

EMERGENCY MEETING OF THE BOARD OF DIRECTORS  
IOWA CITY COMMUNITY SCHOOL DISTRICT, COUNTY OF JOHNSON, STATE OF IOWA  
509 S. DUBUQUE STREET  
2:40 P.M., TUESDAY, DECEMBER 8, 2009  
PRESIDENT PATTI FIELDS, PRESIDING

MEMBERS PRESENT VIA PHONE: Toni Cilek, Michael Cooper, Tuyet Dorau, Patti Fields, Gayle Klouda, Michael Shaw, and Sarah Swisher.

President Fields called the meeting to order at 2:40 PM. Notice of this meeting did not receive 24 hour posting given the emergency nature of the weather. The regularly scheduled board meeting for December 8, 2009 at 7:00 PM was postponed and this emergency meeting at 2:40 PM resulted so that directors could take action on the consent agenda. The blizzard warnings and snow accumulations are the emergencies that give rise to this board meeting.

MOTION BY DIRECTOR KLOUDA, SECONDED BY DIRECTOR CILEK TO APPROVE THE CONSENT AGENDA IN THE BOARD PACKET. Directors inquired of accounts payable items and noted that the minutes from November 24, 2009 under redistricting the next committee meeting should be December 14, 2009, not March 14, 2009 as it appeared in the minutes.

- A. AWARD BID FOR THE WEST HIGH SECURITY CAMERA PHASE I PROJECT TO TRI-CITY ELECTRIC IN THE AMOUNT OF \$108,188 ([Attachment A](#))
- B. REQUEST FROM SCHOOL BUDGET REVIEW COMMITTEE FOR ADDITIONAL ALLOWABLE GROWTH FOR LEP, OPEN ENROLLMENT, AND ON-TIME FUNDING ([Attachment B](#))
- C. AT RISK/DROPOUT PREVENTION APPLICATION ([Attachment C](#))
- D. OPEN ENROLLMENT FOR THE 2009-2010 SCHOOL YEAR OUT OF OUR DISTRICT FOR KALVIN BUTTERBAUGH
- E. ACCOUNTS PAYABLE IN THE AMOUNT OF \$725,862.47 GENERAL FUND, \$0.00 MANAGEMENT FUND, \$97,280.81 NUTRITION FUND, \$15,092.74 STUDENT ACTIVITIES FUND, \$1,823,865.93 SCHOOLHOUSE FUND/CAPITAL PROJECTS FUND
- F. MINUTES OF THE NOVEMBER 23, 2009 FACILITY COMMITTEE AND NOVEMBER 24, 2009 REGULAR MEETING
- G. CERTIFIED STAFF A(1-2) AND B(1) ([Attachment D](#))

MOTION CARRIED 7-0.

MOTION BY DIRECTOR DORAU, SECONDED BY DIRECTOR SHAW TO ADJOURN AT 2:45 PM. MOTION CARRIED 7-0.

Directors rescheduled the regular board meeting for 7:00 PM on Thursday, December 10, 2009.

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President

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Board Secretary

ENC 1

December 3, 2009

TO: Lane Plugge  
FROM: Paul Bobek   
RE: West High Camera Phase I project

On December 1, 2009 at 2:00 PM bids were received for the West High Camera Phase I project. The project was originally budgeted for \$100,000 in 2009-2010 PPEL funds.

Please place on the December 8, 2009 Board agenda to award the bid for the West High Camera Phase I project to Tri-City Electric Company of Iowa in the amount of \$108,188. The \$8,000 overage will be paid from the 10% contingency balance within the PPEL fund.

If you have any questions or need additional information, please do not hesitate to contact me.

December 2, 2009

Paul Schultz  
Iowa City Community School District  
Physical Plant  
1137 Riverside  
Iowa City, IA 52246

RE: Iowa City Community School District  
West High Security Cameras  
Iowa City, IA

Dear Mr. Schultz,

The drawings and specifications for this project were made available to all interested bidders, sent to area construction plan rooms and sent directly to a number of telecommunications contractors. Four bids were received and ranged from a low of \$108,188 to a high of \$171,576 for the base bid.

