

ANNUAL / REGULAR MEETING
Sioux City Community School District
Educational Service Center
September 24, 2012
6:00 PM

Our Mission: The Sioux City Community School District exists to educate students to **believe** in their talents and skills, **achieve** academic excellence and **succeed** in reaching their potential.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call of Members

IV. Approval of Agenda

V. Citizen Input

VI. Good News Report(s)

Hunt Elementary School - Amy Denney

VII. Consent Action Item(s)

A. [Board Meeting Minutes from September 10, 2012](#)

B. [Human Resources Report - Jill Knuth](#)

C. [Finance Report - Gordon Winterlin](#)

VIII. Action Item(s)

A. [First Reading of Board Policies - Dr. Paul Gausman](#)

- 402.4 Compensation and Salary Schedules
- 402.9 Evaluation
- 402.11 Horizontal Advancement on Salary Schedule
- 402.13 Administrator Evaluation
- 403.2 Resignation of Certified Personnel
- 403.8 Notification of Arrest, Criminal Charges or Abuse Complaints - **NEW**
- 602.5 Special Education
- AR602.5 Special Education
- 606.01 Research Activities / Guidelines - **NEW**
- 803.2 Purchasing

RECOMMENDATION: That the Board of Directors approves the above Board policies for first reading.

B. Unfinished Business - President Batcheller

If any member of the Board feels that the Board should consider any unfinished business, even if only to identify it as unfinished business, the member should address the issue at this time.

C. Election of Officers - President Batcheller

- Board President

Nominations will be taken for the office of President. When nominations are completed, voting will take place. If no nominee receives a majority of the vote, the board will vote again. Nominees may remove their names at any time during the process. Voting continues until a nominee receives four or more votes.

- Board Vice-President

Nominations will be taken for the office of Vice-President. When nominations are completed, voting will take place. If no nominee receives a majority of the vote, the board will vote again. Nominees may remove their names at any time during the process. Voting continues until a nominee receives four or more votes.

D. Appointment of Board Secretary - President Batcheller

RECOMMENDATION: That the Board of Directors appoints Cynthia A. Lloyd as Board Secretary for the 2012-2013 school year.

E. Appointment of District Treasurer - President Batcheller

RECOMMENDATION: That the Board of Directors appoints Gordon Winterlin as District Treasurer for the 2012-2013 school year.

F. Administer Oath of Office to Newly Elected Officers - President Batchler

IX. Remarks from Newly Elected Officers

- Board President
- Vice President

X. Board Member Reports / Future Meetings

- Board Finance and Facilities Committee – 11:45 a.m., October 2, 2012, in ESC #312.
- Student Achievement Committee – 4:00 p.m., October 3, 2012, in ESC #326.
- School Board Meeting – 6:00 p.m., October 9, 2012, in ESC Board Room.
- Communications Committee – 4:00 p.m., October 10, 2012, in ESC Board Room.
- Educational Equity Committee – 11:30 a.m., October 11, 2012, at Spalding Park Elementary School.
- Building Oversight Committee – 4:00 p.m., October 11, 2012, at O&M Building.
- Preschool Oversight Committee – 1:30 p.m., October 17, 2012, at Irving Preschool.
- Sales Tax Finance Committee – 8:00 a.m., October 22, 2012, in ESC #103.
- School Board Meeting – 6:00 p.m., October 22, 2012, in ESC Board Room.
- Board Policy and Human Resources Committee – 3:30 p.m., October 25, 2012, in ESC #326.
- District Advisory Committee – 5:15 p.m., October 25, 2012, in ESC Board Room.

XI. Superintendents Report - Dr. Paul Gausman

XII. Discussion/Information

- A. Board Committee Assignments - Newly Elected Board President

XIII. Adjourn

Sioux City Community School District


Item Title: Board Meeting Minutes from September 10, 2012

Recommendation:

ATTACHMENTS:

Name:

Description:

 [9-10-12.pdf](#)

Board Meeting Minutes from September 10, 2012

REGULAR MEETING
Sioux City Community School District
Educational Service Center
September 10, 2012

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c. Finance Report	1
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e. District Advisory Committee Membership	1
f. Amendment No. 1 to 28E Agreement for Developmental Services for the Proposed Washington Elementary School Site Improvements Project	1
VII. Hearing(s)	
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REGULAR MEETING
Sioux City Community School District
Educational Service Center
Minutes – Pending Board Approval
September 10, 2012

I. Call to Order / Pledge of Allegiance

President Batcheller called the regular meeting to order at 6:00 p.m.

II. Roll Call of Members

Present: Directors Batcheller, Johnson, Krysl, McTaggart, Meyers, Warnstadt, and Williams.

Absent: None.

III. Approval of Agenda

Director Krysl moved and Director Williams seconded the motion to approve the agenda. The motion carried 7 to 0.

IV. Citizen Input

None

V. Good News Report(s) – Whittier Elementary School

Cindy Tudehope shared information about the \$7,250 PE4life grant Whittier Elementary School received to utilize in their physical education classes and classrooms. She explained the action plan that was implemented and data related to enhanced academic performance for students who are more fit.

Students; Erin Collins, Brian Nathaniel, Olivia Barnes, Hunter and Aubrey Vedral demonstrated some of the activities purchased with the grant funds.

VI. Consent Action Item(s)

Director Krysl moved and Director McTaggart seconded the motion to approve the following amended consent action items. After a roll call vote, the motion carried 7 to 0.

