

SOUTH TAMA COUNTY SCHOOLS

THE SOUTH TAMA COUNTY BOARD OF EDUCATION WILL MEET IN
SPECIAL SESSION ON MONDAY, JUNE 5, 2017 AT 5:30 P.M.
IN THE PROFESSIONAL LEARNING ROOM, PARTNERSHIP CENTER,
215 WEST 9TH STREET, TAMA, IOWA
AGENDA

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|------|--|---------------------------------|
| I. | Call to Order | Michelle Yuska, Board President |
| II. | Roll Call and Declaration of Quorum | Full Board |
| III. | Adoption of Agenda | |
| IV. | Public Comment | |
| | The Board welcomes the opportunity to listen to comments from citizens, but is not able to take action on the issues raised by citizens during public comments, and Board Members do not intend to make an immediate response. The President shall have the authority to end public comments at any time or limit the amount of time allocated to individuals. | |
| V. | Action Items: | |
| | A. Personnel | |
| | B. Approve Master Contract for 2017-18 | Mary Jones |
| | C. Board Policy 404.01 Licensed Employees-Recruitment & Selection-1st Read | Mary Jones |
| | D. Board Policy 403.20 Licensed Employee Qualifications, Recruitment Selection - 1st Read | Mary Jones |
| | E. Board Policy 403.50 Licensed Employee Salary Schedule – 1 st Read | Mary Jones |
| | F. Board Policy 701.5 Meal Charges - 2nd Read | Mary Jones |
| | G. Board Policy 534.23 Head Lice and Nits - 2nd Read | Mary Jones |
| | H. Board Policy 402.01 Equal Educational & Employment Opportunity-2nd | Mary Jones |
| | I. Board Policy 402.19 Family & Medical Leave - 2nd Read | Mary Jones |
| VI. | Adjournment | |

Board Goals (2016)

- Improve student achievement, particularly in math and reading
- Improve rigor at the High School to prepare students for their next step after graduation
- Increase school board and student involvement at the committee level in the district
- Continue to improve internal and external communication emphasizing transparency

Agenda Item V.A. Personnel**Contracts:**

Contracted Person	Position	Date
Dana Benton	Elem. 3rd Grade	August 14, 2017
Michelle Wiegand	M.S. Student Council	August 16, 2017

Transfers:

Name	Current Assignment	Assignment for 2017-18
Sarahi Perez	Elem. Sp. Ed. Aide	Elem. Preschool ELL Aide

Officiating:

Contracted Person	Activity	Date
Jerry Bisher	MS B Baseball MS B Baseball MS B Baseball MS B Baseball	5/30/2017 6/8/2017 6/14/2017 6/23/2017

Resignations:

Contracted Person	Position	Date
Brenda Husak	Asst. Girls Soccer	End of season
Stephanie Ehlers	M.S. Sp. Ed. Aide	End of 2016-17 school year
Sarah Buckingham	Elem. Sp. Ed. Teacher	End of 2016-17 school year
Sally Kessler	H.S. ELL Teacher	End of 2016-17 school year
Kate Ihnen	H.S./8th Gr. Guidance Counselor	End of 2016-17 school year
Dana Van Otegham	Elem. Sp. Ed. Teacher	End of 2016-17 school year
Brian Petullo	M.S. Assistant Principal	End of 2016-17 contract
Robert McBain	H.S. G. Soccer	End of 2017 season

Superintendent's Recommendation

Approve the personnel requests as presented pending licensure on new certified staff hires.

Agenda Item V.B. Approve Master Contract for 2017-18

Superintendent's Recommendation

Approve Master Contract for 2017-18.

Agenda Item V.C. Policy 404.01 Licensed Employees-Recruitment & Selection - 1st Read

Superintendent's Recommendations:

Approve the 1st read for Policy 404.01.

Agenda Item V.D. Policy 403.20 Licensed Employee Qualifications, Recruitment, Selection - 1st Read

Superintendent's Recommendations:

Approve the 1st read for Policy 403.20.

