

The Grinnell-Newburg Board of Education met in a Special Board Session on November 9, 2016, at 6:00 p.m. at the Grinnell-Newburg Community High School in the Boardroom, 1333 Sunset Street, Grinnell, Iowa 50112.

Members Present: Barbara Brown, Meg Jones Bair, Jonathan Nance, Helen Redmond, Dustin Smith, Jeff Smith, and Stephen Sieck.

Members Absent: None

Also in attendance at the table: Superintendent Dr. Janet Stutz and Board Treasurer/Secretary Lisa Johnson.

Administrators Present: None

Jones Bair read the District's Mission and Vision Statements.

1. Call to Order and Roll Call

President Brown called the regular meeting to order at 6:00 p.m. Board Secretary Johnson called the roll. Seven members were in attendance.

2. Fiduciary

No questions on the monthly financials or bills.

3. Approval of Consent Agenda

Motion by Nance, seconded by D. Smith to approve the consent agenda.

A. Approve/Amend Agenda

B. Minutes: 9/28/16 Board Minutes 10/5/16 Facilities Minutes 10/12/16 Board Minutes 10/12/16 Finance Committee Minutes 10/26/16 Finance Committee Minutes

C. Claims and Accounts

D. Personnel:

1. Resignations: Jodie Gallagher: PLC Facilitator; Nikki Lown: MS Paraeducator; Erin Darrah: Volleyball Coach-8th grade;

2. Offerings: Kathy Petersen: PLC Facilitator; Ryan Dodd: Basketball Coach-Freshman Boys; Karen Renbarger: HS Cook;

3. Transfers:

4. Upgrades: Allison Pease: MA to MA+15

5. Open Enrollment In: Isaiah Williams: kindergarten from Lynnville-Sully;

Blaine Kriegel: 6th grade from Lynnville-Sully

- 6. Open Enrollment Out:** Robert Delph: 10th grade to CAM; James Hicks: 7th grade to CAM

Motion to approve the consent agenda carried 7-0.

4. Communication from the Public

None

5. Communications and Reports

A. Board

Redmond discussed an information meeting for parents on assessments. J. Smith and Brown noted the Board convention coming up next week.

B. Superintendent

1. Recognize Melissa Ford, named Iowa Social Worker of the Year, and Liz Hansen, Speech Hall of Fame

Dr. Stutz recognized Melissa Ford for her award and contributions to the District. Stutz also recognized Liz Hansen for her induction into the Speech Hall of Fame. She thanked Liz Hansen for her contribution to the District as a teacher and sponsor of various Fine Arts programs. Hansen thanked all the students for making her experiences enjoyable.

2. Professional Development

Stutz discussed the professional development day held on November 7th and the activities the teachers participated in. Including the Vanguard training and the curriculum framework template the teachers are developing.

3. Facility walk through with Estes Construction

Stutz discussed the primary walk thru of the buildings she completed with Estes Construction on Tuesday November 8th. Next they will be providing a line item document with the items needing updated at each of the buildings.

4. Update on current facility projects

a. Material for Envelope November 10

The final materials will be arriving soon and Garling has a large

crew ready to install once the materials have arrived. 90% of the work in the classrooms have been completed, so there will be minimal interruption to classes.

b. Roof Project is complete

Stutz stated there were some masonry problems that were corrected during the project. The final punch list has been completed.

c. Tennis court update

Stutz stated there were some wrong sized poles installed, but some additional supports have been added to correct the issue. The plumbing is almost complete. The court surface will not be installed until spring due to the material needing certain temperatures to cure completely. If the surface cannot be installed prior to tennis, the District can rent a facility at the contractor's expense. Seeding of the areas around the courts is hopefully going in yet this fall.

d. Copier and printer consolidation

Stutz discussed the old age of the current machines. The District will be exploring options, considering cost and possible future building configurations.

5. Phone update

Johnson stated the project is moving along and is predicted to have a spring implementation. Wiring is being done for classrooms that don't have wiring yet. The wiring is not a typical phone line, but rather a voice-over IP system. Wiring should be in around Thanksgiving. Some switches will need to be replaced, but will be able to be moved to a new facility in the event of a new building. Once the wiring is done, a cost for the switches will be determined and brought to the board for approval. The phones should be arriving in the next month, with installation likely happening over the Winter break.

6. Enrollment

Johnson stated the students the district is providing services for decreased by 3.19 from last year. There is a increase in the resident students which was offset by an increase in the number of open enrolled out students.

Sieck asked for clarification on what the numbers mean in terms of funding from the state. Funding is received based on resident students. For those students who are open enrolled out, we pay the receiving districts for serving our students, and for students who are open enrolled in, we are paid to provide service by the student's resident district. Brown asked for clarification on how much we get per pupil, and Lisa stated it is about \$6,500. Brown noted, based on our enrollment numbers including those who are open enrolled in and out, the district is down about \$20,000, stating that as a percentage of the whole budget that is not a lot. Johnson confirmed.

7. Categorical Fund Balances

Johnson directed the attention to the total balance, which is approximately a year's worth of categorical funding. She stated the District has been actively working to drive these balances down over the last year. Some of the balances are needed due to the timing of funding and when the spending occurs, such as the summer programs where expenditures overlap fiscal years. She noted some of the funding we have a hard time spending, for example Iowa Core dollars, and in these instances we need to be better about teaching our staff these dollars are available and should be used instead of other funds. J. Smith asked about a 10% stipulation on some of the fund. Johnson explained that the district put these stipulations in place to ensure that funds were being spent one way or another, in order to prevent a loss of funding when there is a variance in spending among different groups.

6. Old Business - None

7. New Business

A. Donation from Second Mile to the 8th grade Campout.

Brown thanked the Second Mile Board of Directors for their donation. Item was on the agenda for recognition only.

