

**School Board Meeting Minutes
Griswold Community Schools
Monday, December 18, 2023**

The Griswold Community School District Board of Education met for their regular meeting on Monday, December 18, 2023 in the Conference Room. Board President Ryan Askeland called the regular meeting to order at 5:30 p.m. Board members present were: Ryan Askeland, Scott Hansen, Erika Kirchhoff, Rob Peterson, Scott Peterson, Don Smith. Absent: Aaron Houser. Also present were Superintendent David Henrichs, Elementary Principal Nigel Horton, Secondary Principal Stephanie Brady, Board Secretary Hannah Bierbaum, Business Manager Dan Rold, Athletic Director Troy Nicklaus, Student Launie Smith, AEA representatives Beau Jacobson and Joe Woracek.

- **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 R. Peterson to approve the agenda as presented. Seconded by Kirchhoff, motion carried all ayes.
- **Public Input:** None.
- **Superintendent’s Report:** Henrichs highlighted open positions including an additional custodian position due to a resignation received. He also highlighted a study from School Advocates of Iowa about staff shortages across the state.

Houser joined the meeting at 5:32 p.m.

- **Thank You Card(s)** – none received.
 - **The Month in Review – Administration** – Horton provided an update on the literacy curriculum review process and on the new “Artist of the Month” award that was created. Brady reported that MS/HS staff have been focusing on connecting with families to spur student success and explained the “Tiger Closet” that was developed in conjunction with the Athletic Leadership Team. Nicklaus reported on the recent Toy Drive sponsored by the Athletic Leadership Team and potential changes to the Corner Conference for next year.
- **Board Learning Opportunities** – The Board postponed honoring the November recipient and reviewed the December recipient that will be honored next month. Henrichs also reviewed board policies 200.2, 200.3, 202.5, 204, 213, 213.1 related to Board membership and duties. Askeland shared a compliment received from a former aide that they appreciated the Board offering a non-certified retirement benefit.
- **Consent Agenda:** Motion by Hansen to approve the consent agenda with the additional bills and resignation presented.
 - Minutes of the Regular Meeting November 20, 2023
 - Financial Statements and Monthly Bills
 - Personnel:
 - **Resignations:** Brooke Palmer – Dance and Basketball Cheerleading Coach, Megan Potter – Concessionaire (effective December 22, 2023) and Scott Franks – Elementary Night Custodian (effective January 5, 2024)
 - **New Hires:** Rebecca Bryan – MS/HS Special Education Teacher (effective January 3, 2024)
 - **Additional Stipend:** Tara Littler-Scholl – FFA sponsor substitute stipend of \$1,655.64 for coverage from August 30-November 26, 2023.
 - **Gifts, Memorials, Bequests:** The following donations were received for the Blue Out Game t-shirts: \$250 from Body Basics, \$1,600 from Griswold Telephone Company, \$300 from Griswold Golf and Country Club, \$100 from Central Church of Christ, \$125 from Houghton State Bank, \$50 from Brittany Karwal, \$50 from Mia Johnson, \$40 from Steph Drogo, \$20 from Kenadie Stork, \$38 from Julie and Curtis Geer, \$50 from Jess DeLage, \$10 from Jana Coughlin, \$200 from Rod and Amy Northrup, and \$300 from Griswold Mud Races.

Seconded by Houser, motion carried all ayes.

Old Business

- **Board Policies – Second Reading** – Motion by Kirchhoff to approve the Superintendent's recommendation to waive the second reading and approve board policies 401.1, 503.1, 503.2, 503.8, 503.8R, 706.1, 706.2, 706.3, 706.3R1, 707.1, 707.2, 707.3, 707.4, 707.5, 707.5R. Seconded by Houser, motion carried all ayes. *(Any changes made to a board policy will be attached to the original copy of the minutes and available for review at the central office.)*
- **Consider Approval Of The 2023-2024 Individual Career And Academic Plan - ICAP** – Brady highlighted the updated Individual Career and Academic Plan. Motion by Hansen to approve the 2023-2024 ICAP as presented. Seconded by Kirchhoff, motion carried all ayes.
- **Consider Approval Of Middle School / High School Attendance Policy Pilot Program** – Brady discussed the proposed Middle School / High School Attendance program highlighting that this would attempt to address students who are chronically absent. Motion by Houser to approve the chronic absenteeism pilot program, subject to future presentation on the program's guidelines. Seconded by Hansen, motion carried all ayes.
- **Consider Establishing A Board Work Session** – Motion by Kirchhoff to set a Board Work Session for February 1, 2024 at 5:30 p.m. for the purpose of creating an action plan in alignment with the Board's goals, financial forecasting, and preparation for negotiations. Seconded by Houser, motion carried all ayes.
- **Discussion On Facilities Walk Through** – Motion by Houser to set the annual Board facilities walk through for January 15, 2024 at 4:30 p.m. Seconded by Kirchhoff, motion carried all ayes.
- **Closing Of FY23 Financial Books** – Business Manager Rold presented the ending balances in all funds for fiscal year 2023 and gave comparative data to the prior year. Motion by Houser to approve the Superintendent's recommendation to close the FY23 Financial Books as presented. Seconded by Kirchhoff, motion carried all ayes.
- **Adjourn** – Motion by Kirchhoff to adjourn the meeting of the retiring board at 6:37 p.m. Seconded by Houser, motion carried all ayes.

