

BETTENDORF COMMUNITY SCHOOL DISTRICT  
**BETTENDORF, IOWA**

Unofficial Minutes of the November 4, 2019 Committee of the Whole Meeting  
of the Board of Education  
(pending Board approval)

1. Call to Order.

The Board of Directors of the Bettendorf Community School District, in the County of Scott, State of Iowa, met in open session according to Iowa law for their Committee of the Whole Board meeting at the Administration Center, 3311 18th Street, Bettendorf, Iowa, on November 4, 2019. President Adam Holland called the meeting to order at 6:00 p.m. and the Board recited the Pledge of Allegiance. Colleen Skolrood, Board Secretary, verified that the meeting notice had been posted and mailed to the media as required by law.

Members present: Directors Castro, Champion, Geifman, Holland, Lynch, Pyevich, Staley  
Members absent: None

Other officials present: Mike Raso, Superintendent; Brietta Collier, Director of Finance and Business Services; Celeste Miller, Director of Communications; Curt Pratt, Director of Operations; Heather Stocking, Director of Human Resources; Dave Hlas, Director of Student Services; Sean McGinn, Director of Technology; Karen Allison, HH Principal; Brian Walthart, PN Principal; John Cain, GW Principal; Jayme Olson, NA Principal; Lorelei Andedo, BMS Associate Principal; Mary Heeringa, BEA Representative; David Farmer, Treasurer; Colleen Skolrood, Board Secretary.

2. Agenda Approval.

Motion by Director Lynch, seconded by Director Staley, to approve the agenda with the exception of 4.03, Approval of Administrative Recommendations.

Ayes: 7 Directors Castro, Champion, Holland, Lynch, Pyevich,, Staley, Geifman  
Nays: 0  
Motion carried 7-0

3. Commendations & Special Invited Guests.

3.01 Veterans Day Recognition (info only). In honor of Veterans' Day on November 11, the Bettendorf Community School District recognizes the contribution of all those staff members and Directors who serve or have served our country in the armed services. The observance of this day helps preserve the spirit of patriotism, sacrifice, and the willingness to work together for the common good that these men and women have demonstrated.

3.02 BHS - AP Scholars Awards. Bettendorf High School recently ranked #29 in the Iowa AP Index for the Top 50 Schools for 2017-2018 by the University of Iowa's Belin-Blank Center for Gifted Education, the 13th time it has achieved such an honor since the Belin-Blank Center began rating schools in 2005. In 2017-18, the school year in which AP data was used for the ranking, Bettendorf High School students took a total of 339 Advanced Placement Exams.

**BHS National AP Scholar Recipient:** Logan Quick, Yash Singh

**BHS Scholar with Distinction Recipients:** Eleanor Abbott, Zoe Allert, Jordan Bayles, Sheldon Deng, Emma Doyle, Bryan Hurd, Jason Jiang, Hannah Luppen, Justin Nock, Logan Quick, Yash Singh, Kejing Weng, Mizuki Wittmer

**BHS Scholar with Honors Recipients:** Erin Anderson, Arash Asadi, Kyler Castro,

Allison Kling, Ryan Longenecker, Patrick Markovich, Elizabeth Park, Sophia Pike, Mitchell Winterlin

**BHS AP Scholars:** Olivia Bert, Brianna Berthiaume, Dylan Bonis, Kristin Boyler, Joseph Byrne, Ty Callahan, Sarah Canfield, Logan DeLacy, Margaret Dixon, Madison Foht, Megan Greenley, Justin Hettlage, Emma Hovey, Peter Hurd, Melanie Klein, Carson Mariman, Jessica Mouw, Christian Myers, Aaron Roehr, Brendan Scarlett, Oskar Skogman, Greta Solbrig, Madison Temple, Paige Terronez, Hannah Uhrich, Breanna VerMeer, Olivia Vincent, Kaitlyn Walter

- 3.03 MAC Cross Country Champions - BHS Girls
- 3.04 Dave Terronez Named MAC Cross Country Coach of the Year

4. Consent Agenda.

Motion by Director Geifman, seconded by Director Champion, to approve the consent agenda as modified. Consent Agenda item 4.03 is now Action item 7.05.

