

SOUTH TAMA COUNTY SCHOOLS

THE SOUTH TAMA COUNTY BOARD OF EDUCATION WILL HOLD A
REGULAR SESSION MEETING ON
TUESDAY, APRIL 23, 2019, AT 5:30 P.M.
IN THE PROFESSIONAL LEARNING ROOM,
215 W 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. | Consent Agenda (Policy 204.80) | Full Board |
| | • Approval of Minutes of Previous Meetings/Work Session | |
| | • Bills | |
| | • Financial Statement | |
| | • Approve Early Graduation for A.R. | |
| V. | Public Comments | |
| VI. | Iowa Association of School Business Officials Professional Leadership
Award Presentation to Mary Boege (15 minutes) | Denelle Gonnerman |
| VII. | Partners in Education Recognition to the Clothes Closet, Ross Street Roasting Co.,
The Sound Doctor Mobile DJ, and The State Bank of Toledo (15 minutes) | Brad Schweppe |
| VIII. | Action Items: | Full Board |
| | A. Personnel | Jared Smith |
| | B. Approve Auditor's Report for FY18 | Mary Boege |
| | C. Approve AEA purchasing Agreement for 2019-2020 | |
| | D. Approve STC Archery Club Fundraiser | |
| | E. Board Policy Section 300 - Final Read | Full Board |
| | F. Approve updated Administrator/Director Evaluation Tool | Jared Smith |
| IX. | Discussion: | |
| | A. Graduation AI Exito Request | Nadia Jimenez/Vanessa Valdovinos |
| | B. Determine next steps with the STC Facilities Assessment | |
| | C. Revisit and discuss current STC Mission Statement | |
| | D. Summer Board Meetings Calendar | |
| X. | Adjournment | |

REGULAR SESSION
OF THE BOARD OF EDUCATION OF THE
COMMUNITY SCHOOL DISTRICT OF SOUTH TAMA COUNTY

The Board of Directors of the Community School District of South Tama County met on March 18, 2019 in Regular Session at the Partnership Center, Tama, Iowa at 5:30 p.m.

On call of the roll the following were present: Jackie Dvoark, Ron Houghton, Alan Kline, Mandy Lekin and Penny Tyynismaa. Quorum Present.

Also present were: Jared Smith, Mary Boege, John Speer, Heather Garrett, Dalene Werner, Larry Werner, Dan Lopez, Queta Diego, Dustin Peska, Todd Dale, Dixie Forcht, Taylor Hrabak, Mackenzie Beyer, Taylor Lekin, Jaelin Berger, Roy Frakes, Brent Bagnall, Eunice Avalos, Mariana Fonseca and Shauna Smith.

Motion by Lekin second by Dvorak to approve the agenda with the addition of the Archery Fundraiser. All Ayes.

Motion by Kline, second by Dvorak to approve the consent agenda approving the minutes of the February 18, 2019 and March 4, 2019 meetings, financials, bills for payment as presented and an Early Graduation Request for C.P. All Ayes.

Public Comments - None

Large Group Speech performers Mackenzie Beyer and Taylor Hrabak performed "Laundry & Bourbon" for the Board.

Motion by Kline, second by Houghton to approve the following personnel requests as presented pending background checks on new hires. All Ayes

Contracts - Morgan McFate - Asst HS Girls Soccer, Jeff DeBondt - Asst MS Boys Track, Andrea Rutledge Head 7th Girls Basketball, Katie Haughey - MS Secretary, Jessica Wilkerson - MS Nurse
Resignations - David Hatch - Asst HS Girls Soccer, Andrea Rutledge - 7th/8th Asst Girls Basketball, Marissa Green - 7th Head Volleyball, Debra Witcher - Elem Food Service, Teresa Manfull - MS Food Service, Eugenia Castanon - Elem SpEd Paraeducator, Patricia Fairbanks - Elem ELL, Allison Streck - 6th Grade Math, Katie Haughey - MS SpEd Paraeducator.

Motion by Houghton, second by Lekin to approve the classified and administrator salary increase of 2.17% for the 2019-20 school year. All Ayes.

Motion by Lekin, second by Dvorak to approve the agreement with Iowa Valley Community College for contracted courses. All Ayes.

Motion by Houghton, second by Kline to authorize the Board Secretary to publish the FY20 Budget estimate, showing a total budget of \$32,353,485 and a total levy of \$15.35 per 1,000 valuation and to set the Public Hearing regarding the FY20 Budget on Monday, April 8, 2019 at 6:00p.m. All Ayes.

Motion by Lekin, second by Houghton to approve the requests for new course offerings of Drawing and Painting 2 and Advanced Art at the high school. All Ayes.

Motion by Kline, second by Houghton to approve the Archery Challenge Fundraiser on March 31st. All Ayes.

Dustin Peska and Todd Dale presented programming data from the Partnership Center to the Board.

Dan Lopez and several high school students presented to the board on future plans for the students, concurrent classes, graduation rates and other high school data.

Discussion was held on the Board Policy 300 Series. They will be brought back for a first reading at the next meeting.

Motion by Dvoark second by Lakin to adjourn the meeting at 7:47 p.m. All Ayes.

Penny Tyynismaa, Board President

Mary Boege, Board Secretary

**PUBLIC HEARING AND SPECIAL SESSION
OF THE BOARD OF EDUCATION OF THE
COMMUNITY SCHOOL DISTRICT OF SOUTH TAMA COUNTY**

The Board of Directors of the Community School District of South Tama County met on April 8, 2019 for a Public Hearing on the 2019-2020 School Budget at the Partnership Center, Tama, Iowa at 6:00 p.m.

On call of the roll the following were present: Penny Tynnismaa, Ron Houghton, Mandy Lakin, Jackie Dvorak.
Absent: Alan Kline. Quorum Present.

Also present were: Jared Smith, Mary Boege, John Speer, Keely Upah, Mike Carroll, Sherry Turkal, Heather Garret, Beth Wiese and iJag students.

Motion by Houghton second by Lakin to approve the agenda. All Ayes.

Public Hearing

President Tynnismaa opened the Public Hearing for the 2019-2020 School Year Budget at 6:01 p.m. and asked for public comments.

Hearing none, President Tynnismaa asked for a motion to close the Public Hearing.

Motion by Houghton, second by Lakin to close the Public Hearing at 6:03 p.m. All Ayes.

The Special Session was called to order at 6:04 p.m.

On call of the roll the following were present: Penny Tynnismaa, Mandy Lakin, Ron Houghton, Jackie Dvorak. Absent: Alan Kline. Quorum Present.

Also present were: Jared Smith, Mary Boege, John Speer, Keely Upah, Mike Carroll, Sherry Turkal, Heather Garrett, Beth Wiese and iJag students, Roy Frakes, Shawna Smith, Alison Graham and Darvin Graham.

Motion by Dvorak, second by Houghton to approve the agenda. All Ayes.

Public Comments - None

Beth Wiese and a few iJag students presented to the Board on the iJag program.

Mike Carroll and Sherry Turkal from Estes Construction were present to review with the Board the facilities study that was done.

Motion by Houghton, second by Lakin to approve the following personnel requests pending licensure on new certified staff. All Ayes.

Contracts - Dina Keahna - Asst Softball, Molly Karr - 5th Grade, Tiffany Bridgewater - Elementary ELL
TLC - Jon Huebner - Facilitator, Joy Schirmer, Keely Upah, Kathy Wilkerson and Seth Koch - Instructional Coaches
Model Teachers - Steve Bearden, Melody Cole, Missy Jesina, Marilyn Rippey, Paula Miller, Ashley Raue, Ashley Steven, Amy Stotts, Victoria Hamilton, Danny Mayo, Audrey Roth
Transfers - Becky Thiessen - MS Student Supervisor to Elementary Sp Ed Para April 1st, Nicole Hitchcock from E/HS Sp Ed Para to Elementary Sp Ed Para - April 1st. Susan Crain .5 Preschool/.5 Substitute to 1.0 Preschool - 2019-20 school year, Jordan Paulson 1.0 Preschool to .5 Preschool - 2019-20 school year.
Coaching Volunteer - Araceli Angel - Girls Soccer
Resignations - Jennifer Clemann - Elem Sp Ed Para, Vicki Riha - Kindergarten, Michael Volk - TAG, Haley Ehrich - MS Counselor, Michelle Bradley - Winter Event Coordinator, Lacy Starits - Elem Sp Ed

Motion by Houghton, second by Dvorak to approve the Administrators increased benefit package for 2019-2020. All Ayes.

Motion by Lakin, second by Houghton to approve the FY20 budget as published. All Ayes.

Motion by Lakin, second by Dvorak to approve the addition of a Health Reimbursement Arrangement for retirees. All Ayes.

Motion by Houghton, second by Dvorak to approve the agreement with Junior Achievement of Eastern Iowa for the 2019-2020 school year. All Ayes.

Motion by Houghton, second by Dvorak to approve the first reading of Board Policy Series 300. All Ayes.

