

**SOUTH TAMA COUNTY SCHOOLS**

THE SOUTH TAMA COUNTY BOARD OF EDUCATION WILL MEET IN  
SPECIAL SESSION ON **MONDAY, JANUARY 7, 2019**, AT 5:30 P.M.,  
IN THE PROFESSIONAL LEARNING ROOM, PARTNERSHIP CENTER,  
215 WEST 9TH STREET, TAMA, IOWA

**AGENDA**

- I. Call to Order Penny Tyynismaa, Board President
- II. Roll Call and Declaration of Quorum Mary Boege, Board Secretary
- 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 Board President shall have the authority to end public comments at any time or limit the amount of time allocated to individuals.
- V. Action Items: Full Board
  - A. Personnel
  - B. Approve the Modified Supplemental Amount for At Risk/Dropout Program
- VI. Superintendent's Discussion: Jared Smith
  - A. Superintendent Discussion - First Six Months
  - B. Revised Board Policies Section 100
  - C. School Calendar Update
  - D. Facilities Study
- VII. Adjournment

**Agenda Item V.A. Personnel**

Officiating:

Name	Activity	Date
Tyler DeBondt	8th Boys Basketball	1/11/2019
Jim Hall	7th Boys Basketball	1/14/2019
	7th Boys Basketball	1/17/2019
	7th Boys Basketball	1/28/2019
	7th Boys Basketball	2/4/2019
	7th Boys Basketball	2/14/2019
	8th Boys Basketball	1/21/2019
	8th Boys Basketball	1/24/2019
	8th Boys Basketball	1/31/2019
	8th Boys Basketball	2/7/2019
	8th Boys Basketball	2/11/2019
Bruce Johnson	8th Boys Basketball	2/19/2019
Tom Kemper	8th Boys Basketball	2/19/2019
Dave Nitz	7th Boys Basketball	1/14/2019
	7th Boys Basketball	1/28/2019
	7th Boys Basketball	2/4/2019
	7th Boys Basketball	2/14/2019
	8th Boys Basketball	2/7/2019
	8th Boys Basketball	2/11/2019
Glen Taylor	8th Boys Basketball	1/11/2019
Eugene Ubben	7th Boys Basketball	1/17/2019
Jeremy Weiermann	8th Boys Basketball	1/21/2019
	8th Boys Basketball	1/24/2019
	8th Boys Basketball	1/31/2019

Resignation:

Name	Position	Effective Date
Mariah Fritz	Asst. H.S. Softball Coach	December 21, 2018

**Superintendent's Recommendation:**

**Approve the personnel requests as presented pending clear background check results on new hires.**

Agenda Item V.B. Approve the Modified Supplemental Amount for the At Risk/Dropout Program

A motion should be made to approve the requested amount of modified supplemental amount (MSA) of \$248,387 associated with the At Risk and Dropout prevention program.

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**Superintendent's Recommendation:**

**Approve the request of modified supplemental amount (MSA) of \$248,387 for the at-risk and dropout prevention program.**

## Modified Supplemental Amount

### MODIFIED SUPPLEMENTAL AMOUNT

#Description	Amount
1 District cost per pupil	\$6,751
2 Certified enrollment (October 1, current school year)	
2 Certified enrollment was found and certified on 10/15/2018 10:14:00 AM.	1,541.10
3 Maximum modified supplemental amount possible (0.025 x line 1 x line 2)	\$260,099
Previous FY Carry-forward from CAR	
4 Project 1116 Carry-forward: \$9,907	\$11,712
Project 1119 Carry-forward: \$1,805	
5 Requested modified supplemental amount	248387
5 Enter an amount equal to, or less than (Ln3 - Ln4): \$248,387	

*"Requested MSA and required match (and the associated spending authority) is solely for the purpose of implementing the district's board-adopted At-Risk/Dropout program."*

**South Tama County Community School District**

**Changes to Policies (100s)**

Revised by Emily K. Ellingson on December 27, 2018

Items highlighted in yellow require the district to follow-up and consider revisions.

<u>Type of Policy</u>	<u>Old Policy</u>	<u>New Policy</u>	<u>Change</u>
Philosophy Statement	100.00	100.00	No changes
Mission Statement	101.00	101.00	No changes
Vision of Learning & Learning Principles	101.01	101.01	Made minor changes
Equal Educational and Employment Opportunity	102.00	102.00	#####
Equal Educational and Employment Opportunity Grievance Procedures	ADDED	102.00 R1	#####
Equal Educational and Employment Opportunity Grievance Form	ADDED	102.00 E1	Added in form that can be used for grievances.
Equal Educational and Employment Opportunity Grievance Documentation	ADDED	102.00 E2	Added in form that can be used for grievances.
Notice of Nondiscrimination	102.00 E1	102.00 E3	Combined the Annual and Continuous Notice of Nondiscrimination into a single Notice because the two policies were identical. See also comment above re: <b>name of Equity Coordinator</b> .
Section 504 Student and Parental Rights	103.00	103.00	Made minor changes. See also comment above re: <b>name of Equity Coordinator</b> .

