

**Treynor Community School District**  
**Board of Directors**  
**Regular Meeting**  
**November 9, 2020**

1. Call to Order & Roll Call
2. Amend and/or Approve Agenda
3. Welcome and Oath of Office of Treynor School Student Representative
4. Recognition of Visitors and Open Forum (Public comment is limited to items on any current or upcoming published board agenda)
5. Consent Agenda: Approve Minutes of Previous Meeting(s), Bills, Financial Statements, and Open Enrollment Requests
6. Annual Meeting
  - A. Treasurer's Report
  - B. Certified Annual Report
  - C. Bank Depository for 2020-2021
  - D. Election of Officers
  - E. Administration of Oath of Office for Officers of the Board
  - F. Appoint Board Secretary/Treasurer
  - G. Establish Regular Board Meeting Dates/Times
  - H. Designate Newspaper for Publications/Notifications
  - I. Designate Legal Counsel
  - J. Committee Memberships and Assignments
7. Reports and Communication Items
  - A. Elementary Principal
  - B. Middle School Principal
  - C. High School Principal
  - D. Activities Director
8. Discussion/Information/Review Items
  - A. Curriculum & Instruction: Elementary Music
  - B. COVID-19 Information and Updates
  - C. USDA Free Breakfast/Lunch Program Extension
  - D. SW Iowa MHDS Region: Cares Act Grant
  - E. Schedule Title IX Training for Administration and Board
  - F. Policy Review for Policy 505.9: Parent and Family Engagement
  - G. IASB School Board Convention 2020
  - H. Comprehensive Financial Projection Model (CFPM)
  - I. Construction Update
  - J. School Leader (November edition)
9. Action Items
  - A. New Auditorium Change Order for Guardrails
  - B. New Art Room Kiln and Paint Booth
  - C. New High School Addition Restroom Accessories
  - D. High School Athletic Lighting
10. Personnel
  - A. Resignations
  - B. Employment
  - C. Vacancy Update

11. Superintendent's Report
  - A. Facilities & Grounds
  - B. Meetings & Misc. Updates
  - C. Next Board Meeting(s)
12. Adjourn

### Minutes

The Board of Directors of the Treynor Community School District met in regular session on Monday, November 9, 2020, 6:30 p.m., in the HS/MS Library, located in Middle School Building, 102 E. Main St., Treynor, IA 51575.

#### **Call to Order & Roll Call**

President Vorthmann called the regular meeting to order at 6:30 p.m., and roll was taken. The following board members answered roll call: President Vorthmann, Mr. Christensen, and Mr. Winchell were present in the room, with Vice President Stogdill and Board Member Winchell present electronically.

#### **Amend and/or Approve Agenda**

A motion was made by Winchell, seconded by Christensen, to approve the agenda. Motion carried 5-0.

#### **Welcome and Oath of Office of Treynor School Student Representative**

Per board policy 202.6, two high school students serve as representatives on the Board of Directors each year. Blake Sadr, student body vice president, received the oath of office on October 12, 2020. Due to a conflict at that meeting, student body president Anna Halverson received the oath of office from Board Secretary VanFosson and board members welcomed her.

#### **Recognition of Visitors and Open Forum (Public comment is limited to items on any current or upcoming published board agenda)**

No visitors chose to address the Board of Directors during the open forum.

#### **Consent Agenda**

A motion was made by Stogdill, seconded by Dreyer, to approve the following:

- 1) Minutes of the October 12, 2020 regular meeting;
- 2) Bills in the amounts of:

General Fund	\$42,153.52
Management Fund	\$1,850.00
Capital Projects Fund	\$614,798.60
SAVE Fund	\$5,482.74
Activity Fund	\$5,279.55
Nutrition Fund	\$20,213.91

- 4) October 31, 2020 Financial Statements;

- 5) Open Enrollment Requests (None).

Motion carried 5-0.

#### **Annual Meeting**

##### **Treasurer's Report**

Board Secretary/Treasurer Cindy VanFosson presented the treasurer's report, which documents the financial position of each of the district's separate funds as of June 30, 2020.