Agenda Item V.E. Policy 403.50 Licensed Employee Salary Schedule

Superintendent's Recommendations:

Approve the 1st read for Policy 403.50.

Agenda Item V.F. Policy 701.5 Meal Charges - 2nd Read

Superintendent's Recommendations:

Approve the 2nd read for Policy 701.5.

Agenda Item V.G. Policy 534.23 Head Lice and Nits - 2nd Read

Superintendent's Recommendations:

Approve the 2nd read for Policy 534.23.

Agenda Item V.H. Policy 402.01 Equal Educational & Employment Opportunity - 2nd Read

Superintendent's Recommendations:

Approve the 2nd read for Policy 402.01.

Agenda Item V.I. Policy 402.19 Family & Medical Leave - 2nd Read

Superintendent's Recommendations:

Approve the 2nd read for Policy 402.19.

MASTER CONTRACT

Between
The South Tama County Education Association
and the
Community School District of South Tama County

July 1, 2017 to June 30, 2018

BASE WAGE

Certified Staff Base Pay for 2017-18	\$28,415
Certified Staff Base Pay for 2018-19	28,515
Certified Staff Base Pay for 2019-20	To Be Determined

SIGNATURES

In witness to this agreement the Board and the Association have caused this agreement to be signed by their respective representatives as shown below:

COMMUNITY SCHOOL DISTRICT OF SOUTH TAMA COUNTY

BY: Mary B. Jones :
President, Superintendent, or Chief Negotiator

Date: MAY 31 2017

SOUTH TAMA COUNTY EDUCATION ASSOCIATION

BY: Shonda K. Shaw :
President or Chief Negotiator

Date: May 30, 2017

404.01 **Licensed Employees – Recruitment & Selection**

The Superintendent or designee shall be responsible for recruiting and recommending Certified Staff for employment. Administrators shall be responsible for recommending those Certified Staff under their immediate supervision, with the approval of the Superintendent or designee.

When a vacancy occurs within the District, notification of the vacancy shall be advertised consistent with the ~~Affirmative Action Plan~~ **Equal Educational & Employment Opportunity** guidelines unless filled by a transfer. District employees interested in a vacancy need to make application to be considered for the vacant position. Recruitment and selection of all employees will comply with the District's ~~Affirmative Action/Equal Opportunity~~ **Equal Educational & Employment Opportunity** policies.

The Board will employ licensed employees after receiving a recommendation from the superintendent. Upon Board authorization during the regular January or September meeting, the superintendent may hire teachers without approval of the Board. However, the superintendent will report the teachers hired to the Board and their employment will be recorded in the minutes.

BACKGROUND CHECK: At his/her discretion, the Superintendent may choose to request the Bureau of Practitioner Preparation & Licensure (under the state Board of Educational Examiners) to conduct a records background check to verify that the employee has no known record which impacts on license (certificate) suspension or revocation or other background that would make them unsuited for a particular position and/or working in an environment that includes the presence of children.

(June 15, 1992; September 17, 2001; March 21, 2011; June 18, 2012; January 19, 2015, **July 2017**)

403. 20 Licensed Employee Qualifications, Recruitment, Selection

Persons interested in a licensed position, other than administrative positions which will be employed in accordance with board policies in Series 300, "Administration," will have an opportunity to apply and qualify for licensed positions in the school district without regard to age, race, creed, color, sex, national origin, religion, marital status, sexual orientation, gender identity or disability. Job applicants for licensed positions will be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and,
- Possession of, or ability to obtain, state license if required for the position.