- A. Board Meeting Minutes from August 27, 2012
- B. Human Resources Report – Jill Knuth
- C. Finance Report – Gordon Winterlin
- D. Educational Equity Committee Membership – Marilyn Charging
- E. District Advisory Committee Membership – Dr. Paul Gausman
- F. Amendment No. 1 to 28E Agreement for Developmental Services for the Proposed Washington Elementary School Site Improvements Project – Mel McKern

VII. Hearing(s)

A. Specification for Asbestos Abatement Project – Gordon Winterlin

President Batcheller stated that notice was provided that a hearing would be held at the Sioux City Community School District's School Board meeting on the 10th day of September, 2012, at 6:00 p.m. local time, for the purpose of approving the specifications for abatement of asbestos building materials from the Hoover School building, Washington Elementary School, and 6 residential properties located on the proposed site for the new Washington Elementary School.

He stated that any interested party may appear and file objections and any information for or against same will be heard on the above-names project with the final decision of the Board of Education a matter of record.

Director Warnstadt moved and Director Williams seconded the motion to approve the specifications for abatement of asbestos building materials from the Hoover School building, Washington Elementary School, and 6 residential properties located on the proposed site for the new Washington Elementary School. After a roll call vote, the motion carried 7 to 0.

VIII. Board Member Reports / Future Meetings

Director Krysl asked if there is Board policy that offers clarification as it relates to criteria for dismissing classes early in times of hot weather.

Dr. Gausman stated that Board Policy states it is the responsibility of the superintendent to make that decision.

Director McTaggart commented that the presentation of the Good News is very rewarding to him. He reiterated on tonight's presentation stating that you do have to have good physical well-being to be able to take on the rigors of learning especially the way we are doing it now.

Director Meyers shared a couple requests he received for more candor on the part of some national debates:

1. A request signed by a number of former democratic and republican congressmen and senators asking that both political parties be more candid with the voters on what it will take to solve our national financial problems.
2. He spoke to the advice of columnist Tom Peterson in the *New York Times*, where he states that if the people we are educating today want to live a decent life, they will have to work a lot harder than they expected to, have some type of post-secondary education, be a life-long learner, and have to follow the rules along the way.

Director Johnson accepted the request to become a member of member of the *Northwest Iowa STEM Advisory Board*. During his first organizational meeting, he learned about the programs that support STEM education in Iowa. He encouraged District administrators to take advantage of the opportunity to apply for anyone of the 12 programs available by simply filling out a one-page application that can be printed off the internet. He emphasized that the deadline for applications is Friday, September 14, 2012.

President Batcheller stated he is pleased with the quality and depth of applicants who interviewed for the District's Educational Equity Committee and District Advisory Committee. He believes the school year is off to a good start and we are balancing some class sizes where necessary. He commends the administration and staff for getting a new school facility off without any major issues and he looks forward to a good quality school year.

President Batcheller stated that future meetings will be held as follows:

- Communications Committee – 4:00 p.m., September 12, 2012, in ESC Board Room.
- Educational Equity Committee – 11:45 a.m., September 13, 2012, in ESC #105.
- Board Finance and Facilities Committee – 11:45a.m., September 18, 2012, in ESC #312.
- Student Achievement Committee – 4:00 p.m., September 19, 2012, in ESC #326.
- Preschool Oversight Committee – 1:30 p.m., September 20, 2012, at Irving Preschool.
- District Advisory Committee – 5:15 p.m., September 20, 2012, in ESC Board Room.
- Sales Tax Finance Committee – 8:00a.m., September 24, 2012, in ESC #103.
- School Board Meeting – 6:00 p.m., September 24, 2012, in ESC Board Room.
- School Board Meeting – 6:00 p.m., October 9, 2012, in ESC Board Room.
- Building Oversight Committee – 4:00 p.m., October 11, 2012, at O&M Office.
- Board Policy and Human Resources Committee – 3:30p.m., October 25, 2012, in ESC #326.

IX. Superintendent's Report – Dr. Paul Gausman

Dr. Gausman:

- He thanked Director Johnson and congratulated him for representing Northwest Iowa on the state STEM Advisory Board.
- He congratulated Gordon Winterlin and our Finance team for being awarded the *Certificate of Excellence in Financial Reporting* as determined by the Association of School Business Officials International.
- In response to Director Krysl's question, Dr. Gausman read *Board Policy 504.7-Emergency School Closings*.

X. Discussion / Information

A. Science Technology Engineering and Math (STEM) Coaches Pilot

Neil Schroeder shared the vision and implementation plan to make the District's STEM Coaches Pilot successful. The program focuses more on the *TE* in sTEm. The sTEm Coach Concept includes the following implementation areas:

- Coach Job Commitment
- Initial Task Highlights
- Resourcing
- Discussion Points

B. Annual Progress Report (APR)

Alison Benson stated that each year the State of Iowa requires school districts to report their Annual Yearly Progress by September 15th for the previous year.

