

REGULAR MEETING
Sioux City Community School District
Educational Service Center
January 28, 2013
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. Good News Report(s)

Liberty Elementary School - Stacie Henderson

VI. Friend of Education Award(s)

Sunnybrook Community Church - Dr. Paul Gausman

VII. Citizen Input

At this time, the Board of Directors invites individuals or delegations to come forward and speak on any issues related to school district operations that are not included on today's meeting agenda.

Citizen input on action and discussion items will be accepted at the time of discussion of each agenda item.

VIII. Consent Action Item(s)

RECOMMENDATION: That the Board of Directors approves all consent action items.

A. [Board Meeting Minutes from January 14, 2013](#)

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

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

IX. Hearing(s)

A. [Easement with Mid-American Energy Company for the Westside Elementary School Project - Mel McKern](#)

Notice was provided that a hearing would be held at the Sioux City Community School District's School Board meeting on the 28th day of January, 2013 at 6:00 p.m. local time, for the purpose of an easement with Mid-American Energy Company for the new Westside Elementary School project.

Any interested party may appear and file objections and any information for or against same will be heard on the above-named easement with the final decision of the Board

of Education a matter of record.

RECOMMENDATION: That the Board of Directors approves the Easement with Mid-American Energy Company for the new Westside Elementary School project.

B. [Sale or Demolition of District Property - Gordon Winterlin](#)

Notice was provided that a hearing would be held at the Sioux City Community School District's School Board meeting on the 28 th day of January, 2013 at 6:00 p.m. local time, for the purpose of selling or demolition of the following houses for removal or demolition.

Property Addresses:

- 3600 Glenn Avenue, Sioux City, Iowa
- 3606 Glenn Avenue, Sioux City, Iowa
- 3616 Glenn Avenue, Sioux City, Iowa
- 3620 Glenn Avenue, Sioux City, Iowa
- 3700 Glenn Avenue, Sioux City, Iowa
- 3704 Glenn Avenue, Sioux City, Iowa

Any interested party may appear and file objections and any information for or against same will be heard on the above-named sale or demolition with the final decision of the Board of Education a matter of record.

RECOMMENDATION: That the Board of Directors awards the demolition contract to Hebert Construction Inc. of Sioux City, Iowa, for the amount of \$38,500.00.

X. Action Item(s)

A. [Second and Final Reading of Board Policies - Dr. Paul Gausman](#)

- 404.1 Personal Illness / Sick Leave
- 404.6 Jury Duty and Witness Duty
- 404.7 Military Leave
- 431 Personnel - Grievance Procedures
- 451.54 Employee: Continuation of Health Insurance Plan

RECOMMENDATION: That the Board of Directors approves the above Board policies for second and final reading.

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

- 403.5 Workplace Bullying
- 405.8 Child Abuse Reporting

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

XI. Board Member Reports / Future Meetings

- District Advisory Committee – 5:15 p.m., January 31, 2013, in ESC Board Room.
- Board Finance & Facilities Committee – 11:45 a.m., February 5, 2013, in ESC #312.
- Student Achievement Committee – 4:00 p.m., February 6, 2013, in ESC #326.
- School Board Meeting – 6:00 p.m., February 11, 2013, in ESC Board Room.
- Educational Equity Committee – 11:30 a.m., February 12, 2013, in ESC Board Room.
- Building Oversight Committee – 4:00 p.m., February 14, 2013, at O & M.
- Preschool Oversight Committee – 1:30 p.m., February 20, 2013, at Irving Preschool.
- Communications Committee – 4:00 p.m., February 20, 2013 in ESC Board Room.
- Sales Tax Finance Committee – 8:00 a.m., February 25, 2013 in ESC #103.
- School Board Meeting – 6:00 p.m., February 25, 2013, in ESC Board Room.

XII. Discussion/Information

A. [School Calendar - Jill Knuth](#)

B. [FY14 Budget Revenue Projections and Assumptions - Gordon Winterlin](#)

XIII. Adjourn

Sioux City Community School District


Item Title: Board Meeting Minutes from January 14, 2013

Recommendation:

ATTACHMENTS:

Name:

Description:

 [1-14-13.pdf](#)

Board Meeting Minutes from January 14, 2013

REGULAR MEETING
Sioux City Community School District
Educational Service Center
Minutes – Pending Board Approval
January 14, 2013 – 6:00 p.m.

