Request for early graduation

Presentation by Attorney Greg Barntsen, Smith Peterson Law Firm, LLP Concerning Status before the Iowa Public Information Board

Mr. Barntsen presented Remediation Plan 14FC:0059 to the board for review and discussion. This plan was a result of a complaint filed against the district that alleged the Red Oak Community School Board violated Iowa Code Chapter 21. The remediation plan is as follows:

1. All board members, as well as the superintendent, will review the website training on Open Meetings and Public Records found at the IPIB website: www.ipib.iowa.gov, under the Training menu.
2. Board members that are available, as well as the superintendent, will attend the Iowa Association of School Boards (IASB) annual training in Des Moines, Iowa in November 2014.
3. The Board acknowledges that the challenged agenda item from the June 30, 2014, board meeting did not meet the requirements for an adequate description of the personnel items to be considered under Iowa Code Section 21.4(1).

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4. The IPIB will provide board members with a copy of the "Iowa Open Meetings, Open Records Handbook" prepared by the Iowa Freedom of Information Council for quick reference during meetings.
5. All board members will be provided a copy of the IASB publication "Open Meetings and Public Records Manual."
6. The Board will strive to describe future agenda items sufficiently to meet the requirements of Iowa Code Section 21.4. Questions concerning sufficiency will be directed to the IPIB or legal counsel.
7. The IPIB agrees to not seek sanctions under Iowa Code Section 21.6 for this complaint.

Motion was made by Director Griffen with a second by Director Drey to approve remediation plan items 1, 4, 5, 6, 7, strike item 2 and change the wording in item 3 as follows:

3. The Board acknowledges that the challenged agenda item from the June 30, 2014, board meeting ~~did not meet~~ (may not have met) the requirements for an adequate description of the personnel items to be considered under Iowa Code Section 21.4(1).

Discussion followed. Motion was made by Director Hayes with a second by Director Walker to amend the motion to approve the remediation plan items 1, 4, 5, 6, 7 with the following changes to items 2 and 3:

2. Board members that are available, as well as the superintendent, ~~will~~ (are encouraged to) attend the Iowa Association of School Boards (IASB) annual training in Des Moines, Iowa in November 2014.
3. The Board acknowledges that the challenged agenda item from the June 30, 2014, board meeting ~~did not meet~~ (may not have met) the requirements for an adequate description of the personnel items to be considered under Iowa Code Section 21.4(1). Roll Call vote: Ayes- Griffen, Drey, Hayes, Fellers, Nay-Walker. Motion by Director Hayes with a second by Director Walker to approve the Remediation Plan 14FC:0059 as amended. Roll call vote: Ayes-Griffen, Drey, Hayes, Fellers, Nay-Walker.

Red Oak Middle School Water Damage Restoration Project

Estes Construction Engineer Paul Neuharth, Insurance Agent Bulinda Coates, and Electrical Engineer Kristopher Kunze (who joined the meeting electronically) provided discussion concerning the water damage restoration project at the middle school. Principal Nate Perrien and Maintenance and Operations Director Carlos Guerra discussed the following:

- Water damage clean up, environmental mitigation by Advanced Services Restoration
- Room damage and fixture damage repairs by Sellers Construction of Red Oak
- Reports and updates for the electrical work.

Red Oak Middle School Re-Start and Implementation with a Guided Tour

Principal Perrien informed the board about the activities that have taken place in preparation of students attending classes in Red Oak High School including classes at the Technology Center building. The principal reported the first day, September 8, proceeded without problems. A tour of facilities was provided by Principal Nate Perrien.

School Business Manager Financial Updates and Request for Modified Allowable Growth and Supplemental Aid for the Special Education Deficit of FY 14

Business Manager Shirley Maxwell reported that the district student head count on September 8, 2014 was down 39 students from the official count of FY 2014. The FY 2014 audit has been completed and the preliminary findings were presented to the board. Motion was made by Director Griffen with a second by Director Walker to approve the request for Modified Allowable Growth

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and Supplemental Aid for the special education deficit in the 2013-2014 school year. Motion carried unanimously.

Update from the Red Oak High School

High School Principal Jeff Spotts recommended that the Iowa Online course provided for students seeking to meet the minimum requirement of two years of foreign language at the high school level for college entrance be changed to meet the needs of the students by providing direct instruction from a teacher. The position for French language instructor has been posted.

Future Conferences, Workshops, Seminars

Directors Fellers, Drey, Griffen and Supt. Schmidt plan to attend the Employee Relations Conference that will be held Wednesday, Sept. 17, 2014 at The Meadows Conference Center in Altoona.

Motion was made by Director Drey with a second by Director Walker to adjourn the meeting at 8:35 p.m. Motion carried unanimously.

Red Oak Community School District Agenda for the New Board of Directors, FY 15

Meeting Location: Sue Wagaman Board Room, Red Oak CSD Administrative Center
Red Oak Technology Center-Red Oak High School Campus
September 8, 2014

The annual meeting of the Board of Directors of the Red Oak Community School District was called to order by President Lee Fellers at 8:36 p.m.

Present:

Directors: Lee Fellers, Kathy Walker, Warren Hayes, Paul Griffen, Bill Drey
Terry Schmidt, Superintendent and Shirley Maxwell, Board Secretary

Election of Officers

Motion was made by Director Drey to nominate Lee Fellers as Board President, motion by Director Walker to cease nominations. Director Griffen moved for a unanimous ballot for Lee Fellers to serve as President of the Red Oak School Board for the 2014-2015 school year, with a second by Director Walker. The motion carried unanimously. Motion was made by Director Drey to nominate Warren Hayes as Board Vice President, motion was made by Director Griffen to cease nominations. Director Griffen moved for a unanimous ballot for Warren Hayes to serve as Vice President of the Red Oak School Board for the 2014-2015 school year, with a second by Director Drey. The motion carried unanimously.

