

**Minutes of the Regular Monthly Meeting
Board of Directors
The Missouri Valley Community School District
Monday, September 21, 2009**

Call of Order

President Brenda Dooley called the meeting to order at 6:00 P.M. on Monday, September 21, 2009, at the District Office Board Room, 109 East Michigan Street, Missouri Valley, Iowa.

Roll Call

Present: Brenda Dooley, Michele Wilson, Kelley Ruffcorn, Pat Skelton and Dan Zaiser

Absent: None

Also Present: Superintendent Tom Micek, Secretary Robyn Wohlers, Justin Gross, Bill Huggett, Roy Haynes, and Pete Graham

Approve Agenda

Director Skelton approved the agenda as published, and Director Ruffcorn seconded it. All Ayes; motion carried.

Recognition of Visitors/Gifts/Services

None

Approval of Minutes

Director Wilson noted the correction of a date in the Minutes of August 17. Director Zaiser motioned to approve the Minutes of the regular Board meeting on August 17, 2009, as corrected. Director Wilson seconded the motion, which carried unanimously.

Financial Reports

The monthly financial reports for the General Operating, Management, PPEL, Capital Projects, Debt Service, Child Nutrition, Agency, Trust, and Activity Funds for the month of August, 2009, were presented for the Board's review.

Board Bills

Additional bills brought before the Board totaled \$45,637.05. Director Ruffcorn made a motion to pay the bills submitted in the Board packet, plus additional pages of bills totaling \$45,637.05. Director Skelton seconded the motion. All Ayes; motion carried.

The bills totaled \$366,597.87 as follows: \$240,833.47 – General Operating Fund; \$0.00 – Management Fund; \$4,731.59 – Physical Plant and Equipment; \$0.00 – Capital Projects/1% Sales Tax Fund; \$0.00 – Debt Service Fund; \$23,050.73 – School Nutrition Fund; \$905.85 – Preschool Proprietary Fund; \$94,384.69 -- Student Activity Fund; \$0.00 – Trust Fund; and \$2,691.54 – Agency Fund.

Review of Abstract of Votes for September 8, 2009, Election

Dr. Micek reviewed the Abstract of Votes provided by Susan Bonham, Harrison County Auditor and Clerk of the Board of Supervisors. In the election for school board director held on September 8, 2009, there were 70 votes cast for Roy Haynes and 78 votes cast for Dan Zaiser, for a total of 148 votes cast. Roy Haynes and Dan Zaiser were duly elected to the office of School Board Director of the Missouri Valley Community School District for the term of four years.

With regard to the passage of Public Measure A – Revenue Purpose Statement, there were 70 votes for the question and 13 votes against the question, for a total of 83 votes cast. The members of the Board of Supervisors declared the public measure, *“To adopt the revenue*

purpose statement to authorize the expenditure of revenues from the State of Iowa secure an advanced vision for education fund received by the Missouri Valley Community School District.” to be adopted.

Adjournment of the Retiring Board

Supt. Tom Micek and President Dooley thanked Pat Skelton for his service to the Board over the past two years. *(Secretary’s Note: Director Skelton’s term of office was shortened by one year as a result of the legislation passed in 4/2008 requiring elections every odd year only.)* President Dooley presented Director Skelton with an Award of Merit plaque for his service on the Board.

Director Skelton motioned to adjourn the meeting of the retiring Board. Director Zaiser made the second. The motion passed unanimously, and the meeting was adjourned at 6:05 P.M.

CONVENING THE NEW BOARD – ORGANIZATIONAL MEETING

Call of Order/Determination of Quorum

At 6:07 P.M. the meeting was called to order by Dr. Tom Micek at the District Office Board Room at 109 E. Michigan Street, Missouri Valley, Iowa. All members were present. Roy Haynes was welcomed as a new director of the Board, and incumbent Dan Zaiser was welcomed back. Secretary Wohlers administered the Oath of Office to them.

