

REGULAR MEETING OF THE BOARD OF DIRECTORS  
IOWA CITY COMMUNITY SCHOOL DISTRICT, COUNTY OF JOHNSON, STATE OF IOWA  
BOARD ROOM 509 S. DUBUQUE STREET  
7:00 P.M., TUESDAY, JUNE 8, 2010  
PRESIDENT PATTI FIELDS, PRESIDING

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

MEMBERS ABSENT:

ALSO PRESENT: Kirsten Frey, Board Counsel and Roger Worm, Wes Reynolds and Alex Turner of OPN.

President Fields called the meeting to order at 7:00 PM and introduced the Board, Kirsten Frey, Board Counsel, Superintendent, and Board Secretary.

ICEA Update

Tom Yates, ICEA President, addressed the Board stating it has been an interesting year. He reported that no arbitration decision has been made yet and the hearing was not well attended. Labor management did not meet in May but if they had Mr. Yates would have addressed problems with Power School. He stated Power School was not the most optimal system as elementary teachers had problems trying to print end of the year reports. Band width problems were discussed and Mr. Yates stated that he has seen no improvements year-to-year with Power School. He expressed the need for increased speed and improvements all the way around.

Director Fields asked Mr. Yates to compile a list of requested improvements to Power School.

Mr. Yates addressed an issue with soccer fields being sprayed at Longfellow. He stated that approximately three weeks ago a soccer game had to be moved to University of Iowa fields at the last minute due to the Longfellow fields being sprayed. He requested that the policy on grounds – pesticides be reviewed as it has been almost 20 years since it was created.

Open Discussion

Phil Hemingway addressed the Board regarding the budget. He stated a proposal needed to be prepared to get competitive bids on lawn care as Quality Care has been the vendor for 23 years uninterrupted. He questioned policies on mileage, what is the minimum and maximum, and if it was really needed. He stated the district has spent \$400 this year on flags and asked if the American Legion or Senators have been contacted to donate flags. He expressed the need for competitive bids for all supplies and stated the budget was balanced on the backs of teachers and students which was penny wise and dollar foolish. He stated that other areas should have come first but that is what happens when you have a superintendent that is watching the clock until he leaves.

Chris Lynch addressed the Board regarding allowable spending limit. The formula used takes current year cost per pupil and prior year enrollment. He stated a growing district needs to look at current year enrollment, not prior year.

President Fields stated he was referring to on-time funding which could be listed as a legislative priority with community effort.

Director Klouda addressed the number 4 Board goal regarding collaboration and communication. She stated the Board received a memo listing activities which took place over the year designed to meet the intent of this goal. She commended Superintendent Plugge and Jim Behle on their efforts with this and stated it was a good step towards next year. Superintendent Plugge stated buildings found it very helpful to work together.

Director Dorau asked that the transportation consultation report be placed on the next Board agenda. She further stated she has been contacted regarding Project Lead the Way at City High not being available next year.

Jim Behle stated that a new industrial tech teacher has been hired at City High and will be involved in Project Lead the Way training this summer. He stated Project Lead the Way would be offered however civil engineering may not be available as the new hire cannot get the training this summer. Mr. Behle stated he would look into the situation.

Director Fields reported the Hills community has contacted the Board to see if they would be interested in meeting with Hills on June 14. The Board discussed the need for clarity on what they were asking, if it was an invitation to show up and just listen or if it was an invitation to participate. The Board did not participate in the Iowa City and Coralville council meetings regarding redistricting; they were only notified of the meeting. The Hills community is inviting the Board to participate in a meeting.

Kirsten Frey, Board counsel, stated that if the Board attends it should be advertised by the Board as an open meeting with the Board.

Director Dorau stated that if the point of the meeting is to discuss redistricting to try to get the Board to change their mind it may not be fruitful.

Director Swisher stated there could be other issues surrounding redistricting and this could be a good opportunity to hear and possibly relieve their concerns without changing the Board decision.

President Fields will contact Mayor Bailey in Hills to get feedback on what they would like to do and report back to the Board.

President Fields reminded everyone of the reception for Lane Plugge and Jim Behle at the CAO tomorrow, June 9, 2010, from 3:00-5:00pm. She stated there would be a short program starting at 4:15pm.

Director Swisher addressed Phil Hemmingway stating she takes notes on his ideas. She stated she was thinking about Superintendent Plugge on the way to tonight's meeting and how remarkable it was that he has not slowed down. She stated she was taken back by Mr. Hemmingway's earlier remark and felt it needed to be addressed. She stated she appreciates the pace Superintendent Plugge has kept all year.

#### Directors' Activities

Director Dorau reported that she and Director Klouda had a very productive Board visit at Wickham. She thanked Lora Daily and the Wickham staff for their time.

President Fields reported that she participated in an International Women's visit at South East. The visit included discussions on education systems in the U.S. and public education with 14 women leaders from Africa. She stated it was a very nice sharing of ideas.

President Fields reported that the graduation ceremonies were wonderful. She congratulated all graduates and thanked the schools for the inviting Board members to attend.

District Business – Consent Items

MOTION BY DIRECTOR CILEK, SECONDED BY DIRECTOR DORAU TO APPROVE THE FOLLOWING CONSENT AGENA AND ADDENDUM:

- A. MINUTES OF THE MAY 25, 2010 REGULAR BOARD MEETING
- B. OPEN ENROLLMENT FOR THE 2010-2011 SCHOOL YEAR INTO OUR DISTRICT FOR LUCY VAN GORDER AND NICOLA VAN GORDER AND OPEN ENROLLMENT OUT OF OUR DISTRICT FOR HAILEY HILL, JAMES KARDOS, ALEXANDER REGENNITTER, MICHAEL WATKINS III AND MACKENZIE WHITED
- C. ACCOUNTS PAYABLE IN THE AMOUNT OF \$1,054,008.51 GENERAL FUND, \$306.68 MANAGEMENT FUND, \$111,328.86 NUTRITION FUND, \$7,157.60 STUDENT ACTIVITIES FUND AND \$156,010.86 SCHOOLHOUSE FUND/CAPITAL PROJECTS FUND
- D. CERTIFIED STAFF FOR 2009-2010 A(1-4), B(1-3) AND FOR 2010-2011 A(1-14) AND B(1-2)ADDENDUM CERTIFIED STAFF 2009-2010 A(1) AND B(1-3) AND 2010-2011 A(1-1) AND B(1) ([Attachment A](#))

Motion by Director Cooper to remove letter E, Medicaid Billing Agreement, from the agenda for further discussion.

MOTION BY DIRECTOR CILEK, SECONDED BY DIRECTOR DORAU TO APPROVE CONSENT AGENDA ITEMS A-D.

MOTION CARRIED 7-0.

Director Cooper asked for clarification on the Medicaid Billing Agreement.

Jim Behle reported that this is a change in providers from MJ Care out of Wisconsin to Timberline in Iowa. He stated the district has a good relationship with MJ Care however with them based out of Wisconsin they are not always up to date with Iowa laws. Timberline has the expertise in Iowa law.

Director Cooper asked how the 6% fee for Timberline compared to MJ Care. Mr. Behle stated it is the same as MJ Care.

MOTION BY DIRECTOR DORAU, SECONDED BY DIRECTOR CILEK TO APPROVE THE MEDICAID BILLING AGREEMENT. ([Attachment B](#))

MOTION CARRIED 7-0

Board Meeting

Accounts Payable

MOTION BY DIRECTOR DORAU, SECONDED BY DIRECTOR CILEK TO APPROVE THE ACCOUNTS PAYABLE AS PRESENTED

MOTION CARRIED 6-0-1 With Director Cooper abstaining.

OPN Step 4 Crossings School

Roger Worm of OPN addressed the Board to present the new elementary school project design. He introduced Wes Reynolds and Alex Turner of OPN as well. Mr. Worm provided a summary of the building floor plans. He stated that Mr. Reynolds along with Jim Behle and Ann Feldmann have conducted meetings with staff to get their input on the design. OPN will bring the changes back for staff to review again and will do so a third time if necessary.

Mr. Reynolds reviewed a 3-D plan of the building elevations and exterior design. He stated that although the building has a contemporary feel the materials are all traditional.

Mr. Reynolds spoke to some difference from buildings in the district that were recently built. He stated that although the library will be close to the same size as the Van Allen library, the shape will be different to be more functional. He also stated that computer labs in the new building will be bigger as space in existing buildings is an issue.

Mr. Reynolds stated they are on track with the construction budget and project costs. The project should go out for bid in late winter 2010 with bids received around February.

Director Dorau expressed a concern with the amount of glass used in the building due to Iowa weather using a tornado as an example. Mr. Reynolds stated that hallways and bathrooms would be utilized in the event of a tornado.

Director Swisher asked if materials manufactured in Iowa would be used.

Mr. Reynolds stated that the brick and concrete blocks for the building are from Iowa and that as a company OPN is mindful of using materials from Iowa.

The Board thanked OPN for their work and stated it is a beautiful building. OPN will leave the drawings of the building with the district.

Jim Behle stated that the district has had a great working relationship with OPN and that the next step in the process, step 5, would probably come in the fall.