Board Secretary Shirley Maxwell administered the Oath of Office to the newly elected board president and vice president.

Consent Agenda

Director Drey moved with a second by Director Walker to approve the consent agenda as presented. The motion carried unanimously.

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Annual Financial Report for June 30, 2014

The annual financial report showing June 30, 2014 bank balances and book balances was presented to the directors.

Organizational Items for FY 15

- **Multi-Cultural/Gender Fair Compliance Officer and Equity Officer** - Appoint Supt. Terry Schmidt as the MCGFC Officer and Equity Officer with Assistant Officers Gayle Allensworth, Barb Sims, Nate Perrien, and Jeff Spotts.
- **District Homeless Liaison Officer** - High School Guidance Officer John Brabec with assistance from support staff Karla Wood and Crystal Berkey be appointed as the district's Homeless Liaison for 2014 – 2015.
- **District Truancy Officers** - Appoint all building administrators as truancy officers for the 2014 - 2015 school year with assistance from Student Support Coordinator Theo Fundermann.
- **Level I and Level II Investigators** - Appoint Red Oak Assistant Police Chief Derrick Walter as the Level I Investigator and Red Oak Police Chief Drue Powers as the Level II Investigator.
- **District Asbestos Coordinator** - Appoint Maintenance Director Carlos Guerra as the district's asbestos coordinator.
- **Board Secretary** - Appoint Business Manager Shirley Maxwell as the Board Secretary and Assistant Board Secretaries Karla Wood and Jeanice Lester.
- **District Registrar** - Appoint Administrative Center Assistant Karla Wood.
- **Financial Depositories** - Approve the following financial institutions as depositories and deposit maximum amounts for FY 15:

Bank Iowa	1805 N. Broadway, Red Oak	\$5,000,000
*Houghton State Bank	116 Coolbaugh St, Red Oak	\$10,000,000
Great Western Bank	2100 Commerce Dr, Red Oak	\$5,000,000
U.S. Bank	323 Reed St, Red Oak	\$5,000,000

* Houghton State Bank continues as the district's primary financial institution
- **District's official newspaper for FY 15** – Approve Red Oak Express as the district's official newspaper for FY 15.
- **Board of Directors and Red Oak Community School District Legal Counsel** - Appoint the Swanson Law Firm of Red Oak and Rick Engel of Des Moines as legal counsel for FY 15.
- **Board of Directors Meeting Dates for FY 2015** - All meetings begin at 6 pm unless otherwise noted:

September 8	Annual meeting, Reorganization Meeting, Election of Officers
September 24	Annual Goal Setting Work Session – time to be announced
September 22	Regular meeting
October 13	Regular meeting
October 27	Regular meeting
November 10	Regular meeting
November 24	Annual School Finance Workshop – *5 pm to 7 pm
*time considered tentative	
December 15	Regular meeting
January 12	Regular meeting
January 26	Regular meeting

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February 9	Regular meeting
February 23	Regular meeting
March 9	Regular meeting
March 23	Regular meeting (if needed) (spring break is 3.16 to 3.20)
April 13	Regular meeting and School Budget Hearing
April 27	Regular meeting
May 11	Regular meeting
June 8	Regular meeting
June 22	Regular meeting
July 13	Regular meeting
July 27	Regular meeting (if needed)
August 10	Regular meeting
August 24	Regular meeting

- **Board of Directors Committee Assignments and Service**

Interest Based Bargaining with the Red Oak Education Association - Paul Griffen and Kathy Walker

Interest Based Bargaining with the Red Oak Support Staff Association - Lee Fellers and Bill Drey

School Improvement Advisory Council Board Representative - Kathy Walker

Red Oak District Policy Committee – Kathy Walker and Warren Hayes

Red Oak District Facilities Committee – Lee Fellers and Paul Griffen

Red Oak District Calendar Committee – Bill Drey

Red Oak Technology Committee – Warren Hayes

Red Oak Curriculum Council – Kathy Walker

Montgomery County Conference Board – Lee Fellers

Motion was made by Director Drey with a second by Director Griffen to approve the organizational items for FY 15 as presented. Motion carried unanimously.

Red Oak CSD Voting Delegate for the 2014 Iowa Association of School Board's Annual Delegate Assembly

Motion was made by Director Drey with a second by Director Griffen to appoint Lee Fellers as the Red Oak Community School District voting delegate for the 2014 Iowa Association of School Board Annual Delegate Assembly. Motion carried unanimously.

Consideration of Employment Contract for the Food Service Department

Director Drey made the motion to approve the employment of Amor Ramirez as a cook to be compensated at \$8.60 per hour as per the wage scale guidelines found in the master contract. Director Drey withdrew his motion. This item will be on the next agenda.

Review and Discussion for a Special Work Session for District Goals and the Annual Performance Review of the Superintendent

September 24, 2014 is the date selected for the special work session for district goals and the annual performance review of the superintendent. The meeting will begin at 5:30 p.m.

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Review and Discussion for a Special District Financial Workshop and Consideration of the Workshop Facilitator

A preliminary date for the annual finance workshop will be Monday, November 24th. IASB will be contacted to see if they are available to lead this workshop.

Adjournment

Motion was made by Director Walker with a second by Director Drey to adjourn the meeting at 8:55 p.m. Motion carried unanimously. The next regular meeting will be held on Monday, Sept. 22, 2014 at 6:00 p.m. in the Sue Wagaman Board Room, Administrative Center in the Technology Building. Motion carried unanimously.

Lee Fellers, President

Shirley Maxwell, Board Secretary