

**Belmond-Klemme Community School District**  
**Minutes of the Meeting of the Board of Directors**  
Held in the Belmond-Klemme High School Library  
411 Tenth Avenue Northeast, Belmond, Iowa 50421

**Thursday, September 17, 2020 – TENTATIVE – UNAPPROVED**

The Board of Directors for the Belmond-Klemme Community School District met for a regular board meeting at the above date at 7:10 P.M.

On Friday, March 20, 2020, Governor Reynolds signed a proclamation easing the rules for public meetings during the course of the COVID-19 public health emergency. The requirement that school boards have a physical meeting location where the public can congregate to listen to the meeting was temporarily suspended. During this time period, meetings must be hosted entirely through electronic means.

The meeting was Live Streamed on the school district's Facebook page: <https://www.facebook.com/BKBroncos>

Citizens wishing to speak at the hearing or address the school board could do so by calling the telephone number 641-444-4300 ext. 2109

The meeting was called to order by Board Vice President Sharon Barkema

Vice-President Barkema asked for the roll to be called. The Board Secretary called the roll. Present for the meeting were Rick McDaniel (absent), Sharon Barkema, Gary Berkland, Ryan Meyer, Michelle Murphy, Marc Schlichting (absent), and Jim Swenson. Also, present Superintendent Dan Frazier, and Board Secretary Thelma Martinez. Vice President Barkema determined that a quorum was present.

Director Murphy asked to remove consent item 4e Substitute Bus Drivers Contracts. Superintendent Frazier modified paid rate and years of experience for Shelby Zirbel under Employment: Personnel Resignations and Recommendations. Director Swenson moved to approve the amended agenda: seconded by Meyer. Motion carried 5/0.

Vice-President Barkema asked for a motion to approve the consent agenda items:

- Minutes of the Regular Board Meeting from August 20, 2020;
- Financial Statements;
- Bills;
- School board Policies
  - Review of Board Policies 605.1 through 605.7, Educational Program
  - Second and Final reading of New Policy Forms 404.4E1 and 404.4E2 Families First Coronavirus Response Act
  - First Reading of New Policy 106 Discrimination and Harassment Based on Sex Prohibited.
- Employment: Personnel Resignations and Recommendations
  - Accepted the resignation of Andrew O'Connor as a para-educator as at the secondary school.
  - Authorized the hiring of one additional special education para educator for the elementary school, as a new student last spring with an IEP required one-on-one adult support at 7.25 hour-per-day special education para-educator to meet the student's IEP requirements.
  - Assigned Jessica McFall as a para-educator in Jacobson Elementary working with special education with terms of employment at entry level in accordance with the master contract (beginning wage \$14.28 per hour) at 7.25 hours per day for the position created by board action above.
  - Authorized the hiring of one additional special education para-educator for the elementary, as a new student with an IEP requires one-on-one adult support at

7.25 hour-per-day special education para-educator to meet the student's IEP requirements.

- Assigned Bethany Thompson as a para-educator in Jacobson Elementary working with special education with terms of employment at entry level in accordance with the master (beginning wage \$14.28 per hour) at 7.25 hours per day for the position created by board action above.
- Assigned Lydia Gutierrez as para-educator in Jacobson Elementary working with English Language Learners with terms of employment at entry level in accordance with the master contract (beginning wage \$14.28 per hour) at 7.25 hours per day for the position vacated following the resignation of Irma Terry.
- Assigned Kaitlyn Forst as a para-educator in Jacobson Elementary working with special education with terms of employment at entry level in accordance with the master contract (beginning wage \$14.28 per hour) at 7.25 hours per day for the position vacated following the resignation of Val Dougherty.
- Assigned Jocelyn Terrazas as a para-educator in the secondary school working with English Language Learners with terms of employment at entry level in accordance with the master contract (beginning wage \$14.28 per hour) at 7.25 hours per day for the position vacated following the resignation of Thelma Garcia.
- Assigned Magnolia (Leah) Willms as a para-educator in the secondary school working with special education with terms of employment at entry level in accordance with the master contract (beginning wage \$14.28 per hour) at 7.25 hours per day for the position vacated following the resignation of Debbie Fink.
- Assigned Shelby Zirbel as a para-educator in the secondary school working with special education with terms of employment at Step C with 4 years of experience (\$14.63 per hour) at 7.25 hours per day for the position vacated following the resignation of Andrew O'Connor.
- Authorized the hiring of one additional special education para-educator for the secondary school, as a new student with an IEP requires on-on-one adult support at 7.25 hour-per-day special education para-educator to meet the student's IEP requirements.
- Accepted the resignation of Merriya Pickner as Varsity Assistant Speech Coach and Sponsor.
- Appointed secondary English teacher Leo Livingston as Varsity Assistant Speech Coach and Sponsor with compensation according to the master agreement.