Upon review of the bids, we contacted the low bidder and they confirmed they are comfortable with the bid they submitted. Although the low bid was greater than the engineering estimate of \$96,000, it is unlikely that more favorable bids would be received for this work at a later time. It is our understanding that the budget for this project will not support awarding any of the alternates; we therefore recommend that the base bid be awarded to the low bidder, Tri-City Electric Company of Iowa for \$108,188.

I am attaching a copy of the low bid for your reference.

Cordially,

DESIGN ENGINEERS, P.C.

Dwight Clopton Schumm, PE, LEED AP  
Managing Principal

M:\IC Schools West High Security Cameras - 09012E\Letter of Recommendation.doc

Attachment

Project: I.C. Schools West High Security Cameras  
 Date: 12-1-09

BID OPENING FORM						
	Tri-City Electric ✓	Advanced Electrical Services ✓	Gerard Electric ✓	<del>Neumiller Electric</del> Olney Elec LLC	A&H Electric	Control Installations of IA
BID SECURITY	5%	5%	5%	\$ 8600-		
BASE BID	\$108,188-	\$134,000	\$141,643.-	\$171,576		
ALT #1	\$1,556-	\$1690-	\$1,524-	\$1062-		
ALT #2	\$1,799-	\$1730-	\$1,846-	\$1504-		
ALT #3	\$1,599-	\$1,900-	\$1,998.	\$1264-		
SERVER SPECIFICATIONS	✓	✓	✓	N/A		

ENC 2



# Iowa Department of Education



Year: <input type="text" value="CURRENT"/> <input type="button" value="Go"/>	Form: <input type="text" value="SBRC Application"/> <input type="button" value="Go"/> <input type="button" value="Exit"/>
District: 3141 School: 0000 Name: Iowa City Comm School District	

## SBRC Application

You must click UPDATE to save changes...The GO button does NOT save changes!

### SBRC APPLICATION FOR INCREASING ENROLLMENT, OPEN ENROLLMENT OUT, AND EXCESS LEP COSTS Due December 1, 2009

CERTIFIED 12/1/2009 2:33:58 PM

		1	2	3
	<b>Increased Enrollment</b>	<b>2008 Certified Enrollment</b>	<b>2009 Certified Enrollment</b>	<b>Increase from 2008 to 2009 (If Decrease, enter 0)</b>
1	Actual enrollment from the Certified Enrollment Summary Form, Row 7	11748.6	11903.4	154.8
2	FY 2009-2010 District Cost Per Pupil			5,785
3	Maximum On-time Funding Budget Adjustment and Modified Allowable Growth for Increased Enrollment (row 1, column 3 times row 2)			895,518
4	Enter in this box the amount of on-time funding budget adjustment your district is requesting. This amount cannot exceed the amount on row 3			895518

Open Enrollment Out		
5	Open enrollment out students on the 2009 certified enrollment but not on the 2008 certified enrollment	117
6	Subtract row 1, column 3 from row 5. If negative, enter 0.	0.0
7	Maximum Modified Allowable Growth for Open Enrollment Out (row 6 times 5,546)	0
8	Enter in this box the amount of modified allowable growth for open enrollment out your district is requesting. This amount cannot exceed the amount on row 7.	0

2009-2010 Budgeted Limited English Proficient(LEP) Program Expenditures for Resident Students:		
9	Salaries	45190
10	Employee benefits	127186
11	Purchased services	2500
12	Supplies	7340
13	Equipment	0
14	Total Budgeted LEP Program Expenditures (total of rows 9 through 13)	182,216
15	Total Number of Resident Students Served	217
16	Total LEP FTE (Form 13 row 6 2008 Certified Enrollment)	103.18
17	Weighted Funding Generated (row 2 times row 16)	596,896
18	Grants & other resources provided for this program	0
19	Maximum Modified Allowable Growth for Excess Costs of LEP Program (row 14 - row 17 - row18)	0
20	Enter in this box the amount of modified allowable growth for excess costs of LEP programs your district is requesting. This amount cannot exceed the amount on row 19.	0

21	Grand total modified allowable growth requested (total of rows 4, 8 and 20)	895,518
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We, the undersigned official, certify that the board has passed a resolution authorizing the request of the modified allowable growth as stated above and that all data submitted herewith do represent an accurate, unduplicated, and true accounting of student counts in accordance with Iowa Code and the Iowa Administrative Code, to the best of our knowledge and belief.

