**HARLAN COMMUNITY SCHOOL DISTRICT**

**BOARD OF DIRECTORS - REGULAR MEETING**

**(For approval on July 18, 2022)**

The Board met for a regular meeting at 5:15 p.m. on Monday, June 20, 2022, in the Boardroom at Harlan Community High School. President James Reischl presided with Board members Al Hazelton, Joe Herzberg, Greg Bladt and Jade Albertsen present. Monte Schechinger and Joni Larsen were absent.

**Administrators Present**: Jenny Barnett and Bill Mueller

**Media:**  Jonathan North and Josh Rhiner

**APPROVAL OF AGENDA:** Herzberg moved, seconded by Albertsen, to approve the agenda. Motion carried 5-0.

**DISCUSSION ITEMS:** Dr. Barnett introduced the new high school principal, Casey Ring and presented the Journey to a Portrait of a Graduate.

**ACTION ITEMS:**

**APPROVAL OF THE PERSONNEL REPORT:** Bladt moved, seconded by Hazelton to approve the Personnel Report. Motion carried 5-0.

**APPROVAL OF THE DENOVO CONTRACT**: Hazelton moved, seconded by Herzberg to approve the Denovo Contract. Motion carried 5-0.

**APPROVAL OF THE MYRTUE CONTRACT FOR JULY 1, 20220 THROUGH JUNE 30, 2023:** Albertsen moved, seconded by Bladt to approve the Myrtue Contract for July 1, 2022 through June 30, 2023. Motion carried 5-0.

**APPROVAL OF THE DISPOSAL OF EXCESS AND OBSOLETE EQUIPMENT AND SUPPLIES:**  Herzberg moved, seconded by Bladt to approve the disposal of excess and obsolete equipment and supplies. Motion carried 5-0.

**POLICY REVIEW:**

**POLICY REVIEW - SECOND READING:** Hazelton moved, seconded by Albertsen to approve the second reading for policies: 304.01 Development and Enforcement of Administrative Regulations, 304.02 Monitoring of Administrative Regulations, 305 Administrator Code of Ethics, 306 Succession of Authority to the Superintendent, 307 Communication Channels, 400 Role of and Guiding Principles for Employees, 401.01 Equal Employment Opportunity, 401.02 Employee Conflict of Interest, 401.03 Nepotism, 401.04 Employee Complaints, 401.05 Employee Records, 401.05.R1 Employee Records Regulation, 401.06 Limitations to Employment References, 401.07 Employee Travel Compensation, 401.08 Recognition for Service of Employees, 401.09 Employee Political Activity, Motion carried 5-0.

**POLICY REVIEW - FIRST READING:** Ablertson moved, seconded by Herzberg to approve the first reading for policies: 401.10 Credit Cards, 401.11 Employee Orientation**,** 401.12 Employee use of Cell Phones**,** 401.12.R1 Employee Use of Cell Phones Regulation**,** 401.13 Staff Technology Use/Social Networking**,** 402.01 Release of Credit Information**,** 402.02 Child Abuse Reporting**,** 402.03 Abuse of Student by School District Employee**,** 402.04 Gifts to Employees**,** 402.06 Employee Outside Employment**,** 403.01 Employee Physical Examinations, 403.03 Communicable Diseases-Employees**,** 403.03.E1 Hepatitis B Vaccine Information and Record**,** 403.03.R1 Universal Precautions Regulation, 403.04 Hazardous Chemical Disclosure, 403.05 Substance-Free Workplace, 403.06 Drug and Alcohol Testing Program, 403.06.E1 Drug and Alcohol Testing Program Notice to Employees, 403.06E2 Drug and Alcohol Program and Pre-Employ. Testing Ackno. Form**,** 403.06E3 Drug & Alcohol Program & Pre-Employ. Testing Written Consent to Share Information, Motion carried 5-0.

