

**REGULAR BOARD  
MEETING**

**North Polk Community School District  
Regular Board Meeting, Thursday, August 15, 2019, at 6:00 p.m.**

**BOARD MEMBERS  
PRESENT**

**Joe Heintz, President presiding  
Dave Potter  
Keith Bormann  
James Hill  
Diane Lackore**

**SUPERVISORS  
PRESENT**

**Dan Mart, Superintendent  
Sharon Knapp, Acting Board Secretary  
Seth Poldberg, High School Principal  
Jon Richards, Middle School Principal  
Morgan Miller, Central Elementary Principal  
Cory Allison, West Elementary Principal  
Mary Jane Stites, Director of Special Programs  
Maranda Van Cleave, Director of Teaching & Learning  
Jeff Reeves, Director of Food Service  
June Carstensen, Director of Building & Grounds  
Scott Growdon, Director of Technology  
Mike Pearson, Director of Transportation**

**CALL TO ORDER**

**The meeting was called to order by President Heintz at 6:00 p.m.**

**Moved by Dave Potter, seconded by Diane Lackore, it was RESOLVED:**

**ADOPTION OF MEETING  
AGENDA**

**To approve the agenda as presented.**

**Aye: Heintz, Potter, Hill, Lackore, Bormann  
Nay: None**

**Moved by Dave Potter, seconded by James Hill, it was RESOLVED:**

**APPROVE BOARD MINUTES**

**To approve the minutes of the July 18th, 2019 regular board meeting.**

**APPROVE PAYMENT OF  
MONTHLY BILLS &  
FINANCIALS**

**To approve payment of the August 2019 bills and the July financials as presented.**

**ACCEPT STAFF  
RESIGNATIONS/APPROVE  
STAFF APPOINTMENTS**

**To accept the following resignations:**

- 1. Lindsey Dose - Assistant High School Volleyball Coach**
- 2. Mark Felderman -- Assistant Tennis Coach**
- 3. Abbie Haupt-- MS Softball**
- 4. Henry Haupt- volunteer HS Softball Coach**
- 5. Leah Lowe - Central Sp Ed Associate**
- 6. Steve Loy- volunteer 7<sup>th</sup> grade girls basketball coach**
- 7. Dave Middleton- Head Varsity Baseball**
- 8. Doyle Osborn- MS Custodian**
- 9. Gail Osborn - Payroll/Benefits Specialist**
- 10. Paige Parsons- West Para Educator**
- 11. Amber Westphal- Central Sp Ed Associate**

**To approve the following appointments:**

- 1. Taylor Goughnour – Ms Volunteer Cheer**
- 2. Jessica Lavicky – Assistant Varsity Volleyball**

3. **Jim McDonald – Level 2 Investigator**
4. **Megan Nerem – Assistant Varsity Volleyball volunteer**
5. **Lisa Rinehart – MS Play Director**
6. **Katie Rutledge – HS Study Hall Supervisor/HS Football Cheer**
7. **Reece Satre – High School AD**
8. **Lexie Van Polen – West 4<sup>th</sup> grade**
9. **Jerry Walker- Volunteer 8<sup>th</sup> grade Football**

**APPROVE SEPTEMBER  
ACTIVITIES CALENDAR**

To approve the September activities calendar as presented and authorize advance payment for related dues or fees.

**APPROVE  
VENDOR/PARTNERSHIP  
AGREEMENTS**

Moved by James Hill, seconded by Keith Bormann, it was **RESOLVED**:

To approve the following vendor/partnership agreement:

1. **Communication Innovators-security camera improvements**

**Aye: Heintz, Potter, Bormann, Hill, Lackore**

**Nay: None**

**PUBLIC COMMENTS/  
COMMUNICATIONS**

**Public Comments/Communications**

**a. Tax Assesment Appeal information**

**b. School Board Candidate Timelines**

**i. Aug. 26: First day to file nomination papers with the board secretary.**

**ii. Sept. 19: Last day to file nomination papers with the board secretary.**

**The deadline is 5 p.m.**

**iii. 50 signatures required**

**iv. 3 positions open (2-4 year terms, Heintz & Potter) (1-2 year term Lackore)**

**ADMINISTRATOR’S REPORTS**

Written reports from Poldberg, Richards, Miller, Allison, Van Cleave, Stites, Carstensen, Hartgers, Growdon, Reeves, and Pearson were accepted as presented.

Mr. Poldberg, High School Principal, shared about the first day plan for an all school photo on football field. This will include all staff and students with the use of a drone.

Mr. Richards, Middle School Principal, shared they will be working on ALICE training this upcoming year. Staff will be developing and implementing a plan which prepares students in knowing how to react to a violent critical incident both in and out of school.

