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**School Board Meeting Minutes**

**Griswold Community Schools**

**Monday, October 21, 2024**

The Griswold Community School District Board of Education met for their regular meeting on October 21, 2024 in the Conference Room. Board President Scott Hansen called the meeting to order at 5:30 p.m. Board members present were Scott Hansen, Aaron Houser, Rob Peterson, Scott Peterson, Ryan Smith and Don Smith. Absent: Erika Kirchhoff. Also present were Superintendent David Henrichs, Business Manager Dan Rold, Board Secretary Hannah Bierbaum, Elementary Principal Nigel Horton, Secondary Principal Seth Lembke, Athletic Director Cole Cooper, Technology Coordinator Eric Baker, Teacher Carrie Harrison, and Architect Daric O’Neal.

* **Reading of Mission Statement:** Board Member Houser 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 and to conduct New Business Items: *Discussion On Concession Stand Relocation Project, Consider Approval Of Letter Of Agreement For Concession Stand Relocation Design Services,* and *Strategic Planning Update* at 6:00 p.m. Seconded by D. Smith, motion carried all ayes.
* **Public Input:** none.
* **Superintendent’s Report:** Henrichs reported on the recent bus inspections and notified the Board that no vehicles were taken out of service and only one was issued a 30-day fix it ticket. The new buses arrived October 7th. He also recognized Mr. Horton for serving as an SAI mentor and passed along positive comments from the SAI Professional Learning Director. Lastly, he sought the Board’s opinion on replacing the HS gym floor and the preferred bid process.

Kirchhoff joined at 5:36 p.m.

* + **Thank You Card(s)** – card received from Nancie Platt for the District’s support in her retirement.
  + **The Month in Review – Administration** – Horton thanked everyone involved in making Homecoming successful and provided preliminary ISASP data. Lembke notified the Board that the Corner Conference will be reviewing conference admission fees for the 2025-26 school year and about a recent MS/HS assembly from the National Alliance on Mental Illness (NAMI). Cooper reviewed the fall sports seasons and presented a handful of quotes for equipment purchases including a football play clock timers for both end zones, ground spotters for home sidelines, football field sprinkler system, softball field sprinklers, inflatable batting cage, HS gym floor, inflatable Tiger Tunnel, Tiger sidewalk flags, and a digital trophy case for athletic and extra-curricular successes.
* **Board Learning Opportunities** – The Board recognized Carrie Harrison for the monthly board recognition award for her commitment to Griswold students and ability to collaborate with staff to help students find individual success and overcome adversity.

**New Business**

* **Discussion On Concession Stand Relocation Project** – Daric O’Neal, Architect from Alley Poyner, Macchietto (APMA), presented a letter of agreement for the concession stand relocation project and explained what services are covered under the agreement along with a potential timeline.

Kirchhoff left the meeting at 6:54 p.m.

* **Consider Approval Of Letter Of Agreement For Concession Stand Relocation Design Services** – Motion by Houser to approvea Letter of Agreement of Design Services for the potential concession stand relocation project with Alley Poyner Macchietto as presented. After discussion, the Board determined they will have a work session on November 5th at 6 p.m. to further discuss if the digital trophy case location should be addressed during the concession stand relocation project. Seconded by R. Smith, motion carried all ayes.

Houser left the meeting at 7:02 p.m.President Hansen recessed the meeting and reconvened at 7:07 p.m.

* **Strategic Planning Update** – Doug Stilwell and Jim Verlengia attended via zoom and gave a presentation on the Strategic Planning progress including discussed results of the strategic task force meeting, goal creation options, and potential timeline for implementation.
  + **Board Learning Opportunities (continued)** – The Board opted not to select any October recipients for the Board recognition award. Henrichs introduced BrookLynne Peterson as the student school board representative for 2024-25, even though she was unable to attend. He also presented the IASB Legislative Platform to allow the board to review prior to the delegate assembly.

* **Consent Agenda:** Motion by R. Peterson to approve the consent agenda as amended with the additional bills of $5,585.39 as presented.
  + Minutes of the Regular Meeting September 16, 2024
  + Financial Statements and Monthly Bills
  + **Personnel:** 
    - ***Resignation:*** Blair Rush – School Nurse (effective October 30, 2024)
    - ***New Hire:***Lyn Sliger – MS/HS Cook (retroactive to October 9, 2024)
  + **Gifts, Memorials, Bequests** – $100 from Joy and Wayne Abuhl for Elementary Field Trips

Seconded by S. Peterson, motion carried all ayes.

**Old Business**

* **Board Policies – Second Reading** – Motion by S. Peterson to approve the Superintendent’s recommendation to waive the second reading and approve board policies 101, 102, 102.E1, 102.E2, 102.E3, 102.E4, 102.E5, 102.E6, 102.R1, 505.05, 907, 907.R1. Seconded by R. Smith, 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 Flooring Bids** – Motion by R. Peterson to approve the bid from Midwest Floor Covering to replace the MS/HS hallway and cafeteria flooring. Seconded by S. Peterson. Board discussed practicality of the flooring project. Hansen called for a vote, all those in favor: R. Peterson, opposed: Hansen, S. Peterson, D. Smith, and R. Smith, motion did not pass.
* **Consider Approval Of Door Alarm Bids** – Technology Coordinator Eric Baker gave information regarding the door alarm project. Sensors would be installed on non-monitored doors paid by funds from the school safety grant. Motion by R. Smith to approve the bid from Arka Innovations for non-monitored door alarms. Seconded by R. Peterson, motion carried all ayes.

**Consider Approval Of Visitor Management System** – Motion by R. Smith to award the bid for installation of a visitor management system to Raptor Technologies in an amount of $3,749 paid by funds from the school safety grant. Seconded by S. Peterson, motion carried all ayes.

* **Consider Approval Video Access Bids** – Motion by R. Smith to award the bid for video access to Miller Electric in an amount of $5,275 paid by funds from the school safety grant. Seconded by R. Peterson, motion carried all ayes.

**New Business**

* *The following New Business items were addressed earlier in the meeting at 6 p.m. Discussion On Concession Stand Relocation Project, Consider Approval Of Letter Of Agreement For Concession Stand Relocation Design Services, and Strategic Planning Update*
* **2024-2025 Certified Enrollment Report** – Henrichs reported the 2024 Certified Enrollment (*Number of students who reside in the district)* is 442.7, a decrease of 17.03 students from last year, and the BEDS enrollment (*Number of School Age Students who are provided instruction in the district)* is 389.3, a decrease of 7.63 from last year. Though the overall number decreased, there was a gain of open enrolled in students from the previous year by 9 students and only a decrease of open enrolled out students by 0.40.
* **Discussion On Open Enrollment Data** – Board reviewed a report showing open enrolled out students by grade level. No formal action taken.
* **Discussion On 2024-2025 Board Goals** – Board determined that Board Goals will be set at the conclusion of the strategic planning process. No formal action taken.
* **Approval Of Veterans’ Day Program Expenses** – Henrichs reviewed that the District plans to sponsor the annual Veterans Day Program again this year. Motion by R. Peterson to approve up to $400 for supplies for the Veterans Day Program (postage, postcards, program paper, table service.) Seconded by R. Smith, motion carried all ayes.
* **Discussion On Joint Board Meeting With Lenox** – Each year the Griswold CDS and the Lenox CSD hold a joint meeting to discuss the Superintendent contract and sharing agreement. The Board discussed possible meeting dates and determined January 23rd at 6 p.m. held at Griswold would be their first preference, pending Lenox CSD Board approval.
* **Consider Approval Of Washington DC Trip** – Mr. Henrichs reviewed Mr. Lembke’s desire to resume offering a Washington DC trip to students. This trip would take place in the spring of 2026, would be available for current 9-11 grade students (10-12 grades in 2026), and would be offered every three years thereafter. Motion by S. Peterson to approve a student trip to Washington DC for the spring of 2026. Seconded by R. Peterson, motion carried all ayes.

* **Board Policies – First Reading** – first reading of board policies 103, 103.R1, 104, 104.E1, 104.E2, 104.E3, 105, 106, 502.10, 503.09, 503.09R1, 507.9, 507.9R1, 603.01, 700, 711.10
* **Consider Activation Status Of Early Retirement Policies** – Board discussed the licensed and classified employee early retirement policies. It was determined to make $24,000 available to each licensed retiring employee, payable in equal installments over a three-year period starting 7/1/2025, limited to a maximum of 2 retiring participants on a first come, first serve basis with applications being due December 20th, 2024. It was also determined to offer a classified early retirement, at 30% of their contracted wages in their last contract year payable in equal installments over a three-year period starting 7/1/2025, limited to a maximum of 2 retiring participants on a first come, first serve basis with applications being due December 20th, 2024. Motion by R. Smith to approve the licensed and classified employee early retirement policies as presented for 2024-25. Seconded by S. Peterson, motion carried all ayes.
* **Consider Approval Of Fundraiser Requests** – Motion by S. Peterson to approve the following fundraisers for FCCLA, a pie sale near Thanksgiving, chili pie tailgate at a basketball game, cookie/goodie trays near Christmas, strawberry sales in the spring, and a spring middle school dance. Seconded by D. Smith, motion carried all ayes.

