**School Board Meeting Minutes**

**Griswold Community Schools**

**Monday, December 16, 2024**

The Griswold Community School District Board of Education met for their regular meeting on December 16, 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, Erika Kirchhoff, Rob Peterson, Scott Peterson, Don Smith, and Ryan Smith. Absent: Aaron Houser. Also present were Superintendent David Henrichs, Business Manager Dan Rold, Board Secretary Hannah Bierbaum, Secondary Principal Seth Lembke, Elementary Principal Nigel Horton, Athletic Director Cole Cooper, Technology Coordinator Eric Baker, Teacher and Esports sponsor Kara Victor, Esports team members Tanner Scholl, Quentyn Ruchti-Wilson, Jacob Carnes; Niki and Holden Jensen, Daric O’Neal from Alley Poyner Macchietto Architecture, and Matt Leighton, Sports Booster Representative.

* **Reading of Mission Statement:** Board Member Kirchhoff 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 Old Business Item: *Presentation On and Approval of Website Hosting Contract* at 6:15 p.m.Seconded by Kirchhoff, motion carried all ayes.
* **Public Input:** none.
* **Superintendent’s Report:** Henrichs reminded the Board of the joint board meeting with Lenox scheduled for January 23rd and sought feedback about the installation of solar panels to increase sustainability. It was agreed not to pursue at this time due to the initial cost and 17.6 year payback period. He then requested the board’s opinion on applying for the Teacher Accelerating Learning Grant. It was also agreed to not apply for the grant due to the short turnaround of application deadline and per the recommendation of the Iowa State Education Association.
	+ **Thank You Card(s)** – none received.
	+ **The Month in Review – Administration** –Horton reported that the elementary had 100% attendance to parent teacher conferences this fall and that the pre-school desk audit was completed. Lembke highlighted the value of the SAI mentoring program for new administrators, in which he is mentored by Nick Kroon from Riverside CSD. Additionally, Mr. Henrichs and Mr. Horton serve as mentors in this program. Lembke also notified the board that a Foundations of Education course will be offered at Griswold through IWCC taught by Mr. Jaeckel. Cooper highlighted the athletic budget, monthly expenses and his work to expand youth sports relationships.

**Houser joined the meeting at 5:48 p.m.**

* + **Board Learning Opportunities** – The Board recognized recipients of the monthly board recognition award. The Esports team was recognized for their hard work and placing 2nd at the State tournament and Holden Jensen for his achievements to qualify and participate in State Cross Country. The Board selected December recipients for the monthly board award. The Board also reflected on IASB Convention, specifically obstacles in education and artificial intelligence in schools.

* **Consent Agenda:** Motion by R. Peterson to approve the consent agenda with the additional bills of $3,094.65 as presented.
	+ Minutes of the Regular Meeting November 18, 2024
	+ Financial Statements and Monthly Bills
	+ **Personnel:**
		- ***Resignations:*** Amber Frieze – MS/HS Paraprofessional (effective December 30, 2024) and Marie Amos – Elementary Paraprofessional (effective December 16, 2024)
		- ***New Hires:*** Laura Oster – PD Facilitator, Troy Nicklaus – Driver Education Classroom and driving Instructor, Nancie Platt – Driver Education Driving Instructor
		- ***Contract Adjustment:*** Erin Stotts, Elementary Teacher from .84 full time equivalent (FTE) to .79 FTE
		- ***Transfer:*** Alyssa Karwal from Elementary Teacher to .60 FTE Elementary Counselor for the 2024-25 school year
	+ **Gifts, Memorials, Bequests** – $500 from KMA for Communication Arts, $600 from Dirt Road Candle Company for school lunch debt, and $5,000 from Griswold Communications towards Esports equipment.

 Seconded by Houser, 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 200.1, 200.1R1, 200.2, 200.3, 200.4, 201, 202.1. Seconded by S. Peterson, 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.)*
* **Concession Stand Relocation Update** – Daric O’Neal from APM informed the Board that bids will be solicited at the end of January for the concession stand project. No formal action taken.