Contact for questions concerning this SBRC Application Report				
Name:	Paul Bobek		Title:	Exe. Director of Admin. Servic
Telephone:	319 - 688 - 1000	Extension:	Fax:	319 - 688 - 1009
Email:	bobek.paul@iccsd.k12.ia.us			

This Record Last Modified: 12/1/2009 2:34:00 PM  
 Please contact Joyce Thomsen by email or phone (515)242-5612 with questions regarding this form.

ENC 3



# Iowa Department of Education



SELECT Proposed Growth School Year: 2010-2011 <input type="button" value="Go"/> Related Follow-Up Service Summary Report Year: 2008-2009	Form: 05. Modified Allowable Growth <input type="button" value="Go"/> <input type="button" value="Exit"/>
	District: 3141 School: 0000 Name: Iowa City Comm School District

Iowa Department of Education  
 Bureau of Student and Family Support Services  
**2010-2011 Modified Allowable Growth Application for Dropout Prevention**  
**Modified Allowable Growth**  
 District Application and Initial Certification Due December 15, 2009  
 State Approval Due January 15, 2010  
 State Certification Completed after SBRC Approval

You must click UPDATE to save changes. . . the GO, HELP, and EXIT buttons do NOT save changes!

Upon clicking the HELP button, to the left, a new web page opens up in a new browser window. The current web browser window will remain open.

<b>Modified Allowable Growth Request</b>			
<i>The program form will only allow whole dollars.</i>			
ITEM	Description	Amount	Calculation
1.	Total budget figure from <i>Budget Proposal</i> form	<b>\$8,098,032</b>	
2.	**Revenue from other sources to fund budget proposal (including project 1116, carry forward from previous project 1119)	\$3,408,050	
3.	Total budget less than other sources (subtract line 2 from line 1)	<b>\$4,689,982</b>	
4.	Minimum (25%) that must come from the regular district program cost (25 percent or more of line 3)	\$1,178,496	
5.	Budget Balance (subtract line 4 from line 3)		<b>\$3,511,486</b>
6.	District cost per pupil	<b>\$5,900</b>	
7.	Certified Enrollment for October 2009. Certified Enrollment for 2009-2010, for which the data is used in the Oct. 2009 Summary, was found and certified on 10/30/2009 4:11:47 PM.	<b>11,903.4</b>	
8.	Maximum modified allowable growth possible(5% x line 6 x line 7)		<b>\$3,511,503</b>
9.	Amount on line 5 or 8, whichever is lesser		<b>\$3,511,486</b>
*10.	Modified Allowable Growth request <i>Enter an amount greater than zero and equal to or</i>		

	<i>less than: \$3,511,486</i>	<b>\$3,511,503</b>	
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***\* The amount on line 10. will be entered on your district's Aid and Levy Worksheet by the Department of Management after the amount of modified allowable growth is approved by the School Budget Review Committee.***

***\*\* Revenues from state or federal aid programs such as At-Risk Supplementary Weighting, Modified Allowable Growth Carryover, Title 1, Title 6, etc. local sources such as gifts, donations and private foundation aid, etc. applied directly to the proposed program.***

For questions regarding this form, please contact:  
Email: Susan Walkup, Phone: 515-281-5718  
Bureau of Student and Family Support Services



# Iowa Department of Education



SELECT Proposed Growth School Year: 2010-2011 <input type="button" value="Go"/> Related Follow-Up Service Summary Report Year: 2008-2009	Form: 04. Budget Proposal <input type="button" value="Go"/> <input type="button" value="Exit"/>
District: 3141 School: 0000 Name: Iowa City Comm School District	

Iowa Department of Education  
 Bureau of Student and Family Support Services  
**2010-2011 Modified Allowable Growth Application for Dropout Prevention**  
**Budget Proposal**  
 District Application and Initial Certification Due December 15, 2009  
 State Approval Due January 15, 2010  
 State Certification Completed after SBRC Approval

You must click UPDATE to save changes. . . the GO, HELP, and EXIT buttons do NOT save changes!

