

**INTERSTATE 35 COMMUNITY SCHOOL DISTRICT**  
405 E. NORTH STREET  
TRURO, IA 50257-0079

**REGULAR BOARD MEETING MINUTES**

6:00 P.M.

High School Library

March 25, 2013

**AGENDA**

- I. Call to Order - President Leah Gray called the meeting to order at 6:00 p.m. Roll Call – Bryan Arzani, Julie Brownlee, Leah Gray, Dan Kirkpatrick, Ken Stanley and student council representative Delayne Hebert – present. Absent - none.
- II. Pledge of Allegiance – The board and audience recited the Pledge of Allegiance.
- III. Welcome and recognize visitors – District patrons Kelli Bregar, Tina Burkhead, Kristi Daniels, Jenny Dickinson, Ann Fantz, Andrea Goering, Tracy Hutton, David Llewellyn, Ron Pontalilo, Trina Sheeder, Angela Steinlage, Dave Stewart, Jeff Taylor, Jaci Taylor, Raeann Thomas, Erin Thornburgh, Jason White, and Kris Zuercher; teachers Hannah Ludwig; coaches Tim McKinney and Desman Oakley; and district administrators and directors.
- IV. Approval of Agenda – Motion to approve the agenda by Julie Brownlee, seconded by Bryan Arzani. Motion carried 6-0.
- V. District Priorities – President Gray reviewed the following district priorities with the board to keep in the forefront as the board makes decisions that continue to move the district forward:
  - 1) Articulate and support a cohesive student-centered PK-12 vision for continuous school improvement
  - 2) Engage in effective teaching and relevant learning for the 21<sup>st</sup> Century
  - 3) Operate with fiscal integrity, efficiency and effectiveness
- VI. Public Hearing: FY2013 Budget Amendment – President Leah Gray announced that it was the time and place for a public hearing regarding the FY2013 budget amendment, and declared the hearing open at 6:03 p.m. There was no one present to speak in favor of or against the budget amendment, so Gray declared the hearing closed. Motion by Bryan Arzani to approve the FY2013 budget amendment, seconded by Dan Kirkpatrick. Motion carried, 6-0.
- VII. Open Forum – Jason White from Warren County Economic Development presented to the board its public/private partnership to build a \$145 million entertainment center northwest of Norwalk which would include a casino, hotel, bowling center, and restaurants. In order to move forward, the project must be voted on by all citizens in Warren County. Every city, school and the county would receive funds by law; at least 3% of revenues have to be allocated back to cities, schools, and non-profits. Warren County Economic Development has negotiated with Wild Rose for 4.5% of revenues, totaling approximately \$67,000 for Interstate 35 Community Schools. In addition, the project will need approval from the Racing and Gaming Commission of Iowa. David Llewellyn, district resident and teacher for Winterset Community Schools, was present to urge the district to provide time for students to recite the pledge of allegiance in school.

- VIII. Secondary Visual Arts Update – Art Teacher Hannah Ludwig presented on her new ceramics class offered at the High School. Students learn different types of building projects with clay, how to load the kiln, painting, and glazing, and report final projects via website portfolio. Julie Brownlee asked how many students are currently enrolled. Ludwig stated there were 2 classes with 33 students total. There is room for 20 in each class. Secondary Principal Jeff Snider presented for Art Teacher Laura Haines about the new photography class. The district provided \$21,000 for equipment which included warranty. Students are getting used to the cameras and are trained on care and maintenance. The class will be going to Ames on April 5 to attend a photography show and also tour Christian Photo.
- IX. Superintendent Search Firm Presentations – The board invited four firms to present their firms’ Superintendent search process. Gary Ray, Randall Nichols, and Linda Brock from Ray and Associates presented first. Ray and Associates has been in business for 38 years. Nichols introduced himself and stated he was a Superintendent for 11 years in small rural districts in Iowa. Linda Brock also has experience as a Superintendent and stressed it’s important to know who the district will do business with. Ray, Nichols, and Brock would all be conducting the search on behalf of the district and walked the board through their search process. Ray and Associates would conduct stakeholder interviews as well as interview each board member to build a profile of characteristics and qualities for the next Superintendent to target the right candidate for what the district needs. They actively recruit candidates who already have jobs and may not be looking. They will strategically advertise and recruit and want the process to be transparent and open. Ray and Associates screen candidates as they apply, doing extensive internet searches, calling references, and going beyond the references the candidate provides. Ray has recently conducted searches for Mt. Pleasant, Carlisle, and Van Buren. Their goal is to build as large a pool of candidates as possible. They will bring a list of 8-12 candidates to the board. The board will then score each candidate and talk about the pros and cons and who they would like to interview, then Ray and Associates will contact the candidates for interviews. Once the field is narrowed to 2-3 candidates, they work with the attorney to finalize the contract and salary. Bryan Arzani stressed it was important for stakeholders to have a buy-in. A conversation about which stakeholder groups to include would need to take place. Leah Gray asked about the fee and what it includes. Gary Ray said everything except about \$800 for telephone and copy expenses would be included in the fee of \$5,000. Gray asked what the average tenure of their candidates was, and Ray said the average was about 8 years.