**Unfinished Business**

* **Accept FY24 Audit Report** – Business Manager Dan Rold presented the audit report to the Board, highlighting the District’s financial position and audit comments. Motion by R. Peterson to accept the FY2023-2024 audit report. Seconded by Kirchhoff, motion carried all ayes.
* **Presentation On And Approval Of Website Hosting Contract** – Alex from Edlio joined the meeting virtually at 6:15 p.m. to present a website hosting contract and features of their website, including mass communication capabilities, user-friendly mobile app, push notifications, newsfeed rotator, computer friendly forms, parent to teacher communication, teacher webpages, digital hall pass system, and calendars. After discussion, motion by Houser to approve a 5-year website hosting contract with Edlio for $8,000 per year. Seconded by Kirchhoff, motion carried all ayes.
* **Consider Approval Of Activity Fund Transfers** – As an excess of $2,043.49 exists in the Class of 2024 account, motion by Kirchhoff to approve the transfer of remaining balance from the Class of 2024 to the Class of 2025 account. Seconded by R. Smith, motion carried all ayes.
* **Closing of FY24 Financial Books** – Business Manager Rold presented the ending balances in all funds for fiscal year 2024 and gave comparative data to the prior year. Motion by Kirchhoff to approve the Superintendent’s recommendation to close the FY24 Financial Books as presented. Seconded by Houser, motion carried all ayes.
* **Adjourn** – Motion by Houser to adjourn the meeting of the retiring board at 6:51 p.m. Seconded by Kirchhoff, motion carried all ayes.

**New Board**

* **Call to Order** – Superintendent Henrichs called the organizational meeting of the board to order at 6:51 p.m. Board Members present: Aaron Houser, Scott Hansen, Erika Kirchhoff, Rob Peterson, Scott Peterson, Don Smith, Ryan Smith. Absent: none
* **Election Of Board President And Vice-President** – Henrichs asked for nominations for President for the 2024-25 school year. Kirchhoff made a motion to nominate Ryan Smith as President. Seconded by Hansen, motion carried all ayes. Houser made a motion to cease nominations for President. Seconded by R. Peterson, motion carried all ayes. Roll call of those in favor of voting for Ryan Smith as President: R. Peterson, Houser, Hansen, S. Peterson, Kirchhoff, R. Smith, D. Smith. Opposed, none. R. Smith elected as President, 7-0. Board Secretary Bierbaum administered the Oath of Office to R. Smith.

President R. Smith asked for nominations for Vice-President. Hansen made a motion to nominate Erika Kirchhoff as Vice-President. Seconded by R. Peterson, motion carried all ayes. Motion by Houser to cease nominations. Seconded by R. Peterson, motion carried all ayes. Roll call of those in favor of voting for Kirchhoff as Vice-President: Kirchhoff, R. Peterson, D. Smith, Houser, Hansen, R. Smith, S. Peterson. Opposed, none. Kirchhoff elected as Vice-President, 7-0. President R. Smith administered the Oath of Office to Kirchhoff.

* **Set Regular Board Meetings 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**

* **Consider Approval Of Letter Of Agreement For High School Gym Floor Replacement Design Services** – Motion by Hansen to approve the Letter of Agreement of Design Services for the High School Gym Floor Replacement project with APM as presented. Seconded by Houser, motion carried all ayes.
* **Set Public Hearing Date And Time For High School Gym Floor Replacement Project** – Motion by Hansen to set a public hearing for 5:30 p.m. on January 20, 2025 in the Conference Room for the purpose of accepting bids for the High School Gym Floor Replacement Project. Seconded by Kirchhoff, motion carried all ayes.
* **Consider Approval Of Tiger Time Release Adjustment** – Lembke requested the Board consider dismissing seniors from Tiger Time (2:59 - 3:25 pm on M/T/TR/F) provided they are not failing classes or have missing assignments. After discussion, motion by R. Peterson to excuse seniors from Tiger Time per requirements presented. Seconded by Kirchhoff, motion carried all ayes.
* **Consider Approval Of Early Graduation List** – Motion by Kirchhoff to approve the early graduation request from Mason Steinhoff to graduate in May 2025, pending successful completion of the minimum graduation requirements. Seconded by Houser, motion carried all ayes.
* **Board Policies – First Reading** – First reading of board policies202.2, 202.3, 202.4, 202.5, 203, 204, 205, 213, and 213.1