Click the following link to see: [Financial/Accounting Help](#)

Upon clicking the above HELP link, a new web page opens up in a new browser window. The current web browser window will remain open.

Schools, Programs and Support Services for Returning Dropouts and Dropout Prevention				
Dropout Prevention funds cannot be comingled with other general education or used as a match for federal funds. Therefore, districts must use the proper program (420), project (1119) and object codes when accounting for dropout prevention budgets.				
The program form will only allow whole dollars.				
ITEM	OBJECT CODE	Description	Amount	FTE
1.	121-129	Certified Staff Salaries	\$4,308,839	
2.	130-139	Other Professional Salaries	\$898,520	
3.	100-109	Paraprofessional Salaries	\$110,653	
4.	111-119	Administrative Salaries (separate school only) <i>By entering an amount in the box to the right, a written justification is required below.</i>	\$93,737	
The building administrator for Elizabeth Tate High School, the ICCSD alternative high school, is included in the budget proposal.			The current character code is 129.  The maximum number of characters allowed, including spaces and punctuation, is	
5.	150-159	Office/Clerical Salaries (separate school only) <i>By entering an amount in the box to the right, a written justification is required below.</i>	\$34,131	
The building secretary for Elizabeth Tate High School, the ICCSD alternative high school, is included in the match portion of the budget proposal.			The current character code is 146.  The maximum number of characters allowed, including spaces and punctuation, is	
6.	170-179	Salaries Paid to Operative Employees <i>By entering an amount in the box to the right, a written justification is required below.</i>	\$45,196	
The building custodian for Elizabeth Tate High School, the ICCSD alternative high school, is included in the match portion of the budget proposal.			The current character code is 146.  The maximum number of characters allowed, including spaces and punctuation, is	
7.	210-249, 270-275	Employee Benefits	\$1,461,172	
8.	310-329	Purchased Administrative and Educational Services <i>By entering an amount in the box to the right, a written justification is required below.</i>	\$1,089,688	
Purchased services includes contracts with community partners for off-site classrooms, mental health services, after school programming, mentoring and case management time. Twenty-seven percent of the purchased services are in the allowable growth budget, the remaining seventy-three percent is funded through grants.			The current character code is 315.  The maximum number of characters allowed, including spaces and punctuation, is	
9.	330-339, 59x	Dropout Prevention - Professional Development	\$2,000	
10.	347, 349	Other Purchased Professional Services <i>By entering an amount in the box to the right, a written justification is required below.</i>	\$0	
			The current character code is 0.  The maximum number of characters allowed, including spaces and punctuation, is	
11.	431, 433	Equipment, Technology Repair Services <i>By entering an amount in the box to the right, a written justification is required below.</i>	\$0	
			The current character code is	

			0. The maximum number of characters allowed, including spaces and punctuation, is
12.	511-519, 561-569, 580-599	<b>Tuition, Travel, Shared Contracts</b> <i>By entering an amount in the box to the right, a written justification is required below.</i>	\$0
			The current character count is 0. The maximum number of characters allowed, including spaces and punctuation, is
13.	610-619, 626-627, 641-669	<b>Books, Periodicals, Supplies</b> <i>By entering an amount in the box to the right, a written justification is required below.</i>	\$46,596
		Included in the budget is curriculum; licenses for on-line programs, such as APEX and Carnegie Math; other educational supplies and materials.	The current character count is 142. The maximum number of characters allowed, including spaces and punctuation, is
14.	734, 739	<b>Property (Equipment)</b> <i>By entering an amount in the box to the right, a written justification is required below.</i>	\$0
			The current character count is 0. The maximum number of characters allowed, including spaces and punctuation, is
15.	810-819	<b>Dues, Fees</b> <i>By entering an amount in the box to the right, a written justification is required below.</i>	\$0
			The current character count is 0. The maximum number of characters allowed, including spaces and punctuation, is
16.	891-899	<b>Miscellaneous Expenses</b> <i>By entering an amount in the box to the right, then a written justification is required below.</i>	\$7,500
		Miscellaneous expenses include cell phones and mileage for Family Resource Center, case managers, homeless liaison and other outreach staff.	The current character count is 140. The maximum number of characters allowed, including spaces and punctuation, is
17.		<b>Total</b>	<b>\$8,098,032</b>