Finance Committee Report

Director Klouda distributed the minutes from the Finance Committee meeting. She stated that McGladry will meet with the district on Monday, June 21, 2010 at 9:00am to conduct the Audit Planning Meeting and invited committee members to attend. She also reported that the Committee discussed concerns from the board regarding the district's printing contract. There was support to know the cost of an additional option of the district running its own printing. The District's print shop records did not contain a system to keep track of year to date sales of each type of product or service completed. There is a significant amount of research that needs to be done before being able to estimate the district's cost of reopening the district's print shop. It was estimated that it would not be finished until October 2010. Information needed would be the cost of equipment (estimates from vendors), estimated volume of printing, and the actual staffing

costs of the operation. Committee members discussed the current needs of the district and the support to having all of the information for an informed decision. The Committee will advise the Board to accept the administrative recommendation and award a one-year contract to PIP Printing, ensure full records are kept to track actual quantities and begin a full estimating process to have a cost to compare for running the printing in-house for next year's RFP. Additionally, it is recommended that detailed invoices are requested for vendors that bill the district. Building Administrators will be encouraged to utilize services through the contract but printing could be done elsewhere if showing that the cost was less than through the contract.

Dennis Tallman, owner of Alphagraphics, addressed the Board regarding the printing RFP. Mr. Tallman believes there was a lack of information requested. He believes a contract is being awarded on a single item and ignores all other printing where Alphagraphics was lower on all items. Mr. Tallman requested that the Board table this issue until all necessary information is provided in order to make a responsible decision.

MOTION BY DIRECTOR SHAW, SECONDED BY DIRECTOR COOPER TO AWARD A ONE YEAR CONTRACT TO PIP PRINTING, ENSURE FULL RECORDS ARE KEPT TO TRACK ACTUAL QUANTITIES AND BEGIN FULL ESTIMATING PROCESS TO HAVE A COST TO COMPARE FOR RUNNING THE PRINTING IN-HOUSE FOR NEXT YEAR'S RFP.

MOTION CARRIED 7-0

The Board requested that Paul Bobek instruct vendors to provide detailed invoices.

#### Redistricting Steps 3-5

Superintendent Plugge reported that steps 3-5 deal with when you will be looking at a new third high school. Steps 1 & 2 authorized administration to start looking for a site and Superintendent Plugge and Kirsten Frey have had initial discussions and contacts with potential sites. He stated that two Board meetings ago the Board talked about forming a trigger for when to start the planning for the school. That discussion ended with talking about having an actual number that would be in the sixth grade. Jim Behle has calculated that number at 3,750 students in four grades.

Jim Behle reviewed that in the report at the last Board meeting the number of 3,750 students was used. At that point it was discussed that there would be a three year projection of 9<sup>th</sup> graders which lead to the suggestions of looking at the actual number of 6<sup>th</sup> graders. The other piece of was to look at the progression rate from grade 6-9. Based on that actual number of 6<sup>th</sup> grader students we would have a sense of what that would mean as 9<sup>th</sup> graders. He started with the number of 950 students in 6<sup>th</sup> grade which gives a total of about 3,800 students in four grades. He then took the current three year progression rate from grades 7-8 and grades 8-9 and based on that you would have additional 24-25 students by 9<sup>th</sup> grade. That is a change to what was in steps 3-5.

Superintendent Plugge stated administration has been working on an implementation guideline for the boundary changes that have already been acted on at a previous meeting and distributed a copy. (Attachment) It is an administrative plan that has been taken from the Boards action. Grandfathering of students and when it would actually take place has been a topic of discussion. He called the Boards attention to items 4 and 4a where Lincoln and Hills students being assigned to City High is discussed. The plan is to have students who were in 7<sup>th</sup> grade or younger in the 2009-2010 school year who live in the Lincoln or Hills area go to City High when they are in 9<sup>th</sup> grade. In looking at 4b he explained they have not been able to gather enough information on

grandfathering of students who are siblings. There is a need to know what that impact is before a decision can be made. The document is a first draft and it is not being asked to adopt or accept it at this time. It is a working document by the administration, not a Board document and it will need to be expanded once the Board takes action on steps 3-5.

Director Cilek asked for clarification on 4b and asked if the number of students involved was being looked at in order to make a determination. Superintendent Plugge stated administration is working with buildings to see how many siblings it would involve with the test being not to have siblings split between two high schools. If siblings are more than four years apart it would not be recommended to grandfather those siblings. He reiterated that determination cannot be made until it is know how many students there would be.

Director Klouda stated that some of the language in steps 3-5 makes it sound that the Board would wait for the trigger to begin the planning of a new high school. She wanted to clarify that the steps approved at the last meeting included quite a bit of planning for the new high school. Looking for the land has already been mentioned but the Board also outlined steps with respect to forming a group to look at what kind of building it would be so that by the time the trigger is hit there should be a good idea of what the building is going to be and begin to approve the cost of design and building.

Director Swisher stated that if there was a modified program at the school it may not have boundaries of a neighborhood school. She felt it is was important to make clear that the trigger is based on capacity numbers and not necessarily related to a boundary or other programming.

Director Cooper discussed having a trigger verses multiple triggers. The time between step 2 and step 3 could be longer if the enrollment doesn't happen. The impact on the other schools would need to be evaluated as well which could result in the time being longer.

Director Dorau explained that her understanding of the trigger is that once the trigger is hit as laid out in the administrative recommendation the various steps of appendix 9 would begin. She stated that may need to be added to clarify what is implemented when the trigger is hit. Because this is being based on projected enrollment based on concrete numbers of 6<sup>th</sup> grade students, there is still unpredictability in the numbers because it is projecting out three years. Her concern is that the trigger needs to be met for that current 6<sup>th</sup> grade class to being appendix 9 and if three years down the road those numbers don't come to fruition there is already something started that there aren't actual enrollment numbers to sustain. She believes there needs to be additional numbers in there to make sure that when appendix 9 and the process of building the school are started there are enrollment numbers to sustain the school.

Superintendent Plugge stated that the projection rate Jim Behle spoke of historically has not changed a great deal over the years. There would still be the opportunity to delay the process if necessary because of how appendix 9 is set up. He stated the district has not seen a precipitous drop in enrollment but has seen leveling off of enrollment.

Director Cilek offered that changing the term triggers to enrollment triggers would help to make it clearer.

Jim Behle stated that one thing he did not mention when he used the number 950 was that it doesn't mean that when you hit 949 you haven't hit the trigger but at 950 you do. He advised that a small range be used.

Kurt Anstreicher addressed the Board stating he has a son that will be a senior at West High next year and a daughter that will be in ninth grade at West High next year. Both children attended Lincoln Elementary School and Northwest Junior High. He came tonight to request that the Board accept the superintendent's recommendation to allow Lincoln and Northwest students who are at West High to continue at West High. Based on the conversations he just heard he stated he probably did not need to come. He stated there has been a great deal of concern and confusion among Lincoln and Hills parents and suggested that the decision information be disseminated as soon as possible. He stated placing the information on the ICCSD website would be very beneficial.

Judy Cambridge, Hills resident, addressed the Board and stated that at the last Board meeting a Board member stated they have had enough time which she believed was referring to Hills and the redistricting. She finds this very disappointing as she feels the Board has not given the Hills community any time to discuss redistricting and respond to their questions. She stated on March 8 there was a joint meeting set up between the Hills Elementary School, the City of Hills, The ICCSD School Board and administration. She stated the meeting was set up through the administration office yet no Board members or the Superintendent attended the meeting. On May 21 a letter from the Mayor of Hills was email to all Board members and administrators asking for them to attend a council meeting. It was believed the letter would be part of the agenda for the May 25 Board meeting yet it was not included in the packet. She stated the Hills City Clerk called the administration office on May 25 to ask why it was not included and the phone rang 40 times with no answer and no voicemail. The City Clerk then emailed the Board to find out why and there was no response. On June 1 the City Clerk resent the letter to the Board with again no response. Ms. Cambridge then emailed each Board member asking them to attend the June 14 Hills City Council meeting. She thanked Director Dorau and President Fields for responding and reported that President Fields stated the Board already has a meeting on June 14. Ms. Cambridge stated she was confused as to why the City of Hills cannot get their correspondence through to the school administration and the Board. For this reason she asked President Fields to contact the City Clerk to set up a meeting. She asked the Board to set aside time to meet with the City of Hills, its residents, and the Hills Elementary community. Until that takes place she feels no one has the right to say they have had enough time. They have not been given the time to discuss very important issues that affect not only their families but the City of Hills growth and economic development. She thanked the Board for their time and thoughtful consideration.

Chris Lynch of Forest Edge Drive addressed the Board and stated he thought it was great they were looking at enrollment, financial liability, and programming for a third high school. He really likes the concept of commissioning teams. He stated he feels the smaller the better and the membership of those potentially directly impacted would be a good thing to help those teams get their mandate done. He stated his neighborhood has talked about getting a volunteer for both of the teams. He feels that as teams for the potential need for a third high school kick off in the next year it does have a potential to create a range of trigger points. He stated enrollment of 3,750 would be the highest you would want to go and encourage the Board to think about a range.