**APPROVAL OF THE CONSENT AGENDA -** Herzberg moved seconded by Bladt to approve the consent agenda as presented. This included the minutes from previous board meetings, accounts payable, General Fund (Operating Warrants), Trust Fund Warrants, Student Activity Fund Warrants, Agency Fund Warrants, Physical Plant and Equipment Fund Warrants. Motion carried 5-0. The approved warrants are as follows:

|  |  |  |
| --- | --- | --- |
| **OPERATING FUND** |  |  |
| **ACCELERATE LEARNING, INC.** | **SUPPLIES** | **3,290.00** |
| **AGAIN FASTER** | **SUPPLIES** | **139.00** |
| **AHLERS & COONEY, P.C.** | **LEGAL SERVICES** | **2,062.00** |
| **AHSTW COMMUNITY SCHOOL DISTRICT** | **OPEN ENROLLMENT TUITION** | **29,896.50** |
| **BELIN-BLANK CENTER** | **MATERIALS** | **250.00** |
| **BOLAND RECREATION** | **EQUIPMENT** | **25,101.00** |
| **BOMGAARS** | **SUPPLIES** | **216.26** |
| **CAPITAL SANITARY SUPPLY** | **SUPPLIES** | **1,809.90** |
| **CARDINAL SUPPLIES AND FRESHENERS** | **AIR FRESHENERS** | **90.95** |
| **CARQUEST** | **PARTS** | **779.25** |
| **CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT** | **SPED BILLING** | **156.64** |
| **CINTAS** | **LAUNDRY** | **211.65** |
| **CLAYTON RIDGE COMMUNITY SCHOOL DISTRICT** | **OPEN ENROLLMENT TUITION** | **8,763.08** |
| **COLLEGE ENTRANCE EXAM BOARD** | **TEST MATERIALS** | **87.00** |
| **CONTROL SERVICES INC.** | **EQUIPMENT** | **16,855.00** |
| **CYCLONE CUSTOM PRINTS** | **SUPPLIES** | **59.92** |
| **EGGERSS MECHANICAL** | **REPAIRS** | **2,186.40** |
| **EXIRA-ELK HORN-KIMBALLTON SCHOOL DISTRICT** | **TRANSPORTATION SHARING AGREEMENT** | **5,500.00** |
| **FARM SERVICE COOP** | **FUEL** | **11,599.02** |
| **FARMERS MUTUAL COOP TELEPHONE CO.** | **TELEPHONE SERVICE** | **2,593.21** |
| **FLINN SCIENTIFIC INC.** | **MATERIALS** | **156.35** |
| **FOREVER GREEN LAWNCARE** | **PURCHASED SERVICES** | **1,236.00** |
| **FOUR SEASONS TRAVEL** | **TRAVEL** | **727.20** |
| **FRIEDMANN, CARL** | **OPEN ENROLLMENT TRANSPORTATION** | **363.50** |
| **GREATAMERICA FINANCIAL SERVICES** | **COPIER LEASES** | **1,585.00** |
| **GREEN HILLS AEA** | **SHARED LIBRARIAN/SCCS TITLE IIA** | **4,375.00** |
| **HARLAN DO IT BEST HARDWARE** | **SUPPLIES** | **260.72** |
| **HARLAN MUNICIPAL UTILITIES** | **UTILITIES** | **38,857.24** |
| **HARLAN NEWSPAPERS** | **SUPPLIES/LEGAL PUBLICATIONS** | **2,190.98** |
| **HARRIS BANK P-CARD** | **TRAVEL/SUPPLIES/POSTAGE** | **7,416.49** |
| **HEARTLAND CARPET CLEANING** | **PURCHASED SERVICES** | **8,452.62** |
| **HOME DEPOT PRO** | **SUPPLIES** | **452.70** |
