



Agenda for the Board of Directors Special Meeting

Diagonal Community School District

403 West 2nd Street

Diagonal, Iowa 50845

(AI) – Action Item (IO) – Information Only Item (DI) – Discussion Item

Agenda

Time and Place

Wednesday, May 15, 2024

5:45 p.m. in the District Office

1. (AI) Call to Order/Roll Call

Time: _____

____ Allee ____ Whittington ____ Doolittle ____ Stamps ____ Grace

Vision: Empower students in achieving their educational and personal goals leading to a fulfilling future in the greater community.

Mission: The Diagonal community school believes in successful cooperative relationships between students, staff, parents, and community members to prepare responsible citizens to navigate all life settings, through a quality comprehensive education.

2. (AI) Approval of Agenda

Motion by _____ Seconded by _____ Board Action:

3. (IO) Audience to Visitors

The President announces that the floor is now open for public comments. The Board Secretary is tasked with documenting any written comments for inclusion in the official record. To all present, we extend our gratitude for your attendance today. Your insights are valuable to us, and we eagerly anticipate your comments. If you wish to speak, kindly complete the form provided at the rear table with your name and address, and submit it to the Board Secretary. Speakers will be called in the order of submission, with each allotted a maximum of 3 minutes. Rest assured, your input will be carefully considered. Please note that while board members are here to attentively receive your comments, this session is not intended for dialogue or immediate responses. However, any pertinent issues raised will be addressed in future board meetings.

4. (DI) Daycare Discussion

5. (AI) Consent Agenda

Approval of the Consent Agenda approves all the agenda items listed under this heading without further discussion or review. Any board member may remove any item from the Consent Agenda and that item will be considered separately after the vote on the Consent Agenda. If Board members have questions about the items on the Consent Agenda, they should ask about them prior to the meeting or ask that the specific item for which they have a question be removed from the Consent Agenda. Administration recommends that the Board approve the Consent Agenda items as listed below.

5.1. Minutes

5.1.1. April 17, 2024

5.1.2. April 29, 2024

5.2. Financial Reports

5.3. Invoices

5.4. Staff Resignations

5.4.1. Jasmine Hansen, Daycare Employee

5.5. Staff Contract/Letter of Assignment Approvals

5.5.1. Caitlin Bruce, Summer SFL \$12.50/hour

5.5.2. Corina Buchanan, Summer SFL \$12.50/hour

5.5.3. Maddie Bierkenholz, Daycare \$12.50/hour

5.6. Open Enrollment Request

5.7. Out of State / Overnight Trips

5.8. Contracts

5.8.1. Vista Iowa Agreement - Renewal \$3,300

5.9 Fundraisers

Recommendation: Move to approve the Consent Agenda as presented.

Motion by _____ Seconded by _____ Board Action:

6. (IO) Student Maker Space Presentation

7. (IO) Board Reports

7.1. Principal Clark

7.2. Superintendent McNutt



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8. (AI) Health Smart Curriculum

Recommendation: Move to approve the Health Smart Curriculum for a price of \$437.97.

Motion by _____ Seconded by _____ Board Action:

9. (AI) Daycare Grant

Recommendation: Move to approve the Daycare grant for door purchase for \$5,886.88 and \$2,599.94.

Motion by _____ Seconded by _____ Board Action:

10. (AI) AEA Social Worker Sharing Agreements

Recommendation: Move to approve the AEA Social Worker and Technology Sharing Agreements.

Motion by _____ Seconded by _____ Board Action:

11. (AI) Sharing Agreements with Mount Ayr Schools

Transportation Director, Special Education Director, Curriculum Director and Human Resources Director.

Recommendation: Move to approve the Sharing Agreements with Mount Ayr Schools.

Motion by _____ Seconded by _____ Board Action:

12. (AI) Purchase of Buses

Recommendation: Move to approve the purchase of (2) 41 passenger buses (2016 & 2018) for \$16,500.

Motion by _____ Seconded by _____ Board Action:

13. (AI) Adjustment to Supplemental Contracts

The board had approved the rates outlined in the supplemental schedule on April 17, 2024. We've identified an error in Zach Robinson's years of service on the girls' track contract, which we need to rectify. He was approved at two years of service, but should have been at three years, making the girls track contract go from \$2,998 to \$3,068.