I. Call to Order / Pledge of Allegiance	1
II. Roll Call of Members	1
III. Approval of Agenda	1
IV. Good News Report(s): Washington Elementary School	1
V. Citizen Input	1
VI. Consent Action Item(s)	
A. Board Meeting Minutes from December 10, 2012 and January 4, 2013	1
B. Human Resources Report	1
C. Finance Report	1
VII. Action Items(s)	
A. First Reading of Board Policies	2
B. Easement with Mid-American Energy Company for the Westside Elementary School Project	2
C. Sale or Demolition of District Property	2
D. 28E Agreement for Developmental Services – Hoover Elementary School Site Improvements Project	2
VIII. Board Member Reports / Future Meetings	3
IX. Superintendent's Report	3
X. Discussion / Information	
A. District in Need of Assistance (DINA) Program Review	4
XI. Adjourn	4

REGULAR MEETING
Sioux City Community School District
Educational Service Center
January 14, 2013

I. Call to Order / Pledge of Allegiance

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

II. Roll Call of Members

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

Absent: Directors Warnstadt and Williams.

III. Approval of Agenda

Director Batcheller moved and Director Johnson seconded the motion to approve the agenda. The motion carried 5 to 0.

IV. Good News Report(s) – Washington Elementary School

Dawn Stansbury (Principal) stated that student teachers from Ms. Celia Stevenson's Morningside College class partnered with Diane Shanafelt's third grade class for an intense experience in the area of math multiplication. Third grade students; Alexiah Andersen, Owen Ballard, Faith TenHulzen, and Hannah Whitead, and Morningside student teachers; Alyssa Louison, Stephanie Wibben, and Donny Short, spoke of their experiences which involved collaboration and team learning.

V. Citizen Input

None.

VI. Consent Action Item(s)

Director McTaggart moved and Director Batcheller seconded the motion to approve the following consent action items. The motion carried 4 to 0, with Director Meyers abstaining.

- A. Board Meeting Minutes from December 10, 2012 and January 4, 2013.
- B. Human Resources Report – Jill Knuth
- C. Finance Report – Gordon Winterlin

VII. Action Item(s)

A. First Reading of Board Policies – Dr. Paul Gausman

- 404.1 Personnel Illness / Sick Leave
- 404.6 Jury Duty and Witness Duty
- 404.7 Military Leave
- 431 Personnel – Grievance Procedures
- 451.54 Employee: Continuation of Health Insurance Plan

Director Batcheller moved and Director Meyers seconded the motion to approve the above Board policies for first reading. The motion carried 5 to 0.

B. Easement with Mid-American Energy Company for the Westside Elementary School Project – Mel McKern

Director Batcheller moved and Director Johnson seconded the motion to approve the resolution to approve public notice setting forth the time and place of a public hearing. A public hearing will be held at 6:00 p.m. local time, at the Educational Service Center, 627 4th Street, Sioux City, Iowa, on the 28th day of January, 2013, for the purpose of an easement with Mid-American Energy Company for the new Westside Elementary School project. After a roll call vote, the motion carried 5 to 0.

C. Sale or Demolition of District Property – Gordon Winterlin

Property Addresses:

- 3600 Glenn Avenue, Sioux City, Iowa
- 3606 Glenn Avenue, Sioux City, Iowa
- 3616 Glenn Avenue, Sioux City, Iowa
- 3620 Glenn Avenue, Sioux City, Iowa
- 3700 Glenn Avenue, Sioux City, Iowa
- 3704 Glenn Avenue, Sioux City, Iowa

Director McTaggart moved and Director Batcheller seconded the motion to set a date for a hearing to receive public input on the sale of the above houses for removal or demolition. A public hearing will be held at 6:00 p.m. local time, at the Educational Service Center, 627 4th Street, Sioux City, Iowa, on the 28th day of January, 2013. After a roll call vote, the motion carried 5 to 0.

D. 28E Agreement for Developmental Services – Hoover Elementary School Site Improvements Project – Mel McKern

Director McTaggart moved and Director Meyers seconded the motion to approve the 28E Agreement between the City of Sioux City and the Sioux City Community School District for the Hoover Elementary School Site Improvements Project. After a roll call vote, the motion carried 5 to 0.

VIII. Board Member Reports / Future Meetings

Director Batcheller shared how much he enjoyed the performance by Hunt Elementary School titled "*Holidazzle*" that he attended at the First United Methodist Church just prior to the holiday break.

Director Krysl shared a personal story in relationship to the recent tragedy at Sandy Hook Elementary School. His Son's school had recently participated in a drill in which students practiced an intruder at their school and what to do in a crisis situation.

