

ALBURNETT COMMUNITY SCHOOLS

Home of the PIRATES

P.O. Box 400 • 131 Roosevelt Street, Alburnett, Iowa 52202

Regular Board Meeting Agenda Monday, November 20, 2023 6:00 p.m.

Board Room, Alburnett School

The board will be offered a tour in the building project area after the meeting

Mission Statement: The Alburnett Community School District will provide educational opportunities which enable students to become confident, competent, and responsible contributors to society.

Tentative Agenda:

I. Call to Order / Roll Call

II. Approve Agenda

III. Welcome Visitors

A. Public Comments to the Board

During this Public Comment portion of the agenda, the board may receive comments on items that are or are not on the agenda. Twenty minutes are allotted for public comments, with a 5-minute time limit per person, if needed. The board may choose to extend this time if they wish, but that is a board decision. The board does not need to respond to any comments made. All parties are reminded that public comment specific to any employee is not appropriate in an open meeting. Members of the public are encouraged to visit directly with employees and/or administrators to resolve their concerns.

IV. Consent Agenda

Approval of the Consent Agenda approves all of the agenda items listed under this heading without further discussion or review. Any board member may remove any item from the Consent Agenda and that item will be considered separately after the vote on the Consent Agenda. If Board members have questions about the items on the Consent Agenda, they should ask about them prior to the meeting or ask that the specific item for which they have a question be removed from the Consent Agenda. Administration recommends that the Board approve the Consent Agenda items as listed below.

A. Minutes

1. [10/16/2023 Regular Meeting Minutes](#)
2. [11/01/2023 Special Meeting Minutes](#)

B. Financial Reports

1. [Cash Report](#)
2. [Expenses to Published Budget](#)

C. Invoices

1. [Checks cut Prior to Board Meeting](#)
2. [Bills to be paid](#) - Bills added Monday

D. Resignations

1. Abbigail Prucha - Elementary Associate
2. Amber Pflughaupt - Elementary Associate
3. Hannah Davidson - JH Girls Track Coach
4. Sue Tull - JH Volleyball Coach

E. Contract Approvals

1. Abbigail Prucha - TAG Teacher

ALBURNETT COMMUNITY SCHOOLS

Home of the PIRATES

2. Amanda Finley - Part Time Associate - Elementary
3. Hunter Caves - Freshman Boys Basketball Coach
4. Caleb Studebaker - Co-Assistant JV Wrestling Coach
5. Josh Henriksen - Co-Assistant JV Wrestling Coach
6. Abbigail Prucha - Basketball Cheerleading Coach

F. Education Agreements

1. Abbigail Prucha - for TAG endorsement
2. DeGwen Pflughaupt - for Sub Authorization
3. Lisa Graubard - for Sub Authorization

G. Contracted Service Renewals - None

H. Shared Personnel Agreement Renewals - None

I. Cooperative Sponsorship for Activities Renewals - None

J. Out of State/Overnight Trips - None

V. Dialogue/Action Items

A. Review of Official Report of the Votes (Canvas of Votes)

B. Presentation of Service Awards

VI. Adjourn the Retiring Board

New Board:

I. Call to Order / Roll Call

The Board Secretary, acting as temporary chairperson, will call the meeting to order

II. Oath of Office to Newly Elected Members

"I solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Iowa, and that I will faithfully and impartially to the best of my ability, discharge the duties of the office of board member in the Alburnett School District as now and hereafter required by law."

III. Election of President and Vice President

The Board Secretary, acting as temporary chairperson, will call for nominations for president; nominations need not be seconded. The chairperson should inquire if there are any additional nominations, and upon hearing none, should close the nominations. If more than one member is nominated, voting shall take place in order of nomination.

The newly elected board president shall conduct the election of vice-president in the same manner. The newly elected president and vice president of the board will recite the oath of office.

IV. Determine Dates and Times of Meetings

Currently the board meets on the third Monday of each month. If the board would like to consider a time other than 6:00 pm, action should be taken to modify Policy 210.2.

V. Approval of Remaining Agenda

VI. Board Reports

- A. Department Leaders - none
- B. Administrators - High School and Middle School
- C. Board Members
- D. Superintendent
 - Spending Authority and Categorical Funding
 - School Performance Profile

VII. Dialogue/Action Items

A. Legal counsel

1. It is best practice to have the board approve/appoint the district legal counsel in November after elections would be held to account for possible changes in board members. Since the counsel was appointed in July of this year, approval would be appropriate.
2. It is the administration's recommendation to approve Ahlers and Cooney Law Firm as Alburnett CSD's legal counsel.

B. Newspaper

1. Under Iowa Code 618, the board must approve an official publication "for the purpose of establishing and giving assured circulation to all notices and reports of."
2. Administration recommends that the board approve the use of Linn County News as the official publication avenue for notices to the public for Alburnett Community Schools.

C. Treasurer/secretary

1. It is best practice to appoint/affirm the board secretary after elections in November. Since the secretary was appointed in July, administration recommends approving Harley McBurney as the Board Secretary

D. Board Priorities

1. [List of possible priorities](#)
2. It is recommended that the board choose 2 priorities that will be the focus for this year until the 5 year strategic plan is developed.

E. Co-Teaching Workshop

1. [Agreement](#)
2. This is an agreement with "A Word With Us" to provide a co-teaching workshop to staff on March 1st. Administration recommends approval of the agreement.