**Adjourn:** Motion by R. Peterson to adjourn at 8:26 p.m. Seconded by R. Smith motion carried all ayes.

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Hannah Bierbaum, Board Secretary Scott Hansen, Board President

*(Next regular meeting November 18, 2024)*

*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.*

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| **GRISWOLD COMMUNITY SCHOOLS** | | |
| **CLAIMS APPROVED** | | |
| **OPERATING FUND** | | |
| Vendor Name | Description | Amount |
| 3 BEE FARMS | Field trip | 170.00 |
| 95 PERCENT GROUP | Instructional supplies | 3,834.80 |
| AASA | Registration | 1,050.00 |
| ADVANTAGE ADMINISTRATORS | NICTRO-PLANAN Oct HRA Admin Fee | 10.40 |
| AMAZON CAPITAL SERVICES | Supplies | 1,905.48 |
| ATLANTIC COMMUNITY SCHOOL DISTRICT | Sharing agreement/EOC Billing | 4,978.34 |
| BIERBAUM, HANNAH | Supplies | 55.00 |
| BUENA VISTA UNIVERSITY | Tuition | 600.00 |
| CAMBLIN MECHANICAL | Repair/filters | 3,722.50 |
| CAPPEL'S | Supplies | 157.62 |
| CASS COUNTY PEST CONTROL, LLC | Pest control | 300.00 |
| CASS HEALTH | Driver Physicals | 495.00 |
| CENTRAL IOWA DISTRIBUTING, INC | Supplies | 2,532.00 |
| CHALLENGE TO CHANGE | Subscription | 1,500.00 |
| CITY OF GRISWOLD | Water & sewer | 1,155.08 |
| COUNCIL BLUFFS COMM SCHOOL DIST | Childrens Square | 7,502.09 |
| DEPARTMENT OF EDUCATION | Bus inspection fees | 950.00 |
| FASTENAL COMPANY | Supplies | 363.15 |
| FIRST NATIONAL BANK | Registration/background checks/supplies/dues | 2,648.48 |
| FOLLETT CONTENT SOLUTIONS, LLC | Books | 166.57 |
| GLENWOOD COMM. SCHOOLS | APEX | 6,899.20 |
| GRISWOLD AMERICAN | Ads/Minutes/claims | 357.14 |
| GRISWOLD COMMUNITY SCHOOL | NICTRO-PLANAN Oct PSF Payment | 84.62 |
| HENRY DOORLY ZOO | Field trip | 262.55 |
| HORTON, NIGEL | Reimbursement | 161.90 |
| HYVEE FOOD STORES INC. | Foods class supplies | 1,251.39 |
| IOWA CHORAL DIRECTORS ASSN | Registration | 20.00 |
| IOWA HIGH SCHOOL MUSIC ASSOC | Registration | 125.00 |
| ISEBA | NICTRO-PLANAN Oct Med Ins. Premium | 1,577.02 |
| J.D. WYMAN SERVICE | Repairs | 357.94 |
| J.W. PEPPER & SON, INC. | Supplies | 146.58 |
| JOHNSON, KATIE | Reimbursement | 70.05 |
| JONES, ANN | Reimbursement | 75.00 |
| JUSTIN, RUSH | Repairs | 300.00 |
| LAVERTY SANITATION, INC | Trash removal | 1,740.00 |
| LEMBKE, SETH | Reimbursement | 180.00 |
| LEXIA LEARNING SYSTEMS LLC | Subscription | 264.00 |
| LOCKWOOD, RYAN | Reimbursement | 57.89 |
| MARDESEN, DENISE | Reimbursement | 35.00 |
| MCI | Long distance charges | 57.04 |
| MENARDS | Supplies | 1,209.16 |
| MIDAMERICAN ENERGY | Electricity | 7,400.80 |
| MIDWEST AUTO FIRE SPRINKLER CO | Inspection | 325.00 |
| NATIONWIDE BUS PARTS, INC | Parts | 129.85 |
| NCS PEARSON, Inc. | Subscription | 315.00 |