Moved by Berkland; seconded by Murphy. Motion carried 5/0.

Vice-President Barkema asked for a motion to approve the Substitute Bus Driver Contracts. Superintendent Frazier recommended the board move to approve issuing one-year-only contracts for the substitute bus drivers listed

- John Andrews
- Todd Buseman
- David Butler
- Daniel Cross
- Dennis Dippel
- Eric Dougherty
- Roger Duvall
- Jerry Lance
- Shirley McLaughlin
- Scott Meyer
- John Murphy
- Andrew O'Connor
- Rex Peterson Jane
- Robson
- Deborah Sloth
- Jason Wessels
- Joshua Wessels

Moved by Swenson; seconded by Berkland. Motion carried 4/1 Director Murphy abstained.

## Reports

### School Improvement: Summer School Data

Principal Young reported the attendance of the summer school with 32 students, each group have a teacher and Ms. Nelson rotated during the day with the different groups to work with art projects.

### Business Manager's Report on the Audit Exit Interview 2020

Ms. Greenfield commented the two small issues as part of the audit findings. First, segregation of duties in the business office, and second, deficit student lunch accounts. Ms. Greenfield mentioned Ms. Thompson plans to address the school board at December meeting.

Superintendent Frazier mentioned the current projections for enrollment at 683 students. He also, mentioned the extension of the free lunch program from September 14 through December 31, 2020, or until federal funding runs out. Finally, Superintendent Frazier mentioned the summer school directed by Mr. Kelly and congratulated Ms. Greenfield on completed the Iowa School Business Management Academy.

Principal Fisher mentioned the homecoming week and the precautions implemented for the activities during the week. Mr. Fisher mentioned the transition from online to block schedule. Finally, Principal Fisher mentioned the fall sports and activities.

Ms. Ahrens commented the activities she is working as the new TLC leader. Principal Young mentioned the new Kindergarten class having 8 more students from the projections. He also, mentioned online classes started with 40 students but that number have already down to 17 students. Finally, Principal Young mentioned the changes at arrival and dismissal at the Jacobson Elementary for COVID-19.

### Review Board Treasure's Report: Examine Financial Accounting Books for Fiscal Year 2020

Board Treasurer Greenfield presented the report to the board. Superintendent Frazier recommended the board to move to approve the report. Moved by Swenson, seconded by Meyer. Motion carried 5/0.

### Resolution of Depositories

Resolved, that the Belmond-Klemme Community School district approve the following list of financial institutions to be depositories of the Belmond-Klemme Community School Funds in conformance with all applicable provisions of the Iowa Code Chapters 452 and 453 (1983) as amended by 1984 Iowa Acts, S.F. 2220. The School district treasurer is hereby authorized to deposit the Belmond-Klemme Fund in amounts not to exceed the maximum approved for the financial institution as follows: First State Bank in Belmond, IA maximum balance of \$5,000,000; Green Belt Bank and Trust in Belmond, IA maximum balance of \$500,000; The Iowa Schools Joint Investment Trust (ISJIT) in Des Moines, IA maximum of \$8,000,000. I hereby certify that the foregoing is true and correct copy of a resolution of the Belmond-Klemme community School District adopted at a meeting of said public body, duly called and held on the 17<sup>th</sup> day of September, 2020. Moved by Berkland; seconded by Murphy. Motion carried 5/0.