New Board

- **Call To Order** – Superintendent Henrichs called the organizational meeting of the new board to order at 6:38 p.m. Board Members present: Aaron Houser, Scott Hansen, Erika Kirchhoff, Rob Peterson, Scott Peterson, Don Smith, Ryan Smith.
- **Official Canvass Results** – Henrichs reviewed the official canvass results of the election. Ryan Smith was duly elected as Director At-Large, Erika Kirchhoff as Director of District 1, and Scott Hansen as Director of District 2. The Board accepted the canvass results as presented.
- **Administer Oath Of Office To Newly Elected Board Members** – Board Secretary Bierbaum administered the Oath of Office to newly elected Board Members Ryan Smith, Erika Kirchhoff, and Scott Hansen. Henrichs also acknowledged Ryan Askeland, retiring board member, thanking him for his service.
- **Election of Board President And Vice-President** – Henrichs asked for nominations for President. R. Peterson nominated Scott Hansen as President. S. Peterson nominated Erika Kirchhoff as President. R. Peterson made a motion to cease nominations for President. Seconded by S. Peterson, motion carried all ayes. Roll call of those in favor of voting for Hansen as President: R. Peterson, Houser, Kirchhoff, R. Smith, D. Smith. Roll call of those in favor of voting for Kirchhoff as President: Hansen and S. Peterson. Scott Hansen elected as President, 5-2 (nays, Hansen and S. Peterson.) Board Secretary Bierbaum administered Oath of Office to Hansen. President Hansen asked for nominations for Vice-President. R. Peterson nominated Don Smith as Vice-President. D. Smith nominated R. Peterson. Motion by Houser to cease nominations. Seconded by R. Peterson, motion carried all ayes. Roll call of those in favor of voting for Don Smith as Vice-President: Kirchhoff, R. Peterson, Houser, Hansen, R. Smith, S. Peterson. Roll call of those in favor voting for R. Peterson: D. Smith. Don Smith elected as Vice-President, 6-1 (nay, D. Smith.) President Hansen administered Oath of Office to Don Smith.

- **Select IBB Representative** – Motion by Houser to appoint Erika Kirchhoff as the replacement for the retiring board member on the Interested Based Bargaining (IBB) committee. Seconded by D. Smith, motion carried all ayes.
- **Set Regular Board Meeting Time & Date** – Motion by Kirchhoff to keep the regular school board meeting as the third Monday of each month starting at 5:30 p.m. Seconded by R. Peterson, motion carried all ayes.

New Business

- **Green Hills AEA Presentation** – Green Hills AEA staff, Beau Jacobson and Joe Woracek, gave a presentation concerning available AEA services and what services the district currently utilizes. A video highlighting a recent instructional practices PD was played during the meeting. No formal action taken. Kirchhoff and R. Smith stepped out to attend the MS concert at 6:54 p.m.
 - **Consider Approval of Activity Fund Transfers** – As an excess of \$902.78 exists in the Class of 2023 account, motion by Houser to approve transferring the remaining balance from the Class of 2023 to the Class of 2024 account. Seconded by Smith, motion carried all ayes.
 - **Consider Approval Of Fire Monitoring Service Contract** – Motion by R. Peterson to approve the fire monitoring service contract with Viking Fire Protection Group. Seconded by Houser, motion carried all ayes.
 - **Consider Approval Of Early Graduation List** – Motion by R. Peterson to approve the early graduation requests from Carley Danker, Kaisha Delgado, Adrianna Hernando, Addisyn Klindt, Tawni Liddell, Lyndi Mueller, Nevaeh Osterloh, Isaiah Valdivia, and Trace Walston pending successful completion of the minimum graduation requirements. Seconded by D. Smith, motion carried all ayes.
 - **Consider Approval Of Softball And Baseball Scoreboard Purchase** – Two options for the scoreboard purchase were presented. Motion by R. Peterson to approve the purchase and installation of the softball and baseball scoreboards for \$67,216.66 from Daktronics and American Lift & Sign. Seconded by S. Peterson, motion carried all ayes.
- Kirchhoff and R. Smith joined the meeting at 7:30 p.m.