| **IKM MANNING COMMUNITY SCHOOL DISTRICT** | **OPEN ENROLLMENT TUITION** | **4,575.80** |
| **INSTRUMENTALIST CO.** | **AWARDS** | **315.00** |
| **IOWA ASSN. AGRICULTURAL EDUCATORS** | **REGISTRATION** | **275.00** |
| **IOWA SCHOOL FINANCE INFORMATION SYSTEMS** | **BACKGROUND CHECKS** | **564.00** |
| **JUNIOR LIBRARY GUILD** | **BOOKS** | **2,215.30** |
| **KROGER & SONS HAULING, LLC** | **GARBAGE COLLECTION** | **2,500.00** |
| **LOGAN MAGNOLIA COMMUNITY SCHOOL DISTRICT** | **OPEN ENROLLMENT TUITION** | **7,388.89** |
| **LONG, CHERYL** | **SCCS TITLE IIA EXPENSES** | **398.00** |
| **MACGILL SCHOOL NURSE SUPPLIES** | **SUPPLIES** | **599.00** |
| **MADISON NATIONAL LIFE** | **EMPLOYEE INSURANCE** | **2,904.94** |
| **MASON CITY COMMUNITY SCHOOL DISTRICT** | **SPED BILLING** | **4,796.40** |
| **MYRTUE MEDICAL CENTER** | **PURCHASED SERVICES** | **300.00** |
| **NAPA** | **SUPPLIES** | **321.58** |
| **NASCO** | **MATERIALS** | **307.65** |
| **O'HALLORAN INTERNATIONAL, INC** | **PARTS** | **690.54** |
| **PERFECTION LEARNING CORP.** | **MATERIALS** | **560.48** |
| **PITTS FAMILY & SPORTS CHIROPRACTIC** | **EMPLOYEE PHYSICALS** | **475.00** |
| **PLAMBECK, HOLLI** | **SCCS TITLE IIA EXPENSES** | **400.00** |
| **PLUNKETT'S PEST CONTROL** | **PEST CONTROL** | **212.00** |
| **RICHTER AND SON TOWING, INC.** | **PURCHASED SERVICES** | **626.00** |
| **SCHOOL ADMINISTRATORS OF IOWA** | **MEMBERSHIP** | **584.00** |
| **SCHABEN, MYRON** | **BUS ELECTRICITY** | **150.00** |
| **SCHOLASTIC INC.** | **MATERIALS** | **570.06** |
| **SCHOOL HEALTH CORPORATION** | **SUPPLIES** | **106.39** |
| **SCHOOL NURSE SUPPLY** | **SUPPLIES** | **164.11** |
| **SCHOOL SPECIALTY, LLC** | **SUPPLIES** | **8,271.35** |
| **SCHWERY, CINDY** | **SCCS TITLE IIA EXPENSES** | **400.00** |
| **SEGEBART, CARRIE** | **OPEN ENROLLMENT TRANSPORTATION** | **600.50** |
| **SERRATOS, MONICA** | **OPEN ENROLLMENT TRANSPORTATION** | **470.50** |
| **SHELBY COUNTY CATHOLIC SCHOOL** | **SCCS UNIVERSAL PRESCHOOL COSTS** | **14,084.25** |
| **SHELBY COUNTY SOLID WASTE AGENCY** | **GARBAGE** | **8.00** |
| **SONDERMAN, EMILY** | **SCCS TITLE IIA EXPENSES** | **200.00** |
| **SPORTSGRAPHICS, INC.** | **SUPPLIES** | **252.00** |
| **STA-BILT CONSTRUCTION COMPANY** | **SUPPLIES** | **149.55** |
| **STAPLES** | **SUPPLIES** | **1,466.57** |
| **TIMBERLINE BILLING SERVICES LLC** | **MEDICAID BILLING SERVICES** | **2,922.06** |
| **TRICENTER COMMUNITY SCHOOL DISTRICT** | **OPEN ENROLLMENT TUITION** | **18,472.22** |
| **TRUCK CENTER COMPANIES, INC.** | **PARTS** | **384.50** |