Election of Board Officers including Board Secretary & Administering Oath of Office

Superintendent Micek opened the floor for nominations for Board Secretary. Director Zaiser nominated Robyn Wohlers, with second by Director Wilson. All Ayes; motion carried.

Dr. Micek asked for nominations for Board President. Director Ruffcorn nominated Brenda Dooley, with second by Director Zaiser. All Ayes; motion carried.

Dr. Micek administered the Oath of Office to Robyn Wohlers, Board Secretary, and Brenda Dooley, Board President.

At this point, President Dooley assumed leadership of the meeting.

The floor was opened for nominations for Vice President. Director Zaiser was nominated by Director Wilson, seconded by Director Ruffcorn. There being no further nominations, nominations were closed. President Dooley called for a vote to elect Dan Zaiser as Vice-President. Motion passed by unanimous vote.

President Dooley administered the Oath of Office to the re-elected Board Vice-President, Dan Zaiser.

Approve Agenda

A motion was made to accept the agenda as published by Director Ruffcorn and seconded by Director Wilson. All Ayes; motion carried.

BOARD GOVERNANCE

Appointment of Board of Education Committee Members for 2009-2010

- 1) Negotiations – Brenda Dooley and Dan Zaiser
- 2) Board Policy Review Committee – Roy Haynes

- 3) School Improvement Advisory Committee (SIAC) – Michele Wilson and Kelley Ruffcorn
- 4) IASB/LAN (Iowa Assn. of School Boards/Legislative Action Network Delegate) – Brenda Dooley

Board members were appointed for the 2009-2010 school year as indicated. Director Ruffcorn made the motion to accept the appointments; seconded by Director Wilson. All Ayes; motion carried.

Determination of 2009-2010 Regular Board Monthly Meeting Schedule, Dates, and Location

In accordance with Board policy 209.2, Director Ruffcorn motioned to approve the Board’s meeting schedule of regular meetings in accordance with Exhibit V-B. Meetings will be held at the Missouri Valley Community School District Board Room at 109 East Michigan Street, Missouri Valley, Iowa, beginning at 6:00 P.M., and will be held on the third Monday of each month with the exception of December 14, 2009. Second was made by Director Zaiser. All Ayes; motion carried.

Approval of Board Rules for 2009-2010

Secretary Wohlers noted the change in the length of Board terms from three years to four years. Director Ruffcorn motioned to approve the rules in the Missouri Valley Community School District Board of Education Meetings 2009-2010 brochure as exhibited (Exhibit V-C.) Director Zaiser made a second to the motion. All Ayes; motion carried.

Approval to erase/destroy old Board meeting tapes

A motion was made by Director Zaiser to destroy Board meeting tapes as listed in the packet materials per Exhibit V-D. (Open session meetings held from September 17, 2007, through September 15, 2008, and closed sessions held from September 26, 2007, through June 16, 2008.) Second was made by Director Wilson. All Ayes; motion carried.

Approved 2009-2010 Financial Depositories

Director Wilson made a motion to approve the Resolution for 2009-2010 Bank Depositories. Director Ruffcorn made the second. All Ayes; motion carried.

RESOLUTION

WHEREAS Chapter 12C of the Code of Iowa requires the Board of Directors of the Missouri Valley School District (the “Board”) to approve banks in which public funds may be deposited and to establish a maximum amount which may be kept on deposit in such banks; and

WHEREAS it is deemed necessary and advisable to authorize and approve agreements with the banks and to establish the authorized maximum amount to be deposited in the banks.