F. Lighthouse sessions

1. Administration would like to schedule 3 lighthouse sessions for the Spring. These sessions would be treated as board work sessions but would highlight each of the different levels (HS, MS, and Elem). These are often facilitated by IASB.

G. Board Policy for Review - Legislative Required Change

ALBURNETT COMMUNITY SCHOOLS

Home of the PIRATES

1. [503.8 & 503.8R1](#)
2. This is the one change that couldn't be added in September due to Iowa Department of Education guidance not being released. Since then, it has been released and is built into this policy. Additionally, it is the only change in the parent/student handbook which is a later item in the agenda.
3. According to board policy 209.6, policy review is required to have two sessions (first reading and second reading) to review except, "If a policy is revised because of a legal change over which the board has no control or a change which is minor, the policy may be approved at one meeting at the discretion of the board." For this legislative change, since it is a change the board has no control over, administration recommends making the changes required by law per the document provided.

H. Parent/Student Handbook Update

1. [Handbook Changes](#) (highlighted in yellow on pages 20-26)
2. Traditionally, handbook updates are presented in the spring to be enacted in the following school year. Due to Iowa legislation, this handbook needs to be updated and re-distributed to all families once policy 503.8 is adopted and said policy implementation needs to be included in the handbook. Administration recommends that the board approve the handbook changes as shown in the linked document.

I. Alma Agreement/Quote

1. [Agreement](#)
2. Alma is a new Student Information System (SIS) option. We will be the first school in the state of Iowa to use this system. It will replace JMC. Administration recommends approving the Agreement with Alma (3 year term).

J. LINQ Agreement/Quote

1. [Quote](#)
2. LINQ is the service that will provide the meal POS as well as the fee system and processing for the school. It syncs with Alma and will also replace the payment system as set up through JMC

K. Superintendent Evaluation

1. [Possible Goal Form and Goals](#)
2. Administration requests that the board approve the form for the superintendent goal as well as the goal(s) for this year. This will be in addition to a portfolio that will exemplify meeting the [Iowa Standards for School Leaders](#).

L. Bus

1. Vinton Shellsburg CSD has a handicapped accessible bus for sale which would accommodate multiple wheelchairs. Currently, we do not have one at all. They are asking \$45,000. It is a 2018 and has 86,332 miles. Our mechanic found it to be in good condition. Administration is recommending approval for the purchase of said bus from the Vinton-Shellsburg School District.
2. [Picture](#)

ALBURNETT COMMUNITY SCHOOLS

Home of the PIRATES

M. Parking lot bids

1. Bid 1 - Kluesner Construction
 - [Chip Seal with Striping and Signage](#)
 - [Asphalt Overlay](#) (different option that Kleusner recommended)
2. Bid 2 - LL Pelling
 - [Chip Seal](#) (this is a less in-depth fix of the crane damage. [This add on bid](#) includes complete fix of the crane damage and would cut the cold patch cost in half.)
 - [Painting and Signage](#)
3. Bid 3 - [BACC](#) (Does not include any of the chip seal. Only includes the painting and the signage.)
4. Administration recommends accepting bid 2 from LL Pelling to include the complete fix of the crane damage in the back parking lot.

N. SBRC Request of Modified Allowable Growth for Increased Enrollment

Districts may request modified supplemental amount (MSA) (i.e. spending authority) for on-time funding (awarded in current year) if the certified enrollment count of the current year exceeded the certified enrollment count of the prior year.

Certified Enrollment	Certified Previous Enrollment	Enrollment - Previous Enrollment	DCPP	Maximum MSA Request (FTE x DCPP)
542.10	526.50	15.60	\$7,635	\$119,106

Administration recommends that the board request modified supplemental amount or MSA for on-time funding in the amount of \$119,106.

O. SBRC Request of Modified Allowable Growth for Open Enrollment Out Not on Prior Year's Headcount

Districts may request MSA for students open enrolled out (OEO) in the current year for whom the district is required to pay tuition in the current year and were not included in the certified enrollment count of the prior year.

Enrollment - Previous Enrollment	Preliminary Eligible FTE	Final Eligible (Difference)	Previous SCPP	TLC	Maximum MSA Request (Final FTE x (TLC + Previous Year SCPP))
15.60	17.30	1.70	\$7,413	357.80	\$13,210

Administration recommends that the board request modified supplemental amount or MSA for on-time funding in the amount of \$13,210.

P. Speed School

1. [Information](#)
2. [Contract](#)
3. Administration recommends following the information sheet and approving the contract for another session starting in January which leads up to track season.

ALBURNETT COMMUNITY SCHOOLS

Home of the PIRATES

Q. Certificate of Substantial Completion

1. [Certificate of Substantial Completion](#)
2. OPN Architects issued the certificate of substantial completion for the project. This requires the school to sign off on it as well. As a note, all of the punchlist items are listed out as part of this so there are still a lot of those items that need to be addressed. But, the consensus is that the project itself has met the criteria for substantial completion minus the punchlist items.

R. Baseball Scoreboard

1. [Quotes and pictures](#)
2. The booster club would like to purchase a new scoreboard for the baseball diamond. The total price would be \$25,000 for the scoreboard and \$10,000 for installation. The Booster Club would reimburse the schools for \$30,000 and the school would pay for the last \$5,000. Administration recommends approving the purchase as stated.

S. School Board Negotiations Team

1. The board is asked to appoint two members to the contract negotiation team.

VII. Confirm Date and Time of Next Regular Board Meeting

The next Regular Board Meeting will be at 6:00 p.m. on December 18, 2023.

VIII. Adjourn