President Krysl stated future meetings are as follows:

- Educational Equity Committee – 11:30 a.m., January 15, 2013, in ESC Board Room.
- Board Policy Committee – 3:30 p.m., January 21, 2013, in ESC #326.
- Board Finance & Facilities Committee – 11:45 a.m., January 22, 2013, in ESC #312.
- Student Achievement Committee – 4:00 p.m., January 23, 2013, in ESC #326.
- Building Oversight Committee – 4:00 p.m., January 24, 2013, at O & M.
- Legislative Forum – 8:00 a.m., January 26, 2013, in ESC Board Room.
- Sales Tax Finance Committee – 8:00a.m., January 28, 2013, in ESC #103.
- Closed Board Session – 5:00 p.m., January 28, 2013, in ESC Board Room.
- School Board Meeting – 6:00 p.m., January 28, 2013, in ESC Board Room.
- District Advisory Committee – 5:15 p.m., January 31, 2013, in ESC Board Room.
- School Board Meeting – 6:00 p.m., February 11, 2013, in ESC Board Room.
- Building Oversight Committee – 4:00 p.m., February 14, 2013, at O & M.
- Communications Committee – 4:00 p.m., February 20, 2013 in ESC Board Room.
- Preschool Oversight Committee – 1:30 p.m., February 20, 2013, at Irving Preschool.

IX. Superintendent's Report – Dr. Paul Gausman

Dr. Gausman:

- He celebrated the great work of winter sports in the District.
- He and President Krysl will begin this week discussing the most current draft of the Board's definition of the *Well-Educated Student* to groups such as the Educational Equity Committee, the District Advisory Committee, and the Superintendent's Student Advisory Council.
- He continues to watch the legislative session. He is truly thankful for our very involved and communicative local legislators.
- He was pleased, but not surprised, to hear the conversations focusing on education during the Governor's Condition of the State Address.
- He recognized the student teachers who were in attendance.

X. Discussion / Information

A. District In Need of Assistance (DINA) Program Review

Dr. Kim Buryanek, Director of Curriculum, Instruction, and Assessment, recently completed a program review of the impact of District In Need of Assistance (DINA) designation on the District. Her summary included the following highlights from her review, the committee's guiding questions, and recommendations.

- DINA began with No Child Left Behind legislation.
- The Sioux City School District has been designated DINA for the past 6 years.
- The District is currently designated as DINA Delay status.
- DINA requires the District to allocate 10% (or \$300,000) of our Title I funds to professional development annually.

Citizen Cindy Hamann, 1001 So. Alice Street, shared her concern with students having too long of a summer break. She would like to see a shorter summer break so that the District can spend less time re-teaching students at the beginning of the school year what they had already learned earlier. She asked for a copy of the District's *Annual Progress Report*, and Alison Benson provided her with a copy.

XI. Adjourn

Director Batcheller moved and Director McTaggart seconded the motion to adjourn the regular meeting. The motion carried 5 to 0, and the meeting adjourned at 6:52 p.m.

Michael J. Krysl, 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 1-28-13.xlsx](#)

HR Board Report 1-28-13

Sioux City Community School District Human Resources Staffing Report
School Board Meeting: January 28, 2013
Jill Knuth, Director of Human Resources

New Position(s)				
Number	Facility	Position	Comments	Funding Source
1	Riverside	Special Ed Instructional Assistant	Position is to be filled by an internal candidate.	Special Ed

New Hire(s) / Non-Certified								
Name	Facility	Position	Salary	Effective Date	Education	Prior Employment	Replacing	Comments
Morgan, Nicole	East High	Special Ed Instructional Assistant	\$ 11.41	January 29, 2013	BA from Morningside College	Substitute Teacher and Instructional Assistant for Sioux City Schools	LeReibus, Lance	Contingent upon passing all pre-employment requirements.
Riggs, Breanna	Transportation	Bus Assistant	\$ 10.51	January 29, 2013	High School Diploma	Substitute Bus Assistant for Sioux City Schools	Jensen, Bobby	
Rivera, Claudia	East High	ESL Tutor	\$ 11.14	January 29, 2013	High School Diploma	Substitute Instructional Assistant for Sioux City Schools	New Position	Board approved 11/12/2012.
Taylor, Jeremy	ESC	Energy Specialist	\$ 29,002.00	January 19, 2013	MA from University of South Dakota	Language Arts Teacher for Sioux City Schools	New Position	Board approved 8/13/2012

Leave(s) of Absence / Certified				
Name	Facility	Position	Effective Date	Comments
Turner, Curtis	East High	Industrial Technology	January 16, 2013	

Resignation(s) / Certified					
Name	Facility	Position	Years	Effective Date	Comments
Adamson, Paul	East High	Art	14	May 31, 2013	
Taylor, Jeremy	North High	English/Language Arts	10.5	January 19, 2013	Jeremy has accepted the Energy Specialist position.