Ayes: 7 Directors Champion, Geifman, Holland, Lynch, Pyevich, Staley, Castro

Nays: 0

Motion carried 7-0

- 4.01 Approval of October 16, 2019 Special Board Meeting on Disciplinary Hearing, October 21, 2019 Regular Board Meeting Minutes and October 28, 2019 Special Board Meeting
- 4.02 Approval of November 4, 2019 Bills Recommended for Payment
- 4.04 Approval of Purchase Justification for BMS Nutrition Service Department
- 4.05 Approval of Joe Adam Representing District #4 MBAEA Board of Directors
- 4.06 Approval of Portrait of a Graduate Minutes
- 4.07 Approval of a donation in the amount of \$600 from the Bettendorf Presbyterian Church, 1200 Middle Road, Bettendorf, IA. 52722 for the Paul Norton Backpack Program
- 4.08 Request for Open Enrollment - denial of the Open Enrollment Request  
Out of Bettendorf 2019/20  
Ian Hinds, grade 11, not timely filed (CAM)  
Carleigh Lennox, grade 11, not timely filed (Dav)
- 4.09 Approval of Requests for Open Enrollment  
FOR INFORMATION ONLY. The following students have been approved for open enrollment.  
Into Bettendorf 2019/20  
Isabella Howard, grade 7, continuation (Dav)  
Olivia Howard, grade 3, continuation (Dav)  
Riley Spooner, grade 10, continuation (NS)  
Rory Spooner, grade 9, continuation (NS)

5. Shared Communication & Committee Reports.

- 5.01 Board Shared Communication & Committee Reports (audio begins at 3m 15s).

Director Castro congratulated the Cross Country teams and Coach Terronez. He said those are great accomplishments. Director Champion also congratulated the Cross Country teams. He said the amount of communication from the coaches has been amazing.

Directors Champion, Geifman, and Holland attended an initial sit down with the BEA.

Director Geifman attended the Middle School Cabinet tour last week. He also had lunch at Paul Norton.

Director Lynch sat in on discussions of the Paul Norton and Herbert Hoover renovation plans.

Director Pyevich congratulated the AP Scholars.

Director Castro visited Paul Norton and had a good conversation with Principal Walthart.

President Holland reminded everyone that tomorrow is Election Day.

5.02 Student Representatives' Report.

There was no student representative in attendance.

5.03 BEA Report.

The BEA has officially recertified. They had great turnout and results. BESA and SEIU also recertified. They held an informal meeting on negotiations and are gathering more information. They will meet with the board negotiations team on December 11 to discuss initial proposals. November BEA meeting is this Wednesday at Grant Wood. Next Round Table meeting is Monday, November 11.

6. Discussion Items & Reports.

6.01 Discussion on Superintendent Search Process (audio begins at 8m 55s).

Dale Monroe of Ray and Associates led the discussion on the Superintendent Search Process. The new superintendent will begin in July 2020.

TIMELINE:

- Nov. 5 - 18 - Community 33 Qualities Survey
  - Open to community through 8 am on Nov. 18.
  - Results to be used to develop the qualities the district is looking for in a superintendent.
- Nov. 15 - Stakeholder Meetings
  - Groups of 10-15 to meeting with the superintendent search firm to get input on what qualities the district stakeholder would like in a superintendent as well as pressing issues and priorities.
  - Students (MS/HS), staff (certified, classified, central office/administrators), parents (PTA/boosters, principal recommendations), community, and School Improvement Advisory Committee (SIAC).
  - Groups will be invited back to interview candidates on Feb. 4
- Nov. 25 - Board to Finalize Superintendent Profile
- Nov. 26 - Posting for Interested Candidates
- Jan. 5 - Application Deadline
- Jan. 21 - Top candidates presented to the board

- School board selects finalists for interviews (closed session)
- Jan. 28 week - Interview Top Candidates
- Feb. 4 - Finalist Interviews
  - Stakeholder groups and constituents
  - Community forum
  - Board interviews

Brie Collier pulled ten up, ten down salary ranges for Superintendents. Directors were comfortable with a salary up to \$190,000.