**General Policy Notes**

- (1) If a policy is designated as "NEW" there is no old policy on the topic.
- (2) Legal References have been removed because they are frequently outdated and/or irrelevant.
- (3) Intra-policy references were removed because these are frequently outdated. Also, if the district were to change one policy every cross site would need to be checked. This is time consuming and rarely done.
- (4) Terms used throughout the policy manual have been altered for consistency.
- (5) Policies have been re-organized and re-numbered to account for deleted policies, added policies, grouping of similar policies, and consistent numbering progression.
- (6) Deleted references to superintendent's adoption of regulations. Often there will be a lag in the actual development of these regulations. Consequently, we find this better be left unsaid from a liability standpoint.

**EDUCATIONAL PHILOSOPHY**  
**Section 100**

**100.00      Philosophy Statement**

We believe that excellence in education means success for all students. It is the philosophy of the district to identify student outcomes, to organize the instructional program to help students achieve those outcomes, and to assess attainment of those outcomes.

We believe that students must be active participants in the learning process. That students helping students is a powerful educational force. That students need to apply the knowledge and skills they are learning. That students must think globally, but act locally. And that students are responsible for learning while teachers help to make it happen.

We believe that students of today are in preparation for the future and will: acquire, comprehend, and apply knowledge which will be necessary for fulfillment and achievement in life; develop and establish skills, attitudes and concepts which will enable the student to become a life-long learner, initiate and sustain relationships based on respect and a sense of mutual responsibility, adapt to and create change, and build an awareness of and confidence in self.

We believe that students will use acquired skills through a variety of settings for assessment including: writing samples, observations in realistic situations, self-assessment, standardized tests, individual and group demonstrations, and teacher-made tests over content. We believe that students will show progress through assessment which: will be an important part of every day learning, involves student performances that demonstrate progress toward specific goals, clearly states expectations to each student, and creates a picture of what each student knows, what each student can do, and what each student can be.

We believe that students will possess knowledge, skills, and abilities in Language Arts, Science, Social Studies, Math, Reading, Fine Arts, Motor Skills, Guidance, Special Education, Vocational, and Communication. For all these areas, the teachers and administrators are working to: identify the most critical skills each child needs to acquire, identify the level at which each child learns the skills and abilities, identify the areas of knowledge essential for each child to know, create a curriculum that meets all of the State of Iowa guidelines, and create a curriculum that allows each student at STC to develop to their fullest potential.

(June 15, 1992, September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

**101.00      Mission Statement**

It is the mission of the South Tama County schools to provide a rich academic, student-centered education that results in success for all learners.

(April 17, 1989, May 17, 2010, September 20, 2010; June 18, 2012, June 20, 2016,  
<DATE HERE>)

## **101.01 Vision of Learning & Learning Principles**

Through the dedication of students, staff, families & community, all learners at South Tama will tackle complex problems and effectively communicate information and ideas so students can successfully complete post-secondary goals. In order to achieve this, staff and students will improve the quality of their work through feedback and reflection, and experience the confidence and accomplishment that comes through the production of meaningful, challenging work.

### Learning Principles

- Learning is not a given – it is an active process that requires the learner to ask questions, make connections, and apply learning to existing knowledge and new situations.
- Engaged and sustained learning requires that learners constantly see the value of their work and how it contributes to personal success.
- Learning requires the right blend of challenge and comfort where learners know that success is attainable but they must persist in order for it to happen.
- Learners need clarity about what the learning goals are and the criteria for success to inform the development of their work.
- Learners require regular, timely, and meaningful feedback with opportunities for revision and improvement to produce quality work.
- Learners periodically question assumptions and habits based on new evidence and experiences, which often leads to change.

(May 17, 2010; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

**102.00 Equal Educational and Employment Opportunity**

It is the policy of the South Tama County Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, socioeconomic status (for programs), and genetic information (for employment) 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 Shauna Smith, Equity Coordinator, 1702 Harding Street, Tama, IA 52339, 641-484-4811, ssmith@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.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, socioeconomic status, or marital status. The board is committed to the policy that no employee or applicant for employment will be subject to discrimination on the basis of race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, age, or genetic information. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.

(November 15, 2010; March 21, 2011; June 18, 2012, June 20, 2016, January 8, 2018, <DATE HERE>)

**102.00 R1 Equal Educational and Employment Opportunity Grievance Procedure**

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One - Principal, Immediate Supervisor, or Personnel Contact Person  
(Informal and Optional - may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, age, or genetic information are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, age, or genetic information are encouraged to first discuss it with the personnel contact person.