Linda Monroe, Hills resident, addressed the Board stating she has paid close attention to the deliberations regarding high school enrollment and boundary issues. She offered comments regarding ways this will affect the Hills and Lincoln families who currently have children attending West and or Northwest. Until tonight she had not heard mention of possible grandfathering and hopes the Board will allow students already at West to stay there and to allow younger siblings to attend West as well. She feels it is not fair to split families between two high schools. She spoke from experience of conflict in having students on opposite sides of the district as Hills Elementary is paired with the east side schools for orchestra which resulted in her

children having concerts on the same night at the same time at each of the high schools. She stated the fallout from the incomplete feeder system the Board is creating will make it extremely difficult for families. She stated that at the last Board meeting the Board struggled with the fact there was not enough room at South East for 7<sup>th</sup> & 8<sup>th</sup> graders from both Hills and Lincoln and conceded to allow the option to transfer from Northwest to South East. There was no forewarning to the students who will be in 8<sup>th</sup> grade this fall and will be required to attend City and they did not have that same opportunity. In conclusion she asked the Board to give consideration to grandfathering and asked for consideration to push back the year that the boundary changes are effective for the high school students to fall 2012.

Bill Hoefer, Forest Edge Drive, addressed the Board and stated this fall will have children at Wickham Elementary. He wished to address a few points regarding forming the trigger for starting a new high school. He believes it is important the three year projected enrollment, not actual enrollment, be the focus as the main trigger for starting the planning progress for the high school. He felt it would be redundant to have a 6<sup>th</sup> grade trigger that is already part of the projected enrollment figure. He feels 3,750 as the projected high school enrollment is too high. This would push all the schools beyond their maximum capacity without further additions. It doesn't make sense to overfill the schools beyond their capacity. He suggested a three year projection of high school enrollment of 3,500-3,550.

Anne Johnson addressed the Board stating she is disappointed that 3,400 was used as a redistricting number and now we are talking about letting high schools get to 3,750. She stated there was no discussion of there being so much give to that number and that discussion should have happened during redistricting if there is really that much capacity at the high school level. She asked what the benefit would be to teachers, students and the community of going that much over the stated capacity. She understands it is not a fixed number but 200 more than capacity is a big deal. She stated the other thing to be sensitive to is that South East has the projection to be over crowded and that in under utilizing Northwest and North Central we might not be able to evenly spread the overcrowding. She stated the need to look out for the ripple effect and not further burdening South East. She believes that 3,500 are more comfortable than 3,750 and asked not to wait until schools are 300-400 overcrowded before opening a new building.

Julie Zielinski, Lincoln parent, addressed the Board stating she has been working with a lot of families who have questions about this and about how it will be implemented. She stated this last year they felt there was the east side, the west side and those of them who were stuck in the middle as they were not represented by the east side council and they didn't fit in the north or the west. The result is 27 7<sup>th</sup> grade students who have not had the heads up on this. Of those 27 students from Lincoln, 6 were transfers to Lincoln who live on the west side of town and will be allowed to attend West High which takes the number down to 21. If grandfathering is considered the number would be down to 15 students that would be left heading over to City High from the Lincoln area. She asked that the Board think it through as it is a really big deal for the families involved as those 15 kids become one of 1,600 students at City school which is less than 1%. She asked the Board to look at the enrollment and consider moving the boundary change back. It was projected last year as this time that high school enrollment would grow fast and would be 100% over but in fact high school enrollment actually dropped by about 70 students. She asked the Board to please be flexible and see if there is any alternative to doing this to the 15 students in that grade.

President Fields stated steps 3, 4, and 5 needed to be reviewed and considered. At the last meeting the steps were taken one at a time and she would like to follow that format. The Board reviewed the rationale and discussed changes which include calling triggers enrollment triggers, adding a range of 900-925 as the number of current 6<sup>th</sup> grade students, and listing the optimal

capacity at West and at City and the absolute maximums. Director Dorau read the rationale with the changes.

MOTION BY DIRECTOR KLOUDA, SECOND BY DIRECTOR COOPER TO ACCEPT THE CHANGE OF THE DEFINITION OF TRIGGERS FOR A THIRD HIGH SCHOOL WITH THE CHANGES AS READ BY DIRECTOR DORAU ([Attachment C](#)) INCLUDING THE RATIONALE.

MOTION CARRIED 7-0

Directors reviewed and discussed step 3 which includes beginning budget planning to open high school three years from trigger, begin facility design for third high school, and begin boundary study for third high school.

Director Klouda asked if steps 3-5 were even necessary as they would be implemented in accordance with Appendix 5 and Appendix 9. The Board agreed it was better to have it spelled out.

MOTION BY DIRECTOR KLOUDA, SECONDED BY DIRECTOR CILEK TO ACCEPT STEPS 3, 4 AND 5 AS PRESENTED.

Director Cooper asked if one year was enough time to design a high school. Directors stated the steps previously approved allow more time.

MOTION CARRIED 7-0

MOTION BY DIRECTOR DORAU, SECONDED BY DIRECTOR KLOUDA TO ADD AFTER IMPLEMENT STEP 3, 4 AND 5 IN ACCORDANCE OF BOARD APPENDIX 5 AND APPENDIX 9 AS ISSUED IN 2010.

MOTION CARRIED 7-0

Director Cilek asked if President Fields could reiterate her understanding of how the Board wants to facilitate their communication with the Hills community. President Fields stated she would contact Mayor Bailey of Hills to talk about what it is that Hills want to discuss with the Board and determine if it could be a small group, possibly herself and Director Cooper, or if it would be the entire Board.

There was Board consensus for President Fields to work with the Hills community to try to improve this situation to help both parties get on the same page and see what they can do. The Board feels badly about the situation.

Director Shaw asked Superintendent Plugge to clarify 4b as to whether it was if or how there would be grandfathering. Superintendent Plugge stated it was all dependent on numbers and how many would be impacted.

President Fields stated that Mike Moore, an east side elementary teacher, stated at the Wood forum that whatever happens it is important for all to make this plan the best we can to make it positive and move forward. She encouraged all to work together to make it positive and move forward.

Governance Committee Report

Director Klouda stated that Appendix 3 was the first item on the agenda for the Governance Committee. She reviewed the changes made to the appendix and stated that the MIS schedule is a work in progress. She stated the committee was also given the task to formulate draft language for a policy requiring the district to periodically review/adjust school boundaries. ([Attachment D](#)) She stated this should be placed on the agenda for the next meeting as a first reading.

Director Swisher stated there were implications to the Communication Committee with the timing of the MIS report schedule and suggested the Communications Committee review the schedule in more detail to see what sort of actions might naturally follow up.

The Governance Committee discussed next steps in resolving status issues regarding Board and administrative policy distinctions. The committee will recommend to the Board that Gayle Klouda work with Kirsten Frey in determining how to classify existing policies.

Kirsten Frey wanted to clarify that she represents the Board as a whole however it has been the past practice that she received instruction only from the Superintendent or the Board President thus the need for approval to work with Director Klouda on the policies. The Board approved for Director Klouda to work with Kirsten Frey.

Committee members discussed the status of the character education ends policy which was drafted but not adopted last year. It was decided that the committee will recommend to the board that this policy be placed on an agenda in August for consideration of further board action.

Committee members discussed the need for a new director orientation process with supporting documentation. Director Dorau presented a possible outline/table of contents for the committee to discuss and to give feedback regarding. This will be placed on the next committee meeting agenda. Director Dorau indicated that she will ask other directors for input as well.

Director Swisher asked to partner with Director Dorau on the orientation process document. The Board agreed.

#### Superintendent Contract

Phil Hemmingway addressed the Board with concern as to why we are paying a new superintendent \$10,000 more than the current superintendent and why he is receiving a \$6,000 incentive for a PhD. He felt incentives should be placed on the superintendent for lowering the operating costs of the physical plant, to lower student teacher ratio, to increase math and test scores and improve physical education. He questioned tax sheltered annuities and car allowance. He stated that the biggest inherent incentive to any superintendent working in the Iowa City community is Iowa City itself and the price of that benefit can't be calculate high enough.

President Fields stated the Board has received the contract and has had time to review it.

MOTION BY DIRECTOR CILEK, SECONDED BY DIRECTOR DORAU TO APPROVE THE CONTRACT FOR STEPHEN MURLEY AS THE SUPERINTENDENT EFFECTIVE JULY 1, 2010.

MOTION CARRIED 7-0

#### Superintendent Transition Planning

President Fields stated this type of leadership transition is significant. She stated Mr. Stephen Murley will be coming into this position new to the community and the things the Board can do

to help him are essential. She stated that in the RFP proposal from Hazard, Young and Attea there was an option for a workshop working with Ted Blaesing on Board and superintendent working relationships and asked if the Board would like to pursue that option. A target date would be early August working to accommodate Board members schedules.

Director Swisher asked about the cost of the workshop and if it was part of the contract.

President Fields stated it was not part of the contract.

Director Cilek asked if anyone had talked to Mr. Murley about that option.