Motion by Houghton, second by Lakin to approve the proposal for the amendment to the High School Handbook regarding Graduation Cap requirements, with a deadline for cap approval prior to graduation. Motion carried with 3 aye votes from Dvorak, Houghton and Lakin and one nay vote from Tyynismaa.

Superintendent Smith discussed the possibility of adding three School Based Therapist for next year.

Curriculum/Student Service Director Shauna Smith discussed possible changes in the Special Education Programming for next year, adding PK-12 Teacher Lead positions and the adoption of the Social Studies Curriculum.

Motion by Dvorak, second by Houghton to adjourn the meeting at 8:21 p.m. All Ayes.

Penny Tyynismaa, Board President

Mary Boege, Board Secretary

SPECIAL SESSION
OF THE BOARD OF EDUCATION OF THE
COMMUNITY SCHOOL DISTRICT OF SOUTH TAMA COUNTY

The Board of Directors of the Community School District of South Tama County met on April 11, 2019 in Special Session at the Administration Building, Tama, Iowa at 7:17 a.m.

On call of the roll the following were present: Ronald Houghton, Mandy Lakin and Penny Tynismaa. Absent: Alan Kline and Jackie Dvorak. Quorum Present.

Also present were: Jared Smith and Mary Boege.

Motion by Houghton second by Lakin to approve the agenda. All Ayes.

Public Comments - None

Motion by Lakin, second by Houghton to approve the following personnel requests as presented. All Ayes

Additional Positions for 2019-2020 - 3 Tanager Place School Based Therapists, 1 full time Special Education Strat II.

Contracts - Carinna Chavarria - Elem/HS Sp. Ed. Para, Leticia Babinat - MS At-Risk Para, Lindsey Hassman - Kindergarten, Andrea Rutledge - Head 7th Volleyball.

Resignations - Sarah Weiermann - MS Sp. Ed. Para, Stan Upah - JV Volleyball Coach, Andrea Rutledge - MS 7th/8th Asst Volleyball, Kaylin Meck - 4th Grade, Alyson Kokjohn - MS Social Studies

Motion by Houghton, second by Lakin to adjourn the meeting at 7:25 a.m. All Ayes.

Penny Tynismaa, Board President

Mary Boege, Board Secretary

SOUTH TAMA COUNTY SCHOOLS
BILLS PRESENTED 4-23-2019

3/15/2019	Martin Brothers	HS Vending Supplies	\$128.56
3/15/2019	Original Works	Elementary Supplies	\$25.50
3/15/2019	Select Physical Therapy	Athletic Trainer Services	\$800.00
3/15/2019	Ultimate Image	MS Student Council - Shoot Out	\$200.00
3/15/2019	STC Small Business	Carnival Prizes	\$100.00
3/18/2019	Iowa State Track & Field	Entry Fees	\$125.00
3/21/2019	Atlantic Bottling Company	Vending Supplies	\$550.44
3/21/2019	Julie Hagerty	Start Up Cash - Spring Sports	\$1,120.00
3/21/2019	Center Point-Urbana CSD	WAMAC Art Fair	\$50.00
3/21/2019	Hrabak Lumber	HS Play Supplies	\$298.68
3/21/2019	High School Speech Association	All-State Fees	\$55.00
3/21/2019	Iowa Sport Supply	Soccer Goals	\$5,651.00
3/21/2019	IRVL % Doug Watt	Spring Baseball League	\$225.00
3/21/2019	Martin Brothers	Vending Supplies	\$132.61
3/21/2019	STC Schools Mastercard	FFA Plants, Prom Supplies, Photos, Thespians Conf	\$3,203.64
3/21/2019	Ultimate Image	Boys Tennis Sportswear	\$936.00
3/21/2019	Fareway Stores	P-T Conference Supplies	\$118.45
3/21/2019	STC Schools Mastercard	Carnival Prizes, Food	\$1,373.46
3/27/2019	Access Elevator	Labor on Lift	\$533.00
3/27/2019	Alliant Energy	Gas and Electric	\$28,235.80
3/27/2019	Apple Awards	School Bells	\$94.00
3/27/2019	Atlantic Bottling Company	Beverages	\$405.16
3/27/2019	Auditor of State	Filing Fee	\$625.00
3/27/2019	CDW Government	Charging Cart	\$950.00
3/27/2019	Center Associates	Mental Health Services	\$3,614.10
3/27/2019	Central Rivers AEA	Supplies	\$0.60
3/27/2019	Electric Supply	Maintenance Supplies	\$1,125.66
3/27/2019	Fareway Stores	Classroom Supplies	\$57.13
3/27/2019	Fastenal	Maintenance Supplies	\$716.75
3/27/2019	Follett School Solutions	Books	\$398.14
3/27/2019	Innovative Office Solutions	Batteries	\$190.00
3/27/2019	Iowa Prison Industries	Filters	\$822.48
3/27/2019	Iowa School Finance Info Ser	Financial Projection Model	\$1,000.00
3/27/2019	Iowa Valley Comm College	Bus 3 Hour Refresher Course	\$30.00
3/27/2019	Jostens	Mini Diplomas	\$77.08
3/27/2019	Kriss Premium Products	Boiler Treatment	\$1,208.90
3/27/2019	Language Testing International	Language Testing	\$365.00
3/27/2019	Marshalltown Comm School	Open Enrollment	\$42,529.43
3/27/2019	Martin Brothers	Preschool Supplies	\$830.11
3/27/2019	Midwest Wheel Companies	Transportation Supplies	\$9.07
3/27/2019	Motivating Systems	PBIS Rewards	\$1,198.13
3/27/2019	Nolte Cornman Johnson	Audit Fees	\$5,940.00
3/27/2019	Plumb Supply	Water Heater Repairs	\$658.10
3/27/2019	Quill Corporation	Office Supplies	\$42.22
3/27/2019	School Bus Sales	Bus Supplies	\$175.14
3/27/2019	STC Schools Mastercard	Lodging, Meals, Books, Supplies, Computer Server	\$8,470.49
3/27/2019	Superior Welding Supply	Classroom Supplies	\$197.92

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BILLS PRESENTED 4-23-2019

3/27/2019 Supplyworks	Custodial Supplies	\$1,095.81
3/27/2019 Supreme School Supply	Cumulative Folders	\$116.33
3/27/2019 Tama/Grundy Publishing	Public Notices	\$165.29
3/27/2019 Tri-State Lock Service	Replace Lock	\$165.00
3/27/2019 University of Northern Iowa	Foss Kits	\$200.00
3/27/2019 Van Wall Equipment	Supplies	\$10.36
3/27/2019 Verizon Wireless	Cellphone Service	\$303.40
3/27/2019 Amy Wade	Reimbursement	\$100.00
3/27/2019 Walsh Door & Security	Elementary - Repairs	\$360.00
3/27/2019 Windstream	Phone Service	\$1,594.68
3/27/2019 JMC Computer Service	Software License	\$18,087.01
3/27/2019 Marco	Phone Lease	\$2,117.89
3/27/2019 Keck Foods	Commodities	\$1,883.18
3/27/2019 Martin Brothers	Groceries and Supplies	\$13,052.18
3/27/2019 US Bank Equipment	Printer Lease	\$255.33
3/28/2019 Atlantic Bottling Company	Concession Supplies	\$1,423.08
3/28/2019 Central Rivers AEA	Spring Play Posters	\$96.00
3/28/2019 Decker Sporting Goods	Track Sportswear	\$923.90
3/28/2019 Dixie Forcht	Reimbursement	\$68.10
3/28/2019 Patricia Henle	Labor - Golf Sportswear	\$10.00
3/28/2019 High School Music Assoc	Festival Awards	\$23.45
3/28/2019 Iowa NASP	Netting	\$996.00
4/5/2019 Atlantic Bottling Company	Concession Supplies	\$638.72
4/5/2019 Belle Plaine CSD	Track Entry Fee	\$80.00
4/5/2019 Benton Comm School	Track Entry Fee	\$150.00
4/5/2019 Jeff Blanchard	Soccer Official	\$110.00
4/5/2019 Center Point-Urbana CSD	Art Show Fees	\$50.00
4/5/2019 Elite Awards	MS Track Ribbons	\$470.45
4/5/2019 Fareway Stores	Concession Supplies	\$137.24
4/5/2019 Jose Heredia	Prom DJ	\$350.00
4/5/2019 Adamu Ibrahim	Soccer Official	\$110.00
4/5/2019 Instrumental Awards	Awards	\$147.00
4/5/2019 Iowa Sport Supply	Track Supplies	\$113.00
4/5/2019 Bruce Johnson	Track Starter	\$150.00
4/5/2019 Martin Brothers	HS Vending Supplies	\$267.83
4/5/2019 Norwalk High School	Track Entry Fee	\$200.00
4/5/2019 Town & Country Wholesale	Concession Supplies	\$1,148.81
4/5/2019 Chris Weber	Soccer Official	\$110.00
4/5/2019 Tama Florist	Green Plant	\$40.00
4/8/2019 Access Elevator	Labor - Chair Lift	\$1,866.72
4/8/2019 Atlantic Bottling Company	Vending Supplies	\$212.94
4/8/2019 Eunice Avalos	Translator - PT Conferences	\$150.00
4/8/2019 Stan Avery	Mileage	\$35.26
4/8/2019 Mary Boege	Mileage, Reimbursement	\$474.00
4/8/2019 Capital Sanitary Supply	Paper	\$1,481.20
4/8/2019 Maria Cervantes	Translator - PT Conferences	\$75.00
4/8/2019 Chyma's Machine & Welding	Paint Stand	\$656.09