B. Furniture Donation from Grinnell College

Brown stated Grinnell College had made a furniture donation of 13 desks to the school district.

Motion by Sieck, seconded by Nance, to approve the furniture donation from Grinnell College.

Motion approved 7-0.

C. Hearing Loop Donation from Dr. J.R. Paulson

Brown asked for a motion to approve the Hearing Loop Donation from Dr. J.R. Paulson.

Motion by Redmond, seconded by J. Smith, to approve the Hearing Loop Donation from Dr. J.R. Paulson.

Motion approved 7-0.

D. Maker-Space After School Program

Stutz explained the program would be using expenditures of the Activity Fund. Brown asked for the amount, and Johnson stated that between the three elementary buildings the expenditure would be about \$6,000.

Motion by Jones Bair, seconded by Redmond, to approve the use of facilities for the Maker-Space After School Program.

Motion approved 7-0.

E. Music Therapy Contract and Service Agreement

Stutz stated the District was awarded a grant for \$5,800 to fund the therapy for At Risk students. SPED students will also receive services through the SPED funding.

Motion by J. Smith, seconded by D. Smith, to approve the Music Therapy Contract and Service Agreement.

Motion approved 7-0.

F. Superintendent's Conferences

Brown noted Stutz was nominated to represent the state of Iowa as a member of the Midwest Suburban Superintendent Association. Brown asked about the cost. Stutz stated the cost includes a membership fee as well as participation in two conferences, totalling \$3,200. Stutz requested an additional fee for air fare to be paid by the district for the first conference, noting the second conference she would be driving to.

Motion by Jones Bair, seconded by Redmond, to approve the Superintendent's Conferences.

Motion approved 7-0.

G. Line Item Budget

Johnson asked the Board to approve the budget as a starting point for the District to use in facilitating budget discussion throughout the next year. Johnson presented the Line Item Budget for all funds. She noted based on trends and staffing costs today, it appears we \$950,000 deficit in this current fiscal year. She also noted expenditures have gone up by about \$1.1 M predicted, from last year to this year. Additional discussion ensued regarding where we get our money, and how we are permitted to spend it. Sieck noted that despite efforts last year to fix the budget, it appears the district will need to make significant additional changes to reduce the budget. Johnson agreed, noting the deficit would be worse had we done nothing last year. J. Smith noted a majority of the General Fund goes to salary and benefits. He asked Johnson what the percentage of the fund is going to salary and benefits. Stutz responded, saying a little less than 85% of the general fund is going to salary and benefits. D. Smith asked what the state recommends, and Johnson stated the state recommends 78% or lower. Stutz noted this is the reason the district will be bringing recommendations to the board to reduce the percentage spent on salary and benefits. She stated she did not believe we could reduce the percentage from 85% to 78% in one year, but recommended the reduction take place within a three year period. She stated we will have to work very hard and make some tough decisions on what we need to do in order to reduce our costs in the general fund. Brown asked if we have been talking with the teachers union about this, and Stutz confirmed that we were. Johnson finished the discussion detailing the specifics of the remaining funds in the Line Item Budget.

Motion by J. Smith, seconded by D. Smith, to approve the Line Item Budget for 16-17.

Motion approved 7-0.

H. Five Year Projections

Johnson asked the Board to approve the projections as a tool for the District to use in facilitating budget discussion throughout the next year. Johnson discussed

various scenarios for 5 year projections. The base scenario uses flat enrollment, 2-3% for supplemental state aid and 2.5% for settlement packages. Other scenarios included 0% SSA, and 2% settlements, 0% SSA and 4% settlements, 2% SSA and 2% settlements, 2% SSA and 3% settlements and finally 2% SSA and 4% settlements. She stated the difference in the 2%, 3% and 4% settlement packages makes a huge difference in the fund balance and unspent balance with the same 2%SSA assumption. The projected fund balances are \$3.1M, \$1.7M, \$0.3M for the 2%, 3% and 4% settlement increases respectively. Sieck noted that because of newly elected officials, it would be most likely that 2% would be the best we would be given, but that we should not be surprised if we only receive 1%.

Motion by Redmond, seconded by Nance, to approve the Five Year Projections.

Motion approved 7-0.

I. Review and discuss the Proposed Legislative Platform

Brown stated this is an awareness for the Board and public on what IASB is working on this year. Stutz stated they are looking at standards and accountability, school funding policy, supplemental state aid, SAVE, etc.

Nance will be the delegate next week at the assembly.

J. Early Retirement Policy

Stutz stated she would like the Board to approve the policy in this reading in order to begin the process as soon as possible, so the Board can approve applications in December and the District can begin the planning process.

Johnson explained the proposed policy. She stated this is a two-year plan, which helps both Administration and Staff plan further into the future. The qualifications to participate are the same as previous policies. The benefit for those in their first year of qualification is \$40,000 and \$30,000 if someone chooses to wait until their second year of qualification. Johnson stated there are sufficient cash or the District has the ability to levy additional cash in the Management fund to cover the expense if necessary. She stated they are asking for applications to be submitted by December 7th so they can be approved at the December 14th Board Meeting.

Brown asked if the policy had been discussed with the unions. Stutz confirmed it

has. The Early Retirement Policy is approved every year.

Motion by Sieck, seconded by Jones Bair, to approve the Early Retirement Policy.

Motion approved 7-0.

8. Board Discussion

A. Legislative Dinner

Brown asked that if any of the board goes to the dinner than they report back to the board after.

9. Board Talking Points

None

10. Adjournment

Motion by Jones Bair, seconded by Redmond to adjourn the meeting. Motion carried 7-0.

Meeting adjourned at 7:15 p.m.

Board Calendar:

Regular Board Meeting

6:00 p.m., December 14, 2016