A student, or a parent of a student, with a complaint of discrimination based upon their race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, socioeconomic status, or marital status are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two - Compliance Officer

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Level Three - Appeal to Board

If the grievant is not satisfied with the Compliance Officer's decision, the grievant can file an appeal with the board within 5 working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is:

Name	Shauna Smith
Office Address	1702 Harding Street, Tama, IA 52339
Phone Number	641-484-4811
Office Hours	8:00 - 4:00 p.m.

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Iowa Civil Rights Commission; the Equal Employment Opportunity Commission; the U.S. Department of Education, Office for Civil Rights; the U.S. Department of Education, Office of Special Education Programs; or the Iowa Department of Education. Any inquiry or complaint to a state or federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

(<DATE HERE>)

**102.00 E1 Equal Educational and Employment Opportunity Grievance Form**

I, \_\_\_\_\_, am filing this grievance because

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*(Attach additional sheets if necessary)*

Describe incident or occurrence as accurately as possible:

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*(Attach additional sheets if necessary)*

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

If student, name \_\_\_\_\_ Grade Level \_\_\_\_\_

Attendance center \_\_\_\_\_

(<DATE HERE>)

**102.00 E2 Equal Educational and Employment Opportunity Grievance Documentation**

Name of Individual Alleging Discrimination or Non-Compliance

Name \_\_\_\_\_

Grievance Date \_\_\_\_\_

State the nature of the complaint and the remedy requested.

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Indicate Principal's or Supervisor's response or action to above complaint.

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Signature of Principal or Supervisor

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(<DATE HERE>)

### **102.00 E3 Notice of Nondiscrimination**

The South Tama County Community School District offers career and technical programs in the following areas of study: Agricultural Sciences, Business, Food and Consumer Sciences, Industrial Technology.

It is the policy of the South Tama County Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, socioeconomic status (for programs), and genetic information (for employment) 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 Shauna Smith, Equity Coordinator, 1702 Harding Street, Tama, IA 52339, 641-484-3999, [ssmith@s-tama.k12.ia.us](mailto:ssmith@s-tama.k12.ia.us)

(January 8, 2018, <DATE HERE>)

## **103.00 Section 504 Student and Parental Rights**

The South Tama County Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students.

As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities;
- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

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(November 15, 2010; June 18, 2012, June 20, 2016, January 8, 2018, <DATE HERE>)



Cooper, Connie &lt;ccooper@s-tama.k12.ia.us&gt;

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**Fwd: STCSD Facility assessment**

1 message

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**Smith, Jared** <jsmith@s-tama.k12.ia.us>  
To: Connie Cooper <ccooper@s-tama.k12.ia.us>

Fri, Jan 4, 2019 at 8:04 AM

**Jared R. Smith, Ph.D.**  
Superintendent  
South Tama County School District  
1702 Harding St.  
Tama, IA 52339  
Cell: (319) 464-1329

----- Forwarded message -----

From: **Pete Perez** <Pete@estesconstruction.com>  
Date: Wed, Jan 2, 2019 at 3:53 PM  
Subject: STCSD Facility assessment  
To: Smith, Jared <jsmith@s-tama.k12.ia.us>, McAdoo, Steve <smcadoo@s-tama.k12.ia.us>  
Cc: Mary Boege <mboege@s-tama.k12.ia.us>

Dr. Smith,

Happy New Year! Here are my thoughts on next steps:

Upon receiving the existing documents, we have some work to do internally (about 3 or 4 days' worth) to prepare for the site visit.

I anticipate this being a 2-day walk through. I've gotten our engineering consultant on-board and couple of dates that look good are January 29<sup>th</sup> and 30<sup>th</sup> or 30<sup>th</sup> and 31<sup>st</sup>. If this does not work for you, please let me know. (I'm hoping this works with your anticipated timeline).

In preparation for the site walk through, we need some information ahead of time:

- Existing building construction documents; specifically floorplans, elevations, drawings, specification books of the buildings, including any additions. We are looking for documents that best show the current construction conditions of the facilities. If you have electronic documents (PDF's), these would be even better and save us some time on the front-end. We can set up a "fileshare" portal to do the document exchange (or dropbox, or google doc's).

Let me know if this is do-able, we can coordinate picking these up. We have the documents scanned into electronic format and them burn onto a CD, which we will bring to you for future use (along with the original).

- Copies of any previous facility studies that have been completed such as (these we can gather when we visit):

- o Current asbestos abatement reports
- o State Fire Marshal inspections
- o Department of Education inspections
- o roof maintenance schedule report
- o other facility reports
- Future district facility plans, strategies, direction
- We will create copies and return the originals along with electronic versions when we arrive

Thank you again!

Pete

## PETE G PEREZ

Project Executive

515.204.1825 (M)

563.322.7301

515.645.4481

P.O. Box 3608

[1001 Office Park Road, Suite 110](#)

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