| ONE SOURCE THE BACKGROUND CHECK CO | Background checks | 133.50 |
| PERFECTION LEARNING CORP. | Books | 425.53 |
| QUILL CORPORATION | Supplies | 74.79 |
| RED OAK GLASS, INC | Repair | 647.77 |
| RIEMAN MUSIC | Supplies | 57.75 |
| ROSSELL, JODY | Reimbursement | 89.99 |
| SANDBOTHE FIRESTONE | Tires | 590.66 |
| SCHOLASTIC BOOK CLUBS | Books | 589.81 |
| SCIENCE CENTER OF IOWA | Field trip | 201.00 |
| SPARK INNOVATION, LLC | Registration | 395.00 |
| TIGER MART | Gas/diesel | 5,257.53 |
| TRUCK CENTER COMPANIES | Repairs/Parts | 1,654.06 |
| VERIZON WIRELESS | Tablet line access | 278.02 |
| WELLS, RANDY | Reimbursement | 40.45 |
| WESTERN GOVERNORS UNIVERSITY | Tuition | 3,825.00 |
| WILSON, HANSON & ASSOCIATES PC | Legal fees | 300.00 |
| WYMAN BODYWORX INC. | Parts | 281.08 |
| WYMAN'S CARQUEST | Parts/Supplies | 381.03 |
|  | **Fund Total:** | **72,721.61** |
| **ACTIVITY FUND** | | |
| Vendor Name | Description | Amount |
| AHSTW COMMUNITY SCHOOL DISTRICT | XC ENTRY FEE | 89.00 |
| AMAZON CAPITAL SERVICES | 9TH-HOMECOMING | 44.17 |
| AMAZON CAPITAL SERVICES | COFFEESHOP SUPPLIES | 295.11 |
| AMAZON CAPITAL SERVICES | HOMECOMING | 33.78 |
| AMAZON CAPITAL SERVICES | 11TH-HOMECOMING | 48.96 |
| AMAZON CAPITAL SERVICES | VB'S | 79.98 |
| AMAZON CAPITAL SERVICES | 6TH-HOMECOMING | 45.97 |
| AMAZON CAPITAL SERVICES | HOMECOMING | 83.78 |
| AMAZON CAPITAL SERVICES | 8TH-HOMECOMING | 112.84 |
| AMAZON CAPITAL SERVICES | HEAT STRESS METER | 44.98 |
| AMAZON CAPITAL SERVICES | 10TH-HOMECOMING | 45.96 |
| ANITA ENGRAVING & AWARDS | FAIR RIBBONS | 2,255.75 |
| ASKELAND, INC | VB COACHES RM FOOD | 500.00 |
| ATLANIC LOCKER LC | CO FAIR FOODSTAND EXPENSES | 4,784.34 |
| ATLANTIC BOTTLING CO | SUPPLIES | 183.95 |
| BILLINGSLEY, RICHARD | OFFICIAL | 410.00 |
| BLOMSTEDT, DEBRA | OFFICIAL | 180.00 |
| BLOMSTEDT, JOHN | OFFICIAL | 140.00 |
| BROKAW, JACKIE | SUPPLIES/REIMBURSEMENT | 74.90 |
| CAM COMMUNITY SCHOOL DISTRICT | VB ENTRY FEE | 100.00 |
| CHAMPION TEAMWEAR AR | CH UNIFORMS | 1,865.58 |
| CLASS OF 2026 | PROM FUNDRAISER/ZIPP'S PIZZA | 96.00 |
| CONN, THOMAS | OFFICIAL | 140.00 |
| CORNER CONFERENCE ACTIVITIES | CONF VB GATE | 385.00 |
| DANNCO INC | CHINSTRAPS/PAINT | 489.60 |
| DEJAGER, CURTIS | OFFICIAL | 70.00 |
| DES MOINES PERFORMING ARTS | IHSMTA ADJUDICATION REGISTRATION | 105.00 |
| DESTINATION COFFEE & CUISINE | SUPPLIES | 562.72 |
| FICEK, JAMES | OFFICIAL | 100.00 |
| FIRST NATIONAL BANK | SUPPLIES/TRAVEL EXPENSES/FEES | 2,879.77 |
| GRAPHIC IDEAS | LIVESTOCK JUDGING SIGNS | 156.00 |
| HARLAN HIGH SCHOOL | XC ENTRY FEE | 60.00 |
| HYVEE FOOD STORES INC. | COFFEESHOP SUPPLIES/HOMECOMING FLOWERS | 129.31 |
| I.A.T.C. | MEMBERSHIP | 60.00 |