The next firm to present was McPherson and Jacobson. Dennis Bahr presented his firm’s process to the board. Bahr is a former High School Principal and had been Superintendent for four years. McPherson and Jacobson has been in business since 1991 and has placed over 500 superintendents. They have over 100 consultants, with 11 in Iowa. The process begins with identifying five most important characteristics. Advertising would be placed in the Des Moines Register, their website, the Iowa Association of School Boards website and School Administrators of Iowa website and the five surrounding states. Their firm meets with groups defined by the board and gets input on the strengths of the district and what the person will face coming in. McPherson and Jacobson is just finishing up with a search for Clarke Community Schools. After that, candidates’ backgrounds and references are investigated beyond those listed. The firm will bring a short list of candidates meeting the criteria of the board. This is the longest phase. From there, the board interviews their

finalists and the firm sends letters to those who didn't receive an interview. Outside groups will be asked to rank the candidates. The timeline for the entire process will take at least two months. David Stokes would be the consultant working with the district. Julie Brownlee asked how many would be on the short list, and Bahr replied 5-8, but the board could see all applicants if it chooses. Bryan Arzani asked what the firm's role was in the process. Bahr replied they furnish the questions and set up the interviews. They aren't present for the interviews but could be for a fee. Arzani asked that as the board narrows down candidates, is the firm involved, and the reply was yes and helping with the discussion. Ken Stanley asked about McPherson and Jacobson's recruitment efforts, and Bahr replied that over half the candidates are recruited. Their consultants know who the good people are and who the poor ones are. Leah Gray asked about the total cost, and Bahr replied about \$8,000 for everything. Bryan Arzani asked what makes a good superintendent, and Bahr replied someone who loves their profession, values learning for kids, can convince others they are doing everything they can for kids, well-focused, good personality, and likes kids and the public.

Gaylord Tryon and Associates was the final firm presenting. Tryon has completed 150 searches successfully in Iowa. They have finished five this year and have two more in the works and almost done. They don't do searches outside of Iowa, but do recruit about 25% from outside of Iowa. Tryon has been able to compile a list of about 250 people in Iowa to call regarding candidates. Dr. Randy Braeden and Dr. Randy Haggard also assist Tryon. Tryon will call anyone the board asks to be a candidate. They also use focus groups and surveys to build a leadership profile. They will bring all applications and narrow down a short list of 8-10 candidates; from there the board will pick five people and bring back 2 finalists which the focus groups will also meet. Julie Brownlee asked about the timeline, and Tryon replied that the completion date depends on the start date, but it's best to be done by mid-May. Tryon added that the fee was reduced last time because they also did the interim search, and they are offering the same fee as was charged three years ago. Tryon said that whoever the district may offer the job to may be held to contract, and people may be less apt to apply at this time of year. There is a chance the board may be looking at an interim superintendent. If that happens, Tryon would only charge expenses and not the fee. Then they would re-advertise in November and hire in January. Ken Stanley asked if the board had the right pool, could a deadline of April 30 be met, and Tryon said it takes 3 weeks to screen candidates which could be cut back to 2. Bryan Arzani asked what it would look like of a candidate couldn't be released from their current contract, and Tryon said most already have their information ready to apply and may not get a contract offer at their current position for another two months. Arzani asked what Tryon is doing differently than five years ago, and Tryon replied that he no longer uses students in the focus groups, but for tours and other things which makes more time for interviews with other focus groups. If selected, he would like to come back Thursday or Friday of this week.

