

**BENTON COMMUNITY SCHOOL DISTRICT
IN THE COUNTIES OF TAMA, BENTON, AND IOWA, STATE OF IOWA
BENTON REGULAR BOARD MEETING, Wednesday, February 19, 2020, 6:00 PM
BENTON COMMUNITY CENTRAL ADMINISTRATION OFFICE BOARD ROOM
304 1ST STREET, VAN HORNE, IOWA 52346**

1. **Board Meeting Opened: 6:00 P.M. with a call to order by Board President Pat Stepanek.**

Present: Directors Becker (via Zoom), Ludeking, Nolte, Stepanek, Thompson, Upah and Werning. A quorum was declared present.

Also Present: Dr. Ewell, Doug Embray, Phil Eastman, Rob Arnold, Anna Upah, Ryan Junge, Jason West, James Bieschke, Shawn Pfiffner, C.J. Eilers, and Dawn Driscoll.

2. **Delegations, Communications, Considerations of Additional Items for the Agenda**

Dr. Ewell shared additional resignation notice for consent agenda.

3. **Legislative Representative – Tom Gerhold**

Tom Gerhold was not in attendance.

4. **Open Forum**

C.J. Eilers shared his new role as editor for the Vinton Paper. He emphasized county representation for story and activity. Dawn Driscoll introduced herself to the Board and shared her intent to campaign for District #38.

5. **Action #110 Approval of Agenda**

Motion by Thompson, second by Ludeking to approve the agenda.

MOTION CARRIED
ALL MEMBERS PRESENT VOTING AYE

6. **2020-2021 School Calendar**

The Board will discuss & develop goals for the 2020-21 calendar and then direct the superintendent to bring forward 1-3 school calendar DRAFT options at the March meeting.

The Board directed the superintendent to bring forward an additional 2020-21 draft calendar for the March meeting.

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Discussion topics included number of half day PD release times increasing from last year, shared opinions on the disruption of half day release for PD, structure and process for calendar development, vetting of calendar options with district defined committee and SIAC committee, consistency of professional development for the betterment of teaching practice and assessment study, types of half day release purposes for use, and protecting academic time. Consensus was that the board would be provided two options for March board action that would demonstrate consistent PD, protection of academic time, and options for weather impacts to calendar.

7. Action #111 - School Improvement

Anna Upah, Curriculum Director, and the administrators presented information and data to inform the Board about the acquisition of a new K-8 Math Curriculum - [EngageNY](#)

Dr. Ewell recommended the purchase of EngageNY materials and consumables which were presented by Anna Upah and the elementary administrators. EngageNY is an open source curriculum that is free to teachers. The estimated annual costs for printing are estimated at \$3,000. We will also purchase math materials and manipulatives for using this curriculum.

Motion recommendation: "Approve the new K-8 Math curriculum."

Training and PD is in progress and will continue into June and fall of 2020.

Ms. Upah and the administrators presented results from Spring 2019 IASASP testing.

- a. Math Curriculum
- b. [ISASP](#) Tests - from Spring 2019

Motion by Thompson, second by Ludeking to approve the new K-8 Math curriculum.

MOTION CARRIED
ALL MEMBERS PRESENT VOTING AYE

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8. Administration Report

- a. [Administration Report](#)
- b. [February 2020 BC DC Re- Connect](#)

9. Action Item 112 EARLY RETIREMENT

- a. Dr. Ewell and Mr. Embray presented the applications for early retirement for FY20 and FY21 (FY21 are received to date).
- b. The Board acted on the applications/requests for early retirement.
- c. Motion recommendation: “Move to accept the application and requests for early retirement -- for Fiscal year (FY) 20, Diane Redmond and Darla Galligan. For Fiscal year (FY) 21 - Doug Embray. “
 - i. FY20
 - 1. Diane Redmond
 - 2. Darla Galligan
 - ii. FY21
 - 1. Doug Embray

Motion by Becker, second by Nolte to approve early retirement requests as presented for FY'20 and FY'21.