- **Consider Approval Of Amendment To MS/HS Handbook – Eligibility** – Brady reviewed the proposed changes to the MS/HS Handbook. After discussion regarding the ineligibility period, motion by Houser to revise the “Academic Requirements” section of the handbook. Revisions include: combining the Middle School and High School sections into one for consistency, changing the ineligibility period for all extracurricular activities to one week of probation, followed by a second week of ineligibility if the student’s grade is not passing, and if the student is still not passing they will be evaluated weekly for eligibility until obtaining a passing grade. Seconded by Kirchhoff, motion carried, all ayes. *(The full text of the amendment will be attached to the original copy of the minutes and is available for review at the central office)*
- **Board Policies – First Reading** – First reading of board policies 708, 709, 710.1, 710.1E1, 710.1E2, 710.2, 710.3, 710.4

Adjourn – Motion by S. Peterson to adjourn at 8:04 p.m. Seconded by R. Peterson, motion carried all ayes.



Hannah Bierbaum, Board Secretary
(Next regular meeting January 15, 2024)



Scott Hansen, Board President

Reports, documents, full text of resolutions and policies considered by the Board at this meeting are on file in the Board Secretary’s office, 712-778-2152, Monday through Friday, 8 am – 4 pm.

GRISWOLD COMMUNITY SCHOOLSCLAIMS APPROVEDOPERATING FUND

<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
ADAMS COUNTY AUDITOR	Election costs	250.00
ADVANTAGE ADMINISTRATORS	OLSAND Dec HRA Admin Fee	5.20
AMAZON CAPITAL SERVICES	Supplies/Equipment	1,608.53
ATLANTIC COMMUNITY SCHOOL DISTRICT	Sharing Agreement	1,351.17
BUENA VISTA UNIVERSITY	Tuition	1,710.00
CAMBLIN MECHANICAL	Repairs/Service	5,745.56
CAPPEL'S	Supplies	66.15
CDW GOVERNMENT INC.	Subscription	2,000.00
CENTRAL IOWA DISTRIBUTING, INC	Supplies	314.00
CITY OF GRISWOLD	Water & sewer	640.91
COUNCIL BLUFFS COMM SCHOOL DIST	Children's Square	13,296.58
DEPARTMENT OF EDUCATION	Inspection	50.00
FASTENAL COMPANY	Supplies	207.79
FIRST NATIONAL BANK	Travel/Supplies/Subscription/Music	840.03
FIRST WIRELESS	Antenna system	600.00
GLENWOOD COMM. SCHOOLS	APEX	5,621.58
GREEN HILLS AEA	Training	7,182.00
GRISWOLD AMERICAN	Minutes/claims	291.98
GRISWOLD COMMUNITY SCHOOL	OLSAND Dec PSF Payment	38.00
HORTON, NIGEL	Reimbursement	60.00
HYVEE FOOD STORES INC.	Foods class supplies	198.89
IOWA GIRLS COACHES ASSOCIATION	Registration	200.00
IOWA HIGH SCHOOL MUSIC ASSOC	Registration	325.00
IOWA WESTERN COMM COLLEGE	College courses	43,367.75
ISEBA	OLSAND Dec Medical Insurance Premium	716.89
J.D. WYMAN SERVICE	Repairs/Tires	1,253.91
J.W. PEPPER & SON, INC.	Music	446.98
JOSTEN'S	Diplomas	183.95
LAVERTY SANITATION, INC	Trash removal	1,740.00
MATH LEARNING CENTER, THE	Instructional supplies	400.00
MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC	Workbook	29.24
MCI	Long distance charges	53.55
MIDAMERICAN ENERGY	Electricity	7,662.86
MONTGOMERY COUNTY AUDITOR	Election costs	304.52
MORNINGSIDE UNIVERSITY	Registration	250.00
ONE SOURCE THE BACKGROUND CHECK CO	Background checks	131.00
OUTFITTERS PLUS OUTLET STORE	Shirts	3,208.70
PARAGON VISUAL LLC	Printer paper	564.81
PECK, JEB	Labor	412.50
POTTAWATTAMIE COUNTY AUDITOR	Election costs	100.00
QUILL CORPORATION	Supplies	128.29
RIEMAN MUSIC	Supplies	22.00
SAFEGUARD BUSINESS SYSTEMS	Check paper	406.59
SANDBOTHE FIRESTONE	Tires/Repairs	2,415.00
SCHOLASTIC BOOK CLUBS	Books	524.73
SCHOOL NURSE SUPPLY, INC.	Supplies	537.85
SIOUX CITY COMMUNITY SCHOOL DISTRICT	Special Ed Billing	3,633.52
TIGER MART	Gas/diesel	4,397.21
U.S. POSTAL SERVICE	Permit	310.00
VERIZON WIRELESS	Tablet line access	277.83
WEST MUSIC	Music	7.95
WYMAN'S CARQUEST	Supplies/parts	361.98