Announcement of the position ~~is in a manner which the superintendent believes will inform potential applicants about the position.~~ **will be posted on TeachIowa.org, the school district website and in each school building. Teaching vacancies identified during the school year that must be filled during the same school year shall be exempt from the five day internal notice period. Teaching vacancies identified for the following school year after May 15th will be exempt from the internal notice.** ~~Applications for employment may be obtained from and completed applications are returned to the school district administrative office.~~ Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

The board will employ licensed employees after receiving a recommendation from the superintendent. The board may delegate the hiring of teachers to the superintendent. The superintendent, however, will have the authority to employ a licensed employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

The requirements stated in the ~~Master Contract~~ **Certified Handbook** between employees in the certified ~~collective bargaining~~ unit and the board regarding qualifications, recruitment and selections of such employees will be followed.

Legal Reference: 29 U.S.C. §§ 621-634 (2006).
 42 U.S.C. §§ 2000e, 12101 *et seq.* (2006).
 Iowa Code §§ 20; 35C; 216; 279.13 (2009).
 281 I.A.C. 12.
 282 I.A.C. 14.
 1980 Op. Att'y Gen. 367.

(June 15, 1992; April 18, 2011; June 18, 2012; January 19, 2015, **July 2017**)

403.50

Licensed Employee Salary Schedule

The board will establish salary schedules a base wage for licensed employees' positions keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and other factors deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board annually regarding the salary schedule: base wage. The salary schedule is subject to review and modification through the collective bargaining process.

The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding wages and salaries of such employees will be followed.

Legal Reference: Iowa Code §§ 20.1, .4, .7, .9; 279.8 (2009).

(April 18, 2011; June 18, 2012; January 19, 2015)

701.5 Meal Charges

In accordance with state and federal law, the South Tama County Community School District adopts the following policy to ensure school district families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals: All Students have use of a meal account. Students in the same family will be in one family account.

All meal purchases are to be prepaid before meal service begins. Families may make payments at any of the buildings that their child attends, payments using our online E-Funds system on our school website, or at the Administration Office. When the balance reaches a zero balance a student may charge no more than \$10.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall not be allowed to purchase a meal until the account is paid. The school district may provide an alternate meal that meets federal and state requirements to students who have charged the maximum allowance to the student account.

Employees may use a meal account for meals, but may not charge meals beyond a zero balance. When an account reaches this limit and employee shall not be allowed to charge further meals or a la carte items until money is deposited into their account.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified when their family account is at a positive \$15.00 by our automated calling system or a call from the building their child attends if the account is severely negative. Negative balances of more than \$10.00, not paid prior to end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Communication of the Policy

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The superintendent may develop and administrative process to implement this policy.

Legal Reference:

42 U.S.C. §§ 1751 *et seq.*

7 C.F.R. §§ 210 *et seq.*

U.S. DEP'T OF AGRIC., SP 46-2016, UNPAID MEAL CHARGES: LOCAL MEAL CHARGE POLICIES (2016).

U.S. DEP'T OF AGRIC., SP 47-2016, UNPAID MEAL CHARGES: CLARIFICATION ON COLLECTION OF DELINQUENT MEAL PAYMENTS (2016).

U.S. DEP'T OF AGRIC., SP 57-2016, UNPAID MEAL CHARGES: GUIDANCE AND Q&A (2016).

Iowa Code 283A.

281 I.A.C. 58.

Cross Reference:

701.1 School Food Program

701.4 Free or Reduced Cost Meals Eligibility

701.5 Meal Charges

Approved _____

Reviewed _____

Revised _____

534.23 Head Lice and Nits

~~Pediculosis capitis, commonly known as head lice, is an infestation of the hair with lice and nits (eggs). This communicable disease, while not life threatening, is highly contagious and very uncomfortable. The Iowa Department of Health lists pediculosis as a communicable disease with a recommendation of exclusion from school for adequate treatment to kill lice and nits.~~

~~Any student found to have lice and/or nits will be excluded from school until such time that the student is found to be “lice free” and “nit free” by designated school personnel. Oral and/or written instruction regarding pediculosis and treatment will be given to parent/guardian and/or responsible adult when a student is excluded from school.~~