Dr. Kim Buryanek provided greater detail of the District's Annual Yearly Progress Report for the 2011-2012 school year, where we are meeting progress and where we can improve. Her report focused on the following:

- APR – Annual Progress Report
- AYP – Adequate Yearly Progress
 - AYP was established when *No Child Left Behind* was put into place.
 - AYP expects all students to be proficient by the year 2013-14.
 - The Federal government directed each state to figure out how they were going to accomplish this.
 - The State of Iowa set trajectories for student achievement and our state trajectories for set for us in 2011-12.
 - The State of Iowa applied for a waiver but was not granted the waiver from *No Child Left Behind*, but was granted a “freeze” on our trajectories.
 - AYP must include grade groups 3-5, 6-8, and grade 11 in both reading and math.
- Student Achievement Growth is reported on a National Standard Score, formerly known as the National Percentile Rank.
 - Cohort Group
 - Class Average
- 2011-12 District Long-Range Goals of reading and science were not met, but math was met.
- Other Achievement Indicators:
 - 2010-11 District Graduation Rate was 84.25% compared to 79.15% in 2009-10. The State of Iowa Graduation Rate is 88.32%.
 - 2010-11 Dropout Rate was 226 dropouts compared to 266 in 2009-10.
 - 75.9% of our Graduates plan to attend college.
- 8th Grade Technology Literacy Assessment is administered to 8th graders.
 - The District created the assessment, 939 students took the assessment, and 86% were proficient.
- Future Achievement Plan Includes:
 - Gold Paper / Strategic Plan
 - Iowa Core Curriculum Alignment
 - Reliance on Data to Guide Decisions
 - Strengthen Interventions
 - High Quality Professional Development
 - Effective Instructional Strategies
 - Building Leadership Teams (BLT)
 - Cadres

C. Student Achievement and Educational Facilities Priority Area Drafts of the District's 2012-2013 Strategic Plan

- Dr. Linda Madison, Associate Superintendent, presented the Student Achievement priority area of the District's 2012-13 Strategic Plan.
- Mel McKern, Director of Operations and Construction, presented the Educational Facilities priority area of the District's 2012-13 Strategic Plan.

D. Board Policies – Dr. Paul Gausman

- 402.4 Compensation and Salary Schedules
- 402.9 Evaluation
- 402.11 Horizontal Advancement on Salary Schedule
- 402.13 Administrator Evaluation
- 403.2 Resignation of Certified Personnel
- 403.8 Notification of Arrest, Criminal Charges or Abuse Complaints - *NEW*
- 602.5 Special Education
- AR602.5 Special Education
- 606.01 Research Activities / Guidelines - *NEW*
- 803.2 Purchasing

XI. Adjourn

Director Meyers and Director Williams seconded the motion to adjourn the regular meeting. The motion carried 7 to 0, and the regular meeting adjourned at 7:16 p.m.

Douglas K. Batcheller, President
SCCSD Board of Directors

Cynthia A. Lloyd, Secretary
SCCSD Board of Directors

Sioux City Community School District

Item Title: Human Resources Report - Jill Knuth

Recommendation:

ATTACHMENTS:

Name:

Description:

 [HR Board Report 9-24-12.pdf](#)

HR Board Report 9-24-12

Sioux City Community School District Human Resources Staffing Report
School Board Meeting: **September 24, 2012**
Jill Knuth, Director of Human Resources

New Position(s)				
Number	Facility	Position	Comments	Funding Source
1	West High	One on One Special Ed Instructional Assistant	Due to IEP	Special Ed
1	North Middle	One on One Special Ed Instructional Assistant	Due to IEP	Special Ed
1	Sunnyside	One on One Special Ed Instructional Assistant	Due to IEP	Special Ed

New Hire(s) / Certified								
Name	Facility	Position	Salary	Effective Date	Education	Prior Employment	Replacing	Comments
Corcoran, Holly	Liberty	Fourth Grade	\$ 36,414	September 25, 2012	BA from Iowa State University	Sub Teacher for Sergeant Bluff-Luton School District	New Position	Budgeted but unfilled FTE
Fox, Jennifer	Whittier	Transitional Kindergarten	\$ 38,929	September 25, 2012	BA from Morningside College	Sub Teacher for Sioux City School District	Grohs, Katherine	
Ross, Ashley	Irving	Two / Three Combo	\$ 36,414	September 25, 2012	BA from Wayne State College	Sub Teacher for Sioux City School District	Whitlock, Sherrie	
Stanek, Amanda	Bryant	First Grade	\$ 36,414	September 25, 2012	BA from Briar Cliff University	Sub Teacher for Dakota Valley School District	Van Dyke, Vicki	
Van Whye, Sarah	Liberty	Kindergarten	\$ 36,414	September 25, 2012	BA from Morningside College	Teacher for Community Action Agency of Siouxland	New Position	Budgeted but unfilled FTE

New Hire(s) / Non-Certified								
Name	Facility	Position	Salary	Effective Date	Education	Prior Employment	Replacing	Comments
Daniel, Heather	North Middle	One on One Instructional Assistant	\$ 10.92	October 1, 2012	GED	Sub Instructional Assistant for Sioux City Schools	Emmick, Barbara	
Johnson, Cheryl	Transportation	Bus Assistant	\$ 10.51	September 25, 2012	AA from Ashworth College	Sub Food Service for Sioux City Schools	Chartier, Marguerite	
Peterson, Jeannie	ESC	Receptionist/HR Assistant	\$ 14.80	September 25, 2012	High School Diploma	HR Manager for CF Industries, Inc.	Hembd, Lorie	
Russel, Maggie	Spalding Park	Special Ed Instructional Assistant	\$ 12.02	September 25, 2012	BA from Briar Cliff University	Respite Worker for Consumer Choice Option	Schroder, Teresa	

New Hire(s) / Coaching					
Name	Facility	Position	Salary	Effective Date	Comments
Crandell, Preston	North High	Assistant Football	\$ 4,086	August 6, 2012	
Koza, Callie	North High	9th Grade Volleyball	\$ 1,278	September 10, 2012	
Monckton, Keith	East Middle	7th Grade Football	\$ 1,635	August 20, 2012	
Rembe, Lisa	East High	Assistant Volleyball	\$ 2,829	August 6, 2012	
Steele, James	East Middle	8th Grade Football	\$ 1,635	August 20, 2012	
New Hire(s) / Coaching					
Name	Facility	Position	Salary	Effective Date	Comments
Zahourek, Patrick	East Middle	7th Grade Football	\$ 1,635	August 20, 2012	




Sioux City Community School District

Item Title: Finance Report - Gordon Winterlin

Recommendation:

ATTACHMENTS:

Name:

-  [09.24.12 finance_report.doc](#)
-  [FY13YTD Cash Disbursement Report.xls](#)
-  [chkreg09-17-12.pdf](#)

Description:

finance report
year to date cash disbursements
check register

Sioux City Community Schools

Date: September 24, 2012

To: Dr. Paul Gausman, Superintendent

From: Gordon Winterlin, Director of Finance

RE: Finance Report

Recommendation: That the Board approves the expenditures for August 31 – September 13, 2012 in the amount of \$1,496,250.46.