**Adjourn** – Motion by R. Peterson to adjourn at 7:22 p.m. Seconded by Kirchhoff, motion carried all ayes.

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Hannah Bierbaum, Board Secretary Ryan Smith, Board President

*(Next regular meeting January 20, 2025)*

*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 |
| ADVANTAGE ADMINISTRATORS | NICTRO-PLANAN Dec HRA Admin Fee | 10.40 |
| AMAZON CAPITAL SERVICES | Supplies | 333.86 |
| ATLANTIC COMMUNITY SCHOOL DISTRICT | Sharing agreement/EOC Billing | 3,413.14 |
| AUDITOR OF STATE | Filing fee | 425.00 |
| BAIER, BARBARA  | Wrestling mileage | 511.00 |
| BROKAW, JACKIE  | Reimbursement | 29.97 |
| CAM SPEECH AND DEBATE | Entry fees | 10.00 |
| CAPPEL'S | Supplies | 335.68 |
| CASS COUNTY PEST CONTROL, LLC | Pest control | 190.00 |
| CENTRAL IOWA DISTRIBUTING, INC | Supplies | 868.50 |
| CITY OF GRISWOLD | Water/sewer | 646.62 |
| DEPARTMENT OF EDUCATION | Bus inspection fees | 100.00 |
| FASTENAL COMPANY | Supplies | 200.49 |
| FIRST NATIONAL BANK | Supplies/Travel/Subscription/Parts | 1,573.14 |
| GLENWOOD COMM. SCHOOLS | APEX | 5,818.42 |
| GREEN HILLS AEA | Training | 5,696.00 |
| GRISWOLD AMERICAN | Minutes/claims | 276.16 |
| GRISWOLD COMMUNITY SCHOOL | NICTRO-PLANAN Dec PSF Payment | 84.62 |
| HORTON, NIGEL  | Reimbursement | 60.00 |
| HYVEE FOOD STORES INC. | Foods class supplies | 476.81 |
| IOWA HIGH SCHOOL MUSIC ASSOC | Registration | 325.00 |
| ISEBA | NICTRO-PLANAN Dec ISEBA Premium | 1,577.02 |
| LAVERTY SANITATION, INC | Trash removal | 1,740.00 |
| LEMBKE, SETH  | Reimbursement | 60.00 |
| MCI | Long distance charges | 52.65 |
| MIDAMERICAN ENERGY | Electricity | 7,866.99 |
| MORNINGSIDE UNIVERSITY | Registration | 275.00 |
| ONE SOURCE THE BACKGROUND CHECK CO | Background checks | 44.50 |
| OUTFITTERS PLUS OUTLET STORE | Clothing order | 192.50 |
| PEAK LEADERSHIP SOLUTIONS LLC | Strategic planning | 1,950.00 |
| QUILL CORPORATION | Supplies | 138.95 |
| SANDBOTHE FIRESTONE | Tires | 2,055.08 |
| SCHOOL NURSE SUPPLY, INC. | Supplies | 299.47 |
| SOLVARIS NET LLC-TEXTCASTER | Subscription | 100.00 |
| STILWELL, DOUG  | Strategic planning | 2,156.36 |
| TIGER MART | Gas/diesel | 3,938.57 |
| TRUCK CENTER COMPANIES | Parts | 14.58 |
| USI EDUCATION & GOV. SALES | Supplies | 308.19 |
| VERIZON WIRELESS | Tablet lines | 556.04 |
| VIKING AUTOMATIC SPRINKLER CO | Service | 660.00 |
| WYMAN'S CARQUEST | Supplies | 58.90 |
|  | **Fund Total:** | **45,429.61** |
| **ACTIVITY FUND** |
| Vendor Name | Description | Amount |
