

BETTENDORF COMMUNITY SCHOOL DISTRICT
BETTENDORF, IOWA

Unofficial Minutes of the September 21, 2020, Regular 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 regular Board meeting at the Bettendorf Community School District Administration Center, 3311 18th Street, Bettendorf, Iowa, on September 21, 2020. 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, Doerder, Eastman, Holland, Lynch, Pyevich
Members absent: None

Other officials present: Dr. Michelle Morse, Superintendent; Brietta Collier, Director of Finance; Jill Matherly, Director of Human Resources; Celeste Miller, Director of Communications; Curt Pratt, Director of Operations; David Farmer, Treasurer; Mary Heeringa, BEA Representative; Colleen Skolrood, Board Secretary.

2. Approve the Agenda.

Motion by Director Lynch, seconded by Director Castro, to approve the agenda as presented.

Ayes: 7 Directors Castro, Champion, Doerder, Eastman, Holland, Lynch, Pyevich

Nays: 0

Motion carried 7-0

3. Communication.

3.01 **President's Statement.** Any member of the audience may address the board with comments about items of interest or concern. Please state your name and address and please limit your comments to three minutes. Iowa law prohibits discussing specific employees or their job performance. Please refer to policy 213.E1 - Public Input At Board Meetings.

There were no comments.

President Holland took a moment to recognize two staff members. Delia Ford passed away unexpectedly on Wednesday, September 8th. She has worked in the Bettendorf Community School District since 2015 as a special education paraeducator at Bettendorf High School. Additionally, Keith Bonstetter died unexpectedly on Sunday, September 20th. Keith taught Spanish at Bettendorf High School since 2001. On behalf of the board, President Holland offered condolences to the families, friends and colleagues.

3.02 **Board Shared Communication.** There was no shared communication.

3.03 **Superintendent's Report.** Dr. Morse offered her sincerest and deepest condolences to the families of Delia Ford and Keith Bonstetter. It has been a difficult week and a half for

our high school team and she thanked our BCSD family who have been there to support the high school team. She thanked everyone for their thoughts and prayers. She said Delia and Keith will be missed and not forgotten.

Dr. Morse thanked Joy Kelly and her team for all the work that they and the Student Council put in last week to make the best of the Homecoming week. It was not a traditional week, and while they were unable to do all the activities, staff and students worked hard to decorate and find creative ways to celebrate. She thanked students and staff for making it a memorable week for our seniors and other students.

- 3.04 **Director of Finance Report.** Brie Collier gave an update on ESSER Funds spent to date. The district has spent approximately \$331,166 of the \$428,799.

The state is finalizing a per pupil reporting for fiscal year 2020 and Brie will give an update to the board once it is released.

Brie thanked Kayla Leu for her efforts. Starting today all students eat free at the Bettendorf Community School District. It is a continuation of the summer feeding program.

- 3.05 **BEA Report.** Mary Heeringa was thankful for the support for the high school staff and students. She said Delia and Keith are in our thoughts and prayers.
- 3.06 **Student Representative Report.** Ethan Geifman reported that Student Council hosted a successful Drive-in Movie event in place of the Homecoming dance. He said it was nice to be able to celebrate Homecoming in some way. He gave his condolences to the families of Keith and Delia.
- 3.07 **NA Rock-It Academy Receives Award from Iowa Afterschool Alliance.** The Neil Armstrong Rock-It Academy received the Collaboration Award from the Iowa Afterschool Alliance. The program will be virtually honored during the Impact Afterschool Conference held Sept. 30th - October 2nd. This award recognizes the program for collaborating with stakeholders, making a commitment to serve children and youth, and having a willingness to partner with others in our school, district, and community.
- 3.08 **Seal of Biliteracy.** 25 BHS Students Earn the State of Iowa's Seal of Biliteracy. Congratulations to the Bettendorf High School students who earned the State of Iowa's Seal of Biliteracy. The State of Iowa's Seal of Biliteracy is a recognition offered to high school students who can demonstrate proficiency in English and a foreign language. The Seal is placed on the transcripts graduating students who meet Iowa's guidelines for it. The award celebrates proficiency - not seat time in a class

4. Consent Agenda.

Motion by Director Champion, seconded by Director Eastman, to approve the consent agenda as printed.