The board recessed from 8:06 p.m. to 8:18 p.m.

- X. Board Learning and Development – President Leah Gray discussed guidelines to be followed during open forum. It is a one-way conversation. If the audience has questions during a board meeting, those should be reserved for after the meeting with groups of two board members or less. This information was shared so that everyone was on the same page, and it is important to know the ways that rules and laws in Iowa are set.

- XI. Select Search Firm – The board went down the table and gave their impression of each firm. Dan Kirkpatrick liked Ray and Associates and was okay with Tryon. He thought it might be good to get a fresh perspective, however. He felt that Ray and Associates related best with the district culture, and seemed more personable to the rural setting. Bryan Arzani was pleasantly surprised with Ray and Associates. He liked the representative from McPherson and Jacobson, but he wasn't the one doing the search, and he also liked Gaylord Tryon. He felt good about Ray and Associates, but had no hesitation about Tryon. Arzani said this work is key: building the profile in the areas of leadership, trust, and connection to the community. Ken Stanley felt good with Tryon, but thought Ray and Associates sold their product a little better. Julie Brownlee likes and enjoyed working with Tryon. Brownlee felt Tryon could be stuck in the process. Tryon is solid, but pricey. Brownlee stated McPherson was good, but wanted to connect with the person conducting the search. Ray and Associates were good at selling but questioned their delivery. Brownlee thought they had a good understanding of what a smaller district has for needs. Leah Gray said she has huge respect for Tryon, but her concern is finding the right candidate for this district. She liked the average tenure quoted by Ray and Associates for their placements and their pricing. The three that presented were all very similar processes. They all know that they need to talk to everyone and spend the time to screen candidates. Tryon was the only one who presented any roadblocks concerning timing. Following the discussion, Bryan Arzani moved to select Ray and Associates for the Superintendent search, seconded by Dan Kirkpatrick. Motion carried, 6-0.
- XII. Set Public Hearing Date for FY2014 Budget – The board was asked to set the public hearing date for the FY2014 and set the maximum budget to be published at a rate of \$18.49. The rate may be adjusted down after allowable growth has been set. At this point the assumption is 2%, and will adjust management or cash reserve levy as necessary. Motion by Bryan Arzani to set the public hearing date for the FY2014 budget on April 8, 2013 at 6:00 p.m. in the High School Library, seconded by Julie Brownlee. Motion carried, 6-0.
- XIII. Budget Guarantee Resolution – In preparation for the FY2014 budget, the board is asked to approve the budget guarantee resolution as a precaution. If the guarantee is not needed because of enrollment and/or state funding, it will be discarded. Bryan Arzani introduced the following resolution and Julie Brownlee seconded, “BE IT RESOLVED, that the Board of Directors of the Interstate 35 Community School District, will levy tax for fiscal year 2013-14 for the regular program budget adjustment as allowed under Section 257.14, Code of Iowa.” A roll call vote followed: Bryan Arzani, Julie Brownlee, Leah Gray, Dan Kirkpatrick, and Ken Stanley – yes. Nays – none.
- XIV. Resolution for Bond Sale, Bidding, Official Statement from Ahlers - The matter of the issuance of approximately \$1,040,000 PPEL Capital Loan Notes, Series 2013, was discussed. It was the consensus that the District should offer the bonds for sale as described in the following Resolution.