| **U.S. CELLULAR** | **PURCHASED SERVICES** | **422.40** |
| **VANWALL EQUIPMENT** | **REPAIRS** | **111.79** |
| **VERIZON WIRELESS** | **TELEPHONE SERVICE** | **636.03** |
| **VISUAL EDGE INC. DBA COUNSEL OFFICE** | **COPIER LEASES** | **3,309.42** |
| **W.W. GRAINGER, INC.** | **SUPPLIES** | **1,718.34** |
| **WELLMARK BLUE CROSS/BLUE SHIELD** | **EMPLOYEE INSURANCE** | **131,112.06** |
| **WOODBINE COMMUNITY SCHOOL DISTRICT** | **OPEN ENROLLMENT TUITION** | **3,694.45** |
|  |  |  |
| **STUDENT ACTIVITY FUND** |  |  |
| **ARMBRUST, GERALD** | **OFFICIATING** | **75.00** |
| **ATLANTIC COMMUNITY SCHOOL DISTRICT** | **ENTRY FEES** | **200.00** |
| **BAXTER, RANDY** | **OFFICIATING** | **135.00** |
| **BEST BUDDIES INTERNATIONAL** | **REGISTRATION** | **350.00** |
| **BSN SPORTS** | **SUPPLIES** | **2,900.00** |
| **BUSCH, SCOTT** | **OFFICIATING** | **140.00** |
| **CONOVER, CASEY** | **OFFICIATING** | **270.00** |
| **CRESTMOOR COUNTRY CLUB** | **ENTRY FEES** | **50.00** |
| **CYCLONE LANES** | **ENTRY FEES** | **159.25** |
| **DEREMER, RON** | **OFFICIATING** | **80.00** |
| **DIERCKS, KEENAN** | **OFFICIATING** | **365.00** |
| **DOYLE, JIM** | **OFFICIATING** | **130.00** |
| **FAIRFIELD INN AND SUITES** | **TRAVEL** | **2,490.88** |
| **FLORA, JAY** | **OFFICIATING** | **130.00** |
| **FLORAL ELEGANCE AND UNIQUE GIFTS** | **SUPPLIES** | **1,074.00** |
| **FLORAL SUPPLY SYNDICATE** | **SUPPLIES** | **242.00** |
| **FREDERICKSEN, KEN** | **OFFICIATING** | **140.00** |
| **GLS & ASSOC.** | **OFFICIATING** | **280.00** |
| **HARLAN FFA CHAPTER** | **SUPPLIES** | **50.00** |
| **HARLAN THEATRE** | **ENTRY FEES** | **385.00** |
| **HARRIS BANK P-CARD** | **TRAVEL/SUPPLIES/POSTAGE** | **9,407.79** |
| **HENRY DOORLY ZOO** | **ENTRY FEES** | **768.00** |
| **HINGST, LARRY** | **OFFICIATING** | **130.00** |
| **IKM MANNING COMMUNITY SCHOOL DISTRICT** | **ENTRY FEES** | **50.00** |
| **IOWA GIRLS HIGH SCHOOL ATHLETIC UNION** | **SUPPLIES** | **15.00** |
| **IOWA HIGH SCHOOL MUSIC ASSOCIATION** | **REGISTRATION** | **30.00** |
| **JOSTENS INC.** | **SUPPLIES** | **95.95** |
| **JUNIOR LIBRARY GUILD** | **SUPPLIES** | **87.11** |
| **KOHL, CASEY** | **PROM REFUND** | **50.00** |
| **KRUSE, DANA** | **OFFICIATING** | **130.00** |
| **LANGUAGE TESTING INTERNATIONAL** | **ENTRY FEES** | **80.00** |
| **LEINEN, BEN** | **OFFICIATING** | **70.00** |
| **LIVING HISTORY FARMS** | **ENTRY FEES** | **825.00** |
| **MAJESTIC HILLS GOLF COURSE** | **ENTRY FEES** | **110.00** |
| **MCILHON, PATRICK** | **OFFICIATING** | **140.00** |