Ayes: 7 Directors Champion, Doerder, Eastman, Holland, Lynch, Pyevich, Castro

Nays: 0

Motion carried 7-0

4.01 Approval of September 8, 2020 Regular Board Meeting Minutes

4.02 Approval of September 21, 2020 Bills Recommended for Payment

4.03 Approval of Administrative Recommendations - Personnel

Classified Resignation

Carlos Cedeno-Perez/GW/Paraeducator/Effective 09/16/20

Amara Nelson/MT/Paraeducator/Effective 09/18/20

Classified Recommendation to Hire

Megan Hansen/MT/Secretary B/\$16.86 per hour/5.75 hours per day/Replacing Dawn Edwards/Effective 09/22/20

Classified Letter of Assignment Modification

Cheryl Raskin/BHS to HH/Nutrition Services-Part-Time to Cook/\$14.73 to \$15.58 per hour/4.5 to 5.0 hours per day/Replacing Connie Dean/Effective 09/22/20

Certified Lane Change

Rachel Bails	BA, 2	to	BA+15, 2	\$1,592
Lisa Barnes	MA+15, 16	to	MA+30, 17	\$3,504
Hailee Beals	BA+15, 3	to	MA, 3	\$4,459
Emily Boblett	BA, 12	to	BA+15, 12	\$1,911
Kaitlin Burke	MA+15, 11	to	MA+30, 11	\$1,593
Lindsey Burken	BA, 5	to	MA, 5	\$6,052
Christina Burroughs	BA+15, 3	to	MA, 3	\$4,459
Andrea Cooper	MA, 8	to	MA+15, 8	\$1,593
Kelly Cypher	ND, 5	to	BA, 5	\$15,823
Bryan Dietsch	MA, 5	to	MA+15, 5	\$1,592
Hannah Dillon	BA+15, 3	to	MA, 3	\$4,459
Mary Dodson	BA+15, 3	to	MA, 3	\$4,459
Jodi Hanson	BA+15, 10	to	MA, 10	\$4,459
Emily Henneman	BA+30, 4	to	MA, 4	\$2,866
Paulla Houston	BA+30, 3	to	MA, 3	\$2,867
Kristy Klaveman-Egger	MA, 16	to	MA+15, 16	\$1,592
Jordan Knoll	BA, 3	to	BA+15,	\$1,593
Ashley Korves	MA, 9	to	MA+30, 9	\$3,185
Beth Laughbaum	BA+15, 12	to	BA+30, 13	\$2,229
Laura Milburn	BA+15, 12	to	MA, 13	\$7,007
Meredith Ortega	BA, 5	to	MA, 5	\$6,052
Samantha Rottinghaus	BA, 2	to	BA+15, 2	\$1,592
Adrianna Stegmaier	BA+15, 6	to	BA+30, 6	\$1,593
Nicky Stevenson	MA, 11	to	MA+15, 11	\$1,592
Christine Walker	BA, 12	to	MA, 13	\$8,918
Annette Zelnio	BA, 12	to	BA+15, 12	\$1,911

Schedule D Approval to Hire

Ellen Craig/BMS/Art Club Sponsor/\$1,275/Replacing Craig Lennon/Effective 2020-2021 school year

Carol Harris Leingang/GW/2nd Lead Nurse/\$638/New Position/Effective 2020-2021

school year

Haleigh Hoyt/BHS/National Honor Society Sponsor/\$1,275/Replacing Angela Farmer/Effective 2020-2021 school year

Taylor Johnson/BMS/Assistant 8th Grade Volleyball Coach/\$1,911/Replacing Katie Masterson /Effective 2020-2021 school year

4.04 Approval of Modified Allowable Growth & Supplemental Aid

4.05 Open Enrollment Requests (info only).

Into Bettendorf

2 -from Pleasant Valley

5. Informational/Action Items.

5.01 **FYE 20 Certified Annual Report & Special Education Report.** Brie Collier, Director of Finance, gave an up update on FY20 CAR. The CAR (Certified Annual Report) is required to be filed by September 15th with the State of Iowa Department of Education. This is a direct upload of our Chart of Accounts and provides transparency among and between districts regarding the overall financial position of a district. Each fund is accounted for and reported on within the CAR. Districts have a set of standard account codes to use to ensure all items are reported the same across districts.

ACTION: Motion by Director Pyevich, seconded by Director Lynch, to approve the FYE 20 Certified Annual Report as presented.

Ayes: 7 Directors Doerder, Eastman, Holland, Lynch, Pyevich, Castro, Champion

Nays: 0

Motion carried 7-0

The 2019/20 Special Education Revenue is based on the fall 2018 student count. We had a decrease in tuition because we did not educate as many special education students from other districts as we have in the past. Medicaid reimbursements shut down in March due to COVID. We were not receiving payments, but we were still paying people for those services. The finance staff has started having conversations about how we might recoup some of that revenue. The Special Education deficit for 2019/20 was \$996,335.

ACTION: Motion by Director Champion, seconded by Director Lynch, to approve the Special Education Report as presented.