Regarding the strengths contract, the maximum allowance on the supplemental schedule is 12%. We've augmented that by \$549 in the first year of this to make it \$5,000; last year increased this to augment by \$699, resulting in a total contract of \$5,150. Please note that the maximum allowance remains fixed, so there won't be any further increases to that extra duty contract. Consequently, the correct amount going forward should be \$5,150 annually, which we need to rectify as well.

Recommendation: Move to approve the corrected Supplemental Contracts for Zach Robinson as presented.

Motion by _____ Seconded by _____ Board Action:

14. (AI) Board Policies

- First Reading of the Following Policies: [link](#)
 - 405.02 – Licensed Employee Qualifications, Recruitment, Selection
 - 411.02 – Classified Employee Qualifications, Recruitment, Selection
 - *Rescinded* - 504.5 Student Fund Raising
 - *Rescinded* - 504.5R1 Student Fund Raising Regulation
 - 507.08R1 – Special Health Services Regulation
 - 704.01 – Local-State-Federal-Miscellaneous Revenue



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- 704.06 – Fundraising Within the District *formerly titled Online Fundraising Campaigns/Crowdfunding*
- *New* 704.06R1 – Fundraising Within the District Regulation
- 706.01 – Payroll Periods
- 706.02 – Payroll Deductions
- 706.03 – Reduction in Employee Pay *formerly titled Pay Deductions*
- 706.03R1 – Reduction in Employee Pay Regulation
- 707.01 – Presentation and Publication of Financial Information *formerly title Secretary's Report*
- *Rescinded* - 707.02 – Treasurer's Annual Report
- *Rescinded* - 707.03 – Publication of Financial Reports
- 707.04 – Audit
- 707.06 – Audit Committee

Recommendation: Move to approve the second reading of the policies listed above.

Motion by _____ Seconded by _____ Board Action:

15. (DI/AI) Closed Session

A governmental body may hold a closed session only by affirmative public vote of either two-thirds of the members of the body or all of the members present at the meeting.

The board of directors will hold a closed session Pursuant Iowa Code Section 21.5(1)(i) of the open meeting law to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when a closed session is necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Recommendation: Move to approve that we hold a closed session as provided in section 21.5(1)(i) of the open meetings law to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when a closed session is necessary to prevent needless and irreparable injury to that individual's reputation and these individuals have requested a closed session.

Motion by _____ Seconded by _____ Board Action:
____ Allee ____ Whittington ____ Doolittle ____ Stamps ____ Grace

Recommendation: Move to approve that leave closed session and return into open session.

Motion by _____ Seconded by _____ Board Action:
____ Allee ____ Whittington ____ Doolittle ____ Stamps ____ Grace

16. (AI) Board Member Vacancy and Appointment Process

As per the communication from Member Doolittle, this marks the final meeting outlined in the letter distributed to all members. The impending vacancy necessitates a structured approach to fill the position within 30 days.

1. Formal Resignation Approval:

The board will consider and potentially approve the resignation formally during this meeting.

2. Vacancy Notice and Appointment Process:

- a. The board is required to publish a notice of the vacancy along with their intent to fill the position through appointment. This notice must be issued promptly and the vacancy filled within 30 days, unless a valid petition for a special election is submitted.
- b. We advocate for a transparent and equitable appointment process. It is recommended that interested candidates complete a questionnaire addressing their suitability for the role. This questionnaire should encompass aspects such as their relevant experience, motivations, goals, and community engagement.
- c. To facilitate wider participation, the questionnaire and submission details should be publicly accessible, inviting other community members to express their interest before the deadline.
- d. All candidate submissions should be compiled and provided to the board ahead of the appointment meeting. Additionally, the board may opt to grant candidates an opportunity to address the board at a public meeting, ensuring equal time allocation for each candidate.



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e. While the specifics of the appointment process remain within the board's discretion, it is imperative to maintain openness, fairness, and thoroughness throughout.

Recommendation: Move to approve the resignation of School Board Member Doolittle and to deliberate on the outlined process and decide on further actions to efficiently and effectively fill the vacancy.

Motion by _____ Seconded by _____ Board Action:

17. (IO) Communication/Correspondence/Comments

18. (IO) Confirm Date and Time of Next Meeting

- o Regular Board Meeting – Wednesday June 15, 2024 @ 5:30pm in the District Office
- o Regular Board Meeting – Wednesday July 17, 2024 @ 5:30pm in the District Office

19. (AI) Adjournment

Time: _____

Motion by _____ Seconded by _____ Board Action: