

**Minutes of the Regular Monthly Meeting  
Board of Directors  
The Missouri Valley Community School District  
Monday, October 19, 2009**

***Call of Order***

President Brenda Dooley called the meeting to order at 6:00 P.M. on Monday, October 19, 2009, at the District Office Board Room, 109 East Michigan Street, Missouri Valley, Iowa.

***Roll Call***

**Present:** Brenda Dooley, Michele Wilson, Kelley Ruffcorn, Roy Haynes and Dan Zaiser

**Absent:** None

**Also Present:** Superintendent Tom Micek, Secretary Robyn Wohlers, and Misty Brady

***Approve Agenda***

Dr. Micek announced a change to the published agenda, the removal of item VII-A-1, issuance of a letter of assignment. Director Ruffcorn approved the agenda as amended, and Director Wilson seconded it. All Ayes; motion carried.

***Recognition of Visitors/Gifts/Services***

Dr. Micek stated that he had been contacted with a complaint by a parent and a sealed copy of his response was provided to each Board member.

*(Be it noted that Director Haynes joined the meeting at 6:02 P.M.)*

***Approval of Minutes***

Director Wilson motioned to approve the Minutes of the regular Board meeting on September 21, 2009. Director Ruffcorn 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 September, 2009, were presented for the Board's review.

***Board Bills***

Additional bills brought before the Board totaled \$117,435.80. Director Wilson questioned bills concerning IPOD labs, MacBooks, and a Qwest bill for the baseball complex phone. Dr. Micek explained that three computer labs were being set up using primarily Microsoft Settlement funding, with Jamie Wieme's class pioneering the IPOD lab. Director Wilson made a motion to pay the bills submitted in the Board packet, plus additional pages of bills totaling \$117,435.80. Director Ruffcorn seconded the motion. All Ayes; motion carried.

The bills totaled \$341,739.28 as follows: \$163,839.87 – General Operating Fund; \$4,147.44 – Management Fund; \$85,416.02 – Physical Plant and Equipment; \$0.00 – Capital Projects/1% Sales Tax Fund; \$39,232.50 – Debt Service Fund; \$26,569.88 – School Nutrition Fund; \$0.00 – Preschool Proprietary Fund; \$18,766.02 -- Student Activity Fund; \$0.00 – Trust Fund; and \$3,767.55 – Agency Fund.

***ADMINISTRATION***

***Receive 2009-2010 Certified Enrollment & Open Enrollment Report***

Dr. Micek explained that the certified enrollment for 2009-2010 was completed online through Project EASIER, and he presented preliminary numbers, noting that the final enrollment would be shared at the November meeting. The organizational sharing agreements for superintendent, transportation and maintenance services between Missouri

Valley and West Harrison School Districts would allow for the supplemental weighting equivalent to 40 students for Missouri Valley, so the outcome appeared to be an increase of 45.15 students as far as funding.

## **BOARD GOVERNANCE**

### ***Approve HVAC Renovation Project –Phase II with The Schemmer Associates Inc.***

President Dooley and Supt. Micek gave Board members an overview of the work done during the first phase of the high school building HVAC project, including the installation of well fields for geo-thermal usage, the rooms on the north side of the high school being done, with the remaining one-third of the work needing to be finished. The Schemmer Associates Inc. will finish the design documents, handle bidding from contractors, and oversee the management of the project. Director Ruffcorn motioned to approve the agreement with The Schemmer Associates Inc. for the HVAC Renovation Project – Phase II, per Exhibit VI-A, for \$41,900.00. Director Wilson made the second. The motion carried unanimously.

*(Be it noted that Director Zaiser joined the meeting at 6:25 P.M.)*

### ***Approve the Superintendent’s Goals for 2009-2010***

Dr. Micek presented his 2009-2010 goals, with a focus on finance, based on the funding reductions. It was noted that the goals document will be part of the superintendent’s ongoing and overall year-end evaluation.

Supt. Micek’s goals as listed: 1) Improve the financial health of the District; 2) Improve staff effectiveness and organizational communication and climate; and 3) Improve community relations and public affairs efforts. His professional development plan included attendance at the IASB Fall Annual Convention and participation in the Superintendent’s Academy training at Harvard University in November, 2009.