SOUTH TAMA COUNTY SCHOOLS
BILLS PRESENTED 4-23-2019

4/8/2019	City of Toledo	Water and Sewer	\$453.98
4/8/2019	Fareway Stores	Classroom Supplies	\$278.96
4/8/2019	Fastenal	Transportation Supplies	\$10.66
4/8/2019	Follett School Solutions	Books	\$337.72
4/8/2019	Mariana Fonseca	Translator - PT Conferences	\$225.00
4/8/2019	Grainger	Lawn and Carpet Sprayers	\$521.16
4/8/2019	Victoria Hamilton	Reimbursement - Conference Fees	\$75.00
4/8/2019	Iowa Communications Network	Internet Services	\$432.00
4/8/2019	Iowa School Finance Info Ser	Write to Learn	\$450.00
4/8/2019	Jostens	Graduation Supplies	\$9.54
4/8/2019	K&M Sanitation	Garbage Service	\$1,681.45
4/8/2019	Manatts	Gravel - Bus Barn	\$250.16
4/8/2019	Martin Brothers	Preschool Supplies	\$93.04
4/8/2019	Maricruz Martinez	Translator - PT Conferences	\$50.00
4/8/2019	Mason City CSD	Tuition	\$72.00
4/8/2019	Midwest Dixie Designs	Graduation Supplies	\$40.00
4/8/2019	Noteworthy Music Services	Piano Tuning	\$470.00
4/8/2019	One Source Background Check	Background Checks	\$269.50
4/8/2019	Vanessa Patlan	Translator - PT Conferences	\$75.00
4/8/2019	Pitney Bowes	Postage Refill	\$2,018.50
4/8/2019	Poweshiek Water Assoc	Water	\$52.30
4/8/2019	Briana Rubio	Translator - PT Conferences	\$150.00
4/8/2019	Kevin Rubio	Translator - PT Conferences	\$150.00
4/8/2019	Scharnweber Water Cond	Equipment Rental, Labor, Rock, Sand	\$2,808.42
4/8/2019	Schendel Pest Control	Pest Control	\$210.00
4/8/2019	Schneider Fencing Inc	Baseball Field Fence	\$650.00
4/8/2019	Scholastic Book Fairs	Book Fair Sales	\$456.59
4/8/2019	School Bus Sales	Repair Parts	\$1,763.58
4/8/2019	Sherwin-Williams Co	Field Marking Paint	\$351.40
4/8/2019	Jared Smith	Mileage	\$110.20
4/8/2019	Superior Welding Supply	Classroom Supplies	\$168.75
4/8/2019	Supplyworks	Custodial Supplies	\$2,734.16
4/8/2019	Tama Water Department	Water and Sewer	\$686.46
4/8/2019	Tender Lawn Care	Dethatch - Ballfields	\$495.00
4/8/2019	Thys Chevrolet	Parts and Labor	\$103.53
4/8/2019	Timberline Billing	Medicaid Billing	\$1,275.09
4/8/2019	USIC Locating Services	Locating Services	\$180.08
4/8/2019	USS Polaris	Parts and Labor	\$294.00
4/8/2019	Annette Valles	Translator - PT Conferences	\$135.00
4/8/2019	Michael Volk	Reimbursement - STEM	\$54.22
4/8/2019	Wendling Quarries	Gravel - Bus Barn	\$262.76
4/8/2019	West Music Company	Music and Repairs	\$212.49
4/8/2019	Wilkerson Hardware	Ice Melt, Supplies	\$349.75
4/8/2019	Iowa Public Schools Insurance	WC Insurance - Audit	\$3,608.00
4/8/2019	US Bank Equipment	Printer Lease	\$488.10
4/8/2019	EMS Detergent	Supplies	\$544.65
4/8/2019	Fareway Stores	Bananas	\$457.72

SOUTH TAMA COUNTY SCHOOLS
BILLS PRESENTED 4-23-2019

4/8/2019	Martin Brothers	Groceries and Supplies	\$8,583.82
4/8/2019	Bernice Yuska	Mileage	\$45.00
4/12/2019	Atlantic Bottling Company	Vending Supplies	\$438.84
4/12/2019	City of Toledo	Reinig Center Rental - Prom	\$100.00
4/12/2019	Chris Drummer	Reimbursement	\$19.35
4/12/2019	Fan Cloth Products	Golf Sportswear	\$1,608.00
4/12/2019	Fareway Stores	Concession Supplies	\$152.29
4/12/2019	Hrabak Lumber	Play - Stage Materials	\$67.23
4/12/2019	Iowa Cheerleading Coaches Asso	Memberships, Registrations	\$255.00
4/12/2019	Iowa FFA Association	Registration Fees	\$240.00
4/12/2019	Iowa HS Music Assoc	Large Group Band and Vocal Registrations	\$215.00
4/12/2019	Senad Mrzljak	Soccer Official	\$110.00
4/12/2019	NPC International	Concession - Pizza	\$233.48
4/12/2019	Millie Phillips	Soccer Official	\$110.00
4/12/2019	Select Physical Therapy	Athletic Trainer Services	\$800.00
4/12/2019	Tyler Strickler	Soccer Official	\$110.00
4/12/2019	Town & Country Wholesale	Concession Supplies	\$574.16
4/12/2019	Ultimate Image	Track Sportswear	\$1,880.00
4/12/2019	Aaron Valley	Soccer Official	\$110.00
4/12/2019	Vendnet	Vending Machine Repairs	\$763.76
4/12/2019	Devin Whittenburg	Difference Maker - Shirts	\$962.00
4/12/2019	Iowa Cheerleading Coaches Asso	Registration Fees	\$45.00
4/15/2019	Katherine Hannigan	Author Appearance	\$600.00
4/18/2019	AAA Septic Service	Portable Toilets	\$300.00
4/18/2019	ACT	ACT Testing	\$2,932.50
4/18/2019	Ahlers & Cooney	Legal Services	\$145.00
4/18/2019	Alliant Energy	Gas and Electric	\$16,858.29
4/18/2019	ASCD	Conference Fees	\$1,134.00
4/18/2019	Atlantic Bottling Company	Vending	\$120.96
4/18/2019	Bear's Inc Ok Tire Store	Tires, Repairs, Alignment	\$523.95
4/18/2019	Beck Repair & Rental	Skid Loader Part	\$15.28
4/18/2019	Capital Sanitary Supply	Paper	\$1,110.90
4/18/2019	Carquest Auto Parts	Repair Parts	\$1,036.07
4/18/2019	Central Rivers AEA	Ipad Repairs, Material Fees	\$499.85
4/18/2019	Melanie Davenport	Mileage	\$82.88
4/18/2019	Decker Equipment	Folding Gate	\$218.57
4/18/2019	Electric Supply	Maintenance Supplies	\$459.95
4/18/2019	Fareway Stores	Classroom Supplies	\$58.94
4/18/2019	Grainger	Maintenance Supplies	\$189.94
4/18/2019	Harpercollins Publishing	Books	\$704.59
4/18/2019	Hiland Dairy	Preschool Milk	\$258.19
4/18/2019	Samantha Holtz	Mileage	\$24.36
4/18/2019	Hrabak Lumber	Classroom Supplies	\$451.30
4/18/2019	Ijag	19-20 Program Fees	\$20,000.00
4/18/2019	Interstate Batteries	Batteries	\$231.90
4/18/2019	Iowa ASCD	Registration Fees	\$200.00
4/18/2019	Iowa Dept Human Servces	Medicaid	\$46,660.15

