



MISSION STATEMENT

The mission of the
Anamosa Community School District
is to provide **ALL** students
EDUCATIONAL OPPORTUNITIES
to **learn** and **achieve**
in a rapidly **changing** global
society.

**Anamosa Community School District
Board of Directors Regular Meeting
Administrative Offices Board Room
February 6, 2017 - 7:00 p.m.**

TENTATIVE AGENDA

- | | |
|--|---------|
| 1. Call to Order | Exhibit |
| 2. Roll Call and Determination of a Quorum | |
| 3. Adoption of Agenda | |
| 4. Communication from Individuals & Delegation
Recognize Visitors & Community Input | |
| 5. Employee Resignations/Terminations | A |
| 6. Consent Agenda (Review & Approval)
Personnel Appointments & Adjustments | B |
| 7. Student Success - Anamosa High School | C |

OLD BUSINESS

- | | |
|---|---|
| 1. First Reading of Facilities Use Policy | D |
| 2. Second Reading of Board Policies | E |

NEW BUSINESS

- | | |
|---|---|
| 1. District Negotiation Proposal <ul style="list-style-type: none">• Anamosa Teacher Association• Secretary/Paraeducator Association | F |
| 2. Weather Make-up Day | G |
| 3. Independent Auditor's Reports for fiscal year 2015-2016
(*Please bring audit report distributed at 1/17/17 meeting) | H |
| 4. Iowa School Report Card | I |
| 5. Set Public Hearing for 2017-2018 Academic Calendar | J |
| 6. ELP Program Presentation | K |
| 7. Disposition of Property located at Old Baseball Complex | L |

REPORTS

1. Administrative Reports
2. Superintendent Report
3. Committee Reports
4. Board Comments

ADJOURN

IMPORTANT DATES

February 20, 2017 - Regular Board Meeting - 7:00 p.m.

March 6, 2017- Regular Board Meeting - 7:00 p.m.

BOARD OF EDUCATION MEETING
February 6, 2017

ISSUE: Employee Resignations/Terminations

BACKGROUND:

Individual employee resignations, as outlined below, are recommended for approval.

<u>Employee Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective Date</u>
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THE RECOMMENDATION IS:

“The Board of Education approves the employee resignation of....”

**BOARD OF EDUCATION MEETING
February 6, 2017**

ISSUE: Personnel Appointments and Adjustments

BACKGROUND:

Routine personnel matters, as outlined in attachment, are recommended for approval.

THE RECOMMENDATION IS:

“The Board of Education approves the transfer of Brandi Peyton from High School Cook to High School Cook/Manager effective February 7, 2017.”

“The Board of Education approves the hire of Doug King, Head Varsity Softball Coach effective March 1, 2017 subject to licensure.”

“The Board of Education approves the hire of David Stemper, Head Varsity Boys’ Soccer Coach effective March 29, 2017.”

“The Board of Education approves the hire of Caleb Huss, Assistant Varsity Boys’ Soccer Coach effective March 29, 2017.”

PERSONNEL APPOINTMENTS & ADJUSTMENTS – 2-6-17

<u>BLDG. /SUBJECT</u>	<u>REASON</u>	<u>EFF. DATE</u>
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CERTIFIED STAFF

CLASSIFIED STAFF

Brandi Peyton

Transfer from AHS Cook to
AHS Cook/Manager

Open Position (Jacobs)

February 7, 2017

COACHING/EXTRA-CURRICULAR

Doug King

Head Varsity Softball Coach

Open Position (Streeper)

March 1, 2017

David Stemper

Head Varsity Boys' Soccer Coach

Open Position (M. Weston)

Subject to Licensure
March 29, 2017

Caleb Huss

Assistant Varsity Boys' Soccer Coach

Open Position (C. Weston)

March 29, 2017

TEACHER LEADERSHIP COMPENSATION GRANT

DECLINE CONTRACT – INFORMATION ONLY

**BOARD OF EDUCATION MEETING
February 6, 2017**

ISSUE: Student Success – Anamosa High School

CONTACT: Jacqueline Lahey, Principal

BACKGROUND:

Seven students from the Anamosa Chapter of FFA went to the state capitol to talk to legislators about the importance of agricultural education. They also participated in a leadership workshop at the World Food Prize Conference. FFA students also had the opportunity to watch Governor Branstad sign a proclamation for FFA week, as well as visit with Congressmen McKean and Hein.

INFORMATION ONLY

**BOARD OF EDUCATION MEETING
February 6, 2017**

ISSUE: First Reading of Facilities Use Policy

CONTACT: Lisa Beames, Superintendent

BACKGROUND:

The following policies are being presented for First Reading with revisions:

1004.1	Community use of District Facilities	
1004.1E1	Priority of Use Guidelines	
1004.1R1	Regulations for Use of School Facilities	
1004.1R2	Responsibilities of the Applicant – Facilities Use	Delete Policy
1004.1R3	Facility Usage Fee Schedule	Delete Policy
1004.1R4	Facility Usage Request Form	Delete Policy
1004.1R5	Use of School Facilities – Hold Harmless & Indemnity & Liability Ins. Agreement	Delete Policy

THE RECOMMENDATION IS:

“Approve policies for First Reading as presented.”

COMMUNITY USE OF DISTRICT FACILITIES

The Board of Education supports the philosophy that the school belongs to the public and should be available for public use by school district community groups which promote cultural, educational, community welfare or recreational activities, provided the activity is not contrary to public interest or to the safety, welfare and protection of the Anamosa School staff, students or property as determined by the Board of Education, or as provided by law.

A **community group** is defined as a group not sponsored by the school and could include adult community groups or student community groups. Community groups shall not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity **and or** socioeconomic status.

(Priorities 3 – 6)

Any community group or organization requesting use of the school building must have an adult (person of legal age and not a student) in charge, who will be responsible for the proper care and use of the building and who will be responsible for taking care of any cleaning, payment of fees and the settlement for any damages. The building must be left in the state of cleanliness and orderliness in which it was found.