| IOWA FFA ASSN. | GREENHAND FIREUP FEES/NAT'L/ST/DIST/CH DUES | 792.50 |
| JOHNSON, CHRIS | OFFICIAL | 70.00 |
| JOSTEN'S | 23-24 YEARBOOKS | 5,086.24 |
| KETTWICK, RENEE | OFFICIAL | 225.00 |
| LEWIS, JENNIFER | SERVICES | 130.00 |
| LOFTUS, CHRISTOPHER | OFFICIAL | 280.00 |
| LUCAS, NICK | OFFICIAL | 140.00 |
| LYNX SYSTEM DEVELOPERS, INC | TR CAMERA UPDATES | 1,035.00 |
| MADSEN, MATT | OFFICIAL | 180.00 |
| MTI THEATRE INTERNATIONAL | HS MUSICAL/MATERIALS/ROYALTIES | 1,235.00 |
| MUSFELDT, JACOB | OFFICIAL | 140.00 |
| NAHNSEN, JOHN | OFFICIAL | 140.00 |
| NORTHWEST MISSOURI STATE UNIVERSITY - AG | CDE CONTESTS | 147.00 |
| PACE, RICHARD | OFFICIAL | 150.00 |
| REA, JERRY | OFFICIAL | 150.00 |
| RIHNER, CALEB | OFFICIAL | 140.00 |
| ROSSELL, JODY | REIMB/VB STAT PGM | 89.99 |
| SCHMIDT, DON | OFFICIAL | 260.00 |
| SHENANDOAH HIGH SCHOOL | XC ENTRY FEE | 70.00 |
| SOUTHWEST VALLEY HIGH SCHOOL | XC ENTRY FEE | 105.00 |
| STANGE, HUNTER | OFFICIAL | 140.00 |
| TAYLOR, BRYCE | OFFICIAL | 210.00 |
| VAUGHN, JEROME | OFFICIAL | 140.00 |
| WALLING, BRANDON | OFFICIAL | 140.00 |
| WILLIAMS, CYNTHIA | OFFICIAL | 125.00 |
| WULK, MATTHEW | OFFICIAL | 280.00 |
| YORK, JOSH | OFFICIAL | 140.00 |
|  | **Fund Total:** | **28,393.18** |
| **CAPITAL PROJECTS** | | |
| Vendor Name | Description | Amount |
| ABLE LOCKSMITHS | Door | 7,545.80 |
| DANNCO INC | Backboard upgrades | 15,060.00 |
| EMBARK IT, INC. | Camera Equipment/License fees | 49,295.50 |
| FP MAILING SOLUTIONS | Postage machine lease | 171.00 |
| GRISWOLD COMMUNICATIONS | Internet/phone | 1,361.38 |
| J.Q. OFFICE EQUIPMENT OF OMAHA | Copier leases | 2,639.94 |
| LIGHTBOX SYSTEMS | Equipment/labor | 858.70 |
| TRUCK CENTER COMPANIES | 2 School Buses | 104,000.00 |
|  | **Fund Total:** | **180,932.32** |
| **PHYSICAL PLANT & EQUIPMENT** | | |
| Vendor Name | Description | Amount |
| CAMBLIN MECHANICAL | Repairs | 1,170.00 |
| LIGHTBOX SYSTEMS | Equipment/labor | 945.00 |
| MIDWEST AUTO FIRE SPRINKLER CO | Repair | 735.03 |
|  | **Fund Total:** | **2,850.03** |
| **SCHOOL NUTRITION FUND** | | |
| Vendor Name | Description | Amount |
| AMAZON CAPITAL SERVICES | Supplies | 233.96 |
| ANDERSON ERICKSON DAIRY | Dairy products | 2,645.97 |
| BIMBO BAKERIES USA | Bakery products | 1,921.33 |
| EMS DETERGENT SERVICES | Dishwasher supplies | 470.01 |
| FIRST NATIONAL BANK | Supplies | 99.98 |
| HYVEE FOOD STORES INC. | Food | 55.27 |
| LARY, KAY | Reimbursement | 11.37 |
| MARTIN BROTHERS | Food/supplies | 21,029.16 |
|  | **Fund Total:** | **26,467.05** |
| **INTERNAL SERVICE FUND - HEALTH INSURANCE** | | |
| Vendor Name | Description | Amount |
| ADVANTAGE ADMINISTRATORS | PSF Reimbursement | 2,521.21 |
|  | **Fund Total:** | **2,521.21** |
|  | **TOTAL EXPENDITURES:** | **313,885.40** |