SOUTH TAMA COUNTY SCHOOLS
BILLS PRESENTED 4-23-2019

4/18/2019 J&V Auto Parts	Equipment, Supplies	\$1,041.68
4/18/2019 Jostens	Graduation Supplies	\$176.14
4/18/2019 Shane Manfull	Set Construction - Spring Play	\$965.50
4/18/2019 Maricruz Martinez	Translator - PT Conferences	\$25.00
4/18/2019 New Century FS	Gas and Diesel	\$13,947.70
4/18/2019 Jennifer Prez	Mileage	\$198.24
4/18/2019 Pioneer Manufacturing	Field Marking Paint	\$2,312.10
4/18/2019 Pitney Bowes	Postage Meter Rental	\$216.00
4/18/2019 Quill Corporation	Office Supplies	\$67.50
4/18/2019 Scholastic Book Fairs	Elem Book Fair	\$2,327.29
4/18/2019 School Bus Sales	Transportation Supplies	\$639.57
4/18/2019 Sherwin-Williams Co	Paint Sprayer Part	\$47.00
4/18/2019 STC Scholarship Foundation	Scholarship Donation from Greif	\$500.00
4/18/2019 Supplyworks	Custodial Supplies	\$3,149.88
4/18/2019 Tama Toledo Ace	Custodial and Maintenance Supplies	\$720.98
4/18/2019 Tender Lawn Care	Weed Control, Fertilizer	\$911.00
4/18/2019 Thys Chevrolet	Vehicle Repair	\$924.52
4/18/2019 Van Wall Equipment	Lawnmower Blades, Belts	\$235.38
4/18/2019 Windstream	Phone Service	\$1,508.96
4/18/2019 Marco	Phone Lease	\$2,117.89
4/18/2019 US Bank Equipment	Printer Lease	\$7,678.56
4/18/2019 Hiland Dairy	Milk	\$5,414.51
4/18/2019 Pan-O-Gold Baking	Bread	\$1,314.20
4/18/2019 Atlantic Bottling Company	Concession Beverages	\$593.04
4/18/2019 Benton Comm School	Track Entry Fee	\$60.00
4/18/2019 Jeff Blanchard	Soccer Official	\$220.00
4/18/2019 Cedar Valley Christen School	IHSSA District Meeting	\$25.00
4/18/2019 Fareway Stores	Concession Supplies	\$54.50
4/18/2019 GMG Comm School	Track Entry Fee	\$100.00
4/18/2019 Greene County CSD	Track Entry Fee	\$100.00
4/18/2019 Grinnell Activity Department	Track Entry Fee	\$30.00
4/18/2019 David Lee	Track Starter	\$240.00
4/18/2019 Martin Brothers	Vending Supplies	\$354.85
4/18/2019 Senad Mrzljak	Soccer Official	\$110.00
4/18/2019 NASP	Entry Fees	\$945.00
4/18/2019 NPC International	Concession - Pizza	\$307.11
4/18/2019 Millie Phillips	Soccer Official	\$110.00
4/18/2019 Prairie Archery Club	Shootout Fee	\$10.00
4/18/2019 Tyler Strickler	Soccer Official	\$110.00
4/18/2019 Trevor Tichy	Soccer Official	\$110.00
4/18/2019 Town & Country Wholesale	Concession Supplies	\$295.17
4/18/2019 West Marshall High School	Golf Entry Fees	\$130.00
4/18/2019 STC Print Shop	Printing	\$63.00
		\$357,077.69

SOUTH TAMA COUNTY SCHOOLS
BILLS PRESENTED 4-23-2019

General Fund	\$255,160.95
Activity Fund	\$33,011.79
Management Fund	\$3,608.00
Capital Projects	\$18,087.01
PPEL	\$12,657.77
Debt Service	\$0.00
Agency Funds	\$3,256.91
Food Service	\$31,295.26
Total of All Funds	\$357,077.69

The above invoices have been reviewed and are hereby approved for payment.

SOUTH TAMA COUNTY SCHOOLS
2017-18 Summary
Through March 2019

General Fund (10)

	<u>Year To Date</u>	
Balance 6/30/18	\$5,306,215.00	
Revenues	\$13,503,734.23	\$5,293,642.02
Expenditures	<u>\$13,516,307.21</u>	
Ending Balance	\$5,293,642.02	

Management (22)

Balance 6/30/18	\$340,180.63	
Revenues	\$189,655.02	\$161,014.59
Expenditures	<u>\$368,821.06</u>	
Ending Balance	\$161,014.59	

Capital Projects Other Sources (33)

Balance 6/30/18	\$2,991,213.89	
Revenues	\$1,234,694.77	\$3,281,326.26
Expenditures	<u>\$944,582.40</u>	
Ending Balance	\$3,281,326.26	

PPEL Fund (36) Year To Date

Balance 6/30/18	\$26,534.92	
Revenues	\$93,185.76	
Expenditures	<u>\$137,936.16</u>	
Ending Balance	-\$18,215.48	

Balance Per General Ledger -\$18,215.48

Debt Service (40)

Balance 6/30/18	\$19,721.26	
Revenues	\$645,873.75	
Expenditures	<u>\$645,873.75</u>	
Ending Balance	\$19,721.26	

Balance Per General Ledger \$19,721.26

Nutrition Fund (61)

Balance 6/30/18	\$100,400.26	
Revenues	\$493,699.53	
Expenditures	<u>\$511,770.70</u>	
Ending Balance	\$82,329.09	

Balance Per Ledger \$82,329.09

Bank to Books Reconciliation		\$8,819,817.74
Statement LSB - Mastercard	\$100.00	
Statement LSB 560	\$8,935,165.44	
Less Outstanding Checks	\$115,466.67	
Plus Adjustments ISF	\$18.97	
Plus O/S Deposit/Voids	<u>\$0.00</u>	
Balance per Bank	\$8,819,817.74	

Student Activity (21)

Balance 6/30/18	\$262,925.63	
Revenues	\$215,841.29	
Expenditures	<u>\$220,077.72</u>	
Ending Balance	\$258,689.20	\$258,689.20

Trust Funds (81)

Balance 6/30/18	\$13,449.18	
Revenues	\$0.00	
Expenditures	<u>\$0.00</u>	
Ending Balance	\$13,449.18	\$13,449.18

Trust Fund (82)

Balance 6/30/18	\$176,696.65	
Revenue	\$29,859.95	
Expenditures	\$0.00	
Ending Balance	\$206,556.60	\$206,556.60

Agency Fund (91)

Balance 6/30/18	\$39,029.63	
Revenues	\$32,902.90	
Expenditures	<u>\$28,038.08</u>	
Ending Balance	\$43,894.45	\$43,894.45

Bank to Books Reconciliation

Statement Toledo 12246	\$502.31	
Statement Toledo 8084	\$8,076.45	
Statement Toledo 8106	\$1,934.93	
Statement Toledo 221	\$309,683.81	
Statement Toledo 3821	\$206,556.60	
Less Outstanding Checks	\$4,605.67	
Plus Outstanding Deposits	\$0.00	
Plus NSF Checks	<u>\$441.00</u>	
Balance Per Bank	\$522,589.43	\$522,589.43

Consent Agenda Item IV. (Policy 204.80)

Items included for this consent agenda:

- Approval of Minutes of Previous Meeting/Work Session
- Bills
- Financial Statement
- Early Graduation for A.R.

Superintendent's Recommendation

Approve the consent agenda as presented.

Agenda Item VIII.A. Personnel

Contracts:

Name	Position	Date
Madison Poage	M.S. Tag/Writing Position	2019-2010 school year
Cami Scovill	6th Grade Math	2019-2010 school year
Mike Cherveney	Seasonal Mowing (hourly)	Summer 2019
Doug Ray	Season Mowing (hourly)	Summer 2019
Bernice Yuska	Seasonal Paint Crew (hourly)	Summer 2019
Wendy Stull	Seasonal Paint Crew (hourly)	Summer 2019

Transfers:

Name	Current Assignment	New Assignment	Date
Amy Wade	M.S. Strat II	H.S. Strat II ID	2019-2020 school year

Officials:

Name	Activity	Date
Don Anderson	Varsity Volleyball	9/28/19
Greg Davies	Varsity Volleyball	9/28/19
Dennis Dirks	Varsity Volleyball	9/28/19
Jim Hall	Freshmen Boys Basketball	12/10/19
	Freshmen Boys Basketball	1/3/20
	Freshmen Boys Basketball	1/7/20

Hall continued	Freshmen Boys Basketball Freshmen Boys Basketball Freshmen Boys Basketball Freshmen Boys Basketball	1/14/20 1/17/20 1/28/20 2/4/20
Dave Nitz	Freshmen Boys Basketball Freshmen Boys Basketball Freshmen Boys Basketball	1/3/20 1/7/20 1/28/20
Dan Rhine	Varsity Volleyball	9/28/19

Volunteer:

Name	Activity	Date
Jerrod Bridgewater	MS Baseball	Summer, 2019

Resignations:

Name	Assignment	Date
Ali Vavra	H.S. Paraeducator	May 31, 2019
Derek Dixon	Asst 7th Football Coach	April 13, 2019
Hannah Klaver	Kindergarten	End of the 2018-19 school year

Superintendent's Recommendation:

Approve the personnel requests as presented pending background checks and licensure on new hires.

Agenda Item VIII.B. Approve Auditor's Report for FY18

Information was provided to board members for review.

Superintendent's Recommendation:

Approve the Auditor's Report FY18.

Agenda Item VIII.C. Approve AEA purchasing Agreement for 2019-2020

Approve the agreement for participation in the AEA cooperative purchasing program for school food service.

Superintendent's Recommendation:

Approve this annual AEA purchase agreement for 2019-2020.