6.02 Finance Update (audio begins at 1h 12m 50s).

Director of Finance, Brie Collier gave an update on the 2020-2021 At-Risk Budget. The application is due in December. She has been working with Dave Hlas and Tammy Chelf on the budget.

6.03 Facility Update (audio begins a 1h 13m 56s).

Mark Twain is tracking on schedule to be substantial complete at the end of November. Director of Operations, Curt Pratt said the furniture will begin being installed at Mark Twain the beginning of December. On December 23, they will begin to load trailers and get ready to move into the new building.

A group met to review the Paul Norton and Herbert Hoover projects. The Paul Norton project is straight forward. Herbert Hoover is much more difficult. The problem is the space that is available to renovate is long and narrow. They are short 2,000 square feet of space in terms of giving that building what it needs. Director Pratt said he does not know what the best route forward is. Directors discussed waiting on Herbert Hoover until there is a clearer picture of funds available. They agreed to move forward with Paul Norton. Director Geifman asked about repurposing items from Thomas Jefferson to help make Herbert Hoover's entryway safer for now.

6.04 Miscellaneous Update (audio begins at 1h 36m 06s).

Superintendent Raso gave an update on safety. Some of the activities completed or scheduled since the last board meeting:

- An all administrative planning meeting on October 24 where they discussed the input data received from staff. The themes that came out of staff input was legal liability, administrative support, training, selective open enrollment, and punishments. Much of the focus of the discussion centered on immediate training opportunities and communication of an objective picture (trend data), protocols, and policies. Finances and staffing were discussed briefly but will be addressed more when the team meets again on November 4.
- Heather Stocking and Brie Collier met with reps from Precedence EAP about our Employee Assistance Program.
- On October 29, BEA reps joined some of the Central Office administration on a conference call with Cindy Swanson from ISEA to discuss training opportunities with ISEA and the need for mapping what we currently have in the district (training

opportunities, protocols, etc.) and what is and is not working.

- Superintendent Raso provided staff board policy 503.5 related to going hands-on with students. While this policy is not black and white it does provide general guidelines on where our policy currently stands. We are working to clarify some of these areas.
- Heather Stocking met with the AEA and they have a team who will be working with the district on vision, revisiting the foundations of PBIS, and de-escalation training.
- November 4, administration will continue the discussion from our administrative meeting on October 24. The discussion will also include staffing and finances.
- On Tuesday, November 5 a group of us will be meeting with Family Resources. They provide trainings on various topics including: implicit bias, creating trauma informed environments, power struggles, culture responsiveness, relationship building, and secondary trauma.
- On Wednesday, November 6 during the early release, BMS teachers will have three breakout sessions to choose from. The sessions are; Trauma Informed Care, Restorative Justice, and School Culture & Climate. Board members, if available, are welcome to attend

The administrative team has agreed that an additional security person at the Middle School and two behavior coaches, one for elementary and one for the secondary level are needed this year. Finance Director Collier is comfortable with staffing this year, but would like a lone-range plan. The administrative team is in agreement and would like to look at everything as a whole and prioritize needs.

The board also discussed behavior events for the first quarter at all the buildings.

- 6.05 Discussion of the SBRC Application (LEP), Increased Enrollment, Open Enrollment and ELL (audio begins at 2h 07m 13s) .

This is an application that is filled out every year. It compares data from one year to the next. The application is a request to approve additional authority.

