

**UNION COMMUNITY SCHOOL DISTRICT  
DYSART-GENESE-PORTER CITY  
Final Meeting of the Retiring Board  
November 21, 2023**

**Call to Order:** Vice-President Brandon Paine called the regular meeting to order at 6:00 p.m. at Union Middle School. The following board members were present: Reid Carlson, Lindsey Piphon, Jenna Scott, and Ben Schemmel.

**Approval of Agenda:** On a motion by Paine, second by McGivern, the agenda was approved as presented. Motion carried 5-0.

**Consideration of Action on Consent Items:** Approval of the October 23, 2023 Board Minutes; Approval of board policies- 2nd Reading, 402.5- Required Professional Development (New Policy); 403.6- Drug and Alcohol Testing Program; 404- Employee Conduct and Appearance; 404.3R3- Retaliation Prohibition (New Policy); 405.1- Licensed Employee Defined; 405.2- Licensed Employee Qualifications, Recruitment, Selection; 405.3- Licensed Employee Individual Contracts; 405.4- Licensed Employee Continuing Contracts; 405.5- Licensed Employee Work Day; 605.3E4- Request to Prohibit a Student from Checking Out Specific Library Materials (New Policy); 605.3E5- Request to Prohibit a Student from Accessing Specific Instructional Materials (New Policy). On a motion by Scott, second Schemmel the consent items were approved. Motion carried 5-0.

**Approve Canvass of Votes/Election:** Paine read the results of the Official Canvass of votes from the November 7, 2023 election. Re-elected for the Director District At-Large seat was Corey Lorenzen; for Director District 1, the write-in winner was Brandon Paine; Director District 3, Carleen McGivern was elected; and for Director District 4, Ben Schemmel was re-elected. The Revenue Purpose Statement specifying the use of revenues the district will receive from the State of Iowa Secure an Advanced Vision for Education Fund was approved by the voters 351 to 59. On a motion by Scott, second by Piphon, the board approved the Canvass of Votes/Election. Motion carried 5-0.

**Old Business:**

**Early Retirement Policy and Documentation- 407.6, 407.6E1-407.6E3.** On a motion by Scott, second by Schemmel, the board approved the first reading of the Early Retirement Policy and Documentation- 407.6, 407.6E1 through 407.6E3. Motion carried 5-0.

**Adjourn:** On a motion by Schemmel, second by Scott the meeting of the retiring board adjourned at 6:15 p.m.

**Annual Organizational Meeting  
November 21, 2023**

**Call to Order by President Pro Team (Board Secretary).** The Annual Organizational Meeting was called to order by President Pro Team Board Secretary Diane Roberts.

**Oath of Office to New Board Members:** The Oath of Office was given to newly elected board members Brandon Paine, Ben Schemmel and Carly McGivern. Board member Corey Lorenzen will be given the Oath of Office prior to the next meeting.

**Election of Board President:** Nominations were accepted for the office of Board President. Corey Lorenzen was the only nominee and was unanimously elected. The Oath of Office will be administered prior to the next meeting.

**Election of Board Vice-President:** Nominations were accepted for the office of Board Vice-President. Ben Schemmel was the only nominee and was unanimously elected. The Oath of Office was administered to Schemmel.

**Appointment of Board Secretary/Treasurer:** On a motion by Piphoo, second by Carlson, the board appointed Diane Roberts and Elizabeth Nelson Board Secretaries and Kim Lubbert Treasurer. Motion carried 5-0.

**Approval of Agenda:** On a motion by Paine, second by McGivern, the agenda was approved as presented. Motion carried 5-0.