Resignation(s) / Coaches				
Name	Facility	Position	Effective Date	Comments
Babcock, Rochelle	West High	Head Track	January 23, 2013	
Duncan, Daniel	North High	Assistant Football	End of the 2012-2013 Season	

Sioux City Community School District

Item Title: Finance Report - Gordon Winterlin

Recommendation:

ATTACHMENTS:

Name:

Description:

 [01.28.13 finance_report.doc](#)

finance report

 [FY13YTD Cash Disbursement Report.xls](#)

year to date cash disbursements

 [chkreg01-18-13.pdf](#)

check register

Sioux City Community Schools

Date: January 28, 2013

To: Dr. Paul Gausman, Superintendent

From: Gordon Winterlin, Director of Finance

RE: Finance Report

Recommendation: That the Board approves the expenditures for January 4 – 17, 2013 in the amount of \$ 1,498,023.51.

The breakdown is as follows:

Sales Tax Fund	
Jan 4 – 10 Accounts Payable	22.08
Jan 11 – 17 Accounts Payable	223,490.00
General Fund (and others)	
Jan 4 – 10 Accounts Payable	575,418.93
Jan 11 – 17 Accounts Payable	362,354.27
School Nutrition Fund	
Jan 4 – 10 Accounts Payable	144,582.30
Jan 11 – 17 Accounts Payable	91,434.91
Activity Fund	
Jan 4 – 10 Accounts Payable	50,201.76
Jan 11 – 17 Accounts Payable	<u>50,519.26</u>
Total	1,498,023.51

Sioux City Community Schools

Cash Disbursements

		General and		Sales Tax		School Nutrition		
		Other Funds		Funds		Fund		
<u>Date</u>	<u>Activity Fund</u>	<u>A/C Pay</u>	<u>P/R</u>	<u>A/C Pay</u>	<u>P/R</u>	<u>A/C Pay</u>	<u>P/R</u>	<u>TOTAL</u>
7/12/2012	\$49,947.80	\$1,030,804.35		\$302,034.48		\$25,209.43		\$1,407,996.06
7/19/2012	\$15,610.42	\$971,633.52		\$0.00		\$58,536.76		\$1,045,780.70
July Wells CC	\$7,633.45	\$224,878.43		\$2,066.36		\$214.29		\$234,792.53
7/26/2012	\$7,457.35	\$1,261,538.61	\$9,011,714.58	\$1,160,952.18	\$5,764.12	\$43,740.50	\$71,914.00	\$11,563,081.34
July voids/receipts		-\$7,367.70						-\$7,367.70
8/2/2012	\$10,909.76	\$290,694.56		\$14,587.45		\$5,847.59		\$322,039.36
8/9/2012	\$28,138.78	\$228,240.55		\$2,670.00		\$5,154.57		\$264,203.90
8/16/2012	\$37,036.67	\$484,010.04		\$238,498.86		\$65,687.98		\$825,233.55
8/23/2012	\$38,721.46	\$760,146.40		\$720,326.82		\$45,596.82		\$1,564,791.50
Aug Wells CC	\$5,297.71	\$118,320.34		\$530.00		\$437.33		\$124,585.38
8/30/2012	\$99,754.29	\$1,329,272.09	\$9,479,406.57	\$338,508.25	\$5,764.12	\$61,097.46	\$53,651.64	\$11,367,454.42
Aug voids/receipts	-\$1,425.20	-\$3,894.08						-\$5,319.28
9/6/2012	\$47,847.61	\$572,042.66		\$111,380.64		\$66,239.44		\$797,510.35
9/13/2012	\$68,639.01	\$407,689.41		\$79,879.00		\$142,532.69		\$698,740.11
Sept Wells CC	\$10,912.19	\$181,764.47		\$391.00		\$1,357.11		\$194,424.77
9/20/2012	\$31,929.13	\$401,968.45		\$310,624.77		\$133,629.72		\$878,152.07
9/26/2012	\$33,168.28	\$220,152.23	\$9,155,308.23	\$85,435.30	\$5,764.12	\$63,432.07	\$281,376.22	\$9,844,636.45
Sept voids/receipts	-\$360.00	-\$6,025.11		-\$64,745.00				-\$71,130.11
10/4/2012	\$40,868.99	\$328,958.53		\$293,506.50		\$63,511.38		\$726,845.40
10/11/2012	\$74,318.98	\$451,336.34		\$106,357.27		\$171,741.71		\$803,754.30
10/18/2012	\$59,047.00	\$236,053.45		\$15,317.99		\$79,925.84		\$390,344.28
10/25/2012	\$44,491.72	\$1,570,611.77		\$66,452.19		\$125,226.00		\$1,806,781.68
Oct Wells CC	\$15,930.10	\$145,926.90		\$6,166.86		\$898.04		\$168,921.90
10/31/2012	\$41,036.24	\$183,455.98	\$9,255,721.02	\$754,736.80	\$5,764.12	\$92,934.95	\$279,681.56	\$10,613,330.67
Oct voids/receipts	-\$778.23	-\$43,077.56						-\$43,855.79
11/8/2012	\$84,570.73	\$749,446.79		\$305,884.04		\$90,805.47		\$1,230,707.03
11/15/2012	\$30,400.59	\$435,588.45		\$451,154.50		\$161,663.09		\$1,078,806.63
11/21/2012	\$15,417.37	\$211,807.47		\$18,126.00		\$114,558.85		\$359,909.69
11/29/2012	\$30,460.45	\$311,561.53	\$10,697,123.55	\$246,287.52	\$5,764.12	\$32,674.83	\$627,206.30	\$11,951,078.30
Nov Wells CC	\$19,253.39	\$158,359.49		\$0.00		\$4,564.79		\$182,177.67
Nov voids/receipts	-\$300.58	-\$4,039.37						-\$4,339.95
12/6/2012	\$40,023.99	\$190,397.32		\$73,884.12		\$142,506.37		\$446,811.80
12/13/2012	\$76,837.20	\$375,814.82		\$145,179.18		\$139,997.70		\$737,828.90
12/20/2012	\$39,800.64	\$680,451.32	\$9,353,419.23	\$0.00	\$5,764.12	\$86,003.39	\$289,221.71	\$10,454,660.41
Dec Wells CC	\$14,176.02	\$141,848.92		\$0.00		\$243.86		\$156,268.80
Dec voids/receipts	-\$50.00	-\$38,137.50		-\$794.38				-\$38,981.88
SUBTOTAL	\$1,116,723.31	\$14,552,233.87	\$56,952,693.18	\$5,785,398.70	\$34,584.72	\$2,025,970.03	\$1,603,051.43	\$82,070,655.24


