

**School Board Meeting Minutes  
Griswold Community Schools  
Monday, June 19, 2023**

The Board of Education met for its regular meeting on Monday, June 19, 2023 in the Conference room. President Ryan Askeland called the regular meeting to order at 4:00 p.m. Board members present were: Ryan Askeland, Scott Hansen, Erika Kirchhoff, and Don Smith. Absent: Aaron Houser, Rob Peterson, and Scott Peterson. Also present were Superintendent David Henrichs, Business Manager/Treasurer Dan Rold, Board Secretary Hannah Bierbaum, Elementary Principal Nigel Horton, Secondary Principal Stephanie (Lajko) Brady, and Custodian Gina Doell.

- **Reading of Mission Statement:** Board President Askeland read the school mission statement, *“The mission of the Griswold Community School District, in partnership with our families and communities, is to provide leadership for positive change to ensure the best learning opportunities for everyone in a safe and caring environment.”*
- **Approval of Agenda:** Motion by Hansen to approve the agenda with the removal of item #13 *Designate Level I and Level II Child Abuse Investigators For 2023-2024* postponing it until a guidance counselor is hired and with the addition of #20 *Consider Approval of John Baylor Test Prep Program Contract*. Seconded by Kirchhoff, motion carried all ayes.

Houser joined the meeting at 4:01 p.m.

- **Public Input:** none.
  - **Superintendent’s Report:** Henrichs highlighted open positions, focusing on the Elementary and MS/HS guidance counselor positions.
    - **Thank You Cards** – none received.
    - **The Month in Review – Administration** – Horton continued to stress the need for substitute teachers and discussed additional paraprofessional needs at the elementary for the 2023-2024 school year. Brady overviewed a proposal to offer Spanish online to allow Mrs. Michael to teach MS Special Education half-time. She also reviewed the “conditions for learning” survey results.
    - **Board Learning Opportunities** – The Board recognized Bus Driver Arlene Petty for going above and beyond her job duties, particularly in reference to driving the bus for after prom. Board discussed June recipients. Bierbaum reviewed how to access School Board policies on the School website, then provided a quote from Simbli, a Board Management software. Board agreed to use Simbli to host Board policies for the 2023-2024 school year. Bierbaum also provided the board with exit interview results from employees who left the district in the 2022-2023 school year per the Board’s goal of attracting and retaining quality staff.
  - **Consent Agenda:** Motion by Houser to approve the consent agenda as amended.
    - Minutes of the Regular Meeting May 15, 2023
    - Minutes of the Special Meeting May 16, 2023
    - Minutes of the Board Work Session June 6, 2023
    - Financial Statements and Monthly Bills
    - **Personnel:**
      - ***Resignations:*** Gina Kroon – MS/HS Guidance Counselor and Special Education Coordinator (effective at the end of 2022-2023 contract) and Bonnie Orfield – Custodian (retroactive to June 12, 2023)
      - ***New Hires:*** Scott Franks – Custodian (start date of June 26, 2023) and Taylor Lary – Elementary Paraprofessional
      - ***Advancement on Salary Schedule:*** Stephanie Kelley from BA+24, Step 1 to MA, Step 1
      - ***Amendment:*** Stephanie Kelley – TLC SEL Coordinator
    - **Gifts, Memorials, Bequests** - \$250 from Heather Pelzer for negative lunch accounts, \$1,000 from Junior Class Parents / Post Prom to the Class of 2024, and \$25 from the Tuesday Music Club to the HS Vocal Department.
- Seconded by Hansen, motion carried all ayes.

**Old Business**

- **Board Policies – Second Reading** – Motion by Houser to approve the Superintendent’s recommendation to waive the second reading and approve board policies 200.4, 210.5, 401.5R1, 401.13E1, 501.2, 505.5, 604.6, 605.4, 605.5, 605.6, 605.6E1, 605.6E2, 605.6R1, 701.2, 708, and to renumber 401.10 to 705.2. Seconded by Kirchhoff, motion carried all ayes.