Any group or person using school facilities may be required to provide proof of sufficient insurance, or written verification that the group is covered under the District's insurance coverage.

The District reserves the right to cancel facilities use on days in which inclement weather poses a hazard and facilities are closed.

The need for snow/ice removal will be determined and completed by the district. Real costs for this removal will be charged to the renter.

When using school facilities, the use or possession of alcohol and/or illegal drugs is strictly prohibited, as referenced in Policy ~~502.04~~ 502.3. Any individual or group violating this policy may be barred from future use of the facilities. Tobacco and/or nicotine use is prohibited in the school buildings and on school grounds, as stated in Policy ~~905.4~~ 502.3.

Administrative regulations and fee guidelines have been established to differentiate user requests within the categories of non-profit and private profit. After filling out a school facility request, an applicant will be categorized and sent the appropriate documents by the superintendent's designee. The documents include, based on the category of the applicant, administrative regulations for building use and the fee schedules.

The board may allow groups to use the buildings and sites with reduced or no charges under special conditions. Such conditions may still require groups to pay a custodial, kitchen, technician and supervision fees. (See fee schedule)

All requests for facilities not covered by this policy will need the approval of the ~~Board of Education~~ Superintendent or designee.

Approved _____

Revised 8/16/93

Reviewed 4/17/00

Reviewed 12/19/05

Reviewed 6/20/11

Revised 5/2/16

Revised _____

PRIORITY OF USE GUIDELINES

The following guidelines have been developed to support this philosophy. While not all scenarios or situations can be anticipated, the following are intended to guide in the appropriate application of fees as determined by the Anamosa Community School District.

	MEMBERS or ACTIVITIES	FACILITY USE FEE
Priority 1	SCHOOL ACTIVITIES <ul style="list-style-type: none"> School-sponsored and faculty organized clubs or activities for students such as Drama, music and instrumental music events and activities, speech and debate, National Honor Society, FFA, Newspaper, Yearbook, Student Council, etc. Sports and sports related activities including administratively approved summer camps 	<ul style="list-style-type: none"> No fees for custodians No fees for administrative supervision No fees for necessary staffing to sell tickets, run clocks, etc. If auditorium is being requested, the activity will need to have a designated person to run equipment. If kitchen is being requested, the activity will need to have a nutrition services supervisor.
Priority 2	DIRECT SCHOOL ASSOCIATED ACTIVITIES <ul style="list-style-type: none"> Anamosa School Foundation Parent Teacher Organization Booster Organizations or Clubs Post Prom Committee 	<ul style="list-style-type: none"> No fees for custodians If auditorium is being requested, the activity will need to have a designated person to run equipment and an administrative supervisor If kitchen is being requested, the activity will need to have a nutrition services supervisor.
Priority 3	INDIRECT SCHOOL ASSOCIATED YOUTH ACTIVITIES <ul style="list-style-type: none"> Youth sports groups comprised of primarily at least 75% students of Anamosa and Olin * (does not include profit organizations, or groups utilizing paid coaches.) Scouting-Normal meetings 4-H -normal meetings Adult Education programs sponsored by local tax supported organizations Elections or Caucuses <i>(no charge)</i> <p><i>*To be considered a Priority 3, groups utilizing paid coaches must ensure a scholarship program and/or fundraising opportunity available to all students desiring to participate.</i></p>	<p>Fees will be charged to this group for events and tournaments according to the following conditions:</p> <ul style="list-style-type: none"> Events/tournaments requiring less than (4) hours of a facilities-facility's time will be charged \$45 dollars for post-event custodial cleaning. Events/tournaments requiring (4) or more hours of a facilities facility's time will be charged \$50 dollars per facility for facilities use expense, in addition to a \$50 fee for post-custodial cleaning unless the District determines (size of event considerations) that the presence of a custodian is required. If the presence of a custodian(s) is deemed necessary, Group 3 will be charged at a Group 4 or 5 facilities rate. (See Facility Usage Fee Schedule) If auditorium is being requested the activity will need to have a designated person to run equipment at the group 4 or 5 rates. (See Facility Usage Fee Schedule) If kitchen is being requested, the activity will need to have a nutrition services supervisor.
Priority 4	LOCAL TAX SUPPORTED ORGANIZATIONS <ul style="list-style-type: none"> Anamosa LCC City Council or Local Government Agencies Anamosa Public Library 	<ul style="list-style-type: none"> Rental for all activities, Unless a public service, Rent, custodial and maintenance fees, supervisory and equipment fees per (see Facility Usage Fee Schedule). Organization would be required to pay all custodial fees if needed. (See Facility Usage Fee Schedule). If auditorium is being requested, the activity will need to have a designated person to run equipment (See Facility Usage Fee Schedule). If kitchen is being requested, the activity will need to have a nutrition services supervisor.
Priority 5	LOCAL NON-PROFIT <ul style="list-style-type: none"> Civic: Main Street Anamosa, Lions, American Legion, etc. Charitable Benefits: Police, Fire, Marine Corp, etc. Local Religious Organizations: All churches within the ACSD and their youth groups. Local Political Organizations 	<p>(If not during school day)</p> <ul style="list-style-type: none"> Rent, custodial and maintenance fees, supervisory and equipment fees per (see Facility Usage Fee Schedule). Users will be required to file non-profit exempt documentation to the district. If auditorium is being requested the activity will need to have a designated person to run equipment (See Facility Usage Fee Schedule). May be required to provide proof of insurance. If kitchen is being requested, the activity will need to have a nutrition services supervisor.
Priority 6	INDUSTRIAL, COMMERCIAL, or PROFIT GENERATING GROUPS <ul style="list-style-type: none"> All other organizations, companies, groups or clubs that wish to use the facilities whether for their organizational meetings or for profit activities. Includes profit organizations, groups utilizing paid coaches *, and/or invite only groups elite tryout teams or groups having less than 75% students of Anamosa and Olin students. <p><i>*Not meeting requirements of Priority 3 cited above.</i></p>	<ul style="list-style-type: none"> Rent, custodial and maintenance fees, equipment fees and supervisory fees per (see Facility Usage Fee Schedule). A minimum of 3 hours post-event custodial fees will be charged, plus any additional hours necessary to clean up after event. Users may be required to file a certificate of insurance to the district. If auditorium is being requested, the activity will need to have a designated person to run equipment. (See Facility Usage Fee Schedule) If kitchen is being requested, the activity will need to have a nutrition services supervisor.