For questions regarding this form, please contact:  
 Email: Susan Walkup, Phone: 515-281-5718  
 Bureau of Student and Family Support Services

**Iowa City Community  
School District**

Enc 7

Lane Plugge, Ph.D.  
Superintendent  
Fax (319) 688-1009

509 S. Dubuque St.  
Iowa City, IA 52240  
Tel (319) 688-1000

December 8, 2009

To: Lane Plugge

FROM: Jim Pedersen

RE: Agenda Support Staff Update

Below you will find information regarding support staff personnel. These items do not require Board action.

**A. Recommended For Hire 2009-2010**

- |   |                   |
|---|-------------------|
| 1. Klein, Kandi – Food Service Assistant – West – Class I Step 1 - @\$10.61/hr<br>6 hrs/day – 113 days – 678 hrs/yr + 4 hrs required training = 682 total hrs/yr<br>11-30-09 to 6-3-10 (hire date 8-31-09)            | <u>\$7,236.02</u> |
| 2. MacKay, Ian – Food Service Assistant – NWJH – Class I Step 1 - @\$10.61/hr<br>6.25 hrs/day – 120 days – 750 hrs/yr + 4 hrs/required training = 754 total hrs/yr<br>11-16-09 to 6-3-10 (hire date 8-20-09)          | <u>\$7,999.94</u> |
| 3. Meade, Melissa – Food Service Assistant – West – Class I Step 1 - @\$10.61/hr<br>6 hrs/day – 118 days – 708 hrs/yr + 4 hrs/required training = 712 total hrs/yr<br>11-18-09 to 6-3-10 (hire date 8-24-09)          | <u>\$7,554.32</u> |
| 4. Nock, Kathryn – Paraeducator – Supervisory/Office – Kirkwood – Class III Step 1<br>@\$10.74/hr – 6 hrs/day – 113 days – 12-2-09 to 6-3-10  | <u>\$7,281.72</u> |
| 5. Raffensperger, Sara – Head Cook – SEJH – Class III Step 1 - @\$11.72/hr<br>6.5 hrs/day – 120 days – 780 hrs/yr + 4 hrs required training = 784 total hrs/yr<br>11-16-09 to 6-3-10 (hire date 8-20-09)              | <u>\$9,188.48</u> |
| 6. Schultz, Donald “Eric” – Paraeducator – BD – Lemme – Class II Step 1<br>@\$11.15/hr – 6 hrs/day – 115 days – 11-30-09 to 6-3-10  | <u>\$7,693.50</u> |
| 7. Selch, Shawn – Food Service Assistant – NCJH – Class I Step 1 - @\$10.61/hr<br>3.25 hrs/day – 120 days – 390 hrs/yr + 4 hrs required training = 394 total hrs/yr<br>11-16-09 to 6-3-10 (hire date 8-20-09)         | <u>\$4,180.34</u> |
| 8. Swenson, Aileen – Lead Food Service Assistant – Mann – Class II Step 1 - @\$11.17/hr<br>3 hrs/day – 120 days – 360 hrs/yr + 4 hrs required training = 364 total hrs/yr – 11-16-09<br>to 6-3-10 (hire date 8-20-09) | <u>\$4,065.88</u> |
| 9. Trimble, Diane – Food Service Assistant – Wood – Class I Step 1 - @\$10.61/hr<br>2.75 hrs/day – 120 days – 330 hrs/yr + 4 hrs required training = 334 total hrs/yr<br>11-16-09 to 6-3-10 (hire date 8-20-09)       | <u>\$3,543.74</u> |