## New Business

- **Approval Of JMC Lunch Payment System** – Motion by Hansen to approve purchasing the online payments module through JMC for an annual cost of \$300. Seconded by Kirchhoff, motion carried all ayes.
- **Establish Nutrition Prices And Set Convenience Fees For 2023-2024** – Motion by Hansen to increase adult lunch prices from \$4.15 to \$4.85, an increase of \$0.70, with no increase to student paid meal prices for 2023-2024, and to set the convenience fees for online payments at \$4 per transaction. Seconded by Kirchhoff, motion carried all ayes.
- **Approval Of 2023-2024 Parent / Student Handbooks** – Horton did not recommend any changes to the Elementary handbook. Brady presented proposed changes to the MS/HS handbook. These changes included additional language to allow Freshman, Sophomores, and Juniors to take 2 excused college visits per year with proper documentation, increased the definition of malicious use of telephones to include recording/photographing someone without permission, circulation of photos without permission or recording an event with knowledge that the event could be harmful to others without reporting it, additional item to Breach of Discipline, expanded the definition of detention to include loss of privileges such as practice time or ineligibility from extracurricular activities, and changed the discipline system from a quarterly basis to semester basis. Motion by Houser to approve the Student/Parent Handbook changes as presented. Seconded by Kirchhoff, motion carried all ayes. *(All changes made to the handbook will be attached to the original copy of the minutes and available for review at the central office.)*
- **Approval Of 2023-2024 Course Offerings Handbook** – Motion by Hansen to approve the 2023-2024 Course Offerings Handbook with the proposed changes. Seconded by Houser, motion carried all ayes.
- **Approval Of Fuel Bids** – Motion by Houser to award the fuel bid to Tiger Mart for 2023-2024. Seconded by Hansen, motion carried all ayes.
- **Approval Of Tech Support Bids** – Motion by Kirchhoff to award the tech support bid to MITS for \$40.00 per hour for the 2023-2024 school year. Seconded by Houser, motion carried all ayes.
- **Designate Level I and Level II Child Abuse Investigators For 2023-2024** – item postponed until a MS/HS guidance counselor is hired.
- **Approval Of Bid Specifications For Bakery, Dairy, Warewash, Snow Removal, And Trash** – Motion by Kirchhoff to approve the bid specifications for bakery, dairy, warewash, snow removal, and trash for 2023-2024. Seconded by Houser, motion carried all ayes.
- **Set Mileage Compensation - Policy 401.7** – Motion by Kirchhoff to keep the mileage compensation at \$0.50 per mile in instances in which a school district vehicle is not available for the 2023-2024 school year. Seconded by Houser, motion carried all ayes.

R. Peterson joined the meeting at 5:03 p.m.

- **Approval Of APEX Contract With Glenwood CSD** – Motion by Hansen to approve the APEX Contract with the Glenwood Community School District for the 2023-2024 school year. Seconded by Houser, motion carried all ayes.
- **Determine IASB Legislative Priorities** – Board discussed IASB's list of legislative resolutions. Motion by Hansen to set the Board's top 4 Legislative Priorities in order of most important to least important as follows: 11) Teacher Recruitment and Licensure, 12) Teacher Professional Development and Retention, 13) Supplemental State Aid, and 14) School Funding Policy. Seconded by Houser, motion carried all ayes.
- **Board Policies – First Reading** – First reading of board policies 606.1, 606.2, 606.3, 606.4, 606.5, 606.6
- **Discussion On And Possible Approval Of Truck Purchase**  
Motion by Hansen to approve the Transportation Director's recommendation of purchasing the F-150 truck for \$30,000 from Gregg Young in Atlantic. Seconded by R. Peterson, motion carried all ayes.
- **Consider Approval of John Baylor Test Prep Program** – Motion by R. Peterson to approve the John Baylor Test Prep Program for 2023-2024. Seconded by Kirchhoff, motion carried all ayes.

**Adjourn:** Motion by Kirchhoff to adjourn at 5:11 p.m. Seconded by Houser, motion carried all ayes.



Hannah Bierbaum, Board Secretary  
(Next regular meeting July 17, 2023 at 4 p.m.)