The breakdown is as follows:

Sales Tax Fund	
Aug 31 – Sept 6 Accounts Payable	111,380.64
Sept 7 – 13 Accounts Payable	79,879.00
General Fund (and others)	
Aug 31– Sept 6 Accounts Payable	572,042.66
Sept 7 – 13 Accounts Payable	407,689.41
School Nutrition Fund	
Aug 31 – Sept 6 Accounts Payable	66,239.44
Sept 7 – 13 Accounts Payable	142,532.69
Activity Fund	
Aug 31 – Sept 6 Accounts Payable	47,847.61
Sept 7 – 13 Accounts Payable	68,639.01
Total	1,496,250.46

Cash Disbursements

[illegible]

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SUBTOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fiscal YTD	\$415,569.11	\$7,668,009.18	\$18,491,121.15	\$2,971,434.04	\$11,528.24	\$520,294.86	\$125,565.64	\$30,203,522.22

Sioux City Community School District


Item Title: First Reading of Board Policies - Dr. Paul Gausman

Recommendation: RECOMMENDATION: That the Board of Directors approves the above Board policies for first reading.

ATTACHMENTS:

Name:

Description:

 402_4.doc	402.4 - Compensation and Salary Schedules
 402_9.doc	402.9 - Evaluation
 402_11.doc	402.11 - Horizontal Advancement on Salary Schedule
 402_13.doc	402.13 - Administrator Evaluation
 403_2.doc	403.2 - Resignation of Certified Personnel
 403.8.doc	403.8 - Notification of Arrest, Criminal Charges or Abuse Complaints - NEW
 602_5.doc	602.5 - Special Education
 AR602_5.doc	AR602.5 - Special Education
 606.01.doc	606.01 - Research Activities / Guidelines - NEW
 803_2.doc	803.2 - Purchasing

Board Policy Document

STAFF PERSONNEL

Series 400

Policy Title: **Compensation and Salary Schedules**

Code Number: **402.4**

Salary schedules will be reviewed and modified annually either upon recommendation of the Superintendent and approval by the Board, or through the collective bargaining process. Salary schedules and wages for employees not covered by a collective agreement will be reviewed, amended, and/or reaffirmed, at the discretion of the Board (usually once per year).

First Adoption: December 20, 1983
Revision Adoption: January 25, 1995/April 24, 2001/October 26, 2009
Legal Reference:

STAFF PERSONNEL

Series 400

Policy Title: Evaluation

Code Number: 402.9

The Superintendent shall be responsible for ensuring the continuous evaluation of District employees.

Supervisors shall submit employee evaluations to the Human Resources Office at such times and in such manner as prescribed in board policy, administrative regulation, or negotiated agreement. (See policies on administrative evaluations.)

It is the expectation of the Board that all District employees receive periodic formal written evaluation of their performance. Such evaluation shall provide direct feedback regarding strengths, developmental needs, and recommendation for growth. The evaluation process shall include a formal conference between the employee and their evaluator.

Board Policy Document

STAFF PERSONNEL

Series 400

Policy Title: **Horizontal Advancement on Salary Schedule**

Code Number: **402.11**

A. General Provisions

1. Course work must contribute directly to improvement of the skills needed to perform the employee's specific duties with the District unless an employee is pursuing an advanced degree with the approval of the Superintendent or his designee. If an employee is pursuing an advanced degree, the course work taken by said employee in pursuit of said degree shall also qualify for horizontal advancement.

Any questions concerning the acceptability of course work should be directed to the Superintendent or the Director of Human Resources for determination of its acceptability.

2. All course work must be of an academic nature and must be taken at an accredited college or university. Academic grades for completed course work must be of a passing grade "B" or higher unless only offered on a pass/failure basis.
3. To advance from one educational lane to another, an employee shall complete and file with the Human Resources Office a written application for horizontal advancement on a form furnished by the District no later than September 15 of the school year for which the credit is to be granted. All transcripts shall be furnished with the September 15 filing.

If an official transcript(s) is not available by September 15, the employee must furnish the transcript no later than the end of the first semester or the employee shall be moved back to his/her previous salary lane and his/her salary shall be reduced to make up for any overpayment.

4. All hours must be graduate hours unless written approval from the Superintendent or his/her designee has been obtained prior to enrollment in the course.

First Adoption: January 10, 1984
Revision Adoption: February 14, 1995/April 27, 1999/May 11, 2004/November 9, 2009
Legal Reference:

Board Policy Document

5. Credits must have been earned in the seven-year period immediately prior to the year in which horizontal advancement is sought.

B. Provisions for Placement in the Bachelor's Degree Plus Fifteen Hours Classification

Course work which will qualify an individual for placement in the "Bachelor's Degree Plus Fifteen Hours" classification must have been completed after the individual has already earned the Bachelor's Degree.