REGULATIONS FOR USE OF SCHOOL FACILITIES

1. A Facilities Use Form must be completed and submitted for approval to the Superintendent's Office two weeks prior to the event.
2. Payment Procedure: All checks shall be made payable to the Anamosa Community School District. Payment in full must be received before the initial date of facility usage.
3. If an activity involves use of the kitchen facilities, a ~~school cook~~ Nutrition Services Supervisor may be required, and fee for the employee to be present will be charged.
4. If an activity involves use of stage lighting or other technical equipment in the auditorium, the community group/organization shall be required to pay at the group 3 and 4 rates for an approved stage technician(s).
5. For Athletic Activities the following procedures will be used:
 - **Gym Use Sign Up:** There will be a designated sign-up ~~period during the year for reserving the gyms system. The link to gym availability and signup schedule will be found on the district website. schedule of gym use can be found on the school's website.~~ Changes will be made by the superintendent's designee. Any unscheduled activities or activities violating these regulations will not be allowed.
 - **Eligible Activities:** Activities that are eligible for the gym use are those that normally are played in a gymnasium such as basketball and volleyball. Other activities may use the gym provided there is no greater threat of damage to school property. Activities such as soccer, baseball and softball may use the gym provided safety and care of school facilities are considered. When kicking, batting or completing skill activities when participants are not under complete control of the ball, in no way should the ball make contact with the walls, bleachers or other permanent equipment. No rollerblade or bicycling activities are allowed in the gym. The school administration has the right to restrict activities and determine which additional activities will be approved for use.
 - **Facilities Use Coordination:** The superintendent's designee may request that the coaches turn in rosters with player's names and league. The superintendent's designee will provide each coach/team/organization with a set of rules for facility use.
 - **Varsity Competition Facilities/Fields:** Those ACSD facilities used primarily for varsity competition have a unique need for maintenance and care to ensure quality playing facilities/surfaces and safety for athletes. Each facility is unique in its maintenance needs, accessibility, and potential for misuse, therefore, to ensure the best possible facilities for varsity competition, facilities used primarily for varsity competition will be under the direction of the Superintendent or superintendent's designee. The Superintendent or superintendent's designee will be responsible for determining accessibility and assigning use based on the maintenance needs of the facility, impact of use, and the potential benefit to the ACSD. If, in the Superintendent or superintendent's designee's determination, the use presents the potential for damage, misuse, or undue wear and/or is not beneficial to the ACSD programs, use may be denied in the interest of maintaining a safe and quality competitive facility. The High School Competition Gym will only be available for major competitions (i.e. Youth Wrestling Tournament, Youth Volleyball Tournament, etc) with prior approval of the ACSD. The varsity softball and baseball diamonds are available to community organizations when not in use by school teams. The following guidelines must be followed:
 - Fields are to be used when the infield is dry.
 - Equipment (including bases) is not to be used unless special arrangements are made with the High School coach.
 - High School teams have first priority for the use of the fields.
 - Lights may be used provided specific arrangements are made with the Superintendent or Superintendent's designee.
 - Softball – stakes must be placed back in peg holes, if removed.
 - Baseball – all pitching must be from the dirt mound. When finished, home plate and pitching mound are to be raked.
 - Fees for use of softball and baseball fields will be charged in order to cover the cost of utilities.

•Weeknight Availability:

- The district will determine each gym's **weeknight** availability annually.
- Weeknight gym times are generally to be limited to between 1 and 1 1/2 hour sessions, between the hours of 6:30 p.m. and 9:00 p.m. at Strawberry Hill Gym three nights per week and at the middle school competitive gym four to five nights per week.
- The competitive high school gym will be **restricted-in-availability** available for use by non-school activities as determined by the building principal and activities director.
- There will be no gym use on official holidays, when the school day has been canceled or dismissed early **or started late**, or when there are evening school activities in which non-school activities would interfere with a school-sponsored activity.
- Gyms will be divided in half for practices.
- **Monday and Thursday morning gym times at AHS or AMS will start no earlier than 6:00 a.m. and must conclude by 7:30 a.m.**

•Saturday Availability: Saturday use of the gyms will be scheduled by the superintendent's designee with tournaments or games taking top priority over practice time. The gym may be used on Saturday **generally** between 7:00 a.m. and 9:00 p.m., or as determined by the superintendent's designee.

•Sunday Availability: Sunday use of the gyms will be **generally** available between 12:00 p.m. and 9:00 p.m., or as determined by the superintendent's designee.

•Scheduled Early Release Availability: Gyms are generally available for use by outside groups on scheduled early release days after school is dismissed until school practices begin, and again after school practices conclude, or as determined by the superintendent's designee.

6. **Fob Checkout:** Use of the **gym facilities** requires checkout of a key fob from the building secretary of the respective school. A \$10 deposit is required to receive a key fob. The deposit would be forfeited in the event that the fob is lost, damaged or not returned. The key fob is due back at the conclusion of the activity.
7. **Responsibility for Property:** Coaches, players, parents, siblings, etc. are restricted to the area of the building in which the activity is taking place. Typically, this would be one of the gyms.
 - Academic areas are off limits unless prior arrangements are made.
 - The coach in charge is responsible for monitoring traffic in the building and for supervising the gym and children in the program they sponsor.
 - Any damage done to school property during practice, games, or open gym must be reported immediately to the custodian on duty or the building principal on the following school day.
 - The coach/team/organization scheduled during the time in which the damage occurs will be responsible for reimbursing the school for any necessary repairs or replacement of equipment.
 - Failure of a coach/team/sponsor to report damage or remain in the designated part of the facility may result in the coach/team/sponsor's loss of use privilege until the beginning of the following school year (typically late in August).
8. **Additional Regulations for Profit groups (Priority 6):**
 - Each profit group will be limited to the use of facilities twice during an academic school year.
 - Events may not be scheduled more than six weeks in advance. The Anamosa Community School District reserves the right to reschedule events in case of an unforeseen school district conflict.
 - The district will not supply equipment such as balls, etc.
 - The business may be required to furnish the district with a certificate of insurance with a combined single limit of bodily injury and property damage liability in the amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

**RESPONSIBILITIES OF THE APPLICANT
(For use with priorities 3,4,5,6)**

Upon approval of request, the applicant will be given a set of rules governing the use of facilities. Knowledge of and adherence to these rules is expected.