Ryan Askeland, President

GRISWOLD COMMUNITY SCHOOLS

CLAIMS APPROVED

OPERATING FUND

<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
AGRILAND FS	Def fluid	219.15
AHSTW COMMUNITY SCHOOL DISTRICT	Open enrollment	15,152.16
AMAZON CAPITAL SERVICES	Supplies/Books/Live Stream equipment	5,940.85
ATLANTIC COMMUNITY SCHOOL DISTRICT	Sharing agreement	1,325.52
BOB'S MOWING	Mowing	2,250.00
BRADY, STEPHANIE	Reimbursement	60.00
BUENA VISTA UNIVERSITY	Tuition	4,052.00
CAMBLIN MECHANICAL	Repair	1,139.81
CAROLINA BIOLOGICAL SUPPLY CO.	Instructional supplies	1,118.17
CASS COUNTY PEST CONTROL, LLC	Pest control	180.00
CDW GOVERNMENT INC.	Subscription renewal/Equipment	6,255.00
CITY OF GRISWOLD	Water & sewer	867.39
COUNCIL BLUFFS COMM SCHOOL DIST	Childrens square	10,924.43
DEPARTMENT OF EDUCATION	Inspection	50.00
EICKEMEYER REFRIGERATION, INC.	Repairs	372.98
ELECTRONIC SOUND COMPANY	Repair	469.60
FIRST NATIONAL BANK	Supplies/Certified mailing/training/books/advertisement/meals	8,092.43
FISHER SCIENTIFIC CO	Supplies	213.88
FLINN SCIENTIFIC, INC.	Instructional supplies	303.41
GLENWOOD COMM. SCHOOLS	APEX	2,302.85
GREEN HILLS AEA	Social worker agreement	22,963.60
GRISWOLD AMERICAN	Minutes/claims/Ad	325.13
HORTON, NIGEL	Reimbursement	60.00
HOUSER, BRENDA	Reimbursement	270.56
HYVEE FOOD STORES INC.	Foods class supplies/flowers	174.65
IOWA ASSOC. OF SCHOOL BOARDS	Board workshop	550.00
IOWA DEPARTMENT OF HUMAN SERVICES	Medicaid billing	267.94
IWCC	College courses	32,914.50
J.D. WYMAN SERVICE	Repair	134.40
J.W. PEPPER & SON, INC.	Music	152.43
JAMF SOFTWARE LLC	Subscription	3,744.00
JOSTEN'S	Diploma cover	83.95
KANSAS CITY AUDIO-VISUAL INC.	Equipment	13,750.00
KROON, GINA	Reimbursement	40.75
LAVERTY SANITATION, INC	Trash removal	1,740.00
LENOX COMM. SCHOOL DISTRICT	Sharing agreement	23,768.55
MATH LEARNING CENTER, THE	Curriculum	5,715.36
MCI	Long distance charges	52.69
MENARDS	Supplies/Greenhouse door	719.92
MIDAMERICAN ENERGY	Electricity	13,002.60
MIDWEST AUTO FIRE SPRINKLER CO	Inspection	325.00
NAVIGATE360 LLC	Staff training	1,721.13
NEWMAN BODY SHOP	Repair	34.00

NICKLAUS, TROY	Reimbursement	154.85
ONE SOURCE THE BACKGROUND CHECK CO	Background check	40.50
PERKINS, JOHNAS	Refund	10.00
QUILL CORPORATION	Supplies	1,142.33
REALLY GOOD STUFF LLC	Supplies	45.92
RED OAK COMM. SCHOOLS	Open enrollment	30,304.32
RED OAK DO IT CENTER	Supplies	254.79
RIEMAN MUSIC	Repairs	188.00
RIVERSIDE COMMUNITY SCHOOL	Sharing agreement	40,021.71
RUSH, MINDY	Reimbursement	385.00
SANDBOTHE FIRESTONE	Repair	26.00
SCHOOL SPECIALITY, LLC	Supplies	160.21
SCIENTIFIC SPECIALTIES, LLC	Repairs	972.00
SMITH, ASHLEY	Refund	10.00
SOUTHWEST VALLEY HIGH SCHOOL	Open enrollment billing	3,788.03
STARLIN, JORDAN	Staff awards	55.00
SYMMETRY ENERGY SOLUTIONS, LLC	Natural gas	1,031.31
TIGER MART	Gas/diesel	3,446.19
TIMBERLINE BILLING SERVICES LLC	Medicaid	34.38
TRUCK CENTER COMPANIES	Parts	745.87
VERIZON WIRELESS	Tablet lines	277.55
WYMAN'S CARQUEST	Supplies/Parts	373.89
	<b>Fund Total:</b>	<b>267,268.64</b>