Mr. Miller, Central Elementary Principal, shared the Building Leadership Team is finalizing goals for the upcoming year and is excited for the beginning of the 2019-20 school year. He also added that a 5<sup>th</sup> grade Parent Night will be held Tuesday, August 20<sup>th</sup> to inform and answer questions.

Mr. Allison, West Elementary Principal, is excited about the new year and the new hires. He shared about the changes in morning drop off and school start time.

Mrs. Van Cleave, Director of Teaching & Learning, is excited to participate in Curriculum Network again this year. She collaborates with other Directors to gain insight and guidance from AEA and State level leaders in order to bring back information to the district.

**Mrs. Stites, Director of Special Programs, updated the Board on upcoming professional learning/trainings for special education staff.**

**SUPERVISOR'S REPORTS**

**Mrs. Carstensen, Director of Building and Grounds, shared about the concrete work finished at Middle School, High School, and Central. The outside of the Middle School was power washed...great improvement. Thanks to all custodians for all their hard work.**

**Mr. Growdon, Director of Technology, informed the moving and enclosure of the West Data Closet has been completed. Internet updates for the school have been complete and switched to UPN.**

**Mr. Pearson, Director of Transportation, shared that all route buses have cameras installed. The Department has a full staff and route completion is going well.**

**APPROVE NEW BUSINESS**

**Moved by Diane Lackore, seconded by James Hill, it was RESOLVED:**

**HANDBOOKS**

**Handbooks**

- a. Handbooks—High School, Elementary, & Licensed Employee**

**Aye: Heintz, Potter, Bormann, Hill, Lackore**

**Nay: None**

**POLICY DELETION, REVIEW, AND ADOPTION**

**Moved by Dave Potter, seconded by Diane Lackore, it was RESOLVED:**

**Board Policy Review, Updates, & Deletion**

**i. Deletion of:**

- 1. 402.5 Public Complaints About Employees—becomes new policy 213.1**
- 2. 404.2 policy based on the previous NCLB requirements.. updated ESSA policies will be forthcoming.**
- 3. 404.3 Arrests included in policy 404 and handbook**
- 4. 404.4 Standard 8 reference now include Policy 404**
- 5. 413.6 Classified Employee Voluntary Early Retirement**

**ii. Held the 2<sup>nd</sup> & final reading of Policy 401.12 Employee Cell Phone Use**

**iii. Reviewed the 600 Series**

**iv. 604.8 Foreign Exchange—held first and final reading.**

**Aye: Heintz, Potter, Bormann, Hill, Lackore**

**Nay: None**

**DISPOSAL OF EQUIPMENT**

**Moved by James Hill, seconded by Dave Potter it was RESOLVED:**

**Disposal Of Equipment –items that are deemed “of value” will be sold on govdeals. Those of non-value or not sold on govdeals will be disposed of.**

- 1. Dishwasher-clean end table**
- 2. Single door reach in cooler**
- 3. Old band uniforms**
- 4. 47 lockers**

**Aye: Heintz, Potter, Bormann, Hill, Lackore**

**Nay: None**

**SET SEPTEMBER WORK SESSION DATE**

**Moved by Diane Lackore, seconded by Keith Bormann it was RESOLVED**

**Set September work session date for September 4 at 6:00 p.m. in the District**

**Board Room**

**BOUNDARY LEGAL REPRESENTATION**

**Approved Boundary Matter Legal Representation by Ahlers Law Firm**

**The Board of Directors of North Polk Community School District hereby waives and consents to any actual or potential, or perceived conflict of interest associated with Ahlers & Cooneyo P.C.'s representation of Dallas Center-Grimes Community School District, Johnston Community School District, Southeast Polk Community School District, Des Moines Independent Community School District, Bondurant-Farrar Community School District, Ankeny Community School District, Saydel Community School District, PCM Community School District, North Polk Community School District, Woodward-Granger Community School District, Madrid Community School District, and West Des Moines Community School District with respect to the parties' joint resolution of a boundary issue.**

**Aye: Heintz, Potter, Bormann, Hill, Lackore  
Nay: None**

**COMMENTS**

**Board updates- update on business manager and payroll/benefits hiring process.**

**Moved by Dave Potter, seconded by Keith Bormann, it was RESOLVED:**

**To adjourn the meeting at 7:21 p.m.**

**ADJOURNMENT**

**Aye: Heintz, Potter, Bormann, Hill, Lackore  
Nay: None**

---

**Joe Heintz, President  
North Polk Community School District**

---

**Sharon Knapp, Acting Board Secretary  
North Polk Community School District**

**It is the policy of the North Polk Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.**