~~School personnel will examine students who have been found to have pediculosis prior to re-admission to school. The parent or responsible adult is expected to accompany the student to the school health office or other designated location for examination.~~

~~After re-entry to school, students will be checked for lice and/or nits regularly (as often as daily) for about 2 weeks, and then approximately weekly for an additional 2 or more weeks. Children who become re-infested with pediculosis will be excluded from school and will require further treatment.~~

Head lice (*pediculosis capitus*) are small parasitic insects that live on the scalp and neck hairs of their human hosts. The presence of lice is most often detected through the presence of adult lice or nits (eggs) attached to the hair shaft of the host, most often at the nape of the neck and behind the ears. Because of the play habits, younger children are more likely to have head lice. Head lice spread almost completely from hair to hair contact, and are not a sign of being dirty. They are not dangerous and do not spread disease.

Children found with live head lice should remain in class, but be discouraged from close direct head contact with others. The school nurse will contact parents to discuss treating the child at the conclusion of the school day. (Frankowski & Borcchine, 2010) or parents will be allowed to pick student up immediately for treatment. Current evidence does not support classroom or school-wide screening as a method to stop head lice transmission (IDPH, 2017). In cases that involve head lice, as in all school health issues, it is vital that the school nurse prevent stigmatizing and maintain the student’s privacy as well as the family’s right to confidentiality (Gordon, 2007).

The Iowa Department of Public Health (IDPH) advocates for a two-week treatment plan that includes the use of an over-the-counter medicated shampoo, which contains either permethrin or a pyrethrin. Careful combing with a “nit” comb is essential to remove all lice and nits and prevent re-occurrences. Treatment plans can be located on the IDPH and CDC (Center for Disease Control) websites.

Any absence related to lice or nits, after notification and opportunity for effective treatment and nit removal (2-5 days after notification), at the discretion of the administration, may no

longer be considered an excused absence. Repeated unexcused absences will be monitored by the building administrator, and the truancy policy will be initiated.

(December 15, 1997; March 21, 2011; January 19, 2015, **June 5, 2017**)

402.01 Equal Educational & Employment Opportunity

It is the policy of The South Tama County Community School District not to **illegally** discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (**for employment**), marital status (**for programs**), sexual orientation, gender identity and socioeconomic status (**for programs**) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact **the district's equity coordinator, Stacy Stull, Equity Coordinator, STC Elementary Principal, 1611 Country Club Drive, Tama, IA 52339, phone: 641-484-3999, or email: at sstull@s-tama.k12.ia.us.**

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Cross Reference: 101 Educational Philosophy of the School District
 401.1 Equal Employment Opportunity
 500 Objectives for Equal Educational Opportunities for Students
 506.1 Student Records

(Revised June 15,1992; May, 2002; May 14, 2007; April 20, 2009; May 18,2009; March 15, 2010; March 21, 2011; June 18, 2012; July 8, 2013, July 7, 2014; January 19, 2015; September 19, 2016, **June 2017**)

402. 19 Family & Medical Leave

Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. Requests for family and medical leave will be made to the superintendent.

Employees may be allowed to substitute paid leave for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. It is the responsibility of the superintendent to develop administrative rules to implement this policy.

Before family and medical leave can be taken for an employee's or family member's illness, all district allocated sick time must be exhausted before loss of pay can be taken. FMLA and sick time will run concurrently.

Pregnancy Leave: Employees who are disabled from performing their duties because of medical reasons associated with pregnancy or post-delivery problems related to pregnancy, shall receive the sick leave benefits provided herein on the same basis as employees whose disability is related to other illness or injury. Doctors frequently prescribe a six week post-delivery recovery period if there are no complications. Absence beyond what is medically prescribed must be taken by the employee as leave without pay. (Employees shall contact the Central Office to verify terms for a leaves of absence.)

(April 18, 2011; June 18, 2012; January 19, 2015, June 2017)