

**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 23<sup>rd</sup> 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 2<sup>nd</sup> 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 2025-26 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 policies 202.2, 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.



Hannah Bierbaum, Board Secretary  
(Next regular meeting January 20, 2025)



Ryan Smith, 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 SCHOOLS**

**CLAIMS APPROVED**

**OPERATING FUND**

<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
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
HVVEE 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
	<b>Fund Total:</b>	<b>45,429.61</b>

**ACTIVITY FUND**

<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
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
HVVEE 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
	<b>Fund Total:</b>	<b>14,946.79</b>

**MANAGEMENT FUND**

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

**CAPITAL PROJECTS**

<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
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
	<b>Fund Total:</b>	<b>11060.01</b>

**SCHOOL NUTRITION FUND**

<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
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
	<b>Fund Total:</b>	<b>18,761.74</b>

**INTERNAL SERVICE FUND - HEALTH INSURANCE**

<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
ADVANTAGE ADMINISTRATORS	PSF Reimbursement	1,309.52
	<b>Fund Total:</b>	<b>1,309.52</b>

**TOTAL EXPENDITURES: 98,864.42**