1. The group's designated representative must remain on-site during the entire activity.
2. The facility must be used only for the purpose that it was originally intended as set forth on the Facilities Request Form.
3. Persons using the facilities must confine themselves to the room or areas assigned for their use and the applicant must provide supervision to prevent trespassing to portions of the facility not authorized for use.
4. The group representative is responsible for communicating to the group members and for ensuring that the group members understand and follow all guidelines.
5. Any personal injuries received by any group member while using district facilities must be reported by contacting the District's designee (on application form) within 24 hours. Custodians/other staff present should also be notified. If it is on a Saturday or Sunday and there is no answer at the number on the form, then the representative is to call first thing Monday morning.
6. Any damage or theft to the facilities or equipment must be reported following the same guidelines.
7. The group representative will make himself or herself known to the custodian/supervisor/other staff person present.
8. The group representative is responsible for knowing fire and tornado procedures for directing the group in an event of an emergency. Guidelines are posted in every room.
9. The possession or use of tobacco/nicotine, nicotine products, alcohol, controlled substances (including copy-cat drugs), profane language, gambling in any form (except licensed bingo and raffles), and weapons within buildings is prohibited.
10. When classrooms or other instructional areas are used, the contents of desks, files, storage, and display areas will not to be disturbed.
11. Permission to use additional educational equipment must be approved through the Principal or the Director of Nutrition Services, as appropriate.
12. The use of candles or other fire hazards is strictly prohibited. The use of decorations must be specified on the request.
13. All activities must be of such a nature as not to create a nuisance or disturb the peace of the general neighborhood.
14. Personnel costs, including, but not limited to, custodians, nutrition services workers, supervisors and technicians may be included when determining total facility cost.
15. Applicants may be required to employ sworn law enforcement personnel to assist with supervision.
16. The requested facility may not be used for private parties, social events, celebrations or similar private uses.
17. All expectations for the Performing Arts Center per its use handbook must be followed.
18. The individual in charge is responsible for seeing policy #905.2 is enforced.
19. All use expectations of the respective building will be followed.

I have read and understand the expectations of the use of ACSD facilities including but not limited to those cited above.

Applicant Signature

Date

FACILITY USAGE FEE SCHEDULE

Anamosa Community School District

School Board Philosophy: The Board of Education actively seeks to respond to the educational, recreational, and cultural needs of its total community, however, all school facilities have been primarily erected and maintained for the use of the students of the ACSD and shall not be used for another purpose that will conflict with that use. Any costs incurred that are not determined by the district to directly and positively impact and enhance the education of our students will be passed along to the user as detailed in the fee structure below.

Exceptions to this fee structure must be approved by the Superintendent

Equipment Usage: Athletic groups will provide their own volleyballs, basketballs, etc. unless permission is received from A.D. prior to the activity.

Payment Procedure: All checks shall be made payable to the Anamosa Community School District. Full payment must be received before the initial date of facility usage.

Rental Costs	Priorities 1, 2, and 3	Priorities 4 & 5	Priority 6
HS Auditorium w/lobby	*Charges may apply	\$70/hr.	\$100/hr.
HS Auditorium Lobby only	*Charges may apply	\$30/hr	\$50/hr
Risers for stage	*Charges may apply	\$25/set	\$35/set
Classrooms	*Charges may apply	\$10/hr per room	\$20/hr per room
HS Band and Choir	*Charges may apply	\$25/hr	\$45/hr
Library	*Charges may apply	\$15/hr	\$25/hr.
Gyms	*Charges may apply	\$15/hr	\$25/hr
Locker Rooms	*Charges may apply	\$15/hr	\$25/hr
Commons	*Charges may apply	\$15/hr	\$25/hr
SH Cafeteria	*Charges may apply	\$15/hr	\$25/hr
Computer Lab	*Charges may apply	\$15/hr	\$25/hr
Weight Room	*Charges may apply	\$15/hr	\$25/hr
Wrestling Room	*Charges may apply	\$15/hr	\$25/hr
Football/Track Complex	*Charges may apply	\$30/hr	\$55/hr
Baseball/Softball Fields	*Charges may apply	\$30/hr	\$55/hr
Practice Fields	*Charges may apply	\$25/hr	\$50/hr
Concession Stands	*Charges may apply	\$15/hr	\$25/hr
Kitchen**	*Charges may apply	\$15/hr	\$25/hr
Events/Tournaments*	\$45 – 4 hr. or less per facility \$50 – 4 hrs. or more per facility		
Custodian	Charges will apply -(Priority 3 only) Less than 4 hrs. – No charge per facility 4 hours or more - \$50 per facility	\$30/hr.	\$35/hr.
Oversight Supervisor	*Charges may apply	\$20/hr.	\$25/hr.
Food Nutrition Services Supervisor	Charges may apply	\$20/hr.	\$25/hr.
Lighting Technician***	*Charges may apply at Priority 4 & 5 Rate	\$15/hr.	\$20/hr.
Sound Technician****	*Charges may apply at Priority 4 & 5 Rate	\$15/hr.	\$20/hr.
Police/Security	Actual Cost	Actual Cost	Actual Cost

**District Food Service employee must be present for all kitchen usages when food is being prepared.

Facility Usage Request Form

The following facility would like to be used (*please circle facility*). Forms need to be returned to High School Office.