Ayes: 7 Directors Eastman, Holland, Lynch, Pyevich, Castro, Champion, Doerder

Nays: 0

Motion carried 7-0

5.02 **Interfund Borrowing Resolution.**

The Treasurer is authorized to borrow up to \$3 million from selected district funds for the purpose of making up temporary deficiencies and/or shortfalls in any district fund for the purpose of paying the operating costs and other authorized expenditures of the district. All such district inter-funds loans shall be repaid before the end of the district fiscal year, June 30, 2021.

ACTION: Motion by Director Lynch, seconded by Director Champion, to approve the Interfund Borrowing Resolution as presented.

Ayes: 7 Directors Holland, Lynch, Pyevich, Castro, Champion, Doerder, Eastman
Nays: 0
Motion carried 7-0

5.03 **August Financials.**

Brie Collier reviewed the August Financials.

Statement of Revenues, Expenditures & Surplus or Deficit

General Fund Revenues are up 46.3% over the same period last year. The decrease in local revenue comes from a decrease in paid student tuition, transportation fees, interest and local donations. The increase in revenue is due exclusively to ESSER money we received for COVID needs. These are Federal dollars.

General Fund expenditures are down 1.3% over the same period last year. Salaries are down and benefits are relatively stable. The increase in Purchased Services comes from an increase in software subscriptions. We have additional software programs, such as Canvas, which support online and hybrid learning. The decrease in supplies is attributable to updated coding where software, which was once coded to a supply account, is now coded to a purchased service account.

Activity Fund revenues are down \$44,137 over the same period last year. This is largely from decreased Show Choir revenues, as we cannot charge Show Choir fees, and Athletic Booster Club revenues. Activity Fund expenses are down \$101,154 due to timing of the yearbook payment, instrumental supplies and athletic training and equipment supplies for both athletic and activity programs, such as football and show choir.

The SAVE Fund negative amount recorded in local revenue has been corrected in September. This was a year-end reconciling item. SAVE Fund expenses are down over \$3,000,000 as we are not actively building a new school this August.

The Debt Service monthly journal entries to record our January and July payments will start again in September.

Both revenues and expenses are up in the Food Service Fund as we participated in the summer feeding program.

Internal Service Fund claims are down over the same period last year. However, we do have a \$1,000,000 claim that will be processed in September. We are working with our insurance carrier to analyze this claim, which happened in 2019.

Cash and Investment Summary

Our overall cash position is down 13.6% from the same period last year. This is largely due to the SAVE Revenue Bonds issued in 2019 and a change in the Debt Service cash balance. Revenues are actually up in General Fund and expenditures are down. The cash difference is a carryover from prior periods where we still had cash in FY20 due to a prior year cash levy. The Activity Fund cash difference is due to a timing of payments as well as careful management of resources. PPEL has increased by design as we finish large projects and gear up for future construction. While the percentage change is large in Debt Service,

the cash difference is nominal. Insurance Fund increases will not last as we process a large claim in September and elective surgeries continue to increase. The goal this year is to manage cash resources in each fund while preparing for the unknown repercussions due to COVID closures and process changes.

ACTION: Motion by Director Pyevich, seconded by Director Castro, to approve the August Financials as presented.

Ayes: 7 Directors Lynch, Pyevich, Castro, Champion, Doerder, Eastman, Holland
Nays: 0
Motion carried 7-0

- 5.04 **Herbet Hoover Design Team Approval.** Curt Pratt gave an update on the Herbert Hoover selection process for the design team. Interviews for the Herbert Hoover Secure Entry Addition & Renovation project were conducted on Friday, September 18th, 2020. The selection team met on Wednesday, September 9th to review all proposals and develop the shortlist. The selection team consisted of Dr. Morse, Karen Allison, Brietta Collier, and Curt Pratt. They interviewed three firms: Shive-Hattery, Inc., Moline, Illinois, Bray Architects, Davenport Iowa, and OPN Architects, Cedar Rapids, Iowa. Based on the review of submitted proposals and the interviews, the recommendation of the selection team was to hire Bray Architects out of Davenport, Iowa as the design professional for the Hoover Elementary Secure Entry Secure Addition & Renovation for a proposed fee of \$208,900 (6.97% of construction costs).

ACTION: Motion by Director Eastman, seconded by Director Lynch, to approve Bray Architects as the design professional for the Herbert Hoover Secure Entry Secure Addition & Renovation as presented.