Ann Feldmann, Assistant Superintendent, stated she spoke with Mr. Murley and he is very open to a workshop of that nature.

Director Shaw asked about the cost what the value would be to having a facilitator.

President Fields stated that she feels the value is that this Board at times has struggled with their own direction and it helps to have someone else who can bring the conversation forward. She stated she does not recall the exact cost but stated it was in addition to the contract and would also involve travel.

The Board agreed that they would like to have the workshop and President Fields will contact Ted Blaesing to get some options of meeting times.

President Fields stated she would like to look at scheduling a reception to introduce Mr. Murley to the community. The Board agreed to have the reception right before the July 13 Board meeting where the reception could transition into the Board meeting.

President Fields expressed the need to look at other ways to help transition Mr. Murley which would include meeting with community leaders and individual meeting with Board members.

Director Swisher asked Superintendent Plugge what was most beneficial to him when he came to the District. He stated that meeting with the Board and with community members was most beneficial.

#### Community Ed Resolution ([Attachment E](#))

Superintendent Plugge stated that the enclosed memo and community education resolution was prepared by Kirsten Frey as a first step in establishing a community education program which will assist in the budgeting process with Family Resource Centers.

Kirsten Frey stated that included in the SILO resolution when the SILO tax was first being voted was the possibility of developing a community education program which was included in the referendum. This would help implement and finalize some of those concepts. It is anticipated that initially the program will help centralize some of the things the district is already doing and help to formalize that process across buildings. The enclosed memo provides action steps and resolution she requests that the Board approve. If the Board approves the resolution she would like to acknowledge that the work is only just beginning and there is a lot of work that needs to be done in the near future with respect to forming the district-wide action committee to supervise the community education program.

Superintendent Plugge stated the resolution lists Susie Poulton and Joan Vandenberg as co-directors of the program.

Director Klouda thanked Kristen Frey for the document which she stated was extremely helpful and left no question unanswered.

President Fields asked who appoints members to the district-wide advisory council.

Kirsten Frey stated that given Board governance style it would be more appropriate as an administrative decision with Board direction on who those members should be.

Director Dorau asked if it would be appropriate to have a Board member serve on the committee. Kirsten Frey stated it was possible and could be a nice liaison contact. She suggested a five member committee so there would be an odd number when voting.

MOTION BY DIRECTOR KLOUDA, SECONDED BY DIRECTOR SHAW TO ADOPT THE COMMUNITY ED RESOLUTION AS WRITTEN.

Director Dorau asked how this would affect current organizations such as PTO's that are running before and after school programs and if this provides additional liability protection for the district. She stated it seems we are setting up an umbrella organization.

Kirsten Frey stated it does not automatically impact those entities or organizations at the outset. She would recommend to the community education director that it is something that needs to be looked at. For various liability purposes and various other issues that have surfaced over the course of the last year, Ms. Frey feels it would be a good idea to look at the district facility use policy and the BASP programs for liability issues and equity issues as well. This provides an opportunity to reevaluate how the district handles these and operate them under a collective umbrella.

MOTION CARRIED 7-0

President Fields reminded Director Klouda this should be added to the MIS schedule.

#### Capital Projects Status Report

Superintendent Plugge pointed out a correction to the report in that Step 3 of the Crossings has already been approved.

Director Klouda suggested that it should include a note stating that the total budget for the Crossings project is greater however the ICCSD responsibility is \$11,500,000.

#### Comprehensive School Improvement Plan/Committee Report ([Attachment F](#))

Director Klouda stated this is a great committee with good ideas and good questions.

Director Shaw stated that part of the value of the committee is communication with the community.

#### Agenda Setting

The next regular Board meeting will be held on July 13, 2010. Agenda items include:

- 1<sup>st</sup> Reading of Facilities Learning Environment
- Transportation Consultation Report

Director Dorau suggested a future agenda item to discuss the possibility of having a Board recording secretary in addition to the Board Secretary. She feels it would be beneficial to have more detailed minutes and accounting of the Board meetings. The potential increase in workload needed for more detailed minutes is too great for Paul Bobek. She stated it is too difficult now to go back a few months to minutes and really remember or figure out what happened. She feels going to a transcription style or more detailed minutes would be beneficial.

Director Cooper suggested video streaming the Board meeting. It was discussed previously however band width is an issue at this time.

President Fields stated this could be identified to the Communication Committee to look at.

MOTION BY DIRECTOR COOPER, SECONDED BY DIRECTOR DORAU TO GO INTO CLOSED SESSION IN ACCORDANCE WITH THE IOWA CODE SECTION 21.5(E) TO DISCUSS WHETHER TO CONDUCT A HEARING OR TO CONDUCT HEARINGS TO SUSPEND OR EXPEL A STUDENT, UNLESS AN OPEN SESSION IS REQUESTED BY THE STUDENT OR A PARENT OR GUARDIAN OF THE STUDENT IF THE STUDENT IS A MINOR.

MOTION CARRIED 7-0

The Board entered closed session at 10:45pm.

The Board returned to open session at 11:02 pm.

MOTION BY DIRECTOR DORAU, SECONDED BY DIRECTOR COOPER TO APPROVE THE SUPERINTENDENTS RECOMMENDATION TO EXPEL A STUDENT FOR THE 2010-2011 SCHOOL YEAR AND PRIOR TO READMITTING SIGN THE AGREEMENT THAT THE STUDENT, IF READMITTED, AGREES TO FOLLOW THE CODE OF CONDUCT ESTABLISHED FOR DISTRICT'S STUDENTS, DEMONSTRATE SUCCESSFUL ACADEMIC PERFORMANCE, FOLLOW DISTRICT'S ATTENDANCE POLICIES AND ABIDE BY ANY OTHER RULES REESTABLISHED BY THE DISTRICT'S ADMINISTRATION.

MOTION CARRIED 7-0.

MOTION BY DIRECTOR COOPER TO ADJOURN AT 11:03PM.

---

President

---

Board Secretary

---

**Iowa City Community  
School District**

---

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

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

June 8, 2010

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. Resignations For 2009-2010**

1. Deppe, Karen – Paraeducator – Mann – resignation 6-7-10
2. Field, Katie – Paraeducator – Mann – resignation 6-7-10
3. Harper, Henry – Student Advocate/Juvenile Court Liaison – City – in voluntary resignation 6-8-10 (position eliminated)
4. McKenzie, Dawn – Paraeducator – Lemme – resignation 6-7-10 (will be employed in another capacity)
5. McKenzie, Dawn – Media Secretary – Lemme – resignation 6-7-10 (will be employed in another capacity)
6. Newell, Christine – Paraeducator – SEJH – resignation 6-7-10
7. Tran, Ganh – Night Custodian – West – resignation 5-25-10
8. Zimmerman, Colleen – Paraeducator – Van Allen – resignation 6-7-10

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

1. Pogue, Patricia – From Night Custodian – Wood – C2 Step 1 - @\$14.07/hr +  
\$.10/hr longevity = \$14.17/hr – 8 hrs/day – 241 days – 1928 hrs/yr (\$27,319.76) \$29,666.96  
7-1-09 to 6-2-10 To Head Day Custodian – Wood – C3 Step 1 - @\$14.57/hr +  
\$.10/hr longevity = \$14.67/hr – 8 hrs/day – 20 days – 160 hrs/yr (\$2,347.20)  
6-3-10 to 6-30-10

Support Staff Update (continued)RE: Agenda Support Staff Update – 2010-2011

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

**A. Resignations For 2010-2011**

1. Field, Katie – Paraeducator – Mann – resignation 6-7-10
2. McKenzie, Dawn – Media Secretary – Lemme – resignation 6-7-10 (will be employed in another capacity)
3. Tran, Ganh – Night Custodian – West – resignation 5-25-10

**B. Recommended For Hire 2010-2011**

- |   |                    |
|---|--------------------|
| 1. Kedley, Kate – Assessor: English Language Assessment and Intake Center<br>(housed at NWJH) 6.5 hrs/day – 190 days – 8-2-10 | <u>\$22,000.00</u> |
|---|--------------------|

**C. Recommended For Salary Adjustments/Transfers For 2010-2011**

- |   |                    |
|---|--------------------|
| 1. Erickson, Catherine – From Office Secretary – Van Allen – Paygrade I Step 2<br>@\$13.79/hr – 6.5 hrs/day To Principal’s Secretary – Garner – Paygrade II Step 2<br>@\$14.39/hr – 8 hrs/day – 1600 hrs/yr – 200 days – 8-5-10 to 6-9-11   | <u>\$23,024.00</u> |
| 2. Jenkins, Elizabeth – Correction – From Second Baker – Class II Step 2 – NWJH<br>6.5 hrs/day To Food Service Assistant – Class I Step 1 – NWJH - @\$10.85/hr<br>+ \$.10/hr longevity = \$10.95/hr – 6.25 hrs/day – 1125 hrs/yr + 14 hrs required<br>training = 1139 total hrs/yr – 180 days - 8-19-10 to 6-2-11 | <u>\$12,472.05</u> |
| 3. Pogue, Patricia – Salary Correction – 2010-2011 – Head Custodian – Wood<br>C3 Step 1 - @\$14.87/hr + \$.15/hr longevity = \$15.02/hr – 8 hrs/day – 261 days<br>2088 hrs/yr – 7-1-10 to 6-30-11   | <u>\$31,361.76</u> |