<u>Elementary</u>	<u>Middle School</u>	<u>High School</u>
Gym	Gym	Competition Gym
Classroom	Commons	Library
Cafeteria	Classroom	Classroom
Library	Computer Lab	Common
Computer Lab	Kitchen	EKFAC - Lobby
Kitchen	Practice Baseball Field	EKFAC - Auditorium
Other	Practice Softball Field	Wrestling Room
Football Field	Varsity Baseball Field	Weight Facility
	Varsity Softball Field	Kitchen

for the purpose of: _____

1st choice: from _____ a.m. _____ to _____ a.m. _____ S M T W T F S
 p.m. (Date) p.m. (Date) (circle day)

2nd choice: from _____ a.m. _____ to _____ a.m. _____ S M T W T F S
 p.m. (Date) p.m. (Date) (circle day)

3rd choice: from _____ a.m. _____ to _____ a.m. _____ S M T W T F S
 p.m. (Date) p.m. (Date) (circle day)

Requested by: _____ Telephone # _____
 E-mail: _____

Organization represented: _____ Group # _____

Number of people expected to be in attendance: _____

(Individuals/Families will be charged at the Priority 4 & 5 rate)

Please Check Equipment/Services Needed:

Bleachers _____	Locker Room: Boys _____ Girls _____	Custodial Fee _____
Volleyball Net _____	Wrestling Mat/s _____ # _____	Food Service Fee _____
Basketball Hoops _____	Score Clock & Score Board Table _____	Technician _____
Chairs _____ # _____	P.A. System/Microphone _____	Projection Screen _____
Tables _____ # _____	Ticket Taker Desk /Chairs _____	Risers _____
Podium _____		
Other _____		

(Please Explain)

Proof of Insurance on File: Yes or No

Fee Amount* \$ _____ Paid _____

(*In certain situations a fee will be assessed for the use of a facility. See copy of the Facility Fee Schedule).

APPROVED _____ DENIED _____
 (Authorized Signature) (Date)

Any other specific instructions to carry out activity (attach diagram/outline of setup, if necessary)

Are coaches paid or reimbursed for services in anyway? Yes / No
 If yes, are students eligible for scholarships or provided fundraising opportunities? Yes / No
 If yes, please explain.

**USE OF SCHOOL FACILITIES
HOLD HARMLESS AND INDEMNITY AND LIABILITY INSURANCE AGREEMENT**

The undersigned, hereafter referred to as "organization," states that it shall hold the Anamosa Community School District, hereafter referred to as "district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the organization or the district, and its officers, employees or agents, in the use by the organization of any facilities owned by the district. In case any action is brought therefore against the district or any of its officers, employees or agents, the organization shall assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the organization.

The organization agrees to furnish and maintain during the usage of the facilities owned by the district such bodily injury and property damage liability insurance as shall protect the organization and the district from claims for damages for personal injury, including accidental death, and from claims for property damages, which may arise from the organization or by anyone directly or indirectly employed by the organization, and the amounts of such insurance shall be for a minimum of one million dollars (\$1,000,000) combined single limit of bodily injury and property damage liability insurance. Such insurance shall include the Anamosa Community School District as an additional named insured in the policy carried by the organization and described above.

The organization shall furnish the district with a certificate of insurance covering the above-mentioned one million dollars (\$1,000,000) combined single limit of bodily injury and property damage liability.

Dated at _____, Iowa, this _____ day of _____, 20____ .

Organization Name

Signature

Approved 5/2/16

**BOARD OF EDUCATION MEETING
February 6, 2017**

ISSUE: Second Reading of Board Policies

CONTACT: Lisa Beames, Superintendent

BACKGROUND:

The following policies are being presented for Second Reading:

901.2	Selection of an Architect	(Change Policy # to 809.2)
902.1	Administration of Maintenance Program	(Delete Policy)
902.2	School Facilities Survey	(Change Policy # to 809.1)
902.3	Use of Contract Services	(Change Policy # to 803.9)
902.5	Lease/Sale of School Buildings & Site	(Change Policy # to 803.11)
1005.3	Citizen Involvement	(Delete Policy)
1005.4	Citizen Complaints	(Change to Policy #901.6)
Rp1005.4	Citizen Complaints	(Change to Policy #901.6R1)
1005.6	Personnel Participation in Community Activities	(Delete Policy)
1005.7	Sales Promotions Prohibited	(Change to Policy #904.3)
1005.9	Duplicated or Printed Materials	(Delete Policy)

THE RECOMMENDATION IS:

“Approve policies for Second Reading as presented.”

SELECTION OF AN ARCHITECT

Purpose: To provide guidelines for the selection of an architect.

Policy: Architects shall be interviewed by the Board and Superintendent. Prior to making the final selection of an architect, the Board shall inspect a completed school building that was designed by said architect.

Approved 1/16/89
Revised 4/18/94
Reviewed 3/20/00
Reviewed 12/19/05
Reviewed 10/3/11
Revised 2/6/17

DELETE POLICY (Job Description on file for this position)

Code No.: 902.1

ADMINISTRATION OF MAINTENANCE PROGRAM

~~Purpose: To provide guidelines for the administration of the Maintenance Program.~~

~~Policy: The Maintenance Program shall be under the supervision of a Maintenance Director who shall, in cooperation with the Superintendent, develop and administer a comprehensive maintenance schedule for the general care and housekeeping of all buildings, equipment, and grounds of the district.~~

~~The Maintenance Director shall establish and maintain a central record system of supplies, equipment, and maintenance items. The Maintenance Director shall develop performance standards for personnel, recommend personnel for employment, evaluate maintenance staff for promotion, retention or dismissal, and conduct any training of staff.~~

~~The Maintenance Director shall work with maintenance and housekeeping employees in each building and the building principals in all matters related to the proper functioning of the maintenance department.~~

Approved 4/18/94
Reviewed 3/20/00
Reviewed 12/19/05
Revised 10/3/2011

Code No.: 809.1

SCHOOL FACILITIES SURVEY

Purpose: To provide for the survey of school facilities.