| **MULLENBACH, DAN** | **OFFICIATING** | **140.00** |
| **NAHNSEN, JOHN** | **OFFICIATING** | **260.00** |
| **NATIONAL ASSN. STUDENT COUNCILS** | **MEMBERSHIP** | **95.00** |
| **PERKINS, JOSHUA** | **OFFICIATING** | **130.00** |
| **RECHER, JON** | **OFFICIATING** | **80.00** |
| **RED OAK COMMUNITY SCHOOL DISTRICT** | **ENTRY FEES** | **60.00** |
| **REISS, CHARLIE** | **OFFICIATING** | **140.00** |
| **REISZ, FRANZ** | **OFFICIATING** | **70.00** |
| **SANOW, BRETT** | **OFFICIATING** | **140.00** |
| **SCHMIDT, KEVIN** | **OFFICIATING** | **135.00** |
| **SCHOOL SPECIALTY, LLC** | **SUPPLIES** | **79.55** |
| **SCHUPPAN, NIKKI** | **OFFICIATING** | **75.00** |
| **SERGEANT BLUFF-LUTON COMMUNITY SCHOOLS** | **ENTRY FEES** | **150.00** |
| **SWEENEY, BRIAN** | **OFFICIATING** | **130.00** |
| **TEAFORD, PAUL** | **OFFICIATING** | **130.00** |
| **TLUSTOS, BOB** | **OFFICIATING** | **130.00** |
| **UPTOWN SPORTING GOODS** | **SUPPLIES** | **1,250.70** |
| **VEJVODA, JOHN** | **OFFICIATING** | **140.00** |
| **WESTERN IOWA SOCCER OFFICIALS ASSN.** | **PURCHASED SERVICES** | **162.00** |
| **WEINRICH, JON** | **OFFICIATING** | **140.00** |
| **WIEGEL, SHANE** | **OFFICIATING** | **140.00** |
| **WOOD, RAY** | **OFFICIATING** | **140.00** |
| **WULK, MATTHEW** | **OFFICIATING** | **155.00** |
| **ZALME, MARK** | **OFFICIATING** | **140.00** |
| **ZANDER INK** | **SUPPLIES** | **268.00** |
|  |  |  |
| **MANAGEMENT FUND** |  |  |
| **MYRTUE MEDICAL CENTER** | **WORKERS COMP DEDUCTIBLE** | **306.00** |
| **STUDENT ASSURANCE SERVICES, INC.** | **INSURANCE** | **800.00** |
|  |  |  |
| **CAPITAL FUNDS PROJECT** |  |  |
| **RIVERSIDE TECHNOLOGIES, INC.** | **EQUIPMENT** | **150,000.00** |
|  |  |  |
| **PHYSICAL PLANT & EQUIPMENT** |  |  |
| **CARROLL CONTROL SYSTEMS INC.** | **PURCHASED SERVICES** | **1,252.33** |
| **CONTROL SERVICES INC.** | **PURCHASED SERVICES** | **2,429.00** |
| **ELEVATE ROOFING** | **PURCHASED SERVICES** | **1,755.99** |
| **FAIR-PLAY** | **EQUIPMENT** | **7,910.00** |
| **FRONTLINE TECHNOLOGIES GROUP, LLC** | **SOFTWARE RENEWAL** | **6,474.32** |
| **HARRIS BANK P-CARD** | **TRAVEL/SUPPLIES/POSTAGE** | **4,428.22** |
| **ITSAVVY LLC** | **EQUIPMENT** | **46,599.00** |
| **MCCARTHY TRENCHING** | **PURCHASED SERVICES** | **2,168.07** |
| **RIEMANN MUSIC, INC.** | **PURCHASED SERVICES** | **703.84** |
| **RIVERSIDE TECHNOLOGIES, INC.** | **EQUIPMENT** | **30,750.00** |
| **SCHMITT MUSIC CENTERS** | **PURCHASED SERVICES** | **231.00** |
|  |  |  |
| **DEBT SERVICE FUND** |  |  |