Fund Total: 116,452.98

ACTIVITY FUND

<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
AMAZON CAPITAL SERVICES	SEED TRAYS/SKINFOLD CALIPERCAMER/CANOPY/COFFEESHOP SUPPLIES	1,225.77
AMERICAN CANCER SOCIETY	DONATION	200.00
ANDERSON ERICKSON DAIRY	COFFEESHOP SUPPLIES	3.59
ASKELAND, INC	MEXICAN BUFFET	400.00
BELT, RICHARD	OFFICIAL	240.00
BLUM, TIM	OFFICIAL	140.00
BROTHERS, KEITH	OFFICIAL	140.00
BROWNLEE, NATE	OFFICIAL	120.00
BURMEISTER, SHANE	OFFICIAL	140.00
BURT, ZACH	OFFICIAL	280.00
DANNCO INC	WR SINGLETS/SUPPLIES	1,691.40
FAMILY,CAREER,COMMUNITY LEADERS OF AMERI	NAT'L/STATE DUES/LDSHP PKG	820.00
FIRST NATIONAL BANK	COFFEE SHOP SUPPLIES/MISC	113.35
GIRRES, CHRIS	OFFICIAL	280.00
GREBERT, RON	OFFICIAL	140.00
HASH, JAMES	OFFICIAL	140.00
HYVEE FOOD STORES INC.	GROCERIES/FOODSTAND/COFFESSHOP SUPPLIES	444.25
IOWA HIGH SCHOOL ATHLETIC ASSC	XC PLAQUE	25.00
IRLBECK, DARRIAN	OFFICIAL	175.00
JOHNSON, CHRIS	OFFICIAL	140.00
LEFEBER, STEVE	OFFICIAL	175.00
MILLER, JUSTIN	OFFICIAL	140.00
MORTENSEN, RICHARD	OFFICIAL	450.00
MYFRUITSALE.COM	FRUIT/FUNDRAISER	2,865.00
OUTFITTERS PLUS OUTLET STORE	WR WARM UPS	1,609.40
PACE, RICHARD	OFFICIAL	140.00
PAULSEN, MARK	OFFICIAL	140.00
PECK, CELESTE	NHS CAKE	28.00
RODGERS, CHAD	OFFICIAL	450.00
SHANKS, KIP	OFFICIAL	280.00
SHENANDOAH HIGH SCHOOL	XC ENTRY FEE	100.00
TREYNOR HIGH SCHOOL	WR ENTRY FEE	150.00
TROPHIES PLUS	TROPHY PLATES	26.88
TURNER, TIMOTHY	OFFICIAL	360.00
WIEGEL, SHANE	OFFICIAL	140.00
WILLIAMS, AARON	OFFICIAL	140.00
WOHLERS, KEITH	OFFICIAL	140.00

Fund Total: 14,192.64

MANAGEMENT FUND

<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
SU INSURANCE COMPANY	Breakdown insurance	7,356.75

Fund Total: 7,356.75

CAPITAL PROJECTS

<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
GRISWOLD COMMUNICATIONS	Phone/internet	1,610.10
J.Q. OFFICE EQUIPMENT OF OMAHA	Copier leases	2,514.23

Fund Total: 4,124.33

PHYSICAL PLANT & EQUIPMENT

<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
BODY BASICS FITNESS EQUIPMENT	Equipment	849.00

Fund Total: 849.00

SCHOOL NUTRITION FUND

<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
AMAZON CAPITAL SERVICES	Mat	39.89
ANDERSON ERICKSON DAIRY	Dairy products	2,212.30
BIMBO BAKERIES USA	Bread products	979.08
MARTIN BROTHERS	Food	12,861.64
ROSS CHEMICAL SYSTEMS	Dishwasher supplies	875.00
	Fund Total:	16,967.91
	TOTAL EXPENDITURES:	159,943.61