

**UNION COMMUNITY SCHOOL DISTRICT  
DYSART-GENESE-PORTER CITY  
Regular Meeting  
August 7, 2023**

**Call to Order:** President Corey Lorenzen called the regular meeting to order at 6:00 p.m. The following board members were present: Reid Carlson, Maureen Hanson, Ben Schemmel, and Lindsey Piphon.

**Public Hearing:** The Public Hearing on the Sale of District Property opened at 6:01 p.m. The District proposes selling a portion of the land at LPC Elementary to Little Knights LPC for \$1.00 for the construction of a daycare. There were no oral or written comments. On a motion by Schemmel, second by Hanson, the hearing was closed at 6:09 p.m. Motion carried 5-0.

**Public Hearing:** The Public hearing on the Transfer of Categorical Funds to a Flexibility Account opened at 6:09 p.m. This will allow the district to move funds in certain categorical fund accounts to a flexibility account to pay certain general fund expenses. There were no oral or written comments. Moved by Piphon, second by Carlson, the hearing closed at 6:11 p.m. Motion carried 5-0.

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

**Consideration of Action on Consent Items:**

**Minutes of the June 19, 2023 Board Minutes**

**Approval of board policies- 2nd reading**

400- Role and Guiding Principles for Employees

401.1- Equal Employment Opportunity

401.2- Employee Conflict of Interest

401.3- Nepotism

401.4- Employee Complaints

401.5- Employee Records

401.5R1- Employee Records Regulation

401.6- Limitations to Employment References

401.7- Employee Travel Compensation

409.1- Employee Vacations and Holidays

409.2- Employee Leaves of Absence

**Approval of board policies- 1st reading**

401.8- Recognition for Services of Employees

401.9 Employee Political Activity

401.12- Employee Use of Cell Phones and Regulations

401.12R1- Employee Use of Cell Phones and Regulations

401.13- Staff Technology Use and Regulation

401.13R1- Staff Technology Use and Regulation

401.14- Employee Expression

402.1- Release of Credit Information

402.2- Child Abuse Reporting and Regulation

402.2R1- Child Abuse Reporting and Regulation

409.3- Employee Family and Medical Leave

**Approval of Resignations:**

Hattie Rector- DG Preschool Teacher

Darren Stein- UMS Custodian

**Approval of Transfers/Reassignment:**

Kirk Crawford from HS Asst G Wrestling to HS Head G Wrestling

Henry Holtmeyer- from UMS Night Custodian to day shift

Megan McDonnell- 3<sup>rd</sup> Grade at DG to Preschool at DG

**Approval of New Hires:**

Alexander Cook, Route Driver, pending background check

Curt Hilmer, UMS Night Custodian

Haylee Keune- HS Asst. VB Coach, pending completion and receipt of Coaching Authorization and background check

Karen Lund- DG Elem Dishwasher/Kitchen Asst

Kim Ortiz- LPC Elem Night custodian, pending background check

Chad Spore- 7<sup>th</sup> Grade Asst Football Coach, pending completion and receipt of Coaching Authorization and background check

Kelsi Stoner- DG Elem 3<sup>rd</sup> grade teacher

Financial Reports

Open Enrollment Requests

On a motion by Carlson, second by Pipho, the board approved the Consent Agenda as presented. Motion carried 5-0.

Brandon Paine arrived at 6:12 p.m.

**Comments from Public:** None

**Correspondence:** Thank you cards were received from Arlo Wieck and Dave Weber for the retirement jackets they received.