June 8, 2010

Enclosure

**CERTIFIED STAFF -Agenda**

**A. Resignations For 2009-2010**

1. Jones, Kate – Assistant Principal/At Risk Teacher, Kirkwood – resignation 6-8-10
2. Grier, Vanessa – Guidance Counselor – Twain – resignation 6-8-10
3. Lee, John – Resource Teacher – Penn – resignation 6-8-10
4. Mandel, Robin – 1<sup>st</sup> Grade – Roosevelt – resignation 6-8-10

**B. Resignations From Extra Services 2009-2010**

1. Blosser, Sonya – Science Advocate – Hoover – resignation 6-8-10
2. Humston, Jon – Environmental Club Sponsor – City – resignation 6-8-10
3. Ingram, Brian – Student Government – SEJH - resignation 6-8-10

**CERTIFIED STAFF -Agenda 2010-2011**

**A. Recommended For Salary Adjustments/Transfers For 2010-2011**

1. Armstrong, Judith – From 1.0 FTE (.50 FTE Reading/.50 FTE 2<sup>nd</sup> Grade) Kirkwood To 1.0 FTE (.50 FTE Reading/.25 FTE Literacy Coach/.25 FTE LARS) Kirkwood 8-16-10
2. Birr, Becky – From 1.0 FTE – Reading – Hills To 1.0 FTE (.75 FTE Reading/.25 FTE LARS) Hills – 8-16-10
3. Ceynar, Carolyn – From 1.0 FTE – 3<sup>rd</sup>/4<sup>th</sup> – Van Allen To 1.0 FTE – 3<sup>rd</sup>/4<sup>th</sup> – Garner 8-16-10
4. Gorsh, Aimee – From .69 FTE (.50 FTE Kindergarten/.19 FTE Math) Wickham To 1.0 FTE – 1<sup>st</sup>/2<sup>nd</sup> Grade – Wickham – 8-16-10
5. Heffner, Kristy – From 1.0 FTE (.50 FTE Assistant Principal/.50 FTE Special Ed Level II/III – Wickham To 1.0 FTE – Modified Special Education – Garner – 8-16-10
6. Kidwell, Courtney – From 1.0 FTE – 3<sup>rd</sup>/4<sup>th</sup> – Van Allen To 1.0 FTE – 5<sup>th</sup>/6<sup>th</sup> Garner – 8-16-10
7. Langenfeld, Ann – From 1.0 FTE (.25 FTE Reading/Wood and .75 FTE Staff Development/CAO) To 1.0 FTE (.25 FTE Reading/Lincoln and .75 FTE Staff Development/CAO) 8-16-10
8. Mazure, Mary Rose – From 1.0 FTE – Kindergarten – Van Allen To 1.0 FTE – Kindergarten Garner – 8-16-10
9. Moore, Monique – From 1.0 FTE (.50 FTE Reading Recovery/.50 FTE Earobics Staff Development) Van Allen To 1.0 FTE (.50 FTE Literacy Coach/Van Allen and .50 FTE Reading Recovery/Garner) 8-16-10
10. Nolte, Amy – From 1.0 FTE (.50 FTE Title I Literacy Coach/CAO and .50 FTE DOP Reading Teacher/Wood) To 1.0 FTE (.50 FTE Title I Literacy Coach/CAO and .20 FTE DOP Reading Teacher/Van Allen/.30 FTE LARS/Van Allen) 8-16-10
11. Thompson, James – From .50 FTE – Vocal Music – City To .60 FTE (.50 FTE Vocal Music And .10 FTE Adaptive Music) City – 8-19-10
12. Tucker, Phyllis – From 1.0 FTE (.60 FTE Preschool/Mann and .40 FTE Preschool Coordinator/CAO) To 1.0 FTE – Preschool Coordinator – CAO – 8-16-10
13. Wilson, Megan – From 1.0 FTE – 2<sup>nd</sup> Grade – Van Allen To 1.0 FTE – 1<sup>st</sup> Grade – Garner – 8-16-10
14. Winklemann, Susie – From 1.0 FTE (.50 FTE Title I Reading/.25 FTE LARS/.25 FTE Literacy Coach/Kirkwood) To 1.0 FTE (.50 Title I Reading/Kirkwood and .50 FTE Reading Recovery Teacher Leader/CAO) 8-16-10

**B. Recommended For Extra Service 2010-2011**

1. Fenstermaker, Andrew – Head Freshman Football Coach – City – 8-19-10 \$TBD
2. Jones, Sara – Student Council Sponsor (50% of stipend) SEJH – 8-19-10 \$TBD

# **Timberline Billing Service LLC**

1315 50<sup>th</sup> Street West Des Moines, IA 50266

Phone 515-222-0827 Fax 515-222-0834

## **Agreement of Service**

The document serves as a legally binding agreement between Timberline Billing Service LLC (Timberline) and Iowa City Community School District (District) regarding the accessing of Medicaid reimbursement for covered school-based services. Timberline is a Limited Liability Company formed and headquartered in the State of Iowa. Timberline is a statewide medical claim processing company, specializing in work with local school districts and Medicaid. The agreement is set forth herein:

### **Background**

Timberline assists school districts as a Medicaid provider in accessing Medicaid reimbursement for covered services. This includes both special education services and primary preventive services provided in the school-based setting. As a full-service company, Timberline will work with District staff to assure appropriate documentation (from training to monitoring completed forms), process the staff documentation for submission of claims to Medicaid and the review of claims which may need to be resubmitted to Medicaid.

### **Timberline Responsibilities**

- 1) Presenting information about the Medicaid Local Education Agency (LEA) Program for the District's administration and staff. Timberline uses various mediums to communicate this information and will work with District staff to ensure all information is shared efficiently.
- 2) Training of the staff on the covered services and documentation requirements for the LEA program. Timberline utilizes various mediums for training of staff. Timberline will work with District staff to ensure the most effective and efficient medium is utilized for District. Some options include but are not limited to: webinars in August at the start of the school year, in-service meetings with Dann Stevens as the presenter, online tutorials via Timberline website (client-only access).
- 3) Monitor and review the documentation/claiming forms of all District staff.
- 4) Keep all District information acquired as a result of these services confidential. In the event that any disclosure of any documentation/information acquired by Timberline is required by law, Timberline will notify the District of such obligation prior to such disclosure. Notwithstanding the above, Timberline shall be in full compliance with all requirements of FERPA, as required by the District, and with HIPAA and their respective rules and regulations as well as laws of the State of Iowa regarding mental health, substance abuse and AIDS information. Further, any documentation or information obtained pursuant to this Agreement will be

destroyed or returned to the District, at the sole discretion of the District, upon termination of this Agreement.

- 5) Compare staff documentation with the quarterly Medicaid eligibility listing from District to ensure student eligibility for the students reported on claiming forms provided by LEA.
- 6) Submission of Medicaid claims, or response to District with listing of additional information needed to process the claim, within 30 days from the receipt of the documentation.
- 7) Review any denied claims for reconciliation. This may include resubmission or communication with District on the reason for the appropriate denial of the claim by Medicaid.
- 8) Provide quarterly updates on Iowa Medicaid LEA program benefits. This may be accomplished via the Timberline newsletter, or emails to the contact person for District.
- 9) Continue consultation and communication with the Iowa Medicaid Enterprise, Department of Education and the Medicaid fiscal intermediary to ensure the District's full compliance with all requirements of the Medicaid program.
- 10) Perform a quarterly Quality Assurance Service for the District. This will include a full review of all documentation for a random sample of paid claims during the previous quarter.
- 11) Obligations are conditioned upon the prior performance by the District as set forth under the District's responsibility.

### **District Responsibilities**

- 1) Obtain provider certification as required by the Iowa Medicaid program for LEA billing.
- 2) Provide Timberline Billing Service with a quarterly Medicaid eligibility list of students with IEP's. This listing is available via the Web-IEP application for all school districts in Iowa.
- 3) Ensure that all personnel for which claims are submitted meet standards as set forth in Iowa Department of Education rule 281, Iowa Administrative Code 41.8 (256B, 34CFR300), to the extent that their certification or license allows them to provide services. Practitioners shall meet the Board of Educational Examiners' Licensure or recognition requirements for the position. Additionally, practitioners are required to hold a professional or occupational license, certificate or permit if they do not hold a Board of Educational examiner's licensure.
- 4) Provide required access to all personnel, materials, information and financial data necessary to accomplish the designated services listed in this Agreement of Service. Notwithstanding the above, both parties recognize and agree that the

District must be in compliance with FERPA, HIPAA and Iowa laws regarding the treatment of substance abuse, mental health and AIDS information, as well as any other applicable federal or state laws, and that the District will not be in breach of this provision if it is prohibited from providing required information to Timberline on the basis of compliance with such laws.

- 5) Complete appropriate enrollment forms with Iowa Medicaid to name Timberline Billing Service LLC as the Districts vendor.