RESOLUTION FIXING THE DATE OF SALE OF APPROXIMATELY \$1,040,000 GENERAL OBLIGATION SCHOOL CAPITAL LOAN REFUNDING NOTES, SERIES 2013, APPROVING ELECTRONIC BIDDING PROCEDURES, AND APPROVING THE OFFICIAL STATEMENT

WHEREAS, the Board has adopted a resolution to authorize the sale and issuance of approximately \$1,040,000 General Obligation School Capital Loan Refunding Notes, Series 2013; and

WHEREAS, this Board now deems it advisable and necessary that refunding bonds be offered for sale; and

WHEREAS, the Board has received information from its Financial Advisor recommending the procedure for electronic bidding so as to provide for the integrity of the competitive bidding process and to facilitate the delivery of bids by interested parties:

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF DIRECTORS OF THE INTERSTATE 35 COMMUNITY SCHOOL DISTRICT IN THE COUNTIES OF CLARKE, MADISON, AND WARREN, STATE OF IOWA:

Ken Stanley introduced the following Resolution and moved its adoption. Bryan Arzani seconded the motion to adopt. The roll was called and the vote was:

AYES: Bryan Arzani, Julie Brownlee, Leah Gray, Dan Kirkpatrick, and Ken Stanley.  
NAYS: none.

The President declared the resolution adopted.

XV. Financial Services Agreement - The agreement designates the firm Piper Jaffray as the district's Bond Advisor. Motion to approve the Financial Services Agreement by Julie Brownlee, seconded by Dan Kirkpatrick. Motion carried, 6-0.

XVI. Dissemination Agent for Secondary Market Disclosure - The district must provide continuing disclosure for bond issues over \$1 million. Piper Jaffray provides this service for \$1,000 per security class of bonds outstanding, and does not charge a fee for continuing disclosure filings in a year in which a bond of that class is sold with Piper Jaffray as underwriter. Motion to approve the Dissemination Agent Agreement by Julie Brownlee, seconded by Dan Kirkpatrick. Motion carried, 6-0.

XVII. Consent Agenda –

A) Approval of Past Minutes: February 25, 2013

B) Approval of Bills

Bryan Arzani moved to approve the consent agenda, seconded by Dan Kirkpatrick. Motion carried, 6-0.

XVIII. Reports to the Board

Transportation Coordinator Bobbie Finley presented a bus replacement cycle to the board. In the current fleet, one bus is out of service, and six others need to be replaced. The recommended trade-in for buses is at 10 years and all six of those needing replaced at or well over 10 years old. Approximately \$70,000 has been allocated in FY2013 and another \$70,000 in next fiscal year to purchase new buses.

Assistant Principal Geoff Tessau reported about a recent technology committee meeting and the progress toward a 1:1 initiative. In addition, laptops for teachers are in need of replacement, so if a 1:1 is in the near future, it would make sense to get whatever machines are selected for students in the hands of teachers in advance. Additionally, the wireless will need some fine tuning before a 1:1 initiative, which will be a summer project.

Principal Jeff Snider highlighted the Wildwood program spearheaded by Mrs. Rose Dickinson, Positive Behavior Instructional Supports, NHS Blood Drive, and freshman orientation scheduled for April 9. Sixth grade orientation is scheduled for May 7. The Business lab is under remodel, and the last day of school is now May 31.

Principal Casey Christensen wanted to highlight Kindergarten Roundup scheduled for April 25 with a change in format, and the two definitions of preschool: one for Department of Education and one for Department of Human Services.

Ray Condon reminded the board of the home track meet on April 4. He also wanted to recognize the Booster Club for its purchase of 40 new hurdles and 8 new starting blocks to go along with the 40 hurdles and timing system purchased last year.

Finally, girls track coach Desman Oakley, boys track coach Tim McKinney, and golf coach Ray Condon all presented their goals for this season, state of their programs, promotion of their programs, outstanding athletes, honor roll athletes, coaching changes, and how incorporating the weight room into their seasons.

Business Manager Jennifer Jamison presented the monthly financials and treasurer's report.

XIX. Upcoming Dates:

- April 8 – School Board meeting, 6 p.m. (budget hearing)
- April 11 – Special Board meeting, noon (telephonic)

XX. Board Comments/Future Agenda Items

- Policy Review (Dan)

XXI. Adjourn – Julie Brownlee moved to adjourn. Motion approved 6-0. Meeting was adjourned at 9:40 p.m.

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Julie Brownlee, Vice-Board President

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Jennifer Jamison, Board Secretary