**Superintendent's Report:** Instructional Update: Mentor training is August 15; New Teacher day will be August 16; the August PD schedule is complete. Thank you to administration and TLC staff for formulating and communicating all the activities; A substitute handbook has been created and a welcome back letter has been mailed to them. Q&A for new and seasoned families has been created. In-person registration was August 9. UMS has again been chosen to participate in the NAEP (National Assessment of Educational Progress) for 8<sup>th</sup> grade this year. The AEA approved the district's special ed delivery plan. SAI. I attended the School Administrators of Iowa conference with the admin team. The conference was beneficial. Facility Updates: Looking for a contractor to fill the gaps between the track and the concrete. Asphalt work at UHS and UMS is complete and A-Line did a great job on the striping. All cameras are up and ready to go. The mold project is still going with concentration on the auditorium. Band room is painted and new carpet will be installed. Asbestos has been removed from the DG kitchen floor and new flooring will be installed. The new appliances will be ready for the start of the school year. The concrete in front of the high school activities entrance and the north side of the middle school is being replaced. Marketing: Fusion Forward is making a video recap of 2022-2023 school year. Safety/Security: LPC, DG and UMS are now equipped with the Governor's safety radios. There were some issues with the one for UHS and a replacement is coming. Pending board approval tonight the locks for DG and UMS will be ordered. Staffing: Still in need of bus drivers and coaches for the fall. Will be advertising for a nurse or health associate at the high school. I am so proud of our certified staff retention rate from 2022-2023 to this year. We have a lot of great things going if people stay at Union! Soccer Sharing: We are in discussion with NT about a boys' soccer sharing agreement. We would still play JV for spring 2024, as they only have a few interested. Conclusion: Thank you to our full-time and summer custodial staff for their commitment and hard work. Everything looks great. Mr. Bruns compiled some extra-curricular

participation numbers for HS from the IAHSAA. Not everything HS student can do is listed, but it does give a sense of how many participated in these activities by gender. Next meeting of the board will be Monday, August 21.

**New Business:**

**Consider approval of selling the designated portion of land at LPC Elementary to Little**

**Knights La Porte City, LLC.** On a motion by Schemmel, second by Pipho, the Board approved the sale of land to Little Knights La Porte City, LLC for \$1.00, with a Deed Restriction, that if the property ceases to be a daycare it will revert to the school district. This is the same agreement with the Dysart Little Knights Learning Center. Motion carried 5-0, with Hanson abstaining.

**Consider approval to transfer funds from categorial funds to the flexibility account.** On a motion by Schemmel, second by Paine, the board approved transferring \$50,000 from the Preschool, Teacher Leadership Compensation and Professional Development accounts to the Flexibility Account. The funds can then be used to cover any general fund expense, including covering some staff salary and benefits for the upcoming year. Motion carried 6-0.

**Consider approval to transfer funds from the Trust/Agency Fund to the Activity Fund.** On a motion by Paine, second by Hanson, the board approved the transfer of \$1,996.34 to close the weight room account, and transfer it to a new activity account called Strength and Conditioning. Motion carried 6-0

**Consider approval of the contract with Consolidated Energy for district propane.** On a motion by Schemmel, second by Pipho, the board approved the contract with Consolidated Energy for district propane. There is a significant decrease from last year. Will be contracting 22,000 gallons at \$1.29/gallon. Motion carried 6-0.

**Consider approval of the Level I and Level II Investigators.** On a motion by Paine, second by Carlson, the board approved the Level I and Level II Investigators. They will be the same as last year. Motion carried 6-0.

**Consider approval of the 2023-2024 District Handbook.** On a motion by Schemmel, second by Hanson, the board approved the District Handbook. Motion carried 6-0. A section on the cameras will be added.

**Consider approval of the 2023-2024 Union High School Handbook.** On a motion by Carlson, second by Schemmel, the board approved the Union High School Handbook. Motion carried 6-0.

**Consider approval of the 2023-2024 Union Middle School Handbook.** On a motion by Paine, second by Pipho, the board approved the Union Middle School Handbook. Motion carried 6-0.

**Consider approval of the 2023-2024 LPC Elementary Handbook.** On a motion by Pipho, second by Hanson, the board approved the LPC Elementary Handbook. Motion carried 6-0.