### **Fees**

District shall pay Timberline a fee equal to six percent (6%) of the net Medicaid reimbursement retained by District. This does not include any Medicaid funds that are returned to the Iowa Department of Human Services. This fee will be calculated monthly based on the paid claims for the preceding month. District shall make payment to Timberline within thirty (30) days from the date of the invoice.

### **General Terms**

District Information, Confidentiality, and Use. All data entered into the Timberline service by the District, either by manual or electronic means, is and shall remain the property of the District. Timberline may have access to certain District information and data, all of which shall be considered confidential. Timberline agrees that all such information and data shall be used only for the intended purpose and shall not sell, rent, share or otherwise disclose any such information and data to any third party.

Warranty. Notwithstanding anything contained in this Agreement to the contrary, Timberline represents and warrants that it is the owner of or otherwise has the right to use, distribute, and license or sublicense all materials and methodologies used in connection with providing the services and products which are the subject of this Agreement, and that such materials and methodologies shall not infringe any copyright or other proprietary right of a third party. Notwithstanding anything contained in this Agreement to the contrary, Timberline further represents and warrants that (a) the work to be performed and services to be provided by it under this Agreement will be rendered using sound, professional practices and in a competent and professional manner by knowledgeable, trained and qualified personnel; (b) the work will be configured using commercially reasonable technical specifications; (c) the work will operate in conformance with the terms of this Agreement; (d) the work to be performed by it under this Agreement will not violate any law, statute, ordinance or regulation; and (e) the work to be performed by it under this Agreement will be free of any software disabling devices, internal controls, or computer programming routines that are intended to damage, detrimentally interfere with, surreptitiously intercept or expropriate any system, data or personal information.

Notwithstanding anything contained in this Agreement to the contrary, Timberline agrees to defend at its own cost and expense any threatened or actual claim or action against the District, its subsidiaries and/or affiliated companies, for actual or alleged infringement of any patent, copyright or other property right based on any work

furnished to the District by Timberline under this Agreement or the use thereof by the District.

Timberline makes no guarantee of results with respect to any claim. Timberline shall not be liable for any errors or omissions contained in the information submitted to Timberline by the District. The District shall not be liable for any errors or omissions as a result of actions by Timberline staff.

Notwithstanding anything contained in this Agreement to the contrary, Timberline warrants that the service will be available to the District and will be provided substantially in accordance with the descriptions and specifications set forth in any user documentation provided to the District. Timberline shall use commercially reasonable efforts to make the service continuously available to the District and to promptly restore availability if it is within Timberline's reasonable control.

Insurance. Timberline shall maintain liability insurance for protection from claims arising out of performance of services caused by negligent error, omission, or act for which the insured is legally liable. Such liability insurance will provide for coverage in a minimum amount of \$1,000,000 effective through the term of this Agreement and for claims made within one year thereafter. Timberline shall provide to the District a certificate indicating that such insurance coverage has been obtained.

Notice. Notwithstanding anything contained in this Agreement to the contrary, any notice required or permitted by this Agreement will be deemed to be delivered, and thus effective, when personally received, or three days after being placed in the United States Mail, postage prepaid, and addressed to the party as detailed below:

Notice to Timberline must be sent to:

Chris Stevens, President/COO  
1315 50<sup>th</sup> Street  
West Des Moines, Iowa 50266

Notice to the District must be sent to:

---

### **Miscellaneous Terms**

This Agreement shall be governed exclusively by Iowa law. The parties expressly agree that any litigation arising between them related, in any way, to this Agreement and/or any and all disputes, actions, claims, or causes of action related thereto shall be initiated and maintained only in the U.S. District Court for the Southern District of Iowa or the District Court for Polk County, Iowa.

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then such provision shall be modified to the extent necessary to be valid and enforceable, and all other provisions of this Agreement shall remain in full force and effect.

The relationship between the parties is that of independent contract. No joint venture, partnership, employment, or agency relationship exists between the parties as a result

of this Agreement. Neither party has the authority to create any obligations for the other, or to bind the other to any representation, statement or document.

The failure of either of the parties to enforce any right or provision under this Agreement shall not constitute a waiver of such right or provision unless acknowledged and agreed to by such party in writing. No waiver shall be implied from a failure of either party to exercise a right or remedy. In addition, no waiver of a party's right or remedy will affect the other provisions of this Agreement.

Neither party may assign any right or obligation under this Agreement, in whole or in part, without the other party's prior express written consent, which may be withheld at such party's reasonable discretion. Subject to the foregoing, this Agreement will be binding upon and will inure to the benefit of the parties and their respective successors and assignees.

The captions in this Agreement are included for convenience of reference only and are in no way meant to define or limit any of the provisions contained in this Agreement or otherwise affect their construction or effect. When a word or phrase is enclosed in parenthesis and quotation marks, i.e., ("Word"), then that word or phrase shall be interpreted as if fully written out in the following format: "(hereinafter referred to as the 'Word')," and thereafter in this Agreement, that word or phrase shall stand as an abbreviation of the longer phrase to which it relates.

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument.

Anything in this Agreement to the contrary notwithstanding, Timberline shall refrain from any action which would violate any law, rule, policy, or regulation of any governmental body or agency having jurisdiction over this Agreement.

**Term and Termination**

This Agreement of Service shall be effective July 1, 2010 and continue through June 30, 2012. This Agreement of Service shall be automatically renewed for additional terms of one year beginning the 1<sup>st</sup> day of July each subsequent year unless either party has provided written notice of the intention to terminate at least thirty (30) days prior to the then-current termination date. If termination is done prior to the then-current termination date, either party must give thirty (30) days advance notice in writing of the intention to terminate the Agreement of Service. This Agreement of Service may also be terminated at any time by a party not in default hereunder upon thirty (30) days written notice to the party that has committed a material breach of this Agreement.

Timberline Billing Service, LLC

Iowa City Community School District

\_\_\_\_\_

\_\_\_\_\_

Dann Stevens, CEO

Board President

Date \_\_\_\_\_

Date \_\_\_\_\_



## ICCSD Redistricting Plan: Administrative Recommendation

### ENROLLMENT TRIGGERS FOR THIRD HIGH SCHOOL:

When future 3-year enrollment projections estimate total high school enrollment at more than 3750 students and current 6<sup>th</sup> grade enrollment is between 900-925 students, implement Steps 3, 4 and 5 in accordance with Board Appendix 5 and Appendix 9 as issued in 2010

#### Rationale:

1. Enrollment projections reach a level that cannot continue to support students at West and City without brick and mortar additions. (Optimal capacity at West is 1800 and 1600 at City. Both schools cannot accommodate students much beyond 2000 at West and 1750 at City)
2. Enrollment projections tend to be more accurate three years out than projections longer than three years out
3. Three years are required to design and construct a third high school

#### STEP THREE

<b>1. Begin budget planning to open high school three years from trigger.</b>	Fiscal Considerations, operational costs	Operational costs and facility planning depend upon decisions made in Step Two. (what will the 3 <sup>rd</sup> high school offer and how many will it serve?)
<b>2. Begin facility design for third high school.</b>	Building utilization	
<b>3. Begin boundary study for third high school.</b>	Demographic considerations	

#### STEP FOUR

<b>1. Let bids and begin construction of third high school.</b>		
---	--	--

#### STEP FIVE

<b>1. Implement boundary changes determined in Step Three.</b>	Fiscal Considerations, operational costs	
<b>2. Open 3<sup>rd</sup> high school.</b>	Building utilization	
	Neighborhood Schools	
	Demographic considerations	

**FACILITIES LEARNING ENVIRONMENT (LEVEL 2h):**

The Superintendent shall not fail to continuously improve its facilities district-wide, by optimizing the relationship between facilities and enhanced student learning.

**The Superintendent shall not fail to (LEVEL 3h):**

1. Promote a policy that facilities improvements will be data-driven and research-based.
2. Require that the process to fund facilities improvements, due to the unique electoral cooperation that is necessary between stake-holding voters and the ICCSD, be democratic, inclusive and consensus-building.
3. Address immediate, short-term and long-term capital needs planning, while being cognizant of grant opportunities and local, state and federal legal compliance issues.
4. Pursue continuous facilities improvement with consideration of the guiding principles of equity, capacity, fiscal responsibility, accessibility, safety, schools serving neighborhoods, environmental responsibility, legal compliance and regional compatibility. (See Appendix 5)
5. Provide a process for annual review of school boundaries and appropriate periodic adjustments to those boundaries in order to promote the parameters outlined in Appendix 5.

# MEMORANDUM

To: Board of Directors for the Iowa City Community School District

From: Kirsten Frey

Re: Implementation of Community Education Program

Date: May 20, 2009

---

To enable the District to utilize Sales Tax Revenues to fund the Family Resource Centers, to facilitate the operation of the Healthy Kids School-Based Health Care Clinics, and to provide the structure necessary to help centralize certain activities and programs across the District, the Administration is requesting that you adopt and implement a Community Education Program pursuant to Iowa Code Chapter 276, the "Iowa Community Education Act." The purpose of this chapter is to: "provide educational, recreational, cultural, and other community services and programs through the establishment of the concept of community education with the community school serving as the center for such activity," including:

- co-operation between school districts and "other community agencies and groups;
- to mobilize community resources to solve identified community concerns;
- to facilitate more efficient and expanded use of existing school buildings and equipment;
- to provide leadership in working with other entities;
- to mobilize the human and financial resources of a community;
- to provide a wide range of opportunities for all socioeconomic, ethnic, and age groups; and
- to develop a sense of community in which the citizenry cooperates with the school and community agencies and groups to resolve their school and community concerns and to recognize that the schools belong to the people.

