

**Regular Meeting of the Board of Education
Gilbert Community School District
Monday, December 14, 2020
6:00 p.m.**

District Office Conference Room

Due to the Public State of Emergency COVID-19 situation, the maximum number of attendees allowed to attend the meeting in person at the District Office Conference Room will be limited to 10 people at one time. The Board determined that it is impossible and impractical for all members to be physically present at this meeting due to the COVID-19 pandemic, and that it is necessary to conduct the meeting by electronic means. The Board has provided public access via YouTube and Zoom:

YouTube = <http://bit.ly/gilbert-live>

Public Zoom = <https://bit.ly/GilbertCSD-12-14-20>

If there are any technical difficulties or if you need an accommodation to access the meeting, please contact 515-232-3740 or schoolboard@gilbertcsd.org

The District is not responsible for a delay, interruptions or outages caused by YouTube. Please visit the Public Zoom if there are issues with YouTube.

Please visit <http://www.gilbertcsd.org/district/school-board/> for any updates in regards to an active or upcoming meeting.

TENTATIVE AGENDA

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|-------|---|------|
| 1. | Call to Order | 6:00 |
| 2. | Roll Call | |
| 3. | Approval of Agenda | |
| 4. | Public Forum | |
| 5. | <u>ORAL REPORTS</u> | 6:10 |
| 5.01. | Administrator Reports | |
| 5.02. | Announcements/Celebrations | |
| 5.03. | Annual Facility Closing – December 23-27, 2020 | |
| 5.04. | Board Reports | |
| | A. <u>Superintendent Search Update</u> – Trent Grundmeyer and Kevin Fiene, Grundmeyer Leader Services
Via Zoom | |
| | 1. Review/Discuss Stakeholder Survey | |
| | a. Set Desired Qualifications for Superintendent Position with Search Firm | |
| | B. IASB Annual Convention November 18-19, 2020 Update | |
| 6. | <u>OLD BUSINESS</u> | |
| 6.01. | Second Reading, with possible motion to waive third reading and approve Amended/Reviewed Board Policies | |
| | A. 213 – Public Participation in Board Meeting | |
| | B. 213.1 – Public Complaints | |
| | C. 214 – Public Meetings | |
| | D. 215 – Board of Directors’ Records | |
| | E. 215.1E1 – Board Meeting Minutes | |
| | F. 216.1 – Association Membership | |
| | G. 216.2 – Board of Directors’ Member Development and Training | |
| | H. 216.3 – Board of Directors’ Member Compensation and Expenses | |
| | I. 217 – Gifts to Board of Directors | |
| | J. 304.1 – Development and Enforcement of Administrative Regulations | |
| | K. 304.2 – Monitoring of Administrative Regulations | |
| | L. 305 – Administrator Code of Ethics | |
| | M. 306 – Succession of Authority to the Superintendent | |
| 6.02. | Second Reading, with possible motion to waive third reading and approve New Board Policy and Sexual Harassment Procedures Manual (Title IX) | |
| | A. 106 – Discrimination and Harassment Based on Sex Prohibited | |
| | B. Gilbert CSD Sexual Harassment Procedures Manual | |

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7. NEW BUSINESS

6:30

7.01. CONSTRUCTION

- A. Story Construction Updates & Cost/Budget Summary – Adam Papesh, Story Construction
 - 1. Accepted/Denied Change Requests/Change Directives <\$10,000
 - A. CCD-025 – (\$3,998.73), CCD-059 - \$0, CCD-060 - \$3,870.00, CCD-062 – (\$4,000.00), CCD-063 – (\$19,799.71)
 - 2. Consider/Approve Change Orders
 - A. No. 14 BP No. 06-1 – R.H. Grabau Construction, Inc. – (\$23,799.71)
 - 3. Accept the following substantial completion forms and final payment applications, as being fully complete and establishes the date of acceptance of its completion as December 14, 2020. (payments will be held for 31 days-January 15, 2021)
 - A. BP No. 06-1 – R.H. Grabau Construction - \$42,115.46
 - 4. Update on the Athletic Fields Grass