C. Provisions for Placement in the Master's Degree Classification

Course work which will qualify an individual for placement in the "Master's Degree classification must result in the individual receiving a Master's Degree.

D. Provisions for Placement in the Master's Degree Plus Fifteen Hours or Master's Degree Plus Thirty Hours Classification

1. All hours must be earned after the Master's Degree was conferred unless approved in advance by the Superintendent or his/her designee.
2. A majority of the course work (8 hours or 16 hours depending upon the classification) must be directly related to the normal teaching assignment or in an area that will likely be of value to the teachers and district in the future.

STAFF PERSONNEL

Series 400

Policy Title: Administrator Evaluation

Code Number: 402.13

The Superintendent or his/her designee shall conduct an annual formal evaluation of administrators relative to their skills, abilities, and competence prior to June 30 of each year. The goal of the formal evaluation process is to promote growth in effective administrative leadership as identified in the Iowa Leadership Standards and/or District leadership expectations. Each evaluation shall include a review of the administrator's past year's performance, significant accomplishments, areas in need of improvement, specific strengths, and develop goals and targets for the upcoming year. The evaluation shall be completed by the administrator's direct supervisor, signed by the evaluator and administrator, and filed in the administrator's personnel file.

As communication is an important part of the evaluation process, it is expected that the administrator and the direct supervisor will meet to discuss the evaluation prior to completing the process.

This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities, and competence.

Board Policy Document

STAFF PERSONNEL

Series 400

Policy Title: **Resignation of Certified Personnel**

Code Number: **403.2**

Resignations shall be in writing, signed by the resigning party and directed to the Superintendent or Director of Human Resources who shall refer it to the Board with recommendations, as provided by statute, and in compliance with the terms of the collective bargaining agreement.

Any certified employee who finds it necessary to request a release from contract during the contract year should notify the Director of Human Resources as soon as possible prior to the date of the request. Such request should be in writing and a copy provided to the building principal. In the event a certified employee ceases his/her services without proper release, the Superintendent may advise the Iowa Board of Education Examiners. The Board reserves the right to deny such a request during a contract year.

First Adoption: December 15, 1998
Revision Adoption: September 26, 2000/May 25, 2004/November 9, 2009
Legal Reference:

STUDENT PERSONNEL

Series

Policy Title: **Notification of Arrest, Criminal Charges or Abuse Complaints**

Code Number: **403.8**

Employees are expected to perform their assigned jobs, respect and follow Board of Education policies, and obey the law. In the event that employees experience any arrests, the filing of any criminal charges, the filing of any charges relating to operating a motor vehicle while intoxicated, or the filing of any charges of child abuse, charges of dependent adult abuse, or charges of domestic abuse, they must notify the Director of Human Resources. Notification to Human Resources must be made prior to the employee returning to work. If the employee receives a criminal citation or a notification of charges during the Summer months and the employee is not scheduled to be at work during that time period, then notification to Human Resources must be made within five (5) calendar days of the date of the issuance of the criminal citation or the date of the receipt by the employee of the notification of charges.

Employees whose duties require possession of a Commercial Driver's License or who regularly operate district vehicles must report all charges and citations, including traffic tickets such as speeding tickets. Employees will be responsible for the payment of fine, penalty, or ticket. Other employees need not report such traffic tickets.

If an employee is charged with a crime or is charged with child abuse, dependent adult abuse, or domestic abuse, the employee must notify the Office of Human Resources of the disposition of the charges pending against them within five (5) business days of the date of the disposition of the charges.

Information relating to arrests, criminal charges, and abuse complaints shall be treated as confidential and maintained as part of the employee's personnel file.

Employees who do not notify the district as required by this policy will be subject to disciplinary action up to and including termination.

EDUCATIONAL PROGRAMS

Series 600

Policy Title: **Special Education**

Code Number: **602.5**

The Board recognizes some students have different educational needs than other students. The Board shall provide a free appropriate public education program and related services to students identified in need of special education.

The special education services will be provided from birth until the appropriate education is completed, age twenty-one or to maximum age allowable in accordance with the law. Students requiring special education shall attend general education classes, participate in non-academic and extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student shall be written in the student's Individualized Education Program (IEP).

Special education students must meet the requirements stated in board policy or in their IEPs for graduation. It is the responsibility of the Superintendent and the Area Education Agency Director of Special Education to provide or make provisions for appropriate special education and related services.

The public education system is required to provide comprehensive special education services to qualifying children from birth through age two and to children ages three through age five. The District shall work in conjunction with the Area Education Agency to provide services at the earliest appropriate time to children with disabilities from birth through age two. This shall be done to ensure a smooth transition of children entitled to early childhood special education services.

Least Restrictive Environment

The Board recognizes that most students with disabilities have greater similarities to non-disabled students than they have differences and should be educated with, or in close proximity to, the regular school programs, to the benefit of all students.

First Adoption:	February 12, 1985	1
Revision Adoption:	December 17, 1996/December 18, 2001/January 14, 2003/November 9, 2009	
Legal Reference:	Iowa Code Chapters 256B; 273.1, .2, .5, .9(2)-(3); 280.8; 279.9B; 280.24; 622.10 (1999)	

Board Policy Document

Therefore, to the maximum extent appropriate and as stated in each student's IEP, students with disabilities shall be educated with students who are non-disabled. Special classes, separate schooling, or other removal of students with disabilities from the regular educational environment shall occur only when the nature or severity of the disability is such that education in regular classes, with the use of supplementary aides and services, cannot be achieved satisfactorily.