**ACTIVITY FUND**

<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
ASPI SOLUTIONS	TR SERVICES	384.00
BELL, MICHAEL	OFFICIAL	140.00
BROKAW, JACKIE	REIMB/WEED CONTROL	45.96
CONOVER, CASEY	OFFICIAL	195.00
DANCO INC	HATS/FB HELMETCONDITIONING/FB SUPPLIES	2,451.82
FIRST NATIONAL BANK	COFFEESHOP SUPPLIES/D&D/ST GOLF/TRAVEL/FEES/SNACKS FOR FIELD TRIP/SR TRIP	1,751.47
HANO'S PRINTING PLACE	LETTERS/AWARDS	41.50
HANSON, BRIAN A.	OFFICIAL	160.00
HENRY DOORLY ZOO	ELEM FIELD TRIP	1,367.20
HOOGESTRANT, JEREMY	OFFICIAL	280.00
HOUSER, ADAM	SUMMER WORKER	320.00
HOWARD, DOUG	OFFICIAL	160.00
HYVEE FOOD STORES INC.	GRADUATION FLOWERS/COFFEESHIP SUPPLIES	321.57
IOWA FFA ASSN.	COLT REGISTRATION	70.00
JOHNSON, CHRIS	OFFICIAL	320.00
JONES, RICK	OFFICIAL	420.00
MARTIN BROTHERS	FOOD/FOODSTAND	756.00
MERRITT, DOUG	OFFICIAL	160.00
NAHNSEN, JOHN	OFFICIAL	140.00
ODEY'S INC.	STEEL MAT DRAG/BALL FIELD	1,274.45
OUTFITTERS PLUS OUTLET STORE	BB SHIRTS	208.20
PACE, RICHARD	OFFICIAL	320.00
PALMER, AIRIK	SUMMER WORKER	180.00
PEAK PERFORMANCE	FB/WR/LIABILITY INSURANCE	11,155.00
PERKINS, JOSH	OFFICIAL	140.00
REISS, CHARLIE	OFFICIAL	160.00
REISS, TYLER	OFFICIAL	160.00
SOUTHWEST VALLEY HIGH SCHOOL	JH TR/SB ENTRY FEE	200.00
SULLIVAN GLOBAL	SB/BB WRAPS/DUGOUT	2,438.70
THOLEN, MARK	OFFICIAL	140.00
TITKEMEIER, MATTHEW	OFFICIAL	195.00

TLUSTOS, BOB	OFFICIAL	140.00
VOS, RORY	OFFICIAL	160.00
WASHINGTON HIGH SCHOOL	SB ENTRY FEE	75.00
WAX, GARY	OFFICIAL	140.00
WEINRICH, JON	OFFICIAL	160.00
WHITEHILL, KEVIN	OFFICIAL	160.00
WIEGEL, SHANE	OFFICIAL	475.00
WILLIAM, SHAWN	OFFICIAL	140.00
WOOD, RAYMOND	OFFICIAL	320.00
	<b>Fund Total:</b>	<b>27,825.87</b>

**CAPITAL PROJECTS**

<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
BOB'S MOWING	Mowing	910.00
FG12 CONCRETE LLC	Sidewalk	1,080.00
FP MAILING SOLUTIONS	Postage machine lease	171.00
GRISWOLD COMMUNICATIONS	Phone/Internet	1,781.01
J.Q. OFFICE EQUIPMENT OF OMAHA	Copier leases	2,394.50
LARSEN PAINTING	Labor	15,035.00
PIPERSANDLER & CO	Bond fees	1,950.00
RICK'S COMPUTERS	Server	5,333.45
SOUTHWEST IOWA TILING, LLC	Installation	1,142.00
TREMENDUS TREE SERVICE	Tree planting	9,555.00
TRUCK CENTER COMPANIES	Repairs	300.00
	<b>Fund Total:</b>	<b>39,651.96</b>

**PHYSICAL PLANT & EQUIPMENT**

<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
FES LLC	Subscription	2,200.00
FISHER TRACKS	Track resurfacing	74,900.00
KANSAS CITY AUDIO-VISUAL INC.	Equipment	2,279.42
LARSEN PAINTING	Labor	4,635.00
	<b>Fund Total:</b>	<b>84,014.42</b>

**SCHOOL NUTRITION FUND**

<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
ANDERSON ERICKSON DAIRY	Dairy products	1,957.40
BROWNLEE, SARAH	Refund	8.10
CASS COUNTY AUDITOR	Refund	15.40
KEISER, DIANE	Refund	27.43
KUNZE, J	Refund	3.40
LUFT, HOLLY	Refund	100.00
MARTIN BROTHERS	Food/supplies	1,466.24
PERDUE, CHRIS	Refund	11.45
RODEN, CRYSTAL	Refund	22.55
SIMONTON, CHRISTINA	Refund	22.25
SWAFFORD, TRACY	Refund	2.25
THINNES, NANCY	Refund	12.70
THOMPSON, LORI	Refund	9.40
WEILAGE, SIERRA	Refund	9.75
WYMAN, KIM	Refund	12.57
	<b>Fund Total:</b>	<b>3,680.89</b>

**TOTAL EXPENDITURES: 422,441.78**