### Appoint School Board Attorney

Superintendent Frazier recommended the board move to approve Ann Smisek of Ahlers Law as its legal counsel. Moved by Swenson; seconded by Meyer. Motion carried 5/0.

### Finance Committee Members to review Monthly Bills

Director Meyer moved to approve Sharon Barkema and Jim Swenson as the Finance Committee; seconded by Murphy. Motion carried 5/0.

### Resolution Authorizing the Vice-President of the Board of Directors the Authority to Sign School District Warrants and Checks

WHEREAS, Iowa Code 291.1 assigns the duty of signing all district warrants drawn as provided by law to the school board president, and

WHEREAS, Iowa Code states that the board of directors, by resolution, may designate and individual to sign warrants on behalf of the president, and

WHEREAS, school board policy 206.2, Vice-President, states, ‘If the board president is unable or unwilling to carry out the duties required, it is the responsibility of the Vice-President of the board to carry out the duties of the President,”

BE IT THEREFORE RESOLVED, by the Board of Directors of the Belmond-Klemme Community School District, as follows:

That the Board of Directors hereby authorizes the Vice-president of the Board to sign the checks and warrants when the Boar president is unavailable.

This resolution passed and approved this 17<sup>th</sup> day of September,2020

Rick McDaniel, President of the Belmond-Klemme Board of Directors.

Attest: Thelma Martinez, Board Secretary

Director Swenson moved to approve the Resolution Authorizing the Vice-President of the Board of Directors the Authority to Sign School District Warrants and Checks; seconded by Berkland. Motion carried 5/0.

#### COVID-19 Report and Discussion

Superintendent Frazier presented the report to the board.

#### Early Dismissals for Teacher Professional Development Every Wednesday

Superintendent Frazier recommended the board move to approve dismissing school at 1:00 PM every Wednesday for teacher professional development starting at 1:00 PM on Wednesday, September 30, 2020, and running through the end of the Semester, Wednesday, January 13,2021, with review and possible renewal at the December school board meeting. Moved by Berkland; seconded by Murphy. Motion carried 5/0.

#### State Financial Reports

Annual Transportation Report: Ms. Greenfield explained the transportation report.

Superintendent Frazier recommended the board move to approve the report as submitted.

Certified Annual Report: Superintendent Frazier recommended the board move to approve the report as submitted.

Special Education Supplement: Ms. Greenfield explained the Special Education Report.

Superintendent Frazier recommended the board move to approve the report as submitted.

Moved by Swenson; seconded by Berkland. Motion carried 5/0.

#### SBRC Supplemental AID for Special Education Deficit

Superintendent Frazier recommended approval of the report as submitted along with a request for reimbursement form the state of Iowa of our excess special education costs in the amount of \$474,607.93. Moved by Swenson; seconded by Berkland. Motion carried 5/0.

#### Meeting with State Representative Candidates on October 15

Board decided to not invite the candidates this year.

#### The Iowa Association of School Board Annual Convention

Board discussed the Annual Convention on November 18-19.

#### Superintendent and Board Goals

Board discussed the goals and decided to maintain the current goals

Board Goals:

- The board will improve its understanding related to district efforts to improve instruction and students learning.
- The board will enhance its knowledge related to PBIS (improving culture and climate)

#### Superintendent Goals:

- The Superintendent will provide leadership for the board’s understanding of, and administrator/staff efforts to improve instruction and student learning.
- The Superintendent will provide leadership for the board’s understanding of, and administrator/staff implementation/success of PBIS (improving climate and culture)

#### Tour of the High School Building

Board toured the high school building to see all the renovations and new additions done during the summer.

Adjourn  
Board Vice-President Barkema asked for a motion to adjourn the meeting. With no further business there was a motion to adjourn moved by Swenson; seconded by Meyer. Meeting adjourned at 9:00 PM

<hr/> Sharon Barkema, Board Vice-President	<hr/> Date
<hr/> Thelma Martinez, Board Secretary	<hr/> Date