- 6.06 Discussion of Special SBRC Request - Ross College Lease (audio begins at 2h 09m 21s).

The district is requesting Modified Supplemental Amount for General Fund authority and the ability to transfer this authority from the General Fund to the SAVE Fund. The \$312,000 relates specifically to the lease of Ross College. All building leases must come from capital project funds (such as SAVE). Requesting the General Fund authority and the ability to transfer into the SAVE fund is a net zero effect on General Fund authority. This would impact General Fund cash but it frees up the SAVE dollars marked for the Ross College lease for use on other capital projects.

- 6.07 Discussion of the Renewal for the Employee Assistance Program (EAP) (audio begins at 2h 12m 28s).

Brie Collier and Heather Stocking met with reps from Precedence EAP about our

Employee Assistance Program. The contract is coming up for renewal and during their meeting they were able to add a few services that they believe will benefit all staff. The first thing they added was an EAP presentation from the organization for our New Teacher Orientation. They also added 4 staff wellness events. These will happen quarterly and maybe lunch and learn style, after-work events or could be built into our PD time. These will cover topics such as secondary trauma, work-life balance, workplace anxiety, etc. They will work together to create and plan these topics. The last thing that they have worked to add is a telehealth option for all staff. This will begin in January 2020 and will allow staff to call in to a mental health professional instead of having to be seen in an office. They believe emotional support is so important and are excited to continue to offer these services with new upgraded features for our staff. A reminder that EAP services are for all staff and their household dependents. An employee does not have to be on the district's insurance and all services are completely confidential, the district is informed only of usage numbers, never any identifying factors.

6.08 Discussion of First Reading of Primer Policies (2h 19m 48s).

One policy from the most recent IASB Policy Primer was left unaddressed: 404.R1 Code of Professional Conduct and Ethics Regulation. This is essentially a reproduction of the relevant Iowa code. The district does not currently have such a policy, and the committee withheld deliberation of this IASB recommendation, so that it may be taken up next year in conjunction with review of 400-series policies in light of contract negotiations. (The board decided earlier this year to review the 400-series policies after/in conjunction with contract negotiations, since these policies are so closely tied to master contract language.) We would also recommend that the new committee circle back to reexamine Policy 216.4.E1 New Board Member Orientation (which is included here for reapproval with no recommended changes), so that it might better reflect current practice, after we've completed this year's new board member orientations.

Director Pyevich noted in the first paragraph of policy of 210.5, it says blank number of days and recommended leaving it at 24 hours.

6.09 Discussion of First Reading of the Remaining 200 Policies.

The Policy Review Committee completed the regular five-year review of the 200-series policies, as well as additional policies revised by IASB in Policy Primer, vol. 28, no. 2 (October 1, 2019). The current Policy committee considers its work complete for the year, and will not be meeting again before the board's organizational meeting.

Policies 214 through 219 represent completion of the 200-series review; all other policies included here (100 through 211, 216.2, and the three 711s) come from the IASB Policy Primer. Of the regularly-reviewed policies, only 214 has been significantly altered: it was rewritten to incorporate elements from 214.R, which was largely duplicative, so that the latter could be deleted. No substantive change in policy was intended in this rewrite.

7. Action Item.

7.01 Approval of Superintendent Search Process.

Motion by Director Lynch, seconded by Director Champion, to approve the Superintendent

Search Process.

Ayes: 7 Directors Geifman, Holland, Lynch, Pyevich, Staley, Castro, Champion  
Nays: 0  
Motion carried 7-0

7.02 Approval of the SBRC Application (LEP), Increased Enrollment, Open Enrollment and ELL.

Motion by Director Lynch, seconded by Director Castro, to approve the SBRC Application (LEP), Increased Enrollment, Open Enrollment and ELL.

Ayes: 7 Directors Holland, Lynch, Pyevich, Staley, Castro, Champion, Geifman  
Nays: 0  
Motion carried 7-0

7.03 Approval of Special SBRC Request - Ross College Lease.

Motion by Director Pyevich, seconded by Director Lynch, to approve the Special SBRC Request - Ross College Lease.