| AMAZON CAPITAL SERVICES | SMOOTHIE MIX | 64.96 |
| ANDERSON ERICKSON DAIRY | MILK/COFFEESHOP | 5.40 |
| BROKAW, JACKIE  | BLACKSTONE | 129.99 |
| BURT, ZACH  | OFFICIAL | 140.00 |
| CAMP HERTKO HOLLOW | DONATION | 143.00 |
| CHAMBERS, MEAGAN  | REIMB FOR ORDER NOT SUBMITTED | 160.00 |
| COOPER, COLE  | OFFICIAL | 120.00 |
| DIRT ROAD CANDLE CO | FUNDRAISER | 1,285.70 |
| FBLA-PBL, INC. | NAT'L/ST FEES | 48.00 |
| FIRST NATIONAL BANK | SUPPLIES | 1,322.70 |
| HASLEY, JEFF  | OFFICIAL | 120.00 |
| HYVEE FOOD STORES INC. | SUPPLIES | 290.29 |
| IOWA FBLA | DIST LDSHP CONF FEES | 100.00 |
| IOWA GIRLS HS ATHLETIC UNION | SCOREBOOK COVERS/SCORESHEETS | 28.00 |
| JARRETT, DON  | OFFICIAL | 120.00 |
| JOHNSON, BOB  | OFFICIAL | 140.00 |
| MCCONE FOODS | HERRING | 858.00 |
| MCCREADY, BRIEN  | OFFICIAL | 140.00 |
| MEALS FROM THE HEARTLAND | MEALS | 3,250.00 |
| MOORE, NOLAN  | OFFICIAL | 180.00 |
| MORTENSEN, RICHARD  | OFFICIAL | 360.00 |
| MYFRUITSALE.COM | FRUIT SALES | 4,740.75 |
| PECK, CELESTE  | CAKE/NHS INDUCTION | 50.00 |
| PELZER, CASEY  | OFFICIAL | 140.00 |
| RODGERS, CHAD  | OFFICIAL | 480.00 |
| UNIFIDE CST | CALIBRATION/WR SCALES | 250.00 |
| WIEGEL, SHANE  | OFFICIAL | 140.00 |
| WILLIAMS, AARON  | OFFICIAL | 140.00 |
|  | **Fund Total:** | **14,946.79** |
| **MANAGEMENT FUND** |
| Vendor Name | Description | Amount |
| SU INSURANCE COMPANY | Breakdown insurance | 7,356.75 |
|  | **Fund Total:** | **7,356.75** |
| **CAPITAL PROJECTS** |
| Vendor Name | Description | Amount |
| ALLEY POYNER MACCHIETTO ARCHITECTURE, INC | Services | 2,200.00 |
| AMAZON CAPITAL SERVICES | Equipment | 3,936.08 |
| ELEVATE ROOFING | Repair | 922.61 |
| GRISWOLD COMMUNICATIONS | Internet/phone | 1,361.38 |
| J.Q. OFFICE EQUIPMENT OF OMAHA | Copier leases | 2,639.94 |
|  | **Fund Total:** | **11060.01** |
| **SCHOOL NUTRITION FUND** |
| Vendor Name | Description | Amount |
| ANDERSON ERICKSON DAIRY | Dairy products | 2,890.21 |
| BEEBE, TIFFANY  | Reimbursement | 19.50 |
| BIMBO BAKERIES USA | Bread products | 1,174.71 |
| EMS DETERGENT SERVICES | Dishwasher chemicals | 796.41 |
| HYVEE FOOD STORES INC. | Dairy free milk | 4.68 |
| LARY, KAY  | Reimbursement | 84.45 |
| MARTIN BROTHERS | Food/supplies | 13,791.78 |
|  | **Fund Total:** | **18,761.74** |
| **INTERNAL SERVICE FUND - HEALTH INSURANCE** |
| Vendor Name | Description | Amount |
| ADVANTAGE ADMINISTRATORS | PSF Reimbursement | 1,309.52 |
|  | **Fund Total:** | **1,309.52** |
|  | **TOTAL EXPENDITURES:** | **98,864.42**  |
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