##### **Certified Annual Report**

VanFosson presented information from the certified annual report for FY'20. Revenues in the general operating fund for the fiscal year totaled \$8,804,361, while expenditures totaled \$8,086,241. The district ended fiscal year 2020 with a final solvency ratio of 18.3%. Financial solvency ratio provides a picture of the cash resources on hand at fiscal year-end and represents the percent of the district's available funding. The district ended fiscal year 2020 with an unspent budget authority of \$2,863,347, 26.2%.

### **Bank Depository for 2020-2021**

A motion was made by Winchell, seconded by Dreyer, to adopt the District's Depository Resolution: Resolved, that the Treynor Community School District of Treynor, Iowa, in Pottawattamie County, Iowa, approves the following list of financial institutions to be depositories of the Treynor Community School District funds. The Business Manager/Board Secretary/Board Treasurer is hereby authorized to deposit the Treynor Community School District funds in amounts not to exceed the maximum approved for each respective financial institution as set out below:

TS Bank                   \$20,000,000.

UMB Bank               \$10,000,000.

Wells Fargo (ISJIT)   \$250,000.

A roll call vote was taken: Vorthmann-Aye, Stogdill-Aye, Christensen-Aye, Dreyer-Aye, and Winchell-Aye. The Depository Resolution passed on a 5-0 vote.

### **Election of Officers**

Board Secretary VanFosson called for nominations for the office of President of the Board of Directors. Stogdill nominated Brandon Vorthmann to serve as President of the Board of Directors for 2020-2021. Winchell seconded the nomination and Mr. Vorthmann was elected on a 4-0 vote.

President Vorthmann called for nominations for the office of Vice President of the Board of Directors. Winchell nominated Mickey Stogdill to serve as Vice President of the Board of Directors for 2020-2021. Christensen seconded the nomination and Mr. Stogdill was elected on a 4-0 vote.

### **Administration of Oath of Office to New Officers of the Board**

Board Secretary VanFosson administered the oath of office to Brandon Vorthmann and Mickey Stogdill as president and vice president of the Board of Directors for the 2020-2021 year.

### **Appoint Board Secretary/Treasurer**

A motion was made by Christensen, seconded by Stogdill, to appoint Cindy VanFosson as Board Secretary/Treasurer. Motion carried 5-0.

### **Establish Regular Board Meeting Dates/Times**

A motion was made by Winchell, seconded by Christensen to continue meeting the second Monday of each month at 6:30 p.m. in the board room next to the superintendent's office. The MS/HS library will continue to be used as an alternate meeting room for the foreseeable future for social distancing purposes. Motion carried 5-0.

### **Designate Newspaper for Publications/Notifications**

A motion was made by Dreyer, seconded by Winchell, to designate The Daily Nonpareil as Treynor Community School's official newspaper for publications and notifications. Motion carried 5-0.

### **Designate Legal Counsel**

A motion was made by Stogdill, seconded by Christensen, to continue utilizing the services of Brett Nitzschke of Lynch Dallas, P.C. (Cedar Rapids) as the primary legal counsel for the Treynor Community School. Motion carried 5-0.

### **Committee Memberships and Assignments**

Per Board Policy 209.2, standing committees of the Board allow one or two members to gain additional knowledge in areas over which the Board has responsibility. A motion was made by Winchell, seconded by Stogdill, to maintain the same committee assignment as 2019-2020. Motion carried 5-0. The following is a list of the committees and board members who will serve:

Facilities/Transportation/Buildings & Grounds – Brandon Vorthmann

Labor Management/Negotiations – Mickey Stogdill, Steve Winchell

Curriculum/School Improvement Advisory Committee – Keith Christensen

Finances – Mickey Stogdill

Board Policy Review/Legislative Action Network – B.J. Dreyer

Pottawattamie County Assessor's Conference Board – Steve Winchell

### **Reports and Communication Items**

Mr. Navara, Activities Director, reported: Winter sports seasons are beginning, with additional sanitizing and rules for both student athletes and spectators. Cheerleaders will participate at home events, but will not travel.