Agenda VIII.D. Approve STC Archery Club Fundraiser

Dick Koehler has requested a Pirouski Supper fundraiser for June 22, 2019, for the STC Archery Club. Proceeds will be used for equipment.

Superintendent's Recommendation:

Approve the Archery Club Pirouski Supper fundraiser for June 22, 2019.

Agenda Item VIII.E. Board Policy Section 300 - Final Read

This is the final read for Policy Section 300.

Superintendent's Recommendation:

Approve the final reading of Board Policy Section 300.

Agenda Item VIII.F. Approve Updated Administrator/Director Evaluation Tool

Dr. Smith has requested to slightly change the evaluation tool used for STC Administrators and Directors. Changes to the administrator evaluation tools are covered under School Board Policy 301.55.

Superintendent's Recommendation:

Approve updated Administrator/Director Evaluation Tool.

AEA PURCHASING AGREEMENT 2019- 2020

This purchasing agreement ("Agreement") is entered into by the AEA Purchasing, an entity formed by a 28E Agreement filed on or about February 7, 2011 and the South Tama County Community School District/Customer (hereafter the "Eligible Member") located in Area Education Agency (hereafter the "AEA") _____ 267 _____ for the 2019-2020 school year.

SELECTION OF PROGRAMS

Eligible Member elects to participate in the program(s) which Eligible Member has checked below. Products available under these bids are for use in the Eligible Member's Child Nutrition Programs:

- A. AEA PURCHASING Food Bid _____ X _____ (Martin Brothers)
- B. AEA PURCHASING Small Wares Bid _____ X _____ (Rapids Whole Sale)
- C. AEA PURCHASING Ware Wash Bid _____ X _____ (EMS Detergent-Northeast Southeast Service Zone) (Martin Brothers-Northwest Southwest Service Zone)

PURCHASE CATEGORIES AND COMMITMENT TO BUY

The Eligible Member agrees to purchase an aggregate monthly total of 60% of its food and supplies (excluding milk, bread, small wares and ware wash) from the vendor selected by AEA Purchasing ("Prime Vendor") for the AEA Purchasing.

ELIBIBLE MEMBER COMMITMENT TO PARTICIPATE

Eligible Member agrees to participate in the activities of the selected purchasing programs operated by the AEA Purchasing, which includes responding to requests for information from the AEA Purchasing reporting any service, product, invoicing, or other problems which may arise between the Eligible Member and any Prime Vendor; being willing to serve on committees of Eligible Members which may be established by the AEA Purchasing from time to time, and/or providing input to such committees to facilitate the work of such committees; and participation in audits as requested by the AEA Purchasing.

EFFECTIVE DATE

To be effective beginning July 1, 2019, this Agreement must be signed no later than June 30, 2019. After June 30, 2019, new members may join only as follows: **their membership will be effective January 1 of the following year if they sign this Agreement before December 31**, their membership will be effective July 1 of the same year if they sign this Agreement by June 30.

PRIME VENDOR RESPONSIBILTIES

The Prime Vendor has agreed to perform the following functions:

The Prime Vendor will provide any product data information which will include nutrition fact labels, CN label information and any manufacturer's statements.

Provide sales people to visit all Eligible Members bi-weekly and establish a schedule for regular salesperson visits and truck deliveries to AEA Purchasing's Eligible Members in Iowa.

Establish, in conjunction with AEA Purchasing, a schedule for product shows, seminars and marketing events in all aspects of food service. Prime Vendor and AEA Purchasing or its Eligible Members will jointly provide staff to plan and carry out these events.

Submit monthly sales volume reports to the AEA Purchasing in the form or forms requested by AEA Purchasing.

Submit to Eligible Members and AEA Purchasing monthly and weekly product lists with current pricing expressed in dollars and cents. Product areas with monthly price changes are dry grocery goods, frozen items, frozen pizza, frozen potatoes, paper/plastic products and chemicals. Product areas with weekly price changes are fresh meat, dairy products and fresh produce.

Invoice and deliver products directly to Eligible Members.

Assist those Eligible Members that wish to use the Prime Vendor computer ordering and inventory system. Provide information and help Eligible Members participate in the DF – Diverted Foods USDA program.

AEA PURCHASING ADMINISTRATIVE FEE

The AEA Purchasing administers a \$.50 per case and a \$.10 per broken case amount to help cover the expenses of running the program.

After expenses are paid, the balance is refunded to our Eligible Members. In school year 2017-2018 the amount sent back as a year-end food rebate was \$213,597.00

Iowa's AEA (through the appointed representatives on the AEA Purchasing board) will provide oversight and management to this program but no funding.

ORDERING AND BILLING

Eligible Members may place their individual orders with Prime Vendor at any time during the term of this Agreement.

All invoices for payment shall be sent directly to the Eligible Member ordering under the terms and conditions of this Agreement. The Eligible Member will make payment directly to the Prime Vendor.

TERMS

Normal terms are net amount due in 30 days. (Net 30 days).

PAYMENT

All invoices for payment shall be sent directly to Eligible Member ordering under the terms and conditions of the agreement between the Prime Vendor and the AEA Purchasing. Eligible Member will remit payment directly to Prime Vendor. Eligible Member will pay applicable administrative fees included on its invoices, which administrative fees will be paid to AEA Purchasing by Prime Vendor pursuant to the agreement between AEA Purchasing and Prime Vendor. AEA Purchasing will refund to Eligible Member on a pro rata basis any excess of administrative fees, after AEA Purchasing determines allowable costs pursuant to USDA regulations at the conclusion of this Agreement. Eligible Member will return any such refund to the appropriate school meals account as required by USDA regulations.

PRICE LISTS AND PRICE CHANGES

The AEA Purchasing will transmit monthly price lists to all Eligible Members on or about the first day of each month. Price lists shall be transmitted weekly for weekly priced items, and monthly for monthly priced items.

Firm prices will prevail for one calendar month with the exception of fresh meat, dairy products and fresh produce. Prices on fresh meat, dairy products and fresh produce will be for one week at a time.

MINIMUM ORDER AND DELIVERY

The minimum order requirements for one Eligible Member for delivery to one building will be \$500.00 for food. The Prime Vendor will deliver and unload goods directly to the Eligible Members during the normal operating hours or at other mutually agreed times. Schools that order under \$500 order will still get the same AEA Purchasing prices but will incur a \$15 service fee. There will be no fuel surcharge.

SALES REPRESENTATION/MARKETING

Prime Vendor has agreed to provide sales people to visit all Eligible Members on a bi-weekly basis, along with providing support from their telemarketing staff. Prime Vendor has agreed to sponsor product shows and other educational seminars in the Midwest for Eligible Member personnel at no charge.

ELIGIBLE MEMBER RESPONSIBILITY

Eligible Member acknowledges its responsibility to comply with all regulations of the United States Department of Agriculture ("USDA") and the Iowa Department of Education ("DE") which are applicable to School Food Authorities (SFA's) as defined in the National School Lunch Program regulations (NSLP), including but not limited to retention of records. Eligible Member agrees to adhere to all provisions of the Code of Conduct adopted by the AEA Purchasing which are applicable to Eligible Members.

NO RESALE

Eligible Member will not resell to any other organization or individual the products purchased by Eligible Member from a Prime Vendor pursuant to an agreement between the Prime Vendor and the AEA Purchasing.

COMPLIANCE BY AEA PURCHASING

The AEA Purchasing will at all times when conducting its business comply with any and all applicable federal and state laws, rules, and regulations related to the bidding of projects and contracts by Iowa school districts and area education agencies for the purpose of securing, purchasing and delivering goods and services used by school districts in Iowa, including, but not limited to, food, beverages, and supplies used in the National School Lunch Program, and additionally, shall comply with any and applicable federal laws, rules and regulations issued or amended by the USDA related to the procurement of food, beverages and supplies for use in schools and related educational institutions.

TERMINATION

Both Eligible Member and the AEA Purchasing have the option to terminate this Agreement prior to June 30, 2020 upon thirty (30) days' advance written notice.