Ayes: 7 Directors Lynch, Pyevich, Staley, Castro, Champion, Geifman, Holland  
Nays: 0  
Motion carried 7-0

7.04 Approval of the Renewal for the Employee Assistance Program (EAP).

Motion by Director Staley, seconded by Director Champion, to approve the Renewal for the Employee Assistance Program (EAP).

Ayes: 7 Directors Pyevich, Staley, Castro, Champion, Geifman, Holland, Lynch  
Nays: 0  
Motion carried 7-0

7.05 Administrative Personnel Recommendations.

Motion by Director Staley, seconded by Director Lynch, to approve the Administrative Personnel Recommendations.

Certified Retirement

**Susan Alagna**/BHS/Program Nurse/Effective 6/30/20

Schedule D Resignation

**Daniel Knight**/BHS/Lunchroom Supervision (2ndquarter portion only)/Effective 10/25/19

Classified Termination

**Corrie Moen**/Operations/Bus Driver/Effective 11/01/19

**Linda Watson**/HH/Nutrition Services-Part-Time/Effective 10/30/19

Classified Resignation

**Ann Black**/NA/Youth Mentor/Effective 11/05/19

**Melissa Franzen**/HH/Paraeducator/Effective 11/08/19

**Kimberly Schwartzlose**/NA/Secretary A/Effective 12/03/19

Classified Letter of Assignment Modification

**Laura Baker**/MT to NA/Secretary A/Same rate of pay/7.5 hours per day/Replacing Kimberly Schwartzlose/Effective 12/02/19

**Ann Black**/NA to MT/Paraeducator/Same rate of pay/From 3.5 to 4.75 hours per day/New Position-Student Need/Effective 11/05/19

**Travis Yungen**/BHS/Custodian to Night Lead Custodian/\$20.41 to \$20.91 per hour/8.0 hours per day/Replacing Tim Dixon/Effective 11/05/19

Classified Recommendation to Hire

**Connie Dean**/HH/Nutrition Services-Part-Time/\$12.99/\$14.43 after 90 days/5.0 hours per day/Replacing Fern Martinez/Effective 11/05/19

**Brayden Duex**/BMS/Custodian/\$18.14/\$20.41 after 90 day/5.0 hours per day/Replacing Nadzije Selmani/Effective 11/05/19

**Joni Geifman**/District/Paraeducator/\$16.74 per hour/3.0 hours per day M-TH/Replacing Amy Schermerhorn/Effective 11/05/19

**Melissa Paulsen**/NA/Youth Mentor/\$15.71 per hour/19.5 hours per week/Replacing Ann Black/Effective 11/05/19

Ayes: 5 Directors Staley, Champion, Holland, Lynch, Pyevich

Nays: 1 Director Castro

Abstained: 1 Director Geifman

Motion carried 5-1-1

8. Management Report.

8.01 Superintendent Report. Superintendent Raso briefly spoke about the ISASP results and said he is very pleased with the initial reports.

Director of Finance Report. Brie is working on negotiations and the at-risk budget.

9. Board Requests for Information.

There were no requests for information.

Future Events and Informational Items.

- Tuesday, November 5, School Board Election Day
- Thursday, November 7, NA Superintendent Cabinet Tour, 3:30 pm
- Monday, November 11, Agenda Planning, 5:00 pm
- Tuesday, November 12, SIAC meeting, 4:30 pm
- Thursday, November 14, POG Gallery Walk, 2:00-5:00 pm
- Thursday, November 14, POG meeting, 5:15 pm
- November 20-21, 74th IASB Convention

10. Adjournment.

Director Castro motion to adjourn the meeting at 8:26 p.m.



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Adam Holland, President

ATTEST:

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Colleen Skolrood, Secretary