Mr. Hedger, High School Principal, reported: 1) He has been spending additional time communicating with at-home learners to confirm the district is providing the support needed for successful instruction. 2) Feedback from the virtual parent-teacher conferences in October has been positive. 3) Mrs. Endriss, Talented & Gifted (TAG) Instructor, has been working to establish challenging learning experiences for high school TAG students. Capstone Project is aligned with TAG standards and students will earn 2 elective credits toward graduation if they complete the full four-year program. Students in the Class of 2024 will be the initial students to work on the project.

Mrs. Berens, Middle School Principal, reported: 1) At the middle school TAG students are using Renzulli Learning website for enrichment activities. Renzulli is based on the students' interests and needs. 2) In lieu of a large group gathering, students will be watching a video for Veterans Day, November 11<sup>th</sup>. 3) In a coordinated effort between the middle school and the local food pantry, middle school students are donating food for Thanksgiving meals for 14 families.

Ms. Kay, Elementary Principal, reported: 1) With colder weather, elementary students have new protocols for arrival each morning. 2) Fourth and fifth grade students will begin attending music, art and PE in the classrooms of those instructors. Proper sanitation measures will be applied between classes and the Building Leadership Team will evaluate the change in 3-4 weeks. 3) All Iowa schools provide social emotional learning per the Every Student Succeeds Act (ESSA). Currently Treynor Elementary is using the Sanford Harmony Program, with lessons taught weekly by Ms. Kay, Mrs. Currin, Mrs. Finnegan, and Mrs. Nelson.

### **Discussion/Information/Review Items**

#### **Curriculum & Instruction: Elementary Music**

Mr. Stinman, elementary music instructor, discussed with board members how he has adjusted his classes this year due to virus restrictions. He also explained some of the professional development workshops and activities he's participated in to prepare for the unusual school year.

### **COVID-19 Information and Updates**

Superintendent Hopkins provided the latest COVID-19 letter sent to parents and employees.

### **USDA Free Breakfast/Lunch Program Extension**

The USDA extended the free breakfast/lunch program through the end of the school year. Families were sent the following notice:

Due to an extension of a nationwide waiver granted to the USDA, local school districts may now provide FREE breakfast and lunch to students until the end of the 2020-2021 school year. The Treynor School has chosen to participate in the program, and it is available for ALL students. All students will be able to eat breakfast and lunch at no charge.

However, if your child chooses to bring a cold lunch and wants to have milk with their lunch, they will still need to pay for the milk. The same applies for students who purchase a la carte items or doubles. Please make sure there are funds in your meal account to cover these extra charges. Also, if your family had a negative balance prior to the start of the free school meal program, you are responsible to pay for all charges.

Online students and students who have to quarantine: Meals are also available at no charge to all online and quarantined students. These meals are available for pick-up at the school. Please notify Jen Brammer at the Superintendent's Office (jbrammer@treynorcardinals.org or 712-487-3414) if you plan to participate in the meal program.

### **SW Iowa MHDS Region: Cares Act Grant**

Superintendent Hopkins applied for a Southwest Iowa Mental Health & Disability Services (MHDS) Cares Act grant and the district was approved up to \$20,000. Examples of expenses that will be funded with the grant are social/emotional curriculum, equipment needed for COVID-19 mitigation, and personal protective equipment (PPE). The district is very thankful for the additional funding.

### **Schedule Title IX Training for Administration and Board**

Due to scheduling conflicts, Title IX training with the district's attorney has been postponed. The legal team will provide a one-hour virtual training at a time that is convenient for board members and administrators. Superintendent Hopkins asked those groups to please contact him to confirm a date for Title IX training.

### **Policy Review for 505.9: Parent and Family Engagement**

Board members reviewed Board Policy 505.9: Parent and Family Engagement. Reviewing the policy annually is necessary due to Title I funding compliance. No changes are being recommended. The Policy is available for review on the district website under District – Policies.

## **IASB School Board Convention 2020**

The 75<sup>th</sup> annual Iowa Association of School Boards will be held November 17-19, 2020, completely virtual. Multiple education sessions, networking time and innovative learning opportunities are available for board members.