Director Wilson motioned to approve the Superintendent’s goals for 2009-2010, per Exhibit VI-B. Director Zaiser made the second. All Ayes; motion carried.

### ***Board Policies for Final Reading***

After discussion, the Directors asked that Board policies #805.6, “Credit Cards” and #805.6R1, “Credit Cards, Administrative Regulation” be brought back for final reading in November after the addition of “interest and penalties paid by the employee for misuse,” as indicated by Director Wilson. Therefore, Director Wilson motioned to approve Board policy #404.2, “Staff Use of Cell Phones & Two-Way Radios” for final reading. Director Ruffcorn made the second, and the motion passed unanimously.

### ***Receive Board Policies for Review***

The Board received the following Board policies for review, there being only a code citing change.

1. #605.2, “Instructional Materials Inspection”
2. #605.3, “Objection to Instructional Materials”

## **HUMAN RESOURCES**

### ***Assignments Approved***

Director Zaiser motioned to approve administrative recommendation to issue letters of assignment to: Geri Birks, Elementary Volunteer Coordinator; Elizabeth Faubel, H.S. Basketball Cheerleader Sponsor; and Shelly Jones, H.S. Football Cheerleader Sponsor and H.S. Wrestling Cheerleader Sponsor. Director Wilson seconded it. All Ayes; motion carried.

Director Wilson motioned to approve administrative recommendation to issue a letter of assignment to Ryan Hubka, Junior High Wrestling Coach. Director Ruffcorn seconded that motion. Roll call vote as follows:

AYES: Dooley, Ruffcorn, Wilson, Zaiser

NAYS: None

ABSTAIN: Haynes

Dr. Micek explained that he recommended adding .5 hour per day to a bus driver's assignment for the Preschool route, funded by the Preschool Grant. Director Zaiser motioned to approve the administrative recommendation for revision to the Letter of Assignment for Jerry Mahoney, Bus Driver. Second was made by Director Wilson. All Ayes; motion passed.

### ***Superintendent's Report***

Dr. Micek discussed Governor Culver's 10% Across the Board Reduction in revenues for this fiscal year, which translates to a cut of \$446,000 for MVCSD. This is the largest reduction in Iowa history in a current school year. He also explained the confusion regarding Teacher Salary money, which was rolled into the state funding formula this year and is no longer categorical. He proposed to approach the funding reduction in two phases, October-December, 2009, and January-May, 2010.

During the first phase, it would be determined which eligible expenditures could be transferred from categorical and infrastructure funds; determine funding needed for materials, equipment and supplies through the end of the year; determine the potential for reduction of staffing costs for second semester; and determine use of cash reserves. The reduction of Teacher Quality (Salary) expenditures by 10% is currently under dispute statewide, and the district will await a ruling based upon legal counsel and guidance.

During the second phase, certified and classified staffing levels for 2010-2011 will be determined; expenditures for materials, equipment, and supplies for 2010-2011 will be estimated; bargaining will be completed; and the FY11 Budget will be developed and certified.

Historically, the Missouri Valley School District has not levied for cash reserves, in an effort to minimize property taxes. Because the State eliminated Phase I money for teachers this year, it dropped the MVCSD tax levy total rate from \$16.07 to \$15.7682. Dr. Micek noted that the \$100,000 cash reserve built into this year's budget and using some categorical funds to transfer costs would help to ease the General Fund \$446,000 reduction. He explained that there will be twice the problem next year, as the state's FY11 budget is anticipated to have a one-billion dollar shortfall. He will meet individually with Board members to discuss possible solutions to the huge reduction in the current budget year.

It was noted that the IASB Fall Convention will be on Thursday, November 19, in a one-day session at the HyVee Hall in Des Moines. Dr. Micek noted that fall sports seasons were concluding, and important competitions for the volleyball, football, and cross-country athletes were upcoming. There will be no school for the Elementary on Monday, October 26<sup>th</sup> for staff professional development; however, the Preschool and Grades 6-12 will have classes as usual.

### ***Adjournment***

Director Wilson made a motion to adjourn the meeting, and Director Ruffcorn seconded it. All Ayes; motion carried. The meeting adjourned at 7:10 P.M.

/s/ Robyn Wohlers, Board Secretary-Treasurer