Iowa Code §276.2 (2009).

As a result of this statutory mandate, other schools that have implemented community education programs<sup>1</sup> have utilized the program as a means to:

- coordinate facility use and scheduling,
- arrange and track volunteer efforts of students and adults,
- provide summer or after-school classes for students,
- operate before and after school programs,
- provide a directory of tutors,

---

<sup>1</sup> Schools that have developed Community Education Programs include but are not limited to: Ankeny, Council Bluffs, Davenport, SE Polk, Urbandale, Waukee, Des Moines, West Des Moines

- offer public health services,
- develop and maintain wellness programs,
- offer early childhood family education/parenting classes,
- sponsor Senior Olympics,
- manage Dollars for Scholars programs,
- operate a Safety Town for pre-kindergarten students
- provide summer or after school courses for seniors or adults
- operate a clothing exchange program
- facilitate and act as a liaison with other governmental bodies and organizations

Given the breadth of the statutory language, the foregoing list of the types of programs that could be included in a community education program is not exhaustive. In fact, the statute specifically grants the authority to provide “educational, recreational, cultural, and other community services and programs for all age, ethnic, and socioeconomic groups residing in the community.” Iowa Code § 276.10 (2009).

If the District is interested in implementing a community education program, the statute requires the identification of a Community Education Director. The responsibilities of the Director include:

1. Serve as staff person to district-wide and local advisory councils;
2. Promote, publicize, and interpret the community education programs to the schools and community;
3. Facilitate community needs and resources after adequate assessment;
4. Seek ideas, promote people involvement in the process, and open lines of communication and coordination;
5. Stimulate planning to meet needs;
6. Schedule community-use hours available in school-plant facilities and related equipment and coordinate such use with building principals or designated representatives;
7. Prepare the community education budget in concert and with approval of the district-wide advisory council, and administer the budget after final approval by the board of directors.

Iowa Code Section 276.10 (2) requires the school district board to appoint a Community Education Director who “shall have professional training in the field of community education, recreation, or comparable experience.” “Director” is defined as “the local community school district director who assumes responsibility for making the process function effectively.” Iowa Code Section 276.3 (6)

In addition, the Board must also appoint “a district-wide advisory council,” defined as “a broadly representative group of persons selected from the entire school district.” The advisory council is the body that provides the governance over the community education program. At least one member of the council shall be a representative from the

local public recreation department or agency, if one exists.” Iowa Code Section 276.3 (8) and (7) (2009). The Board then must decide whether local advisory councils are necessary. “Local advisory councils,” are defined as “a broadly representative group of persons living within the attendance boundaries of an individual neighborhood school.” In other words, each elementary and secondary school building can have its own advisory council. Alternatively, the statute gives the Board the discretion to determine whether “the size of the district does not warrant the establishment of a local advisory council.” Iowa Code Section 276.8(15) (2009).

Community education programs are funded through a special tax levy referred to as the Educational and Recreational Tax, Iowa Code §300. To assess this levy, the District would need to request that the commissioner of elections place a request on the ballot which would ask registered voters of the school district whether to improve a levy a tax of not to exceed thirteen and one half cents per thousand dollars of assessed valuation for public educational and recreational activities. Iowa Code § 300.2 (2009). Community education programs may also be funded through private funds, donations, and grants, any federal funds made available and Sales Tax Revenues.

The District currently has several programs that could be operated as part of a Community Education Program, including but not limited to the Healthy Kids School Based Health Care Clinics and the Family Resource Centers. In addition, the Community Education Program would facilitate the centralized scheduling of District facilities and the development of a consistent approach to programs offered across the District.

**TO DEVELOP A COMMUNITY EDUCATION PROGRAM, THE BOARD MUST:**

- 1. Adopt a Resolution creating and authorizing a Community Education Program for the Iowa City Community School District.**
- 2. Establish a District-wide Advisory Council (CEDAC).**

I would recommend a 5 member CEDAC made up of the following:

- a. Resident of Iowa City
- b. Resident of Coralville
- c. Resident of North Liberty
- d. Resident of Hills/University Heights/unincorporated Johnson County
- e. Representative of Iowa City/North Liberty/Coralville Recreation Department

Each representative would serve a term of two years.

- 3. Determine whether the District's size warrants the establishment of local advisory councils.**

Given the current needs of the District, I would recommend against the implementation of Local Advisory Councils at this time. As the Community Education Program develops, more programming is offered and the programming becomes more site specific and/or diverse, these local advisory councils could be developed at a later date.

- 4. Appoint a Community Education Director.**

The current programs that will be part of the Community Education program include the Healthy Kids School Based Health Care Clinics and the Family Resource Centers. Given that fact, the Administration recommends that Joan VandenBerg and Susie Poulton be named Community Education Co-Directors.

**Once these steps are taken, the Community Education Program will exist. At that point, the Director/Co-Directors shall:**

1. Initiate a process for selecting the members of the CEDAC. CEDAC will need to meet and organize itself, elect a Chair, and in its preliminary review of possible means of assessing needs, establish committees to address particular needs, including but not limited to the Family Resource Centers and the School Based Health Care Clinics.
2. Work with the CEDAC to assess Community Education needs and propose a plan and programs to meet those needs, including preparing a budget for its planned programs. CEDAC conducts needs assessment, utilizing input from the community. With the information gained from the needs assessment, the CEDAC then meets to discuss and formulate a proposed CE plan, program and budget for the District. The CEDAC then presents its recommendations for the District's CE program to the School Board.
3. Present, with CEDAC, a proposed Community Education program/budget to School Board for review/approval. Upon receipt of the Community Education plan/program and proposed budget, the Board will need to decide whether to approve the proposed program and budget.
4. Perform regular/continual re-assessment of Community Education program needs and effectiveness. If the School Board approves the proposed Community Education program and budget, the CEDAC and Community Education Director/Co-Directors continue to meet throughout the year to implement the Community Education program, assess the effectiveness of the program, assess new or changing needs of the District, and consider whether to recommend changes or additions to the Community Education program in response to new or changing needs.
5. Assist with the preparation and presentation of the annual report. Midway through the budget year, the CEDAC, with the assistance of the Director/Co-Directors presents a report to the Board on the implementation of the Community Education program as approved by the Board, identifying possible changes and making recommendations for the following year's program, and requests direction from the Board regarding same, including whether the CEDAC should consider recommending funding through the public levy option for the Community Education program. With the feedback from the School Board, the CEDAC then moves forward with either no changes or begins planning for possible changes in the program.

**Iowa City Community School District  
Community Education Program  
Resolution**

**RESOLVED:** pursuant to the authority granted to it in Iowa Code §276.10 (2009), the Board of Directors of the Iowa City Community School District hereby establishes a Community Education Program for the Iowa City Community School District, effective June 30, 2010; and

**RESOLVED FURTHER:** the Board of Directors of the Iowa City Community School District hereby directs that said Community Education Program shall be supervised and administered by a District-Wide Advisory Council, the size of the District and the needs of the program not currently warranting local advisory councils. Said District-Wide Advisory Council shall be made up of five (5) members of the larger Iowa City Community School District community including the following:

1. Resident of Iowa City
2. Resident of Coralville
3. Resident of North Liberty
4. Resident of Hills/University Heights/unincorporated Johnson County
5. Representative of Iowa City/North Liberty/Coralville Recreation Department; and

**RESOLVED FURTHER:** that Joan Vandenberg and Susie Poulton are hereby named Co-Directors of the Community Education Program, with said individuals having the responsibilities and obligations identified in Iowa Code §276.5 (2009).

Passed and approved on June 8, 2010.