BE IT THEREFORE RESOLVED by the Board as follows:

That the financial institutions listed herein are hereby designated as approved depositories authorized to accept deposits up to a maximum total deposit amount of \$6,000,000 without further approval of this Board:

<u>FINANCIAL INSTITUTION</u>	<u>LOCATION</u>
Midstates Bank	Missouri Valley/Mondamin/Council Bluffs/Avoca offices
Peoples National Bank/American National Bank	Missouri Valley/Council Bluffs/Omaha offices
Iowa Schools Joint Investment Trust (ISJIT)	through Iowa Association of School Boards, Des Moines

BE IT RESOLVED FURTHER that the following officers of this Board are hereby authorized and directed to execute, attest and deliver any and all documents and do any and all things deemed necessary to carry out the intent and purposes of this resolution:

<u>Name</u>	<u>Title</u>
Brenda Dooley	Board President
Robyn Wohlers	Board Secretary/Treasurer

BE IT FURTHER RESOLVED that the officers named herein are hereby authorized to invest funds in accordance with Iowa Code 12B.10, and to execute, attest and deliver any and all documents and do any and all things deemed necessary to carry out the intent and purposes of this resolution.

BE IT FURTHER RESOLVED that the officers named herein are hereby authorized to select investments in accordance with Iowa law under Iowa Code Section 12B.10(5f).

BE IT FURTHER RESOLVED that the following officers of this Board and/or named designees are hereby authorized and directed to sign all payroll and accounts payable checks/warrants issued by the Missouri Valley Community School District to carry out the intent and purposes of this resolution. Checks/warrants may include one stamped signature, but require at least one live signature.

<u>Name</u>	<u>Title</u>
Brenda Dooley	Board President
Robyn Wohlers	Board Secretary/Treasurer
Daniel Zaiser, alternate	Board Vice-President
Dr. Thomas Micek, designee	Superintendent of Schools
Deidre Drees, designee—A.T.A. accounts	H.S./M.S. Co-Principal

Dated this 21st day of September, 2009.

/s/Brenda Dooley, Board President

Attest:

/s/Robyn Wohlers, Board Secretary-Board Treasurer

Approve Authorizations for Check Signing and Contract Signing for 2009-2010

Director Ruffcorn motioned that the following officers of the Missouri Valley School Board and/or named designees are hereby authorized and directed to sign all payroll and accounts payable checks/warrants issued by the Missouri Valley Community School District for the 2009-2010 school year or until such time as a new authorization is approved. Checks/warrants may include one stamped signature, but shall require at least one live signature.

<u>Name</u>	<u>Title</u>
Brenda Dooley	Board President
Robyn Wohlers	Board Secretary/Treasurer
Dan Zaiser, alternate	Board Vice-President
Dr. Thomas Micek, designee	Superintendent of Schools
Deidre Drees, designee—A.T.A. accounts	H.S./M.S. Co-Principal

Director Zaiser made the second. Motion carried unanimously.

Director Zaiser motioned that Dr. Thomas Micek, Superintendent of Schools, shall be named as Board Designee for signing contracts, to include athletic officials contracts, special education student contracts, and any other routine contracts or agreements as necessary, in lieu of the Board President, for the 2009-2010 school year or until such time as a new authorization is approved. Furthermore, employment contracts and letters of assignment shall be stamped with the signature of the Board President. Director Wilson seconded that motion, which passed unanimously.

Approved 2009-2010 Fundraising Requests

Director Wilson motioned to approve the 2009-2010 fundraising requests per Exhibit V-G and any additional fundraisers which may arise and are approved by the Superintendent of Schools, until such time as a new annual authorization is approved. Director Zaiser made the second. All Ayes; motion carried.

2009-2010 West Central Community Action Agreement for Head Start Meals Approved

Director Ruffcorn motioned to approve the 2009-2010 West Central Community Action agreement for Head Start meals at the Missouri Valley site per Exhibit V-H. Director Wilson seconded it. All Ayes; motion passed.

Approve Casting of Ballot for AEA 13 Director District 8 Board of Directors Election

Dr. Micek explained that Ed Gambs was being elected to serve a nine-months position, originally to fill the vacancy created by the passing of Marty Pennock. At the end of that period of time, AEA 13 and AEA 14 will be merging into the Green Hills Area Education Agency. Director Zaiser motioned to approve casting the ballot for the Missouri Valley Community School District naming Ed Gambs as director for Area Education Agency 13 Director District 8 Board of Directors Election. Director Ruffcorn seconded it. All Ayes; motion carried.