SIGNATURES

Eligible Member/School District

AEA Purchasing Signature

AEA Purchasing Foodservice Division
1521 Technology Parkway, Cedar Falls IA 50613
FAX: 319-273-8282
PHONE: 319-268-7725
EMAIL: dan@aeapurchasing.org

South Tama County Community CSD

Name of School District/Customer

AEA Purchasing Director Signature

Signature

Date

Board President or Title

Date

Fax Number

Superintendent email address: jsmith@s-tama.k12.ia.us

Business Manager email address: mboege@s-tama.k12.ia.us

Foodservice Director email address: sjantzen@s-tama.k12.ia.us

South Tama Community School District

Changes to Policies (300s)

Revised by Emily K. Ellingson in February 2019

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

Type of Policy	Old Policy	New Policy	Change
Statement of Guiding Principles	301.10	300.00	Made changes to statement applied to all administrators and not just superintendent.
Qualifications - Superintendent	301.20	301.01	No changes
Employment - Superintendent	301.30	301.02	Made changes to include more generalized terms regarding employment contract with a Superintendent. Also added in language recognizing the possibility of the Board using a specialist to search for a future Superintendent.
Professional Development - Superintendent	301.35	301.03	Revised language to outline that the Board may pay for the superintendent's professional development.
Responsibilities and Duties - Superintendent	301.40	301.04	#####
Professional Liability Exposure - Superintendent	301.80	301.05	Added language to ensure that the District is only providing coverage if it is permitted to provide under its insurance policy.
Qualifications - Director of Curriculum	314.20/315.20	302.01	Minor changes, but did combine two policies that did not need to be separated (Director of Curriculum and Shared Curriculum)
Employment - Director of Curriculum	314.30/315.30	302.02	#####
Responsibilities and Duties - Director of Curriculum	314.40/315.40	302.03	Minor changes and also combined two policies that did not need to be separated (Director of Curriculum and Shared Curriculum)
Qualifications - Director of Business Affairs	321.20	303.01	Made minor changes
Employment - Director of Business Affairs	321.30	303.02	#####
Responsibilities and Duties - Director of Business Affairs	321.40	303.03	No changes
Qualifications - Principals and Associate Principals	341.20/351.20	304.01	Made minor changes, but did combine two policies that did not need to be separated (Principals and Associate Principals)
Employment - Principals and Associate Principals	341.30/351.30	304.02	#####
Professional Development - Principals and Associate Principals	341.35	304.03	Made minor changes
Responsibilities and Duties - Principals and Associate Principals	341.40/351.40	304.04	Made minor changes, but did modify duties of Principal to remove "be solely responsible for recommending the dismissal of teacher..." because that is something only the Superintendent can do under Iowa law.
Qualifications - Activities Director	361.20	305.01	Made minor changes
Employment - Activities Director	361.30	305.02	#####
Responsibilities and Duties - Activities Director	361.40	305.03	Made minor changes
Job Descriptions and Evaluation Instruments	301.55	306.01	Expanded the policy to provide more information related to evaluations.
Administrator Consulting and/or Outside Employment	ADDED	306.02	Added a policy regarding outside employment/consulting. Many school district are adding this to clearly outline the expectations. The Board will want to review this to ensure it is consistent with their expectations.
Conferences	382.13	306.03	No changes
Administrative Succession of Authority	ADDED	306.04	Added new policy outlining the authority in the absence of the Superintendent. Considering there are some duties that can only be carried out by the Superintendent, I advise you add this policy.
<i>Nepotism</i>	<i>390.00</i>	<i>DELETED</i>	<i>Have a strong, more specific Nepotism policy that will be included in the Employee Series (Series 400).</i>

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.

ADMINISTRATION
Section 300

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ADMINISTRATION
Series 300

300.00 Statement of Guiding Principles

The Superintendent shall be the executive officer of the Board of Directors and shall be directly responsible to it for the execution of its policies, for the faithful and efficient observance of its rules by all employees throughout the system, and for the enforcement of all provisions or the law relating to the operation for the school.

The building principals and other administrators shall assist the superintendent and the board in the daily operation of the school district.

In this series of the board policy manual, the board defines the role and the employment of school district administrators. Policies in the 400 Series, "Employees," also apply to administrators unless a more specific policy exists in the 300 Series, "Administration."

(December 12, 1979; September 20, 2010; July 9, 2012, June 20, 2016, <DATE HERE>)

301.01 Qualifications – Superintendent

The Superintendent shall meet the certification requirements as designated by the Iowa Department of Education and shall include sufficient educational background and experiences to warrant recommendation for employment.

(December 12, 1979; September 20, 2010; July 9, 2012, June 20, 2016, <DATE HERE>)

301.02 Employment – Superintendent

The Board of Directors may employ a Superintendent of schools. The contract will state the length of the contract and the terms of employment. The Board has complete discretion to set the salary of the Superintendent. The salary is set at the beginning of each contract term.

The Board, as needed, may engage in a search for applicants for the position of Superintendent of schools. The services of a consultant may be engaged to assist in screening and/or selecting candidates to be interviewed by the Board.

(June 15, 1992; September 20, 2010; July 9, 2012, June 20, 2016, <DATE HERE>)

301.03 Professional Development – Superintendent

The board encourages the Superintendent to continue professional growth by becoming involved in professional organizations, attending conferences, continuing the superintendent's education, and participating in other professional activities. The board may pay dues to professional organizations and professional activities for the Superintendent

It shall be the responsibility of the superintendent to arrange their schedules in order to enable superintendent's attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than three days, requires overnight traveling, or involves unusual expense, the superintendent shall bring it to the attention of the board prior to attending the event.

The superintendent shall report to the board about each event attended.

(April 17, 1989; September 20, 2010; July 9, 2012, June 20, 2016, <DATE HERE>)

301.04 Responsibilities and Duties – Superintendent

The Board employs a Superintendent to serve as the chief executive officer of the school district. The Board delegates to the Superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The Superintendent shall:

1. Be in all respects the chief executive officer of the Board of Directors except as otherwise provided by law; have the power to make rules not in conflict with law or the policies of the Board of Directors and decide all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools.
2. Be directly responsible to the Board of Directors and be expected to initiate and direct the development of policies for the approval of the Board of Directors and to delegate such responsibility to associates and subordinates as may be deemed desirable.
3. In order to assist the Board of Directors in reaching sound judgments, establishing policies, and approving those matters which the law requires the Board of Directors to approve, be responsible for placing before the Board of Directors necessary and helpful facts, comparisons, investigations, information, and reports and for making available at the proper time the personal advice on special or technical matters of those persons who, in the opinion of the Superintendent or that of the Board of Directors or the President, are particularly qualified to furnish it.
4. Interpret and implement all policies established by the Board and state and federal laws relevant to education.
5. Have the power to recommend the appointment, assignment, transfer, promotion, demotion, discharge, and/or suspension of all employees of the Board of Directors as provided by law and the policies of the Board of directors, with such recommendations reported to the Board of Directors for final approval and confirmation.
6. Through the staff, direct, assign, and assist all teachers and all other educational employees in the performance of their duties; classify, assign, and control the promotion of students; and perform such other duties as the Board of Directors determine.
7. Direct the work of the professional staff in the evaluation of curriculum and textbooks and, upon the basis of such study, make recommendations for consideration and judgment.
8. Supervise the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the Board of Directors.
9. Direct and preparation of an annual budget showing the estimated receipts and disbursements necessary to cover the total needs of the district for the ensuing year and submit the estimate to the Board of Directors in accordance with the requirements of the law.
10. Approve and direct, in accordance with the law and rules of the Board of Directors, purchases and expenditures, within the limits of the detailed budget approved by the Board of Directors.

11. Direct the formulation of salary programs and make recommendations regarding same to the Board of Directors and after their adoption by the Board of Directors, assign salaries to personnel on the basis of said program.
12. Exercise leadership in directing necessary studies of sites and buildings, taking into consideration the population trend and the educational and cultural needs of the district to assure timely decisions by the Board of Directors and electorate regarding construction and renovation projects.
13. Represent the district as its chief executive officer in all dealings with other school systems, social institutions, business firms, agencies of government, and the general public.
14. Keep the public informed about educational practices, educational trends, and the practices and problems in the school district.
15. Develop alternatives for education of all personnel and inform them of the plan and procedures to be involved.
16. Assist the management team and Board of Directors in establishing the strategies for collective bargaining.
17. Attend and participate in all meetings of the Board of Directors, except when the Superintendent has been excused, and makes recommendations affecting the school district.
18. Perform all other duties which may be necessary to insure the proper functioning of the educational program of the district and which are incident to the position of district Superintendent and the chief executive officer of the Board of Directors.

Specific enumeration of the duties of the Superintendent as detailed above shall not limit the Board of Director's authority and responsibility of the office of Superintendent.

(December 17, 1979; June 15, 1992; May, 2002; September 20, 2010; July 9, 2012, June 20, 2016, <DATE HERE>)

301.05 Professional Liability Exposure – Superintendent

The South Tama County School District agrees, as a further condition of the Superintendent's employment contract, that it shall defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in his individual capacity, or in his official capacity as agent and employee of the District, provided the incident arose while the Superintendent was acting within the scope of his employment and provided such coverage is consistent with the District's insurance policy.

If in the good faith opinion of the Superintendent, a conflict exists as regards the defense to such claim between the legal position of the superintendent and the legal position of the District, the Superintendent may engage counsel in which event the District shall indemnify the Superintendent for the costs of legal defense to the extent such coverage is consistent with the District's insurance policy.

(June 23, 1986; September 20, 2010; July 9, 2012, June 20, 2016; <DATE HERE>)

302.01 Qualifications – Director of Curriculum and Shared Curriculum Personnel

The Director of Curriculum and any Shared Curriculum personnel shall meet the certification requirements as designated by the Iowa Department of Education and shall include sufficient educational background and experiences to warrant recommendation for employment by the Superintendent.