## **Comprehensive Financial Projection Model (CFPM)**

Superintendent Hopkins and Business Manager VanFosson attended a workshop on October 27<sup>th</sup> to learn about the Comprehensive Financial Projection Model created by Iowa School Finance Information Services (ISFIS) and Piper Sandler. The CFPM will provide the district with a five-year projection of property tax rates, unspent authorized budget, solvency ratio and a detailed aid and levy worksheet for FY 2022 through FY 2026. Submitting the necessary inputs to complete the model is the first step. The model will be shared with board members as a tool in making financial decisions.

## **Construction Update**

Kevin Strehle, BCDM architect, provided a written construction update.

### Work Complete:

- Casework installation is complete in the new classrooms. Marker boards have been installed.
- Floors are complete.

### Short-term look ahead for future activities:

- Tiling in restrooms near the new classrooms is complete.
- The ceiling grid is 90% complete in the vocal room and theater house.
- Wood finishes and trim will begin in roughly 2 weeks.

### Upcoming Milestones for the project:

- Elevator installation beginning 11/09/2020.
- Carpeting of the classrooms beginning 11/16/2020.

The project remains on schedule with the fine arts area scheduled for completion approximately February 2021. The balance of the work is scheduled to be completed approximately May 2021.

## **School Leader Update**

The School Leader Update is a monthly newsletter published by the Iowa Department of Education that includes a variety of timely topics, issues, and deadlines. Board members received a link to the November 2020 newsletter.

## **Action Items**

### **New Auditorium Change Order for Guardrails**

A motion was made by Christensen, seconded by Winchell, to approve the change order for auditorium guardrails at a cost of \$10,083. This proposal will authorize Meco-Henne to install guardrails on each side of the theater walls. The guardrails were not included in the original plans, but are necessary for safety. Although an answer was not available at the meeting, Board members questioned how the architect missed this safety item in the original plans. Following discussion, the motion was approved on a 5-0 vote.

### **New Art Room Kiln and Paint Booth**

A motion was made by Stogdill, seconded by Dreyer, to approve the purchase of a kiln and paint booth for the new art room at a cost up to \$6,000. Mrs. Flaten received two quotes for the kiln and both quotes were similar in price. The quote from Minnesota Clay was provided. The paint booth model had been determined during construction planning and BCDM confirmed it will work in the new art room. The motion to approve the purchase of a kiln and paint booth was approved on a 5-0 vote.

### **New High School Addition Restroom Accessories**

A motion was made by Winchell, seconded by Christensen, to approve the purchase of restroom accessories for the new high school addition at a cost up to \$1200. Motion carried 5-0.

### **High School Athletic Hallway Lighting**

A motion was made by Stogdill, seconded by Dreyer, to approve the change order for the high school athletic hallway lighting at a cost of \$3,966. Moving the HVAC system in the athletic hallway created a situation where the lighting is obscured. Replacing the lighting to make the hallway brighter is a logical move during renovation. Motion carried 5-0.

## **Personnel**

### **Resignations**

A motion was made by Winchell, seconded by Christensen, to approve the resignation of Lauren Beck as junior high coach for volleyball, basketball, and track. These positions will be added to the vacancy update. Motion carried 5-0.

**Employment**

A motion was made by Dreyer, seconded by Stogdill, to approve the \$0.50 per hour increase in pay for Heather Livengood, who has successfully completed para-educator certification. Motion carried 5-0.

**Vacancy Update**

The following positions are currently listed as open: junior high girls' basketball, junior high girls' track, and substitute support staff (custodians, food service, secretaries, and para-educators).

**Superintendent's Report****Facilities and Grounds Updates**

Superintendent Hopkins provided an updated list of items ongoing, in progress, and completed recently. Two elementary classrooms will have new lighting installed during Thanksgiving break.

**Meetings & Miscellaneous Updates**

With the exception of the Title IX training to be scheduled, there are no other miscellaneous updates.

**Next Meeting(s)**

A list of regular board meetings for the 2020-2021 fiscal year can be found on the district web site on the Board of Education link. The next regular meeting of the Board of Directors is Monday, December 14, 2020.

**Adjourn**

A motion was made by Winchell, seconded by Christensen, to adjourn the meeting at 8:32 p.m. Motion carried 5-0.

These minutes are as recorded by the board secretary and subject to approval at the next regular board meeting.

Cindy L. VanFosson

Board Secretary