Facilities for Special Education Classes

The Board recognizes that the very nature and location of facilities utilized for special education programs can stigmatize and negatively affect the integration of students with disabilities into the mainstream of the student body.

Therefore, it shall be the District's policy that special education classes will be conducted in classrooms that are at least equal in all physical respects to average standards for the rest of the school.

Further, such facilities will be located so as to maximize the interaction of such students into the life of the school and minimize separation, stigmatization and unnecessary grouping of special education classes and students.

Program and Building Accessibility

The Board recognizes the civil rights of persons with disabilities are denied when they are refused the opportunity to participate in programs and activities solely on the basis of the disability.

Therefore, no person with a disability shall be denied the benefit of, be excluded from participation in, or otherwise be subjected to discrimination, on the basis that the District's facilities and/or programs are inaccessible to or unusable by the person with the disability.

Referral–Placement

The Board recognizes that students suspected of having disabilities should be referred for evaluations. In the event that a full and individual evaluation is needed, all areas of evaluation must be completed prior to determining a student's eligibility for special education services.

Individualized Education Program

All present or proposed special education services of an instructional nature provided to any student qualifying for such services shall be based on a written Individualized Education Program (IEP) for each eligible student.

Board Policy Document

Procedural Safeguards

The Board recognizes that parents and their children with disabilities have certain rights that are protected under Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.

The Procedural Safeguards and Due Process Procedure adopted by this Board shall constitute the guidelines to be followed by this District in protecting the rights of students with disabilities and their parents. These procedures will reflect the procedural safeguards developed at the State level, which comply with Federal requirements.

Contracting for Special Education Instructional Services

If a student's disability is so unique, or for other legitimate reasons it is determined that an appropriate program is not and will not be available within the District, the appropriate services, upon proper identification, diagnosis and staffing procedures, will be secured for the student by contracting for such services from another District or private agency, within state or out-of-state.

Special Education Procedures

The Board recognizes that procedures and processes for special education students must be in compliance with both state and federal regulations. Since these regulations may be modified, it is understood that the District will adopt any revised procedures and processes to comply with future changes. In such event (present and future) the operations procedures followed by the District will be those developed in conjunction with Northwest Area Education Agency, and will include the completion of such forms that are developed to carry out these policies and procedures.

Special Education Services to Non-Public Schools

The Board recognizes that students in need of special education services also attend non-public schools. Whenever possible, as provided under the Code of Iowa, the District will cooperate with the non-public schools in the provision of special education services.

Special Health Services

The Board recognizes that some special education students need special health services during the school day. These students shall receive special health services in conjunction with their individualized education program.

The Superintendent, in conjunction with licensed health personnel, shall establish administrative regulations for the implementation of this policy.

First Adoption:	February 12, 1985	3
Revision Adoption:	December 17, 1996/December 18, 2001/January 14, 2003/November 9, 2009	
Legal Reference:	Iowa Code Chapters 256B; 273.1, .2, .5, .9(2)-(3); 280.8; 279.9B; 280.24; 622.10 (1999)	

Board Policy Document

TRANSITION FROM PART H TO PART B SERVICES

In keeping with the Sioux City Community District's commitment to provide a seamless system of special education services for children from birth through twenty-one years of age, children from birth through two, and children three through five years of age shall be provided comprehensive special education services within the public education system.

First Adoption:	February 12, 1985	4
Revision Adoption:	December 17, 1996/December 18, 2001/January 14, 2003/November 9, 2009	
Legal Reference:	Iowa Code Chapters 256B; 273.1, .2, .5, .9(2)-(3); 280.8; 279.9B; 280.24; 622.10 (1999)	

EDUCATIONAL PROGRAMS

Series 600

Policy Title: **Special Education**

Code Number: **AR602.5**

Special Education

It shall be the responsibility of the Superintendent and the Area Education Agency Director of Special Education to provide or make provision for appropriate special education programs. While the Superintendent shall be custodian of school records, the building Principal shall be responsible for maintaining the records of the student identified as in need of special education. These records may be viewed by authorized school personnel and in accordance with the requirement of Board policy. Policies and procedures shall be filed at the Area Education Agency.

Special Education Procedures

Special education procedures include utilization of the document AEA Special Education Procedures Manual and future revision of said document.

Special Health Services

Some students who require special education need special health services in order to participate in the educational program. These students shall receive special health services in accordance with their individualized educational program.

A. Definitions

"Assignment and delegation"—occurs when licensed health personnel, in collaboration with the education team, determine the special health services to be provided and the qualifications of individuals performing the health services. Primary consideration is given to the recommendation of the licensed health personnel. Each designation considers the student's special health service. The rationale for the designation is documented. If the designation decision of the team differs from the licensed health professional, team members may file a dissenting opinion.

First Adoption: February 12, 1995
Revision Adoption: December 17, 1996/December 18, 2001/January 14, 2003/November 9, 2009
Legal Reference: Iowa Code Chapters 256B

Board Policy Document

"Co-administration"—the eligible student's participation in the planning, management and implementation of the student's special health service and demonstration of proficiency to licensed health personnel.

"Educational program"—includes all school curricular programs and activities both on and off school grounds.

"Education team"—may include the eligible student, the student's parent, administrator, teacher, licensed health personnel, and others involved in the student's educational program.

"Health assessment"—health data collection, observation, analysis, and interpretation relating to the eligible student's educational program.

"Health instruction"—education by licensed health personnel to prepare qualified designated personnel to deliver and perform special health services contained in the eligible student's health plan. Documentation of education and periodic updates shall be on file at school.