7.02. First Reading of Amended/Reviewed Board Policies

- A. 300 – Role of School District Administration
- B. 301.1 – Management
- C. 302.1 – Superintendent Qualifications, Recruitment, Appointment
- D. 302.2 – Superintendent Contract and Contract Nonrenewal
- E. 302.3 – Superintendent Salary and Other Compensation
- F. 302.4 – Superintendent Duties
- G. 302.5 – Superintendent Evaluation
- H. 302.6 – Superintendent Professional Development
- I. 302.7 – Superintendent Civic Activities
- J. 302.8 – Superintendent Consulting/Outside Employment
- K. 303.1 – Administrative Positions
- L. 303.2 – Administrator Qualifications, Recruitment, Appointment
- M. 303.3 – Administrator Contract and Contract Nonrenewal
- N. 303.4 – Administrator Salary and Other Compensation
- O. 303.5 – Administrator Duties
- P. 303.6 – Administrator Evaluation
- Q. 303.7 – Administrator Professional Development
- R. 303.8 – Administrator Civic Activities
- S. 303.9 – Administrator Consulting/Outside Employment
- T. 705.1 – Purchasing and Bidding
- U. 705.1R1 – Suspension and Debarment of Vendors and Contractors Procedure

7.03. First Reading of New Board Policy

- A. 705.1R2 – Using Federal Funds in Procurement Contracts

7.04. Financial Reports Summary

- A. FY20 Auditor Comments, SU Equipment Ins. Program, Instructional Support Levy Program (ISL)

8. CONSENT AGENDA

7:30

- 8.01. Increase UMB Depository limit from \$100,000 to \$200,000 for 2020-21
- 8.02. Minutes of November 9, November 19, and December 7, 2020
- 8.03. Bills
- 8.04. Financial Reports
- 8.05. Personnel
 - A. Resignations/Hirings
 - B. Early Retirement Application(s)
- 8.06. Open Enrollment
- 8.07. Fundraisers

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9. Calendar

7:45

- 9.01. January 11 – Regular Board Meeting – 6:00 p.m.
- 9.02. January 14 – Special/Closed Board Meeting for Supt. Search – 6:00 p.m.
- 9.03. January 25 – Special/Closed Board Meeting for Supt. Search – 1:00 p.m.
- 9.04. February 8 - Regular Board Meeting – 6:00 p.m.

10. Adjournment

BOARD MEETING PROCEDURES AND GUIDELINES

Welcome to a meeting of the Board of Education of the Gilbert Community School District, Gilbert, Iowa.

The purpose of this document is to inform you how the board of education is structured and how it operates.

Local control of public education is one of the cornerstones of a free society. The people exercise that control through their board of education. So that you can take a more active part in its deliberations and operations, this brochure will explain how you can bring matters of concern to the attention of the board.

The Gilbert Community School Board of Education is composed of five citizens elected to serve overlapping terms of four years each. At the end of each term, a board member wishing to continue their unsalaried service to the community must be re-elected to an additional four year term. State law does not limit the number of terms a member may serve. Voting for school board positions takes place on the first Tuesday after the first Monday in November in odd-numbered years.

Current board members are:

Andrew Ricklefs, President
Jeff Mosiman, Vice-President
Tyler Holck
John Nelson
Deb Ordal

The superintendent of schools is appointed by the board of education and acts as its executive officer in administering their policies in the operation of the schools. They also acts as advisor in keeping the board informed of the needs and progress of the schools. The superintendent is available to the board as a professional resource, and his recommendations normally precede board action on questions relating to recruitment and supervision of professional staff, selection of instructional materials, and development of curriculum.

The board of education meets regularly on the second Monday of each month in the district conference room of the intermediate school building. Meetings are called at 6:00 p.m.

In accordance with the Iowa Code when it is necessary to hold a meeting other than the scheduled time, the nature of the meeting shall be stated in the minutes.

Meetings of the board of education follow an agenda prepared by the superintendent of schools. The agenda items constitute concerns of the superintendent, board of directors, staff members, and district patrons. Individuals who want to place an item on the agenda should contact the superintendent 7 days before the meeting. One of the first items on the agenda is a Public Forum, the recognition of visitors and representatives who may wish to address the board. A visitor, who has been granted permission to speak, may make a statement, express their viewpoint or ask a question regarding matters related to the school system. Persons addressing the board are asked to limit remarks to 5 minutes or less.

Information considered of interest to the general public that is not confidential in nature will be available at the meeting.

One of the responsibilities of the board president is to conduct an orderly meeting in a professional manner. If comments are inappropriate or are not germane to the discussion, the president may take appropriate action.

Thank you for joining us. We appreciate your suggestions and concerns.

We look forward to your continued interest in and support of the Gilbert Community Schools.

The Board of Education