Policy: The Board, upon the recommendation of the Superintendent, shall contract for the services of consultants and other resource personnel for the study of particular building concerns of the District. The needs for such special studies shall be anticipated well in advance so that budgetary provisions can be made.

Approved _____
Reviewed 3/20/00
Reviewed 12/19/05
Reviewed 10/3/2011
Revised 2/6/17

USE OF CONTRACT SERVICES

Purpose: To provide for contracting for special maintenance services.

Policy: The Superintendent shall use his/her judgment to recommend to the Board contracting for special services in the maintenance of the District's grounds, buildings, and equipment.

Approved _____
Reviewed 3/20/00
Reviewed 12/19/05
Reviewed 10/3/2011
Revised 2/6/16

LEASE/SALE/DISPOSAL OF SCHOOL BUILDINGS & SITES

Decisions regarding the lease, sale, or disposal of school district real property are made by the board. In making its decision the board will consider the needs of the education program and the efficient use of public funds.

Prior to the board's final decision regarding real property, a public hearing will be held. The board will adopt a resolution announcing the proposed sale which will contain notice of the time and place of the public hearing and the description of the property or locally known address. Notice of the time and place of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may dispose of the property.

If the real property contains less than two acres, is located outside of a city, is not adjacent to a city and was previously used as a schoolhouse site, the property may revert to the owner of the tract from whom the property was taken following the procedures set forth in IOWA CODE §§ 297.15-.25.

In the case of a sale or lease of school district real property not being used for the education program, unless otherwise exempted, advertisements for bids will be taken. If the bids received by the board are deemed inadequate, the board may decline to sell or lease the property and re-advertise.

In the case of the razing of a school district facility, in an amount in excess of the statutory minimum required by law, the board will advertise and take bids for the purpose of awarding the contract for the project.

The superintendent is responsible for coordinating the action necessary for the board to accomplish the lease, sale, or disposal of school district real property, including student-constructed buildings. It will also be the responsibility of the superintendent to make a recommendation to the board regarding the use of school district real property not being utilized for the education program.

Legal Reference: Iowa Code §§ 297.15-.25 (2013).

Approved 1/16/89
Reviewed 3/20/00
Reviewed 12/19/05
Revised 12/5/11
Revised 2/6/17

Delete Policy

Code No.:1005.3

CITIZEN INVOLVEMENT

~~Purpose: To provide for the utilization of citizens and community resources.~~

~~Policy: The District shall utilize citizens and community resources to enhance its educational program.~~

~~The Superintendent shall develop Board approved rules and procedures.~~

Approved _____

Revised 8/16/93

Reviewed 4/17/00

Reviewed 12/19/05

Reviewed 6/20/11

CITIZEN COMPLAINTS

Purpose: To establish guidelines for the handling of citizen complaints.

Policy: Parent and public concerns or complaints shall be resolved at the lowest possible level of decision making by the individuals closest to the concern. The concerns are best dealt with through communication with appropriate personnel of the system, beginning with the faculty, to the principals, to the Superintendent, and finally to the Board.

Board approved rules and procedures shall be developed by the Superintendent.

Approved _____
Revised 8/16/93
Reviewed 1/20/97
Reviewed 6/20/11
Revised 2/6/17

CITIZEN COMPLAINTS

The following guidelines are the proper procedure to be followed by persons with questions or complaints:

1. Matters concerning an individual student or an employee should first be addressed to the student's teacher or to the employee.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the Principal, or the employee's immediate supervisor.
3. Unsettled matters from (2) above, or problems and questions concerning the school system, should be directed to the Superintendent.
4. If the matter cannot be settled satisfactorily by the Superintendent, it may be brought to the Board. No appeal shall be heard by the Board unless it is submitted in writing, signed by the party bringing the complaints, and presented to the Board through the Superintendent.

Approved _____
Revised 8/16/93
Reviewed 4/17/00
Reviewed 12/19/05
Reviewed 6/20/11
Revised 2/6/17

Delete Policy

Code No.:1005.6

~~PERSONNEL PARTICIPATION IN COMMUNITY ACTIVITIES~~

~~Purpose: To provide guidelines for the participation of personnel in community activities.~~

~~Policy: The Board shall encourage personnel to participate in community activities. Such participation shall include active membership in local organizations and active roles in community issues and political parties.~~

~~The Board shall prohibit exertion of pressure on personnel to affiliate with organizations or to participate in activities deemed unacceptable to personnel. Freedom of choice shall be the prerogative of personnel, but participation in any activity shall be in keeping with the overall goals and objectives of the educational program.~~

Approved

Reviewed 4/17/00

Reviewed 12/19/05

Reviewed 6/20/11

SALES PROMOTIONS PROHIBITED

Purpose: To prohibit the use of facilities, personnel, or students to promote or sell services or products offered by agencies operating for profit.

Policy: Educational facilities, personnel, and students shall not be used in any manner for the promotion or sale of services or products offered by agencies or organizations operating for profit. The Board specifically forbids such activities as the following:

1. Distribution by students of pamphlets urging students, parents and others to purchase services or products;
2. The sale by students or personnel of products and/or services except in relation to production by students as part of the program;
3. Similar activities which would involve personnel and students and which would interfere with the normal time and activities of school.

Specifically exempt from the provisions of this policy shall be a student insurance program.

When the Board and Superintendent believe that the educational gain outweighs the promotional purpose, prior approval for an activity may be given by the Board.

Approved _____
Reviewed 4/17/00
Reviewed 12/19/05
Reviewed 6/20/11
Revised 2/6/17

Delete Policy

Code No.: 1005.9

~~DUPLICATED OR PRINTED MATERIALS~~

~~Purpose: To provide guidelines for the use of duplicated or printed materials to explain school programs.~~

~~Policy: Duplicated or printed materials related to or explaining various phases of the school program shall be made available for personnel and public use as deemed advisable by the Superintendent. Rules of good taste, scholarship and general acceptability shall apply to all such publications.~~

Approved

Reviewed 4/17/00

Reviewed 12/19/05

Reviewed 6/20/11

**BOARD OF EDUCATION MEETING
February 6, 2017**

ISSUE: District Negotiation Proposal

- Anamosa Teacher Association
- Secretary/Paraeducator Association

CONTACT: Lisa Beames, Superintendent

BACKGROUND:

The district's response and initial proposals will be presented.