**Consideration of Action on Consent Items:** Approval of board policies- 1st Reading- 405.6- Licensed Employee Assignment; 405.7- Licensed Employee Transfers; 405.8- Licensed Employee Evaluation; 405.9- Licensed Employee Probationary Status; 406.1- Licensed Employee Compensation; 406.2- Licensed Employee Compensation Advancement; 406.3- Licensed Employee Continued Education Credit; 406.4- Licensed Employee Compensation for Extra Duty; 406.5- Licensed Employee Group Insurance Benefits (I, II); 406.6- Licensed Employee Tax Shelter Programs; 407.1- Licensed Employee Resignation; 407.6- Early Retirement Policy; 407.6E1-Employee Early Retirement Acknowledgement of Receipt; 407.6E2-Employee Early Retirement Insurance Option; 407.6E3- Employee Early Retirement Plan Application. Approval of Resignations: Randi Walker- UMS/UHS Cheer Coach; Approval of Transfers/Reassignment: None; Approval of New Hires: Mike Bistline- Substitute Route/Activity Bus Driver; Julie Borton- Substitute Van Route Driver; Sheryl Bruce- Substitute Van Route Driver; Reid Carlson- Substitute Route/Activity Bus Driver; Kayla Grigg- Substitute Van Route Driver; Jonni Meier- Substitute Van Route Driver; Allen Purdy- Bus Route/Driver- Pending background check; Tim Smith- Substitute Route/Activity Bus Driver- Pending background check. Financials; Open Enrollment Requests; Special Education Contract with Gladbrook-Reinbeck; Fundraiser Requests. On a motion by Paine, second by Piphoo, the consent agenda items were approved. Motion carried 5-0.

**Announcements, Communications and Presentations-** There were no announcements, comments from the public or correspondence.

**Superintendent Report:** *Instructional:* The results of the district assessment survey are in. There were 630 responses. The assessment gave us some things to look at going forward, as well as showing we have some really great things going on in the district. Congrats to the students and staff at LPC. Top 1% of all elementary schools in the state! The SIAC committee (formerly the Site Councils) met and developed academic and bullying harassment prevention goals for each building. The literacy committee work is on hold due to the state sponsoring LETERS training next year. The calendar committee met. A survey was sent to the staff and a good response was received. *Facility Updates:* Union Pride banners are up at UHS. Working on the temperature in the upper gym. Right now there is very little, if any, heat in that area due to one of the units quitting. *Safety/Security:* The Tama County Sheriff completed the active shooter/intruder presentation at DG and UMS. Very positive feedback was received. LPC/UHS will receive the presentation in December. A training exercise is being discussed for the near future. *Staffing:* Still in need of sub bus drivers. I am finishing my DOT requirements to drive a van route. *Other Info:* Board Policy 905.1 Organizations/Entities using the building. There have been conversations recently relative to community use of the school buildings. Board Policy requires persons who use the buildings to have liability insurance. This can be costly to small groups/individuals. The board discussed the how and whys to requiring those that rent the facilities to have liability insurance. In the end they decided to align the board policy to past practice. Admission prices to school events. The Administration here supports the NICL recommendation to increase the cost of adult admission, but there are some conference schools that are more hesitant. The board discussed the pros and cons of going from \$5 to \$8. Student admission would remain at \$5. *Conclusion:* Congratulations to the football, volleyball, cross-country and swimming teams on

their outstanding seasons. Football was in the top 16; volleyball in the top 4; Millie Condon was 11<sup>th</sup> place at State cross country; and Lucy Parson 7<sup>th</sup> place at State swimming.

**Presentations-** Middle School Principal Wayne Slack shared the facility upgrades that have taken place in 2023 including the HVAC, and a complete refresh of the auditorium and band room. Still waiting to get the yellow walls painted. As part of the Capturing Kids Hearts program at the middle school all staff are enhancing student's connectedness to school by creating a welcoming culture and climate. All students are greeted at the door each morning by Mr. Slack, then as they enter the classroom they are acknowledged and greeted by their teacher. At the beginning of the class the students share good news. Social contracts are also part of the Capturing Kids' Hearts program. This lays the foundation for collaboration between the students and staff – goals to work on and achieve. There is a multi-step program for discipline and the students know what the many levels are and what happens at each stage. Positive Behavior Referrals- Parents receive phone calls from Principal Slack when the students are found doing something good.

Leadworthy is a new course that all sixth through eighth grade students take either first or second quarter. There are several lessons and topics designed to develop student's skills in personal responsibility; leadership skills; professional skills; and self-concept.

Mr. Toenges, high school principal shared that at his building they have formed five groups to help keep the CKH program progressing at the high school. Toenges then presented the annual District Career and Academic Plan. He closed out commenting that behavior referrals are down significantly at the high school this year.