1/3/2013	\$23,935.36	\$904,433.27		\$836,443.18		\$82,107.44		\$1,846,919.25
1/10/2013	\$50,201.76	\$575,418.93		\$22.08		\$144,582.30		\$770,225.07
1/17/2013	\$50,519.26	\$362,354.27		\$223,490.00		\$91,434.91		\$727,798.44
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SUBTOTAL	\$124,656.38	\$1,842,206.47	\$0.00	\$1,059,955.26	\$0.00	\$318,124.65	\$0.00	\$3,344,942.76
Fiscal YTD	\$1,241,379.69	\$16,394,440.34	\$56,952,693.18	\$6,845,353.96	\$34,584.72	\$2,344,094.68	\$1,603,051.43	\$85,415,598.00

Sioux City Community School District

Item Title:	Easement with Mid-American Energy Company for the Westside Elementary School Project - Mel McKern
Recommendation:	RECOMMENDATION: That the Board of Directors approves the Easement with Mid-American Energy Company for the new Westside Elementary School project.

ATTACHMENTS:

Name:

 [Exec Summ - Easement with Mid-American Energy Company for New WS E.S. Project 1-28-13.doc](#)

 [Easement with Mid-American Energy 1-28-13.pdf](#)

Description:

Exec Summ - Easement with Mid-American Energy Company for the Westside Elementary School Project 1-28-13

Easement with Mid-American Energy Co. 1-28-13

**Sioux City Community School District
Executive Summary
Easement with Mid-American Energy Company
for the Westside Elementary School Project
January 28, 2013**

Purpose:

To grant an easement on the new Westside Elementary School site for future maintenance access for the electric service to the building.

Explanation:

Contact: Mel McKern 279-6651

This easement will allow access to the electric service to the building.

- This is an underground service to the building.

Strategic Plan Priority Area:

Educational Facilities

Impact on Student Achievement:

To provide the District with a new elementary school facility.

Recommendation:

That the Board of Directors approves the Easement with Mid-American Energy Company for the new Westside Elementary School project.

Sioux City Community School District

Item Title: Sale or Demolition of District Property - Gordon Winterlin

Recommendation: RECOMMENDATION: That the Board of Directors awards the demolition contract to Hebert Construction Inc. of Sioux City, Iowa, for the amount of \$38,500.00.