Ayes: 7 Directors Pyevich, Castro, Champion, Doerder, Eastman, Holland, Lynch
Nays: 0
Motion carried 7-0

- 5.05 **Policies.** Jill Matherly, Director of Human Resources, gave an update on changes made to the following Board Policies:

- **Policy 401.1E3, Compliance Violation Complaint Form.** The form can be deleted from Policy and placed on the Intranet and website for better visibility. The form is updated to add categories of complaints including Title IX. It also expands questions to include who the complainant has spoken with about the issues and what resolution they are seeking.
- **Policy 403.2, Employee Injury on the Job.** Change made to include the employee and their supervisor must notify the district of an injury within 24 hours as the employee may not be able to report. Change the location of the form that needs to be completed.
- **Policy 404.1R1, Professional Responsibilities and Employee Discipline Regulation.** Change made to eliminate references to ECOC and just cause. Although we will always strive for consistency, each situation is different and the district must have flexibility when weighing many different factors.
- **Policy 409.2, Employee Leaves (new).** This is a new policy recommended by IASB and meant to take the place of all other board policies on leaves for

employees.

- **Policies 102.E4, 102.E5, 102.E6, 104.E2, 104.E3, Complaint, Witness and Disposition Forms.** The complaint form will be added to the general complaint form and placed on the district's website and Intranet. The witness and disposition forms will be utilized during and after investigations and do not need to be in board policy.
- **Policies 409.4, 409.5, 409.6, 409.7, 409.8, 414.1, 414.2, 414.3, 414.4, 414.5, 414.6, 414.7, 414.8.** All of these policies describe different types of leaves for licensed and classified employees. All of this is either in the handbook or in the collective bargaining agreements. IASB drafted a new Policy 409.2 to describe all the leave granted to full-time employees and recommends deleting all of these policies.

Director Pyevich recommended changes to Policy 404.1R1, Professional Responsibilities and Employee Discipline Regulation.

ACTION: Motion by Director Lynch, seconded by Director Eastman, to approve the policy changes as presented with the exception of 404.1R1.

Ayes: 7 Directors Castro, Champion, Doerder, Eastman, Holland, Lynch, Pyevich

Nays: 0

Motion carried 7-0

- 5.06 **Title IX Presentation.** Title IX is a federal civil rights law passed as part of the Education Amendments of 1972. This law protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

In addition to equity in athletics, Title IX covers a host of conduct that creates a hostile educational environment including Sexual harassment, Gender-based harassment, Sexual violence, Rape, Sexual assault, Sexual battery, and Sexual coercion.

Changes to the Regulation state that now, rather than a student bringing a complaint, all employees of the district are required to report any suspicion of sexual harassment, assault or discrimination to the Title IX Coordinator. A student can still file a complaint, but we can no longer wait for that to happen.

Jill Matherly said the main takeaway is that if you see or hear about something....say something. Report the event to the Title IX Coordinator (Jill Matherly) who will then follow the guidelines of the Office of Civil Rights to investigate and remediate the concern or complaint. And, encourage students to let you know if they are having problems

- 5.07 **Return to Learn Planning Updates.** Dr. Morse noted we are halfway through the first quarter and we continue to operate in a hybrid learning model as well as offering 100% online for those families who selected that back in August. Overall things are going well. She met with Mary Heeringa and a group of elementary teachers today and reported they are finding their rhythm.

Dr. Morse has begun meeting with administrators and teachers to begin working on what the process looks like moving into second quarter and if we are going to make any changes. The district made a commitment to look at bringing our youngest elementary students back 100% of the time, but after exploring some options, it was going to be quite costly and there was not a physical space that could accommodate the number of additional classrooms that we needed. Some of the initial concern is not being able to maintain social distancing. The teachers have said the smaller class sizes right now lend themselves to be able to increase their instructional time with students.

Dr. Morse continues to work with the Scott County Health Department and our neighboring districts. Currently in Scott County, the 14-day trending average is a 7.8% positivity rate. Teachers and parents have concerns about what would happen if we had a larger number of staff out in one building or across the district.

Dr. Morse said they are going to continue to explore options, get input from all stakeholders, and bring an update with a recommendation at the October 5th board meeting. They believe their success to date is attributed to all the mitigation strategies that have been recommended to be put in place (requiring face masks, socially distancing, handwashing and cleaning protocols).

Some Directors expressed a desire to get the younger grades back in school sooner rather than later. Others stated that safety has to be at the forefront.

6. Future Events and Informational Items.

- September 23rd, Special Board Meeting, Public Hearing for BHS Roof Replacement, 6:00 pm
- October 1, 2020, Board Workshop, 6:00 pm
- October 5, 2020, BOE meeting, 6:00 pm
- October 19, 2020, BOE meeting, 6:00 pm

7. Adjournment.

Director Castro motion to adjourn the meeting at 7:45 p.m.

Adam Holland, President

ATTEST:

Colleen Skolrood, Secretary