| **UMB BANK, NA** | **LOAN PROCESSING FEES** | **300.00** |
|  |  |  |
| **SCHOOL NUTRITION FUND** |  |  |
| **ANDERSEN, TONI** | **LUNCH REFUND** | **8.00** |
| **ANDERSON ERICKSON DAIRY CO.** | **SUPPLIES** | **3,734.65** |
| **BARATTA, DESIRAE** | **LUNCH REFUND** | **15.00** |
| **BARRETT, EMILY** | **LUNCH REFUND** | **71.81** |
| **BIEKER, SHARON** | **LUNCH REFUND** | **62.75** |
| **BLUM, KARLA** | **LUNCH REFUND** | **12.59** |
| **BRUCK, ROBYN** | **LUNCH REFUND** | **58.79** |
| **BUMAN, ANTHONY** | **LUNCH REFUND** | **148.77** |
| **BURCHETT, KIM** | **LUNCH REFUND** | **41.13** |
| **CLAYTON, JENNY** | **LUNCH REFUND** | **16.39** |
| **CULP, TRAVIS** | **LUNCH REFUND** | **15.50** |
| **EARTHGRAINS COMPANY** | **SUPPLIES** | **869.22** |
| **FARMERS MUTUAL COOP TELEPHONE CO.** | **TELEPHONE SERVICE** | **30.39** |
| **GOODWIN TUCKER GROUP** | **REPAIRS** | **1,928.63** |
| **GROSS, ELIZABETH** | **LUNCH REFUND** | **58.73** |
| **GROSS, MISSY** | **LUNCH REFUND** | **67.30** |
| **GROTE, BONNIE** | **LUNCH REFUND** | **30.08** |
| **HARRIS BANK P-CARD** | **TRAVEL/SUPPLIES/POSTAGE** | **582.98** |
| **HARRIS SCHOOL SOLUTIONS** | **MERCHANT PROCESSING** | **112.20** |
| **HENDRICK, AMY** | **LUNCH REFUND** | **40.84** |
| **HOFFMAN, KIM** | **LUNCH REFUND** | **8.10** |
| **HURSEY, AMY** | **LUNCH REFUND** | **84.83** |
| **HY-VEE FOOD STORE** | **SUPPLIES** | **5.76** |
| **LARSEN, TAMMY** | **LUNCH REFUND** | **17.45** |
| **LAWYER, STACY** | **LUNCH REFUND** | **22.72** |
| **MARTIN BROS. DISTRIBUTING CO.** | **SUPPLIES** | **23,918.28** |
| **MONSON, MICHELE** | **LUNCH REFUND** | **338.48** |
| **O'NEIL, JENNIFER** | **LUNCH REFUND** | **31.33** |
| **OWENS, JULIE** | **LUNCH REFUND** | **43.36** |
| **RAPIDS** | **SUPPLIES** | **112.96** |
| **RODENBORN, CHRIS** | **LUNCH REFUND** | **69.60** |
| **RUBEK, ANGIE** | **LUNCH REFUND** | **33.89** |
| **SCHECHINGER, KATHRYN** | **LUNCH REFUND** | **627.47** |
| **SCHMITZ, JUDI** | **LUNCH REFUND** | **7.26** |
| **STAHL, KYLIE** | **LUNCH REFUND** | **7.00** |
| **STANLEY, TOM** | **LUNCH REFUND** | **87.79** |
| **THRAEN, SARA** | **LUNCH REFUND** | **72.39** |
| **W.W. GRAINGER, INC.** | **SUPPLIES** | **104.72** |
| **WARNER, BARB** | **LUNCH REFUND** | **91.00** |
| **WOLLASTON, MINDI** | **LUNCH REFUND** | **105.51** |

**ADJOURNMENT:** Bladt moved, seconded by Albertsen to adjourn. Motion carried 5-0 and the meeting was adjourned at 6:07 p.m.

Next Meeting: – July 18, 2022 at 5:15 – Boardroom

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Board President Board Secretary