ATTACHMENTS:

Name:

 [Exec Summ -Sale of District Property \(Glenn Avenue Dwellings\) 1-28-13.doc](#)

Description:

Exec Summ - Sale or Demolition of District Property 1-28-13

**Sioux City Community School District
Executive Summary
Sale or Demolition of District Property
January 28, 2013**

Purpose:

The District will demolish the dwellings located at 3600, 3606, 3616, 3620, 3700, and 3704 Glenn Avenue, Sioux City Iowa, in accordance with Iowa Code Chapter 297.22 (Power to sell, lease, or dispose of property).

Explanation:

Contact: Gordon Winterlin 279-6662

The notification to purchase / demolish dwellings was published December 15, 2012.

Sealed bids opened on January 2, 2013 at 2:00 p.m. CST.

	Base Bid #1 Complete Demo w/ Basement	Base Bid #2 Basement Only (if Dwelling is Purchased)	Base Bid #3 Move / Purchase of Dwelling
Contractors			
Hebert Construction Inc.	\$38,500 (\$6,416.66) each	\$2,900 each	No Bid
Lieber Construction Inc.	\$49,850 (\$8,308.33) each	Deduct \$3500.00	No Bid
Triple D Construction Inc.	No Bid	No Bid	No Bid

Note: Triple D Construction could not meet bid bond requirement (statement of no bid).

Strategic Plan Priority Area:

Educational Facilities

Impact on Student Achievement:

This is part of the District's construction plan to build a new Washington Elementary school.

Recommendation:

That the Board of Directors awards the demolition contract to Hebert Construction Inc. of Sioux City, Iowa, for the amount of \$38,500.00.

Sioux City Community School District

Item Title: Second and Final Reading of Board Policies - Dr. Paul Gausman

Recommendation: RECOMMENDATION: That the Board of Directors approves the above Boared policies for second and final reading.

ATTACHMENTS:

Name:

Description:

 [404_1.doc](#)

404.1 Personnel Illness / Sick Leave

 [404_6.doc](#)

404.6 Jury Duty and Witness Duty

 [404_7.doc](#)

404.7 Military Leave

 [431.doc](#)

431 Personnel - Grievance Procedures

 [451_54.doc](#)

451.54 Employee: Continuation of Health Insurance Plan

Board Policy Document

STAFF PERSONNEL

Series 400

Policy Title: Personnel Illness/Sick Leave

Code Number: 404.1

The District provides sick leave benefits for its full-time and certain part-time employees. For employees covered by a negotiated contract, the number of days provided are noted in such contract. Employees not covered by a negotiated contract are provided sick leave benefits as follows:

- 12 month employees — 17 days cumulative to a maximum of 130 days plus the current year
- 11 month employees — 16 days cumulative to a maximum of 130 days plus the current year
- 10 month employees — 15 days cumulative to a maximum of 130 days plus the current year

Sick leave is considered a benefit to be used when an employee is unable to perform his/her job due to a personal illness **or injury**. In certain situations, **as outlined in the negotiated contracts**, sick leave may also be used for a dependent's illness but only within certain limits, **as outlined in the negotiated contracts**.

Employees may be required to provide a doctor's statement to their supervisor substantiating the illness. Employees ~~may also face~~ **will be subject to disciplinary action for any improper use of sick leave, including, but not limited to, using sick leave when the employee is not ill or injured, using sick leave as a substitute for personal leave or vacation, or failing to provide a statement from a doctor when directed to do so by a supervisor.** ~~should their absences appear excessive or inappropriate and not excused by a physician.~~

First Adoption: January 10, 1984
Revision Adoption: February 14, 1995/April 24, 2001/October 26, 2009
Legal Reference: Whitney v. Rural Ind. School District, 232 Iowa 61, 4 N.W.2d 394 (1942).
26 U.S.C. §§ 2601 *et seq.* (2010)
29 C.F.R. Pt. 825 (2010).
Iowa Code §§ 20; 85.33, .34, .38(3); 216; 279.40 (2011).
1980 Op. Att'y Gen. 605.
1972 Op. Att'y Gen. 177, 353.
1952 Op. Att'y Gen. 91.

Board Policy Document

STAFF PERSONNEL

Series 400

Policy Title: Jury Duty and Witness Duty

Code Number: 404.6

~~Any Employees who are summoned subpoenaed~~ for jury duty or who are subpoenaed as a witness in a proceeding to which they are not a party during their normal working hours will ~~be~~ provided leave for such duty and appearances and will be required to return to duty immediately following the completion of their jury or witness duty, unless they are excused from doing so by their supervisor. The employee shall provide ~~the District with~~ a copy of the jury summons or subpoena ~~or request for court appearance~~ to the Department of Human Resources.

The District shall pay ~~the employees~~ the difference between the remuneration granted by the court or the subpoenaing party and their regular District pay.