MOTION CARRIED
ALL MEMBERS PRESENT VOTING AYE

10. Action Item 113 Architectural RFP's

- a. The board reviewed and considered applications for the Request for Proposals from architectural companies to assess and study our facilities and to develop a comprehensive facilities plan.
- b. Discussion
- c. RFP Questions were discussed.

Motion by Nolte, second by Thompson to request interviews with OPN and LEGAT for consideration to assess and study our facilities and to develop a comprehensive facilities plan.

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11. Facilities

- a. The Board reviewed AD Pfiffner's proposal for Facilities Use Policies and guidelines.
 - i. Current - [FACILITIES USE POLICIES](#)
 - ii. Revisions and recommendations - Shawn Pfiffner
 - 1. [FACILITY RENTAL POLICY -Edited Forms.](#)
 - 2. [FACILITY FEE FORM.](#)
 - 3. [FACILITY USE AGREEMENT FORM](#)

Board discussed the presentation of facility use policies, rental forms, fee structures, and use agreement documents. Discussion focused on consistency in document wording, fee application, and definitions of grouping criteria for type of group use. Mr. Pfiffner will edit to the recommendations discussed and present for affirmation at the March 2020 board meeting.

12. Action #114 - Food Service Director

- a. The Board acted on the superintendent recommended to hire Mrs. Dawn Morris, 2020-21 Food Service Director.

Motion by Thompson, second by Nolte to approve the superintendent's recommendation to hire Dawn Morris as the 2020-21 Food Service Director.

MOTION CARRIED
ALL MEMBERS PRESENT VOTING AYE

13. Action #115 School Resource Officer

- a. The superintendent recommended moving forward with a Memorandum of Understanding (MOU) with the local Sheriff's Department as they pursue a grant for a school resource officer. The superintendent will work with the local sheriff department and BC administration and Directors to formulate a job description and responsibilities for an SRO.
- b. MOU WITH BENTON SHERIFF DEPARTMENT

Motion by Nolte, second by Upah to approve the MOU with the Benton Co. Sheriff's Department to pursue a grant for assisting with funding a school resource officer.

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14. Business Services

- a. The Board reviewed all business services. Doug Embray reported on the following and Dr. Ewell and Mr. Embray recommended approval of the Financial reports as presented.

Action #116

- i. AUDIT - [AUDIT](#), [News Release](#), [Notification of Board Meeting](#)

Motion by Ludeking, second by Nolte to approve audit, news release, and notification of board affirmation for filing.

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Action #117

- ii. WARRANTS

1. [PRELIMINARY WARRANTS](#)
2. [ADDITIONAL WARRANTS](#)
3. [SUMMARY OF WARRANTS](#)

Motion by Nolte, second by Ludeking to approve warrants as presented.

MOTION CARRIED
ALL MEMBERS PRESENT VOTING AYE

Action #118

- iii. FINANCIAL REPORTS

1. [GENERAL FUND REPORT](#)
2. [ALL FUNDS REPORT](#)

Motion by Thompson, second by Ludeking to approve financial reports as presented.

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15. Action #119 POLICY REVIEW

- a. The Board reviewed and reacted to policy revisions.
 1. Review
 - a. [Policy 210.2](#) - Regular Board Meeting
 - b. [Policy 404.2](#) - School Volunteers
 - c. [Policy 404.2R1](#) - School Volunteers
 - d. [Policy 404.2E1](#) - Volunteer Disclosure Statement
 - e. [Policy 404.2E2](#) - School Volunteer Letter
 - f. [Policy 404.2E3](#) - School Volunteer Record Check Request
 - g. [Policy 404.2E4](#) - School Volunteer Letter Two
 - h. [Policy 506.1](#) - Student Records

Motion by Nolte, second by Ludeking to table policy discussion for items A through G with revisions for H affirmed.

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Action #120 POLICY REVIEW

2. 2nd Readings
 - a. [Policy 711.15 - School Bus Passenger Restraints](#)
 - b. [Policy 920 - Naming of District Facilities and Events](#)

Motion made by Becker, second by Thompson to approve 2nd readings for policies 711.15 and 920 as presented.