#### **New Business**

**Appoint board members to the following positions:** County Conference Board: Black Hawk County- Brandon Paine; Benton County- Maureen Hanson; Tama County- Ben Schemmel. Negotiations Committee: Reid Carlson, Ben Schemmel, and alternate Carly McGivern. Dysart Community Foundation- Carly McGivern. ELL Committee (Lau Plan)- Lindsay Pipho. Board Insurance Committee- Ben Schemmel, Reid Carlson, Brandon Paine.

**Consider approval of a resolution to designate authorized signatures for the District's financial accounts and business transactions.** On a motion by Paine, second by Carlson, the board approved the resolution to designate John Howard, Superintendent; Kim Lubbert, School Business Official/Board Treasurer; Diane Roberts, Board Secretary/HR; and Corey Lorenzen, Board President as the authorized signatories for the District's financial accounts and business transactions. Motion carried 5-0.

**Consider approval of the district School Improvement Advisory Committee (SIAC) academic and bullying/harassment prevention goals.** On a motion by Carlson, second by Pipho, the board approved the district School Improvement Advisory Committee (SIAC) academic and bullying/harassment prevention goals. Motion carried 5-0.

**Consider approval of the SBRC Request for River Hills.** On a motion by Paine, second by Pipho, I move that the Board of Directors of the Union Community School District approve the application to the School Budget Review Committee in the amount of \$7,208.31 for special education administrative costs associated with the River Hills Consortium program for the 2024-2025 school year. Motion carried 5-0.

**Consider approval of the SBRC Request for Lied Center Consortium.** On a motion by Pipho, second by Carlson, I move that the Board of Directors of the Union Community School District approve the application to the School Budget Review Committee in the amount of \$1,976.61 for special education administrative costs associated with the Lied Center Consortium program for the 2024-2025 school year. Motion carried 5-0.

**Consider approval of the SBRC Request for Open Enrolled Out.** On a motion by McGivern, second by Paine, The Union Community School District's administration is authorized to submit a request to the School Budget Review Committee for a modified supplemental amount of \$124,332.80 for open enrolled out students who were not included in the district's previous year certified enrollment count. Motion carried 5-0.

**Consider approval of the memorandum of understanding between the Union Community School District and Luther College.** On a motion by Paine, second by Piphon, the board approved the memorandum of understanding between the Union District and Luther College. Motion carried 5-0. There are Luther students who have expressed interest in doing their student teaching experience at Union.

**Consider approval of an annual contract between the Union CSD and Sentinel 1/BreachQuest for the complete computer security platform.** On a motion by Carlson, second by Paine, the board approved the one-year contract with Sentinel 1/BreachQuest for a complete computer security platform. Motion carried 5-0.

**Consider approval of the district Talented and Gifted Identification and Programming Guide.** On a motion by Piphon, second by McGivern, the board approved the district Talented and Gifted Identification and Programming Guide. Motion carried 5-0.

**Consider approval of the Encompass Quote for Microsoft Open Value Subscription Program.** On a motion by Paine, second by Piphon, the board approved the Encompass quote for Microsoft Open Value Subscription Program. Motion carried 5-0. This is an annual renewal for the Microsoft Suite software.

**Consider approval of the bid for sale of the Finish Lynx Track and Cross Country Timing System to the Boyer Valley CSD.** On a motion by Piphon, second by Carlson, the board approved the sale of the Finish Lynx track and cross country timing system. Motion carried 5-0. The proceeds will be used to purchase new hurdles.

**Discussion of facility projects for 2023-2024.** Discussion continued on the facility projects for 2023-2024. The failure of the heating unit in the upper gym will now have to be a priority over other projects. In addition to the commitment to the DG playground, and the improvements to the wrestling room with matching funds from the Booster Club, will have to adjust the FCS room work and revisit the other projects at a future meeting.

**Consider approval of the tentative dates, locations and times for upcoming board meetings.** Tentative dates & locations: December 18, LPC Elementary, 6:00; January 15, District Office- Board Room, 6:00; February 19, District Office- Board Room, 6:00; March 18, District Office- Board Room, 6:00; April 1, District Office- Board Room, 6:00; April 15, District Office- Board Room, 6:00; May 20, District Office- Board Room, 6:00; June 17, District Office- Board Room, 6:00; July, 15, District Office- Board Room, 6:00.

**Adjourn:** On a motion by Paine, second by Piphon, the meeting adjourned at 8:11 PM. Motion carried 5-0.

Ben Schemmel, Vice-President

Diane Roberts, Board Secretary