Board Policy Document

STAFF PERSONNEL

Series 400

Policy Title: Military Leave

Code Number: 404.7

A leave of absence shall be granted for any period of active state or federal military service when **employees are** called to active duty.

In the absence of a negotiated contract, a leave of absence shall be granted for any period of active state or federal military service when called upon for such service. Such military leave shall be without loss of status and without loss of pay during the first thirty (30) calendar days of such leave, as provided in Chapter 29A, Code of Iowa.

In those cases where the employee's work schedule or contract year permits some discretion, it is expected that every reasonable effort will be made to provide for such military service to occur during **times of the year when the employee is not scheduled to work or when the employee is not on contract.**
~~non-scheduled or non-contracted periods.~~

Employees returning from military leave are afforded re-employment rights and retain full seniority benefits for all prior service upon re-employment in accordance with the Uniform Services Employment and Re-employment Rights Act (USERRA). Employees occupying temporary positions in the district are exempt from this policy. Employees seeking military leave must give written or verbal advance notice of upcoming duty to their immediate supervisor, unless the circumstances are such that USERRA does not require advance notice.

Employees may use any available paid time off for the military leave of absence.

Subject to the terms, conditions and limitations of the applicable plan(s) to which the employee is otherwise eligible and where the military leave of absence is 30 days or less, health insurance benefits will continue to be provided by the District at the same cost to the employee as the employee would otherwise pay. After 30 days, employees will be responsible for the full costs of these benefits if the employee wishes to continue this benefit. When the employee returns from military leave, benefits will again be provided by the district according to the applicable plan(s).

First Adoption: January 10, 1984
Revision Adoption: February 14, 1995/April 24, 2001/November 9, 2009
Legal Reference: Bewley v. Villisca Community School District, 299 N.W. 2d 904 (Iowa 1980).
Iowa Code §§ 20; 29A.28 (2011).

Board Policy Document

After the completion of military service, the employee is required to report to work within the period of time specified by the provisions of USERRA.

Eligible employees will be returned to their previous position or a comparable one, as provided by USERRA. Employees will be treated as though they were continuously employed for purposes of determining benefits based on longevity and job seniority rights.

STAFF PERSONNEL

Series 400

Policy Title: Personnel – Grievance Procedures

Code Number: 431

The Sioux City Community School District encourages its employees to discuss **job-related** problems, concerns, or issues they have with their immediate supervisor. Supervisors should strive for an open, two-way dialogue with employees. If employees are not able to resolve the issue satisfactorily with their supervisor, ~~the employee~~ **they** should bring the issue to the supervisor next highest in the district's administrative chain of command or to the Human Resources Department.

Issues that ~~are part of an employee-negotiated~~ **pertain to a collective bargaining** contract will ~~follow~~ **be addressed using** the procedures outlined by that contract.

Board Policy Document

STAFF PERSONNEL

Series 400

Policy Title: **Employee: Continuation of Health Insurance Plan**

Code Number: **451.54**

Employees who retire early from the Sioux City Community School District, and who are not eligible for benefits under the District's early retirement plan, if still applicable, shall be allowed to continue coverage in the District's group health insurance program at their own expense. This plan includes coverage for the employee's spouse and dependents, if the spouse and dependents were covered at the time of the employee's early retirement. Family members may be added or deleted after the early retirement date according to the policy rules for active employees.

For purposes of this policy, the phrase "retire early" means termination of employment and application and receipt of benefits under IPERS, the Iowa Public Employment Retirement System, before the employee attains 65 years of age. Continued coverage under this policy is available until the employee attains 65 years of age, **and, for covered dependents, continued coverage is available until the dependent attains 65 years of age.**

Employees who terminate employment with the District prior to retirement may be eligible for continuation coverage as required under ~~Cobra~~ **COBRA** (Consolidated Omnibus Budget Reconciliation Act) **or under Iowa Code Chapter 509B**. Employees who return to full-time employment with another employer are no longer eligible for coverage except as required under COBRA (~~Consolidated Omnibus Budget Reconciliation Act~~).

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:

 [403.5.doc](#)

403.5 Workplace Bullying

 [405_8.doc](#)

405.8 Child Abuse Reporting

STAFF PERSONNEL

Series 400

Policy Title: Workplace Bullying

Code Number: 403.5

The purpose of this policy is to promote a healthy, positive workplace climate so that every individual is able to contribute fully to our educational community. Every person has the right to dignity at work. The rights and responsibilities described in this policy apply to all employees, parents, and all who utilize or visit District facilities.