I, Brenda Dooley, being a member of the Board of Directors and being duly authorized by the Missouri Valley Community Board of Directors, hereby cast the weighted vote of that Board for Ed Gambs as director of District Number 8 for the Loess Hills Area Education Agency Board of Directors.

Date: September 21, 2009

Weighted Vote: 27.3%

Receive Board Policies for Final Reading

Director Wilson motioned to approve the following Board policies for final reading:

1. #603.1, "Basic Instruction Program"
2. #603.4, "Multicultural & Nonsexist Education"

Director Zaiser seconded it. All Ayes; motion carried.

Board Policies for First Reading

Board policies having changes were presented for first reading. These policies will return for final reading at the October Board meeting.

1. #805.6, "Credit Cards"
2. #805.6R1, "Credit Cards, Administrative Regulation"

Receive Board Policies for Adoption – First Reading

The following Board policy was presented for adoption. This policy will return for final reading at the October Board meeting.

1. #404.1, "Staff Use of Cell Phones & Two-Way Radios"

ADMINISTRATION

Supervisory Reports

In his report to the Board, Elementary Principal, Bill Huggett, stated that the busy school year was off to a great beginning. He reported on Cognitively Guided Instruction (CGI) training for teachers, and announced there would not be school for grades K-5 on October 26 to schedule a special professional development training. Red Ribbon Week coordinated with Healthy Iowa, Family Reading Night, parent-teacher conferences, and ITBS were discussed.

Justin Gross, Middle School Principal, declared Homecoming Week to be a great success, capped by the strong performance of the football team, and the dance being well-organized by new counselor Jamie Donahue. He announced that volleyball and cross-country were doing well with their seasons. Other items in his report included staff development training, AIW training for the Leadership Team in Carroll the following week, parent-teacher conferences, and Iowa Tests of Basic Skills.

Report on Major Facilities Projects & Revenue Sources

Dr. Tom Micek explained the major facilities projects being considered during 2009-2014 and associated costs. He announced that funding avenues will be available to finish the high school HVAC project in the summer of 2010, and he shared a timeline for that. He

indicated a plan to repair the structural foundation of the gym bleachers and install new motors to motorize them. Estimated costs for the total list of projects totaled \$3,145,000.

HUMAN RESOURCES

Director Wilson motioned to accept the resignations from Jackie Marcum, Middle School Student Council Sponsor; and Cathie Callaghan, Elementary Volunteer Coordinator. Director Zaiser seconded it. All Ayes; motion carried.

Director Zaiser motioned to approve administrative recommendation to issue a letter of assignment to: Megan McHugh, Middle School Student Council Sponsor. Director Ruffcorn made the second. All Ayes; motion carried.

Director Ruffcorn motioned to approve the recommendation for Barb Miller to serve as a Volunteer Cheerleader Sponsor for the 2009-2010 Fall and Winter Sports Seasons. Director Wilson made the second. All Ayes; motion passed.

Superintendent's Report

Dr. Micek announced the IASB Board Orientation sessions that were scheduled and inquired about Board interest in attending. The IASB Annual Convention will be held on Thursday, November 19, in Des Moines at the Hy-Vee Hall/Iowa Events Center this year.

Supt. Micek explained the Certified Enrollment process, with the majority of information acquired through the EASIER (Electronic Access System for Iowa Education Records.) This will be the initial year the count will be derived from this system. He estimated that total enrollment would be down from FY09, but would actually show as an increase because of the organizational sharing agreement with West Harrison this year, providing funding for 26 additional students. He concluded with the District events scheduled for the next month.

Adjournment

Director Ruffcorn made a motion to adjourn the meeting, and Director Wilson seconded it. All Ayes; motion carried. The meeting adjourned at 7:16 P.M.
Robyn Wohlers, Board Secretary-Treasurer

/s/ Robyn Wohlers, Board Secretary