**B. Recommended For Salary Adjustments/Transfers For 2009-2010**

- |   |                    |
|---|--------------------|
| 1. Cuevas, Juana – From Paraeducator – Autism – SEJH – Class II Step 5<br>@\$11.95/hr + \$1.00 hr/longevity = \$12.95/hr – 7.25 hrs/day – 82 days (\$7,698.78)<br>8-20-09 to 12-18-09 To Paraeducator – Autism – SEJH – Class II Step 5<br>@\$11.95/hr + \$1.00 hr/longevity = \$12.95/hr – 7 hrs/day – 100 days (\$9,065)<br>1-4-10 to 6-3-10                              | <u>\$16,763.78</u> |
| 2. DeCoster, Lori – From Lead Food Service Assistant – Wood – Class II Step 2<br>@\$11.61/hr – 4 hrs/day – 69 days – 276 total hrs/yr + 14 hrs required training =<br>290 total hrs (\$3,366.90) 8-20-09 to 11-30-09 To Lead Food Service Assistant<br>Wood – Class II Step 2 @\$11.61/hr – 4.25 hrs/day – 111 days – 471.75 total hrs/yr<br>(\$5,477.02) 12-1-09 to 6-3-10 | <u>\$8,843.92</u>  |

Support Staff Update (continued)

3. Ruiz, Aaron – From Paraeducator – IBI – SEJH – Class II Step 3 - @\$11.55/hr 7.25 hrs/day – 82 days (\$6,866.48) 8-20-09 to 12-18-09 to Paraeducator – IBI SEJH – Class II Step 3 - @\$11.55/hr – 7 hrs/day – 100 days (\$8,085) 1-4-10 to 6-3-10 \$14,951.48
  
4. Vergeyle, Maryann – From Head Cook – NCJH – Class III Step 2 - @\$12.16/hr + \$.15/hr longevity = \$12.31/hr – 6.25 hrs/day – 69 days – 431.25 hrs yr + 14 hrs required training = 445.25 total hrs/yr (\$5,481.03) 8-20-09 to 11-30-09 To Head Cook – NCJH – Class III Step 2 - @\$12.16/hr + \$.15/hr longevity = \$12.31/hr 6.5 hrs/day – 111 days – 721.50 total hrs/yr (\$8,881.67) 12-1-09 to 6-3-10 \$14,362.70

December 8, 2009  
Enclosure

**CERTIFIED STAFF -Agenda**

**A. Recommended For Salary Adjustments/Transfers For 2009-2010**

- |   |                    |
|---|--------------------|
| 1. Haslett, Karen – MA+15 Step 5 – From .80 FTE - Learning Support – City<br>64 days (\$12,007.94) 8-17-09 to 11-13-09 To 1.0 FTE – Learning Support – City<br>125 days (\$29,316.25) 11-16-09 to 6-4-10 (base salary \$44,327)   | <u>\$41,324.19</u> |
| Phase II  | <u>\$743.18</u>    |
| Teacher Comp  | <u>\$3,620.91</u>  |
| 2. Kirk, James – PhD Step 9 – From .80 FTE – Learning Support – City<br>64 days (\$14,858.24 + \$270.85 doc degree additional) 8-17-09 to 11-13-09<br>To 1.0 FTE – Learning Support – City - 125 days (\$36,276.25 +<br>\$661.25 doc degree additional) 11-16-09 to 6-4-10 (base salary \$54,851<br>+ \$1,000 = \$55,851) | <u>\$52,066.59</u> |
| Phase II  | <u>\$919.38</u>    |
| Teacher Comp  | <u>\$4,480.51</u>  |

**B. Recommended For Extra Service 2009-2010**

- |  |                   |
|--|-------------------|
| 1. Koepnick, Tina – Freshman Girls Basketball Coach (9%) City – 11-20-09 | <u>\$2,870.10</u> |
|--|-------------------|