---

Patti Fields, Board President

---

Lane Plugge, Superintendent

---

# IOWA CITY COMMUNITY SCHOOL DISTRICT

---

## Comprehensive School Improvement Plan Advisory Committee Meeting MINUTES

---

April 13, 2010

---

Members present were: Patti Benson, Pam Bourjaily, Jean Jordison, Ladiester Lamaster, Abby Lee, Anna Mary Mueller, Kris Quinn, Brady Shutt, Brad Thayer, Ross Wilburn, Deb Wretman, Pam Ehly, Lane Plugge and Jim Behle. Members absent were: Tarrell Awe-Agahe Portman, Brad Hartwig, William Liu, Laura Martinez, Tom Rocklin, Jeff Rudolph, John Saehler, Melvin Shaw, Madhu Srikantha, Elaine Ryan, Melissa Shriver, Yolanda Spears, Pat White and Mary Ann Zimmerman

Lane Plugge welcomed the members at 1:00 p.m. at the Central Administrative Office. He reviewed the objectives for the day:

- Report on Fall standardized testing
- Update on ICCSD implementation of the DINA plan
- Approve district student achievement and SS/HS goals for 2010-11
- Reauthorization of NCLB
- Update on the Iowa Core Curriculum
- Report on 2010 Summer School

Pam Ehly distributed a handout on the Fall ITBS/ITED 2009 student achievement data. She stated that the results were similar to those in previous years. Generally, all grade levels and subject areas score in the mid to high 80's national percentile rank. She reviewed a chart that showed trends overtime in the five content areas at each grade beginning in 2001. National standard scores were above the national average. Third grade reading had the lowest proficiency rating. Elementary reading scores decreased except at the sixth grade which showed a significant increase to the highest level since 2002. Student performance is relatively stable over time; over time the number of students has increased and the percent of students in poverty has risen. Student achievement increases over time when students stay in the district. This is generally true for all students (majority as well as minority groups). The reading decrease is being discussed with principals and will continue to be monitored. Math scores increased at the elementary level and language arts scores at the high school level.

Pam Ehly reviewed initial data on the percent proficient for students who have been in the district at least one full academic year. This data is used to determine the district's and schools' status for No Child Left Behind (NCLB). The district met NCLB targets in 10 of the 14 grade levels in reading and math. A final determination will not be release by the Iowa Department of Education until August 2010.

Pam Ehly explained that the district analyzes data in multiple ways. She showed the committee the Matched Longitudinal Report that shows changes to scores based upon students entering and exiting the district. Other examples showed student achievement growth overtime compared to national growth averages and average national percentile ranks for the top 25%, middle 50% and bottom 25%.

Pam Bourjaily asked if the Board discusses achievement of the middle 50% of the students. Lane explained that data overtime shows that the district's emphasis on increasing the achievement of students who are not proficient has not negatively impacted the middle and top percent of the students. Overall, the data shows that achievement remains high and the top students continue to achieve very high. The data is used to identify pockets of need where changes in teaching and curriculum might be needed. He stated that we ask the question if we are spending resources on the right programs and if the interventions are making a difference.

Pam Ehly reported on implementation of the NCLB District In Need of Assistance Plan (DINA) and distributed a copy of the plan. The Iowa Department of Education visited ICCSD twice in 2008-09 to provide technical support as the district was writing its improvement plan and to monitor progress. She reported that a district plan was created by reviewing data, diagnosing and proposing action steps in the areas of a) parent notification, b) administrative PD, c) instruction and d) parent involvement. Staff members are completing the action steps and a district DINA committee is monitoring the implementation of the plan.

Major action steps include:

- Professional development in differentiation of instruction
- Formative assessments of student achievement to frequently gather data and monitor progress
- Intervention programs for students who are behind
- Instructional Decision Making (IDM) as a model for serving students in the regular education program and avoiding placing students into special education who do not have a disability

District staff feel positive about ICCSD progress. The Iowa Department of Education again visited the district in April 2010. The DE monitoring visit team commended the district for focusing its efforts around essential learnings, differentiated instruction, the use of formative assessments, and collaboration. They reinforced the district's efforts to assure implementation of the plan stating that schools who purposefully plan for monitoring the implementation of their plans achieve two to five times the growth of their students than those who do not.

Deb Wretman stated that the "Focus Statement for ICCSD Teachers and Principals" written by the district has been helpful for principals in designing improvement plans around a common purpose. Its focus is on providing successful instruction for our varied learners by creating academically responsive classrooms. Pam Bourjaily asked how school improvement was succeeding at the high school level. Jim Behle stated that it was more challenging but that the high school teachers and principals analyze ITED data and set improvement goals. All secondary schools are implementing Second Chance Reading. High schools are collaborating on addressing disproportionate representation of African American students in suspensions. Intervention plans that address student disrespect and insubordination are being discussed for the 2010-11 school year. Teachers are attending training on differentiation and individual departments are using common strategies for differentiating instruction such as graphic organizers.

Brad Thayer said that states including Iowa will be aligning state standards to the national common standards. Pam Ehly stated that it appears that Iowa's and ICCSD's standards closely align and will not require a significant change in the curriculum. The national common standards will also require different assessments and lead to different types of data analysis. He supported the focus statement.

Brady Shutt stated that the emphasis on collaboration and common assessments creates dissonance with teachers who independently wish to improve curriculum and instruction. Kris Quinn stated that the Professional Learning Community initiative was creating common language around which teachers can discuss student learning and improving instruction.

Dr. Plugge reviewed the ICCSD Board of Directors Academic Ends Policy and academic achievement goals and the Safe Schools/Healthy Students goals. He recommended that the 2009-10 achievement goals set by the Board of Directors in reading, writing, math, science and social studies and Safe Schools/Healthy Students (SS/HS) goals be approved for the 2010-11 school year. He said work on meeting the goals is a journey and the district can continue to make progress. The district will continue to use data by comparing ICCSD to the state and nation and by tracking data over time for trends and patterns.

Jean Jordison stated that she believes there should be a statement about the importance of parental involvement. It is important to recognize the role of parents in their child's learning. She noted such a

statement made by the Des Moines School District. Abby Lee supported recognizing the important role parents play in their children's education. She said that striving to make teachers better is important but outside support from parents is essential. She believes it was critical to her success and noted she knew students who turned out differently without strong parental support. Ladiester Lamaster shared that Mann had a homework club and stated that sometimes there is a concern among parents to participate in outreach activities.

The consensus of the committee was to identify parental involvement as a focus for the committee in 2010-11. The focus could be on a framework for outreach programs. The first step would be to gather information on what the district is currently doing for parent outreach.

Deb Wretman moved and Anna Mary Mueller seconded a motion to approve the ICCSD Board of Directors Academic Ends Policy, academic achievement goals, and Safe Schools/Healthy Student goals as the goals for ICCSD's comprehensive school improvement goals. The motion passed.

Pam Ehly reported that the Obama administration drafted a Blue Print for reauthorization of NCLB which will include provisions that are found in the Race To The Top program. She shared a side-by-side guide to reauthorization which compared NCLB to the Elementary Secondary Education Act (ESEA) renewal. The plan is being shared and members of Congress are discussing it, hoping for a bipartisan effort. It could be reauthorized as soon as spring 2010. The district is unsure when changes would go into effect.

Major changes include the elimination of needing assistance designations of schools and districts, school choice and required tutoring. States would have to adopt college- and career-ready standards. The bottom 5% of achieving schools would be identified as persistently low-achieving schools and would be subject to a different set of interventions than those that miss achievement targets for one or two subgroups of students. There appears to be an emphasis on science, technology, engineering and math initiatives. Competitive grants may be available. ICCSD will inform parents of changes.

Pam Ehly updated the committee on the Iowa Core Curriculum initiative. State statute requires alignment in language arts, math, science, social studies and 21<sup>st</sup> century skills. The 21<sup>st</sup> century skills include civic literacy, financial literacy, technology literacy, health literacy, and employability skills. The district has an oversight committee. A self study has been completed in six areas. The next step is to complete an implementation plan that is due this summer. The implementation plan will align the district curriculum with the Iowa Core Curriculum, professional development and assessment practices. The goal is to provide rigorous and relevant learning opportunities for all students. ICCSD will connect the alignment with the district's curriculum review process. It is anticipated that the state will align the Iowa Core Curriculum with the national common standards. A communication plan is developed which includes a presentation to all teachers on August 16.

Jim Behle updated the committee on summer school programs. They include:

- Secondary credit recovery program
- Special education extended school year program
- The Institute for Higher Learning
- Lucas summer school

A new program will be the five week Elementary Complementary Learning Program. Through a \$100,000 donation from ACT and Pearson coupled with additional funding from Title I and other district dollars, this program will serve 120 children from Twain, Kirkwood, Roosevelt and Wood. The four schools have not met Annual Yearly Progress (AYP) under the provisions of No Child Left Behind (NCLB) and three of the four schools have been designated as Schools In Need of Assistance (SINA). The four schools provide a 28 week after school program during the school year for students who are not proficient in reading and/or math. They also provide family support services through the Family

Resource Centers. These two programs will be combined with this evidence-based summer school learning program to provide a year round complementary learning experience. ACT will provide in-kind support to research the outcomes of the program.

This new extended day and school year model is based upon 40 years of research that shows learning opportunities after school and during the summer months, along with support in the family are major predictors of children's learning and educational achievement. The research indicates that economically and otherwise disadvantaged children are less likely than their more-advantaged peers to have access to these out-of-school or "complementary learning" opportunities, and this inequity substantially undermines the learning and chances for school success of low-income students.

The City of Coralville, Sylvan Learning Centers and Kirkwood Elementary will offer an academic summer camp program at Kirkwood Elementary School. Sponsored by the Coralville Parks and Recreation Program in cooperation with Sylvan Learning Center and funded with support from the Friends of the Coralville Public Library, it will serve students from Kirkwood and Coralville Central.

Lane Plugge stated that the minutes from the meeting including the recommendations will be share with the Board of Directors. He thanked the members for their participation on the committee. The meeting adjourned.