"Individual health plan"—the confidential, written, preplanned and ongoing special health service in the educational program. It includes assessment, planning, implementation, documentation, evaluation and a plan for emergencies. The plan is updated as needed and at least annually. Licensed health personnel develop this written plan with the education team.

"Licensed health personnel"—includes licensed registered nurse, licensed physician, and other licensed health personnel legally authorized to provide special health services and medications.

"Prescriber"—licensed health personnel legally authorized to prescribe special health services and medications.

"Qualified designated personnel"—persons instructed, supervised and competent in implementing the eligible student's health plan.

SPECIAL HEALTH SERVICES REGULATION

"Special health services" - includes, but is not limited to, services for eligible students whose health status (stable or unstable) requires:

- Interpretation or intervention,
- Administration of health procedures and health care, or
- Use of a health device to compensate for the reduction or loss of a body function.

Board Policy Document

"Supervision"—the assessment, delegation, evaluation and documentation of special health services by licensed health personnel. Levels of supervision include situations in which licensed health personnel are:

- physically present
- available at the same site
- available on call

B. Licensed health personnel shall provide special health services under the auspices of the school. Duties of the licensed personnel include the duty to:

- Participate as a member of the education team.
- Provide the health assessment.
- Plan, implement and evaluate the written individual health plan.
- Plan, implement and evaluate special emergency health services.
- Serve as liaison and encourage participation and communication with health service agencies and individuals providing health care.
- Provide health consultation, counseling and instruction with the eligible student, the student's parent and the staff in cooperation and conjunction with the prescriber.
- Maintain a record of special health services. The documentation includes the eligible student's name, special health service, prescriber or person authorizing, date and time, signature and title of the person providing the special health service and any unusual circumstances in the provision of such services.
- Report unusual circumstances to the parent, school administration, and prescriber.
- Assign and delegate to, instruct, provide technical assistance and supervise qualified designated personnel.
- Update knowledge and skills to meet special health service needs.

C. Prior to the provision of special health services the following shall be on file:

- Written statement by the prescriber detailing the specific method and schedule of the special health service, when indicated.
- Written statement by the student's parent requesting the provision of the special health service.
- Written report of the preplanning staffing or meeting of the education team.
- Written individual health plan available in the health record and integrated into the IEP or IFSP.

Board Policy Document

SPECIAL HEALTH SERVICES REGULATION

- D. Licensed health personnel, in collaboration with the education team, shall determine the special health services to be provided and the qualifications of individuals performing the special health services. The documented rationale shall include the following:
- Analysis and interpretation of the special health service needs, health status stability, complexity of the service, predictability of the service outcome and risk of improperly performed service.
 - Determination that the special health service, task, procedure or function is part of the person's job description.
 - Determination of the assignment and delegation based on the student's needs.
 - Review of the designated person's competency.
 - Determination of initial and ongoing level of supervision required to ensure quality services.
- E. Licensed health personnel shall supervise the special health services, define the level of supervision and document the supervision.
- F. Licensed health personnel shall instruct qualified designated personnel to deliver and perform special health services contained in the eligible individual health plan. Documentation of instruction and periodic updates shall be on file at school.
- G. Parents shall provide the usual equipment, supplies and necessary maintenance for such. The equipment shall be stored in a secure area. The personnel responsible for the equipment shall be designated in the individual health plan. The individual health plan shall designate the role of the school, parents, and others in the provision, supply, storage and maintenance of necessary equipment.

Transition from Part H to Part B Services

Children below the age of three years who are receiving early intervention services as outlined in Part H of the Individuals with Disabilities Education Act (IDEA) shall have an Individualized Family Services Plan (IFSP). At least 90 days before the child's third birthday, transition shall be included as part of IFSP development.

In response to IAC 282—41.75(256B, 34CFR300.303) Transition from Part H to Part B, the Sioux City Community School District has established the following procedures to ensure a smooth transition for children who will be exiting the Part H system and are eligible for continued participation in early childhood special education under 20 USC, Chapter 33, sub-chapter II, (Part B).

Board Policy Document

At least 90 days prior to the qualifying child's third birthday, the Part H service coordinator shall address any issues related to transition including:

1. The development of a transition plan, and
2. Notification to the appropriate local education agency (LEA) in which the child resides.

Prior to the child's third birthday or the date on which the child is eligible for the early childhood program under Part B, the AEA and LEA will meet with the family and other relevant agencies for the purpose of:

1. Reviewing the child's program options for the period from the child's third birthday through the remainder of the school year (this may include consideration for extended year special education), and
2. Assurance that an individualized Education Program is developed for those children continuing to be eligible for special education services.

The IFSP shall support the transition of the child to preschool services under Part B of the Act to the extent that those services are considered appropriate or other services that may be available, if appropriate.

Steps required shall include:

- Conducting discussions with, and training of, parents regarding future placements and other matters related to the child's transition;
- Establishing procedures to prepare the child for changes in services delivery, including steps to help the child adjust to, and function in, a new setting; and
- With parental consent, transmitting information about the child to the local education agency to ensure continuity of services, including evaluation and assessment information and copies of the IFSPs that have been developed and implemented in accordance with Part H regulations.

The IFSP shall clearly state:

- The services that are to be provided
- Actions that are to be provided by the service coordinator in initiating those services; and what actions will be taken by the parents.

EDUCATIONAL PROGRAMS

Series 600

Policy Title: **Research Activities / Guidelines**

Code Number: **606.01**

Each year, a large number of requests are received for conducting research and/or special projects using students and staff of the Sioux City Community School District. In an attempt to deal with these requests in an orderly manner, cooperative project guidelines have been established that outline the procedures to be followed when making a request.