(September 18, 1989; September 20, 2010; July 9, 2012, June 20, 2016; <DATE HERE>)

302.02 Employment – Director of Curriculum and Shared Curriculum Personnel

The Director of Curriculum and any Shared Curriculum personnel may be employed by the Board of Directors upon the recommendation of the Superintendent. The contract will state the length of the contract and the terms of employment. In the case of Shared Curriculum personnel, the Board may establish a sharing agreement to provide for shared services with another public entity.

(September 18, 1989; September 20, 2010; July 9, 2012, June 20, 2016; <DATE HERE>)

302.03 Responsibilities and Duties – Director of Curriculum and Shared Curriculum Personnel

The Director of Curriculum shall, subject to the policies of the Board of Directors and regulations set forth by the Superintendent, perform such tasks and assume such responsibilities as designated by the Superintendent.

Any Shared Curriculum personnel shall:

1. Subject to the policies of the Board of Directors and regulations set forth by the Superintendent, perform such tasks and assume such responsibilities as designated by the Superintendent.
2. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications and discussing problems of mutual interest with others in the field.
3. Work with Director of Curriculum to coordinate the development, revision, and alignment of curriculum.

(December 17, 1979; September 20, 2010; July 9, 2012, June 20, 2016; <DATE HERE>)

303.01 Qualifications – Director of Business Affairs

The Director of Business Affairs shall meet the certification requirements as designated by the Iowa Department of Education and shall demonstrate a knowledge and operational expertise in school finance, food service, transportation, personnel administration, and building and grounds management to warrant recommendation for employment by the Superintendent.

(December 17, 1979; September 18, 1989; September 20, 2010; July 9, 2012, June 20, 2016;
<DATE HERE>)

303.02 Employment – Director of Business Affairs

The Director of Business Affairs may be employed by the Board of Directors upon recommendation of the Superintendent. The contract will state the length of the contract and the terms of employment.

(December 17, 1979; September 20, 2010; July 9, 2012, June 20, 2016; <DATE HERE>)

303.03 Responsibilities and Duties – Director of Business Affairs

The Director of Business Affairs shall:

1. Subject to the policies of the Board of Directors and regulations set forth by the Superintendent, be responsible for transportation, food service, building and grounds, and Support Staff personnel and assume responsibility for budget development and administration as determined by the Superintendent.
2. Develop and administer a program for purchasing supplies and equipment.
3. Maintain an up-to-date inventory of school property.
4. Manage the district's insurance program.
5. Perform other duties which may be determined by the Superintendent and/or the Board of Directors.

(December 17, 1979; August 21, 1989; September 20, 2010; July 9, 2012, June 20, 2016;
<DATE HERE>)

304.01 Qualifications – Principals and Associate Principals

Principals and Associate Principals shall meet the certification requirements as designated by the Iowa Department of Education and shall include sufficient educational background and experiences to warrant recommendation for employment by the Superintendent.

(December 17, 1979; September 18, 1989; September 20, 2010; July 9, 2012, June 20, 2016;
<DATE HERE>)

304.02 Employment – Principals and Associate Principals

Principals and Associate Principals may be employed by the Board of Directors upon the recommendation of the Superintendent. The contract will state the length of the contract and the terms of employment.

(December 17, 1979; September 20, 2010; July 9, 2012, June 20, 2016; <DATE HERE>)

304.03 Professional Development – Principals and Associate Principals

The board encourages the building principals and associate principals to continue their professional growth by becoming involved in professional organizations, attending conferences, continuing their education, and participating in other professional activities. The board may pay dues to professional organizations and professional activities for the building principals and associate principals.

It shall be the responsibility of the building principals and associate principals to arrange their schedules in order to attend various conferences and events. Prior to the attendance at events, the building principal and associate principal must have received approval from the Superintendent.

The building principal and associate principal shall report to the Superintendent about each event attended.

(April 17, 1989; September 20, 2010; July 9, 2012; July 9, 2012, June 20, 2016; <DATE HERE>)

304.04 Responsibilities and Duties – Principals and Associate Principals

Building Principals shall:

1. Subject to the policies of the board of Directors and regulations set forth by the Superintendent or other central administrative personnel on behalf of the Superintendent be the administrative leader of each assigned school building and, as such, assume full responsibility for all aspects of the school program for that school building.
2. Interpret the policies of the Board of Directors and administrative directives and discuss and resolve individual student problems.
3. Establish and maintain favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs.
4. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
5. Evaluate and counsel all staff members regarding their individual and group performance (individual performance improvement should be considered a priority during evaluative and counseling periods) and be responsible for monitoring the performance of a teacher whose work is unsatisfactory, according to established procedures.
6. Assist in the recruiting, screening, hiring, training, and assigning of the professional staff.
7. Assume responsibility for the safety and administration of the building's plant.
8. Be responsible for the development, revision, and evaluation of the curriculum.
9. Supervise the maintenance of accurate records on the progress and attendance of students.
10. Be responsible for and coordinate the school's pupil personnel services.
11. Promote positive action toward the realization of school district goals through efficient procedures including the involvement of staff, students, and community.
12. Implement and execute systems of budget-planning, record-keeping, and report-making that serve the needs of the school and the community.
13. Maintain a program for personal and staff professional growth, cooperation, and self-renewal that stimulates creativity and innovation.
14. Systematically evaluate and improve programs that enhance student learning, that respond to student and community needs, and that reflect the participation of those affected in their development.

Associate Principals shall:

1. Subject to the policies of the Board of Directors and regulations set forth by the Superintendent, perform such tasks and assume such responsibilities as designated by the principals.
2. Serve as Principal in the absence of the Principal.
3. Assist the Principal in the overall administration of the school.

(December 17, 1979; August 21, 1989; September 20, 2010; July 9, 2012, June 20, 2016;
<DATE HERE>)

305.01 Qualifications – Activities Director

The Activities Director shall meet the certification requirements as designated by the Iowa Department of Education and shall include sufficient educational background and experiences to warrant recommendation for employment by the Superintendent.

(September 18, 1989; September 20, 2010; July 9, 2012, June 20, 2016; <DATE HERE>)

305.02 Employment – Activities Director

The Activities Director may be employed by the Board of Directors upon the recommendation of the Superintendent. The contract will state the length of the contract and the terms of employment.

(September 18, 1989; September 20, 2010; July 9, 2012, June 20, 2016; <DATE HERE>)

305.03 Responsibilities and Duties – Activities Director

The Activities Director shall:

1. Subject to the policies of the Board of Directors and regulations set forth by the Superintendent, perform such tasks and assume such responsibilities as designated by the Superintendent.
2. Make recommendations to the Superintendent regarding the appointment, assignment, transfer, discharge or reassignment of all employees involved in activities and paid under supplemental pay of the Master Contract.
3. Supervise all activities and delegate responsibilities for appropriate supervisor of activities.

(September 18, 1989; September 20, 2010; July 9, 2012, June 20, 2016; <DATE HERE>)

306.01 Job Descriptions and Evaluation Instruments

The Board will conduct an ongoing evaluation of the Superintendent's skills, abilities, and competence. The Board shall adopt an evaluation procedure and instrument to assure that the Superintendent of schools is evaluated annually by the Board of Directors. The goal of the Superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the Superintendent's role, clarify the priorities of the Board, and develop a working relationship between the Board and the Superintendent.

The Superintendent will conduct an ongoing evaluation of other administrators' skills, abilities, and competence. The goal of any administrator's formal evaluation process is to ensure that the educational program for the students is carried out, student learning goals of the school district are met, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the Board and the Superintendent, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the Superintendent and the administrator.

The superintendent shall develop an evaluation instrument for every district administrative position other than that of Superintendent. Changes in evaluation instruments shall be provided to the Board at a regular board meeting under correspondence prior to their being effective. Evaluation instruments reported to the Board will be placed on Board agenda for review if any member desires. When these evaluation instruments are reported and not requested for review by the Board, they shall be considered accepted by the Board. Items listed on evaluation instruments and accepted by the Board, shall be considered the official evaluation criteria for the position(s).

A binder or other compilation of all administrative job descriptions and evaluations shall be maintained in the central office and copies shall be furnished to members of the Board upon request.

(June 23, 1986; September 20, 2010; July 9, 2012, June 20, 2016; <DATE HERE>)

306.02 Administrator Consulting and/or Outside Employment

Any administrative position is considered full-time employment. The Board expects administrators to give the responsibilities of their positions in the school district precedence over other employment. An administrator may accept consulting or outside employment for pay as long as, in the judgment of the Board, the work is conducted on the administrator's personal time and it does not interfere with the performance of the administrator's duties.

The board reserves the right, however, to request the administrator cease the outside employment as a condition of continued employment. The board will give the administrator thirty days' notice to cease outside employment.

(<DATE HERE>)

306.03 Conferences

The Board of Directors recognizes the importance of in-service education for administrators. The Board of Directors encourages administrators to attend professional meetings which will relate significantly to the general educational philosophy of the school system.

All requests to attend in-service programs must be approved by the Superintendent. Attendance limitations may be established based on budget allocation and the relevance of the program agenda as it pertains to the local educational objectives.

The superintendent is encouraged to attend an average of one general national convention each year as well as state and regional meetings. Other district administrators are encouraged to attend, with superintendent approval, state and regional meetings and approximately one general national convention every other year.

(December 17, 1979; August 21, 1989; June 15, 1992; September 20, 2010; July 9, 2012, June 20, 2016; <DATE HERE>)

306.04 Administrative Succession of Authority

In the absence of the Superintendent, it is the responsibility of the other administrators to assume the Superintendent's duties.

If the absence of the Superintendent is temporary, the successor shall be that individual or individuals temporarily appointed by the Board President. If the absence of the superintendent is temporary, the successor will assume only those duties and responsibilities of the Superintendent that require immediate action.

If the Board determines the Superintendent will be absent for an extended period of time, the Board will appoint an acting Superintendent to assume the responsibilities of the Superintendent. The successor will assume the duties when the successor learns of the Superintendent's absence or when assigned by the Superintendent or the Board.

References to "Superintendent" in this policy manual will mean the "Superintendent or the Superintendent's designee" unless otherwise stated in the board policy.

(<DATE HERE>)

**Iowa Standards for School Leaders
STC Administrator Evaluation
2018-2019**

Name:		Date:		Building:	
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Standard #1: An educational leader promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. (Shared Vision)	Does Not Meet Standard	Approaching Standard	Meets Standard	Exceeds Standard	Significantly Exceeds Standard
In collaboration with others, uses appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs.					
Uses research and/or best practices in improving the educational program.					
Articulates and promotes high expectations for teaching and learning.					
Aligns and implements the educational programs, plans, actions, and resources with the district's vision and goals.					
Provides leadership for major initiatives and change efforts.					
Communicates effectively to various stakeholder regarding progress with school improvement planning goals.					

Administrator Reflection	Superintendent Comments
Next Steps (Suggested by Administrator)	Next Steps (Recommended by Superintendent)

Standard #2: An educational leader promotes the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development. (Culture of Learning)	Does Not Meet Standard	Approaching Standard	Meets Standard	Exceeds Standard	Significantly Exceeds Standard
Provides leadership for assessing, developing and improving climate and culture.					
Systematically and fairly recognizes and celebrates accomplishments of staff and students.					
Provides leadership, encouragement, opportunities and structure for staff to continually design more effective teaching and learning experiences for all students.					
Monitors and evaluates the effectiveness of curriculum, instruction and assessment.					
Evaluates staff and provides ongoing coaching for improvement.					
Ensures staff members have professional development that directly enhances their performance and improves student learning.					
Uses current research and theory about effective schools and leadership to develop and revise his/her professional growth plan.					
Promotes collaboration with all stakeholders.					
Is easily accessible and approachable to all stakeholders.					
Is highly visible and engaged in the school community.					
Articulates the desired school culture and shows evidence about how it is reinforced.					

Administrator Reflection	Superintendent Comments
Next Steps (Suggested by Administrator)	Next Steps (Recommended by Superintendent)

Standard #3: An educational leader promotes the success of all students by ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment. (Management)	Does Not Meet Standard	Approaching Standard	Meets Standard	Exceeds Standard	Significantly Exceeds Standard
Complies with state and federal mandates and local board policies.					
Recruits, selects, inducts, and retains staff to support quality instruction.					
Addresses current and potential issues in a timely manner.					
Manages fiscal and physical resources responsibly, efficiently, and effectively.					
Protects instructional time by designing and managing operational procedures to maximize learning.					
Communicates effectively with both internal and external audiences about the operations of the school.					

Administrator Reflection	Superintendent Comments
Next Steps (Suggested by Administrator)	Next Steps (Recommended by Superintendent)

Standard #4: An educational leader promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources. (Family and Community)	Does Not Meet Standard	Approaching Standard	Meets Standard	Exceeds Standard	Significantly Exceeds Standard
Engages family and community by promoting shared responsibility for student learning and support of the education system.					
Promotes and supports a structure for family and community involvement in the education system.					
Facilitates the connections of students and families to the health and social services that support a focus on learning.					
Collaboratively establishes a culture that welcomes and honors families and community and seeks ways to engage them in student learning.					

Administrator Reflection	Superintendent Comments
Next Steps (Suggested by Administrator)	Next Steps (Recommended by Superintendent)

Standard #5: An educational leader promotes the success of all students by acting with integrity, fairness and in an ethical manner. (Ethics)	Does Not Meet Standard	Approaching Standard	Meets Standard	Exceeds Standard	Significantly Exceeds Standard
Demonstrates ethical and professional behavior.					
Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.					
Fosters and maintains caring professional relationships with staff.					
Demonstrates appreciation for and sensitivity to diversity in the school community learning.					
Is respectful of divergent opinions.					

Administrator Reflection	Superintendent Comments
Next Steps (Suggested by Administrator)	Next Steps (Recommended by Superintendent)

Standard #6: An educational leader promotes the success of all students by understanding the profile of the community and responding to, and influencing the larger political, social, economic, legal and cultural context. (Societal Context)	Does Not Meet Standard	Approaching Standard	Meets Standard	Exceeds Standard	Significantly Exceeds Standard
Collaborates with service providers and other decision-makers to improve teaching and learning.					
Advocates for the welfare of all members of the learning community.					
Designs and implements appropriate strategies to reach desired goals.					

Administrator Reflection	Superintendent Comments
Next Steps (Suggested by Administrator)	Next Steps (Recommended by Superintendent)

I have read and acknowledge receipt of this evaluation.			
Administrator Signature:		Date:	
Superintendent Signature:		Date:	

**STC Director Evaluation Template
2018-2019**

Name:		Date:		Position:	
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I. Quantity of Work	Does Not Meet Standard	Approaching Standard	Meets Standard	Exceeds Standard	Significantly Exceeds Standard
Meets the established standards for quantity of work.					
Uses time effectively and efficiently.					
Produces a high volume of work.					
Director Reflection			Superintendent Comments		
Next Steps (Suggested by Director)			Next Steps (Recommended by Superintendent)		

II. Quality of Work	Does Not Meet Standard	Approaching Standard	Meets Standard	Exceeds Standard	Significantly Exceeds Standard
Organizes and checks work to meet required employment standards/expectations.					
Thoroughly and accurately accomplishes job duties.					
Results are consistently dependable.					
Produces high quality work.					
Director Reflection			Superintendent Comments		
Next Steps (Suggested by Director)			Next Steps (Recommended by Superintendent)		

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III. Adaptability	Does Not Meet Standard	Approaching Standard	Meets Standard	Exceeds Standard	Significantly Exceeds Standard
Readily copes and adapts to changes in routines, workloads, work assignments, and new situations.					
Easily adapts to the different needs of "customers."					
Director Reflection			Superintendent Comments		
Next Steps (Suggested by Director)			Next Steps (Recommended by Superintendent)		

IV: Teamwork	Does Not Meet Standard	Approaching Standard	Meets Standard	Exceeds Standard	Significantly Exceeds Standard
Works cooperatively with others in the district.					
Is pleasant, agreeable and cooperative with supervisors and colleagues/co-workers					
Director Reflection			Superintendent Comments		
Next Steps (Suggested by Director)			Next Steps (Recommended by Superintendent)		

V: Initiative/Energy	Does Not Meet Standard	Approaching Standard	Meets Standard	Exceeds Standard	Significantly Exceeds Standard
Takes Initiative and is a self-starter.					

Executes tasks and projects with intensity, focus, and effort.					
Director Reflection			Superintendent Comments		
Next Steps (Suggested by Director)			Next Steps (Recommended by Superintendent)		

VI: Personal Conduct	Does Not Meet Standard	Approaching Standard	Meets Standard	Exceeds Standard	Significantly Exceeds Standard
Regularly demonstrates ability to accept direction and works enthusiastically.				JS	
Regularly demonstrates physical and emotional ability to perform assigned duties.					JS
Director Reflection			Superintendent Comments		
Next Steps (Suggested by Director)			Next Steps (Recommended by Superintendent)		

VII: Timeliness	Does Not Meet Standard	Approaching Standard	Meets Standard	Exceeds Standard	Significantly Exceeds Standard
Regularly comes to work on time and works until quitting time, with few absences.					
Regularly utilizes time appropriately and follows all work policies.					
Director Reflection			Superintendent Comments		

Next Steps (Suggested by Director)	Next Steps (Recommended by Superintendent)

VIII: Knowledge of methods/work habits	Does Not Meet Standard	Approaching Standard	Meets Standard	Exceeds Standard	Significantly Exceeds Standard
Regularly utilizes accepted procedures to do duties.					
Properly cares for equipment and observes safety standards.					
Regularly complies with work rules and policy.					

Director Reflection	Superintendent Comments
Next Steps (Suggested by Director)	Next Steps (Recommended by Superintendent)

I have read and acknowledge receipt of this evaluation.			
Director Signature:		Date:	
Superintendent Signature:		Date:	