**Consider approval of the 2023-2024 DG Elementary Handbook.** On a motion by Schemmel, second by Paine, the board approved the DG Elementary Handbook. Motion carried 6-0.

**Consider approval of an agreement with Central Rivers AEA to provide ESL Services.**

On a motion by Schemmel second by Carlson, the board approved the agreement with Central Rivers AEA to provide ESL Services. Motion carried 6-0. There are two students coming to Union that will need this service, especially with testing and assessment. If there is an influx a teacher would need to be hired.

**Consider approval for Advantage Administrators to become contract administrators of the Cafeteria Plan, beginning July 1, 2023, and sole agent for the distribution of reimbursement account benefits.**

On a motion by Hanson, second by Paine, Be it RESOLVED, that the amended and restated Cafeteria Plan provided by Advantage Administrators is hereby approved and adopted to be effective July 1, 2023, and that the officers of the District are hereby authorized and directed to execute one or more counterparts of the Plan and to take such action as may be deemed by them appropriate to establish the Plan and its proper administration; and any such actions already taken are hereby confirmed and approved. FURTHER RESOLVED, that Advantage Administrators be appointed contract administrator of the Plan and agent for the distribution of reimbursement account benefits. Motion carried 6-0.

**Consider approval of the quote from Doors, Inc. for classroom locks at DG**

**Elementary.** On a motion by Pipho, second by Carlson, the board approved the quote from Doors, Inc. for internal classroom door locks at DG Elementary. The locks are being replaced to be in Code. The District will purchase the locks using Safety/Security grant funds and the custodial staff will install them. Motion carried 6-0.

**Consider approval of the quote from Doors, Inc. for classroom locks at UMS.** On a motion by Paine, second by Pipho, the board approved the quote from Doors, Inc. for internal classroom door locks at UMS. Motion carried 6-0.

**Consider approval of the TLC Contracts for 2023-2024.**

On a motion by Schemmel, second by Hanson, the board approved the TLC (Teacher Leadership Compensation) contracts for 2023-2024. Motion carried 6-0.

**Consider Resolution Approving Revenue Purpose Statement, Ordering an Election on a Revenue Purpose Statement to Authorize Expenditures from Revenue Received from the State Secure and Advanced Vision for Education Fund, and Ordering the Publication of a Notice of Election.**

Board Member Ben Schemmel introduced the following Resolution and moved its adoption. Board Member Brandon Paine seconded the motion to adopt. The roll call was called and the vote was Ayes: Reid Carlson, Maureen Hanson, Corey Lorenzen, Lindsey Pipho, Ben Schemmel, and Brandon Paine; Nays: None; Absent: Jenna Scott.

Whereupon, the President declared the resolution duly adopted as follows:  
RESOLUTION APPROVING REVENUE PURPOSE STATEMENT, ORDERING AN ELECTION ON A REVENUE PURPOSE STATEMENT TO AUTHORIZE EXPENDITURES FROM REVENUE RECEIVED FROM THE STATE SECURE AND ADVANCED VISION FOR EDUCATION FUND, AND ORDERING THE PUBLICATION OF A NOTICE OF ELECTION.

Superintendent Howard stated that this would not result in a tax increase and would be approved by a simple majority. The Election will be conducted in November 7, 2023.

**Consider approval of meeting dates for August 2023-December 2023.** On a motion by Hanson, second by Pipho, the board approved the following dates for the regular board meetings: August 21, 2023- Regular Meeting; September 18, 2023- Regular Meeting; October 23, 2023 (4<sup>th</sup> Monday)- Regular Meeting; November 21, 2023 (Tuesday)- Regular Meeting (election results); December 18, 2023- Regular Meeting. Locations to be determined. Motion carried 6-0.

**Adjourn:** On a motion by Hanson, second by Pipho, the meeting adjourned at 7:49 PM. Motion carried 6-0.

Corey Lorenzen, President

Diane Roberts, Board Secretary