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16. Action #121 2019-20 CALENDAR CHANGES

Dr. Ewell presented information regarding snow makeup/missed days of school for the 2019-20 school year. To date, we will need to make up 5 teacher contract days. Student make-up days to be determined except for March 18, which would be a make-up day.

Superintendent recommendation: Use **March 18**, as published on our school calendar, for a student school and teacher make up day.

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Motion by Thompson, second by Nolte to Approve March 18 as a school make up day. June 1, June 2, June 3, June 4 to be determined. Additional changes to be determined in the future depending on hours or days missed.

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17. Action #122 CONSENT AGENDA

Dr. Ewell recommended the approval of the entire consent agenda as presented.

Motion by Nolte, second by Upah to approve consent agenda as presented.

MOTION CARRIED
ALL MEMBERS PRESENT VOTING AYE

a. PERSONNEL - *all hires are contingent on approved background checks and fingerprinting

HIRES AND VOLUNTEERS- RECOMMENDATIONS

1. Brianna Lundvall - Associate, bus for IEP student
2. Tim Casey - 7th Boys Basketball Coach,
3. Kody DeNeve - Substitute Bus Driver
4. Spring & Summer Volunteers
5. Show Choir Volunteers
6. Seth Patterson/Mitch Moser Recommendation
7. Betty Schultz, MS/HS Food Service Worker

b. APPROVAL OF MINUTES

1. [Board Meeting Minutes 1/15/20](#)
2. [January 30 Board Work Session Minutes](#)

c. RESIGNATIONS

1. Amanda Coffland, Bus Associate
2. Kathy Miller, Custodian, Norway
3. Billie Jo Zhorne, Associate, MS/HS
4. Brady Stramer

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5. Jill Mills
 6. Debra Miner
 7. Rob Arnold - 8th Grade Coach
 8. Kari Lambe - Kitchen
 - d. 28E AGREEMENT
 1. Human Resources 28E sharing agreement
 - a. Discontinue for 2020-21, position absorbed administratively.
 - e. FUNDRAISERS
 1. FCCLA - [FCCLA Form](#)
 - f. VOLUNTEER DRIVERS
 1. Trenton Neis
 2. David Gleason
 3. Brad Norton
 - g. FIELD TRIPS AND EXCURSIONS
 1. Show Choir - Fridley, MN - March 7-8, - [Request](#)
 2. FFA - [FFA Recommendation](#), [Itinerary](#)
 3. Spain Trip - [Students/Chaperones](#), [Itinerary](#), [Recommendation](#)
 4. Bloomington, MN, Show Choir (added to agenda) - Jan. 31-Feb. 2, 2020
- 18. SUPERINTENDENT**
- a. **MIDYEAR REVIEW & PROCESS**
 - i. Forms - Board members complete for March 18 meeting
 - b. **UPDATES**
 - i. AASA Convention
 - c. **UPCOMING EVENTS & DATES**
 - d. **Board meetings**
 - i. Work Session - interview architectural company, date to be determined
 - ii. March 18 Regular Mtg. - 6:00 p.m.
 - iii. April 13 - Regular Mtg. - meeting change from April 15
 - iv. Mid-year superintendent evaluation
 1. Process and forms - Feb. 19

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- 2. March 18th Mtg. - review/feedback
- v. Exempt Session at Feb. or March meeting - negotiations

e. EXEMPT SESSION

The Board discussed strategy in matters relating to employment conditions of employees who are not covered by a collective bargaining agreement. I.C. 21.9 Certain negotiating sessions or a strategy meetings when the meeting falls within the exemption of the Public Employment Relations Act. I.C. 20.17(3)

- 19. Action #123 ADJOURNMENT 10:45 P.M.**
Motion by Nolte, second by Upah to adjourn meeting.

MOTION CARRIED
ALL MEMBERS PRESENT VOTING AYE