INFORMATION ONLY

**BOARD OF EDUCATION MEETING
February 6, 2017**

ISSUE: Weather Make-up Day

CONTACT: Lisa Beames, Superintendent

BACKGROUND:

A scheduled student day was not held on January 17th due to adverse weather at that time. The board will determine whether or not this day will be made up.

THE RECOMMENDATION IS:

The student day of January 17, 2017 will be made up on May 25, 2017.

**BOARD OF EDUCATION MEETING
February 6, 2017**

ISSUE: Independent Auditor's Reports for fiscal year 2015-2016

CONTACT: Business Manager Linda Von Behren

BACKGROUND:

The independent auditing firm of Hunt & Associates has issued the audit report for the District for the year ended June 30, 2016. A copy of the audit report was distributed at the previous board meeting to allow time for your review. The auditing firm has issued an unqualified, or "clean", audit opinion.

You will find the Management's Discussion and Analysis (MD&A) beginning on page 7. This is the District's summary of its financial activities for the year.

Financial results and audit comments will be discussed at the meeting.

THE SUPERINTENDENT'S RECOMMENDATION IS:

"the Board of Education accept the Independent Auditor's Reports for fiscal year ending June 30, 2016."

**BOARD OF EDUCATION MEETING
February 6, 2017**

ISSUE: Iowa School Report Card

CONTACT: Lisa Beames, Superintendent

BACKGROUND:

The Iowa Department of Education is required to release an annual report card for each of the schools in Iowa. The report is based on various identified data points such as Iowa Assessment results, student attendance, graduation rate and staff retention. This report is released to the public between December and January and can be found at: reports.educateiowa.gov/schoolreportcard.

An overview of the 2016 Anamosa Community Schools Report Cards will be presented.

DISCUSSION ONLY

**BOARD OF EDUCATION MEETING
February 6, 2017**

ISSUE: Set Public Hearing for the 2017-2018 Academic Calendar

CONTACT: Lisa Beames, Superintendent

BACKGROUND

Set Public Hearing on proposed Academic Calendar for the 2017-2018 school year.

THE RECOMMENDATION IS

“Set Public Hearing for the proposed Academic Calendar for the 2017-2018 school year for Monday, February 20, 2017 at 7:00 p.m. in the Administrative Offices Board Room.”

2017-2018 School Calendar – Aug. 23 Start

Final Proposed Calendar

F

Summary of Calendar:

Days/Hrs in classroom:

First Semester 90/

Second Semester 89/

TOTAL DAYS/HRS 179/1135.90

CALENDAR LEGEND

Prof. Dev	
Quarter	
Early Dism	
Holidays	
Vacation Days	

HOLIDAYS:

Labor Day	(9/4)
Thanksgiving Day	(11/23)
Christmas Day	(12/25)
New Year's Day	(1/1)
Memorial Day	(5/28)

Kirkwood:
 Start Day: August 21, 2017
 Winter Break: Dec. 15, 2017 – Jan. 16, 2018
 Spring Break: March 12-16, 2018
 Last Day: May 11, 2018

Homecoming Dance: Sept. 30, 2017
 Prom:

177 Student Days
 2 Comp Days
 3 Holidays
 7 Prof. Dev days
 189

August				Student Days/Hours			
M	T	W	Th	F			
	1	2	3	4			
7	8	9	10	11			Aug 21 Professional Development
14	15	16	17	18			Aug 22 Professional Development
21	22	23	24	25	3	19.5	Aug 23 Begin 1 st Semester – 1 st Day of School
28	29	30	31		7	45.5	
September							
				1	8	52.0	Sept 4 Labor Day (No School)
4	5	6	7	8	12	76.30	Sept 6 2 Hour Early Dismissal
11	12	13	14	15	17	108.80	Sept 20 2 Hour Early Dismissal
18	19	20	21	22	22	139.60	
25	26	27	28	29	27	172.10	
October							
2	3	4	5	6	31	196.40	Oct 4 2 Hour Early Dismissal
9	10	11	12	13	36	228.90	Oct 6 No School – Professional Development
16	17	18	19	20	41	259.70	Oct 18 2 Hour Early Dismissal
23	24	25	26	27	46	293.70	Oct 24 Parent Teacher Conferences
30	31				48	306.70	Oct 26 Parent Teacher Conf.-Early Dismissal
							Oct 26 End 1 st Quarter (46 days)
							Oct 27 No School – Teacher Comp Day
							Oct 30 Begin 2 nd Quarter
November							
		1	2	3	51	324.50	
6	7	8	9	10	56	357.00	Nov 1 2 Hour Early Dismissal
13	14	15	16	17	61	387.8	Nov 15 2 Hour Early Dismissal
20	21	22	23	24	63	400.80	Nov 22-24 Thanksgiving Holiday (No School)
27	28	29	30		67	426.80	
December							
				1	68	433.30	Dec 6 2 Hour Early Dismissal
4	5	6	7	8	73	464.10	Dec 15 Professional Development
11	12	13	14	15	77	490.1	Dec 20 2 Hour Early Dismissal
18	19	20	21	22	82	520.90	Dec 25-Jan 2 Winter Break (No School)
25	26	27	28	29	82	520.90	
January							
1	2	3	4	5	85	538.70	Jan 3 2 Hour Early Dismissal
8	9	10	11	12	90	571.20	Jan 12 End 2 nd Quarter (44 days)
15	16	17	18	19	94	595.50	Jan 12 End 2 nd Semester (90 days)
22	23	24	25	26	99	628.00	Jan 15 No School – Professional Development
29	30	31			102	647.50	Jan 16 Begin 3 rd Qtr – 2 nd Semester
							Jan 17 2 Hour Early Dismissal
February							
			1	2	104	660.50	
5	6	7	8	9	109	691.30	Feb 7 2 Hour Early Dismissal
12	13	14	15	16	113	717.30	Feb 16 No School – Professional Development
19	20	21	22	23	117	741.60	Feb 19 President's Day (No School)
26	27	28			120	761.10	Feb 21 2 Hour Early Dismissal
March							
			1	2	122	774.10	Mar 6 Parent Teacher Conferences
5	6	7	8	9	127	806.40	Mar 7 2 Hour Early Dismissal
12	13	14	15	16	129	819.40	Mar 8 Parent Teacher Conf.-Early Dismissal
19	20	21	22	23	134	850.20	Mar 9 No School- Teacher Comp Day
26	27	28	29	30	138	876.20	Mar 12-14 No School – Spring Break
							Mar 23 End 3 rd Quarter (44 days)
							Mar 26 Begin 4 th Quarter
2	3	4	5	6	143	907.00	Mar 30 No School – Good Friday
9	10	11	12	13	148	939.50	
16	17	18	19	20	153	970.30	
23	24	25	26	27	158	1002.80	Apr 4 2 Hour Early Dismissal
30					159	1009.30	Apr 18 2 Hour Early Dismissal
May							
	1	2	3	4	163	1033.60	May 2 2 Hour Early Dismissal
7	8	9	10	11	168	1066.10	May 16 2 Hour Early Dismissal
14	15	16	17	18	173	1096.90	May 20 Graduation
21	22	23	24	25	178	1129.40	May 28 Memorial Day
28	29	30	31		179	1135.90	May 29 End 4 th Qtr (45 days)
							May 29 End 2 nd Semester (89 days)
							May 30 Professional Development
							May 30 Weather Make-up Day 1
							May 31 Weather Make-up Day 2