All requests must be submitted in writing to the Superintendent or his/her designee and contain the following:

1. A narrative description of the research or project.
2. Delineation of the purpose of the research or project.
3. The nature and size of the sample needed.
4. A timeline for the research or project.
5. Samples of instrument(s) to be used in data collection.
6. A sample of the parental permission form, if students are to be used as subjects.

Each of these communications must include the endorsement of the initiator's advisor and head of department or employer if not university connected before consideration will be given.

Board Policy Document

Participation in the research or project on the part of a particular school, its staff and subjects will be on a voluntary basis. Professional research, doctoral dissertations and master's theses will receive highest priority.

Upon successful completion of the research or project, it is the initiator's responsibility to provide the office of the public school coordinator a copy of the completed project in its final form.

BUSINESS PROCEDURE

Series 800

Policy Title: Purchasing

Code Number: 803.2

NON-PUBLIC IMPROVEMENT PROJECTS

- 1) Purchases of goods and services that do not exceed \$25,000.

The Superintendent shall have the authority to authorize purchases without competitive bids for goods and services that do not exceed \$25,000.

- 2) Purchases of goods and services greater than \$25,000 but do not exceed \$65,000.

The Superintendent and Finance Committee must make a good faith effort to obtain quotes from at least 2 contractors regularly engaged in such work and shall review the quotes or proposals, and may then authorize a purchase.

- 3) Purchases of goods and services greater than \$65,000 but do not exceed \$100,000.

The Superintendent will make a good faith effort to obtain quotes from at least 2 contractors regularly engaged in such work, bids shall be reviewed, and presented to the Districts Board of Directors for approval.

- 4) Purchases of goods and services greater than \$100,000.

The Superintendent will make a good faith effort to obtain sealed bids from at least 2 contractors regularly engaged in such work, bids shall be reviewed, and presented to the Districts Board of Directors for approval.

- 5) Bidding Exception

The only exception that may be made upon approval of the Superintendent and review of the Finance Committee is the case where competitive sealed bids or bidding are not feasible for non-public improvement projects.

First Adoption: August 27, 1985

Revision Adoption: September 23, 2003/November 26, 2007/May 10, 2010

Legal Reference: Iowa Code Chapter 26, 297.8

Board Policy Document

6) Board Considerations

- a) The Board of Directors shall have the right to reject any or all bids, or any part thereof, and to re-advertise; or to approve and accept bids. The purchase will be made based upon the cost of the goods and services being purchased, availability of service and/or repair, delivery date, and other factors deemed relevant by the Board.
- b) In making any purchase, consideration shall be given not only to price, but to quality and service, and all other items being equal, preference shall be given to local merchants. It shall be the responsibility of the Superintendent and Finance Committee to approve purchases, except those authorized by or requiring direct Board action as herein described.
- c) The Superintendent or his/her designee may coordinate and combine purchases with other governmental bodies to take advantage of volume price reductions.

FOOD NUTRITION FUND PURCHASES

- 1) When using federal Child Nutrition funds to purchase goods and services, dollars spent annually must be estimated. It is acceptable to categorize (e.g. groceries, milk, produce, small equipment, large equipment, supplies, and chemicals). A formal sealed bid procurement process is required when annual spending in the category exceeds \$25,000 annually. An informal process is used for all other purchases under the threshold annually. Documentation of informal procurement activity is kept on file.
- 2) The purchase will be made from the lowest responsible bidder based upon total cost considerations including, but not limited to, the cost of the goods and services being purchases, availability of service and/or repair, delivery date, and other factors deemed relevant by the board.
- 3) No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements.

Board Policy Document

PUBLIC IMPROVEMENT PROJECTS SUBJECT TO CHAPTER 26 OF IOWA CODE

- 1) Greater than \$65,000 and less than \$100,000.
 - a) Project shall be reviewed by the Superintendent and Finance Committee. The Superintendent will make a good faith effort to obtain quotes from at least 2 contractors regularly engaged in such work, and be presented to the District Board of Directors for approval.
 - b) Projects shall be accompanied by a bond, with surety, conditioned for the faithful performance of the contract, and for the fulfillment of other requirements as provided by law. Project must have a general description of the work, including plans and specifications prepared by an architect, engineer, or landscape architect, and an opportunity to inspect the work site.
- 2) Greater than \$100,000
 - a) Project shall be reviewed by the Superintendent and Finance Committee and approved by the Districts Board of Directors. Public improvement projects shall be accompanied by a bond, with surety, conditioned for the faithful performance of the contract, and for the fulfillment of other requirements as provided by law.
 - b) The public improvement project must have a general description of the work, including plans and specifications prepared by an architect, engineer, or landscape architect, and an opportunity to inspect the work site.
 - c) Project will require bid letting notification, public hearing with all bids sealed and publicly read.

EMERGENCY REPAIRS

- a) When emergency repairs costing more than the competitive bid threshold in section 26.3, or as established in section 314.1B, are necessary in order to ensure the continued use of any school or school facility, the provisions of the law with reference to advertising for bids shall not apply, and in that event the board may contract for such emergency repairs without advertising for bids.
- b) Before such emergency repairs can be made to any schoolhouse or school facility, it shall be necessary to procure a certificate from the area education agency administrator that such emergency repairs are necessary to ensure the continued use of the school or School facility.

Sioux City Community School District

Item Title: Board Committee Assignments - Newly Elected Board President

Recommendation:

ATTACHMENTS:

Name:

 [2012-2013 Board Committee Assignments Form.doc](#)

Description:

Board Committee Assignments Form