Bullying is defined as conduct that a reasonable person would find hostile, intimidating, offensive, humiliating or an abuse of authority. It may be verbal, nonverbal, public or private. It is typically behavior repeated across multiple incidents; a single incident is ~~rarely~~ usually not a violation, unless it is a serious incident. It may originate from any employee or from any individual to another. It is also bullying to continue policy-violating conduct when the targeted individual requests that it cease.

Illustrative examples of bullying include, but are not limited to:

1. Provocative or dehumanizing name calling
2. Belittling the person
3. Exclusion from requisite training
4. Physical isolation
5. Rumors (or failing to stop them) ~~& and~~ gossip about a person or school's reputation where rumors or gossip contain information which is libelous, defamatory, obscene, or maliciously false or contain statements which are meant to harm a person's reputation or that contribute to a hostile work environment on the basis of age, race, sex, religion, disability, or any other status protected by law
6. Discounting or humiliating people at meetings
7. Deliberate exclusion from job-critical decision-making opportunities
8. Preventing the person from self-expression, being yelled at, being threatened, the prohibition of speaking to others
9. Intentional deception about the true purpose of an investigatory or disciplinary meeting
10. Preventing an employee from meeting students' academic potential

First Adoption: March 9, 2009

Revision Adoption:

Legal Reference:

Board Policy Document

11. Moving or hiding items required for productive work

For an individual to allege a policy violation, to call it bullying according to this policy's standard, the targeted individual must be able to demonstrate that due to the alleged bullying activity that he/she has experienced negative consequences which are affecting their ability to perform his/her job. It is the intent of this policy that such issues are identified early by the targeted individual, a co-worker or colleague, and the issue is resolved at the earliest possible stage.

This policy supplements but does not replace the District's Discrimination and Harassment Policy (Board Policy 504.4).

Bullying must not be confused with the non-abusive exercise of management rights to assign tasks, coach, and reprimand or take disciplinary actions against employees. Any administrator, supervisor or individual in a position of leadership to whom a complaint is reported (verbally or in writing) must take appropriate action according to internal procedures. Failure to comply may result in disciplinary action.

Freedom from retaliation is protected under this policy. Retaliation is a separate offense from the original claim of bullying. Protected individuals include complainants, or any one who testifies, assists, or participates in any manner in an investigation or proceeding, internal or external, pertaining to the allegation of bullying.

Misuse of the policy is a violation of the policy itself.

STAFF PERSONNEL

Series 400

Policy Title: **Child Abuse Reporting**

Code Number: **405.8**

The District will fully comply with the Code of Iowa in all matters pertaining to child abuse.

The administration shall develop and publish reporting procedures that comply with legal requirements, and shall instruct members of the professional staff in their obligations with regard to reporting suspected child abuse.

Sioux City Community School District

Item Title: School Calendar - Jill Knuth

Recommendation:

ATTACHMENTS:

Name:

Description:

 [Exec Summ - School Calendars for 2013-14, 2014-15, and 2015-16 1-28-13.doc](#)

Exec Summ - School Calendar 1-28-13

 [School Calendar 2013-14 Final 1-28-13.doc](#)

School Calendar 2013-14 Final 1-28-13

 [School Calendar 2014-15 1-28-13.doc](#)

School Calendar 2014-15 1-28-13

 [School Calendar 2015-16 1-28-13.doc](#)

School Calendar 2015-16 1-28-13

**Sioux City Community School District
Executive Summary
School Calendars for 2013-14, 2014-15, and 2015-16
January 28, 2013**

Purpose:

To review the recommended school calendars for the 2013-14, 2014-15, and 2015-16 school years.

Explanation:

Contact: Jill Knuth 293-2417

Each calendar represents 180 student days and 193 teacher contract days. The Board acknowledged the 2013-14 and 2014-15 calendars during last school year. We are not recommending any changes to either of those calendars.

The proposed calendars were presented to the Equity Committee, Teacher Quality Committee, Student Achievement Committee, and the Superintendent's Student Advisory Council. The District Advisory Committee meets later this week and will have an opportunity to provide input at that time. Discussions with each committee have been carefully considered.

Strategic Plan Priority Area:

Student Achievement

Impact on Student Achievement:

Over the last few years, we have followed the same basic format for the calendars and it appears that student achievement has been positively impacted by changes that were implemented.

Recommendation:

That the Board of Directors approves the District school calendar for the 2013-14 school year, and acknowledge the calendars for the 2014-15 and 2015-16 school years.

Sioux City Community School District

Item Title: FY14 Budget Revenue Projections and Assumptions - Gordon Winterlin

Recommendation:

ATTACHMENTS:

Name:

Description:

 [FY14 Budget Revenue Projections and Assumptions 1-28-13.pdf](#)

FY14 Budget Revenue Projections and Assumptions 1-28-13