BOARD OF EDUCATION MEETING
February 6, 2017

ISSUE: ELP Program Presentation

CONTACT: Lisa Beames, Superintendent

BACKGROUND:

An overview of the ELP program will be presented.

DISCUSSION ONLY

BOARD OF EDUCATION MEETING
February 6, 2017

ISSUE: Deposition of Property Located at Old Baseball Complex

CONTACT: Lisa Beames, Superintendent

BACKGROUND:

The Board will discuss and reach a decision on the disposition of any district property located at the old baseball complex.

THE RECOMMENDATION IS:

“Direct the Superintendent to present a resolution for board action and public hearing based on the boards concerns.”

Board of Education Committees

Policy Committee	Kristine Kilburg, Nicole Claussen, Sean Braden
Negotiations Committee	Kristine Kilburg Kandi Behnke, Sean Braden
PPEL & Facilities Committee	Connie McKean, Anna Mary Riniker, Nicole Claussen
CADRE	Nikki Claussen, Rob Sayre
Jones Co. Conf. Bd.	Roy Sayre
Ad Hoc Building/Long Range Planning	Connie McKean, Kristine Kilburg, Anna Mary Riniker,
Technology Committee	Rob Sayre, Anna Mary Riniker

Principal Reports



Strawberry Hill Elementary

Building Leadership Team

- Created first draft of Collective Commitments. These statements were derived from staff discussions in small groups. Our goal is to have our “*Plan on a Page*” completed by the end of the year.

Folk Dance Festival

- The *Muddy Rutts*, an area Bluegrass Band, spent an afternoon with us. Two of the band members have children who attend Strawberry Hill. They performed, explained their instruments and had sing-alongs. Families joined the *Muddy Rutts* in the evening. It was a great opportunity for our kids to experience a different genre of music. Thanks to Mrs. Knuth for organizing this event.

Lego League Jr.

- This is a new opportunity for our 3rd and 4th grade students. Thanks to Julie Rice who secured a grant for materials. Julie Rice and Dawn Langevin will be our coaches and we are looking for parent volunteers to help with this club. This is an after school activity for our students.

100th Day of School

- The 100th day of school was Friday, January 27. This is an exciting day in an elementary school.

Support from GWAEA

- We have been appreciative of the support we are receiving from our GWAEA literacy and math consultants and PBIS Coach. They attend PLC meetings at grade levels, provide many levels of support from working on standards to specific instructional practices.

Title One Parent Advisory Committee

- This group meets three times a year. They provide feedback for our programming and communication with families. We have a member from St. Pat’s school since we serve them.

Music Concerts

- We are gearing up for concert season towards the end of February. All concerts and our preschool graduation will be held at the Ellen Kennedy Center for Performing Arts.

Anamosa Middle School

1. We are glad to have our substitute assistant principal, Mark Gronemeyer, on board for the remainder of the year.
2. Happy National School Counselor’s Week to our district counselors!
3. Our Project Jack application has been accepted! Our 5th graders will be making felt blankets for a local hospital. They’ll work on this during FLEX time in the month of March. The grant is for \$250.
<http://www.iowarealtors.com/news/project-jack>
4. 6th graders will be attending a performance at UNI Gallagher Bluedorn on Monday, February 27th. They will be attending *Everybody’s Hero: The Jackie Robinson Story*. The students will be gone for most of the school day.
5. 7th and 8th grade band/vocal students are taking a day long trip on Friday, March 3 to Des Moines and Iowa City. The culminating event for the day is a performance of Circus Oz at Hancher Auditorium. We’ll take one chaperone for every 10-12 students.

Anamosa High School

1. AHS held the first ever Sadie Street Showcase on Saturday January 28th. We are so pleased by the students, volunteers, teachers, parents, and community support to make this a wonderful success. Special thanks to Mr. Grove our show choir director as well.
2. Seven students from the Anamosa chapter of FFA visited the state capitol and lobbied for agriculture education in schools. They attend a leadership conference at the World Food Prize as well.
3. Our Biology department is currently conducting a 10 day instructional cycle and seeing great results from data they are collecting on formative assessments.
4. February 24th we will be holding our Academic Assembly in the auditorium at 2:30 pm. We welcome all of you to attend.