



## MEETING MINUTES

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### East Marshall Community School District

204 West Center Street

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Gilman, Iowa 50106

Ph. (641) 498-7481/Fax (641) 498-2035

Anthony Ryan, Superintendent

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Matt Rasmusson	Kim Tarbell	Cathy DeBondt	Allison Frost
High School Princ.	M.S. Princ.	Elementary Princ.	Business Manager
(641) 479-2785	(641) 498-7483	(641) 476-3342	(641) 498-7481

### **NOTICE OF ORGANIZATIONAL/ANNUAL AND REGULAR BOARD MEETING**

You are hereby notified that the Board of Education of the East Marshall Community School District will conduct an Organizational/Annual and Regular School Board meeting in the District

Office in Gilman, Iowa on Monday, December 11th at 6:30pm. At the meeting, the tentative agenda will be as follows:

### **Attendees**

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#### **Voting Members**

Andrea Terrones, Board President

Elizabeth Crandon, Board Vice President

AnnDee Bloom, Board Member

Lisa Meling, Board Member

Megan Ruopp, Board Member

Terri Hungerford, Board Member

Holly Thomas, Board Member

#### **Non-Voting Members**

Anthony Ryan, Superintendent

Allison Frost, Business Manager

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### **1. Call Meeting to Order, Read the Mission Statement, and Approve Agenda**

The Board for the East Marshall Community School District met in Regular Session on 12/11/23 at the East Marshall District Office in Gilman at 6:30 p.m. Members present: Andrea Terrones, Elizabeth Crandon, Terri Hungerford, Ann Dee Bloom, and Holly Thomas. Absent: None. Also present: Superintendent Anthony Ryan, Board Secretary Allison Frost, Principals Matt Rasumusson and Cathy DeBondt.

Chairman Terrones called the meeting to order at 6:30 p.m. Board member Thomas read the mission

statement. Motion made by Hungerford to approve the agenda as presented; second by Crandon. All in favor.

Motion made by: Terri Hungerford  
Motion seconded by: Elizabeth Crandon  
Voting:  
Andrea Terrones - Yes  
Elizabeth Crandon - Yes  
Terri Hungerford - Yes  
Ann Dee Bloom - Yes  
Holly Thomas - Yes

## **2. Greet Visitors and Hear Citizen Concerns and Comments**

No visitors in attendance.

## **3. Approval of Consent Agenda.**

Motion made by Crandon to approve the Consent Agenda as presented; second by Thomas. All in favor.

Motion made by: Elizabeth Crandon  
Motion seconded by: Holly Thomas  
Voting:  
Andrea Terrones - Yes  
Elizabeth Crandon - Yes  
Terri Hungerford - Yes  
Ann Dee Bloom - Yes  
Holly Thomas - Yes

### **A. Approval of Minutes From Previous Meetings.**

Approval of minutes from the 11/20/2023 Regular meeting.

### **B. Approval of Bills, Invoices, and Financial Statements.**

Approval of Bills, Invoices, and Financial Statements as presented.

### **C. Approval of Interfund Transfers.**

No Interfund Transfers to approve.

## **4. Discussion and Approval of Contract with Xello.**

Discussion between board members and Mr. Ryan regarding the request to purchase the career information system, Xello. The program would start with the counseling team and possibly a few other staff members. Hungerford says that the program is very user-friendly and that the three counselors are on board and ready to utilize the program. The program starts with students in kindergarten and moves up with the students through their educational career. Mr. Ryan expressed that he wants to be assured that staff will fully utilize the program if the purchase is approved. The 5 year plan proposal, included in the board packet, is for a total of \$23,350.

Motion made by Crandon to approve the purchase of Xello, second made by Bloom. All in favor.

Motion made by: Elizabeth Crandon

Motion seconded by: AnnDee Bloom

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

AnnDee Bloom - Yes

Lisa Meling - Yes

Megan Ruopp - Yes

## **5. Recognition of Outgoing Board Members.**

President Terrones presented Terri Hungerford and Holly Thomas with Service Award plaques and Lifetime Passes, and thanked them for their service as school board members of East Marshall.

## **6. Adjourn and Move to Organizational Meeting**

Motion by Bloom, second by Crandon to adjourn the organizational meeting at 6:47 p.m. All in favor.

Motion made by: AnnDee Bloom

Motion seconded by: Elizabeth Crandon

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

AnnDee Bloom - Yes

Lisa Meling - Yes

Megan Ruopp - Yes

## **7. Organizational/Annual Meeting**

### **A. Call Meeting to Order, Roll Call, Read the Mission Statement, and Appointment of Officers.**

Board Secretary Allison Frost called the Annual meeting to order at 6:48 p.m. Mrs. Frost took roll call to determine a quorum for the meeting. Members present: Andrea Terrones, Elizabeth Crandon, Megan Ruopp, Ann Dee Bloom, and Lisa Meling. Mission statement was read by Ruopp.

Roll Call: Terrones-Aye; Crandon-Aye; Ruopp-Aye; Bloom-Aye; Meling-Aye.

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

AnnDee Bloom - Yes

Lisa Meling - Yes

Megan Ruopp - Yes

### **a. Appoint Temporary President to Reside Nomination of Board President.**

Board Secretary Allison Frost was appointed as temporary Board President to conduct the management of nominations for Board President.

### **b. Election of President (Oath of Office Administered by Board Secretary).**

Frost called for nominations for Board President. Bloom nominates Terrones and Crandon seconds. Ruopp made the motion to approve Andrea Terrones as Board President, the second made by Meling. All in favor. The motion carries. Frost administers the oath of office to

President Terrones.

Motion made by: Megan Ruopp

Motion seconded by: Lisa Meling

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

AnnDee Bloom - Yes

Lisa Meling - Yes

Megan Ruopp - Yes

**c. Election of Vice President (Oath of Office Administered by Board Secretary).**

President Terrones called for nominations for Vice President. Terrones nominates Elizabeth Crandon and Bloom seconds. Motion by Meling to approve Crandon as Vice President and second by Ruopp. All in favor. Frost administered the oath of office to Crandon.

Motion made by: Lisa Meling

Motion seconded by: Megan Ruopp

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

AnnDee Bloom - Yes

Lisa Meling - Yes

Megan Ruopp - Yes

**d. Oath of Office Administered for Newly Elected and Re-elected Incumbents (Oath of Office Administered by Board Secretary).**

Frost administered the oath of office to newly-elected board members Lisa Meling and Megan Ruopp, and re-elected board member Ann Dee Bloom.

**e. Appointment of Board Secretary and Treasurer (Oath of Office Administered by Board President).**

Nomination by Crandon to appoint Allison Frost as Board Secretary and Treasurer; second by Ruopp. Motion made by Ruopp to approve Frost as Board Secretary and Treasurer; second by Bloom, All in favor. Terrones administered the oath of office to Frost.

**8. Approve Consent Agenda**

Crandon made the motion to approve the consent agenda as presented; second by Ruopp. All in favor.

Motion made by: Elizabeth Crandon

Motion seconded by: Megan Ruopp

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

AnnDee Bloom - Yes

Lisa Meling - Yes

Megan Ruopp - Yes

**A. Good Things in Schools**

**a. Bells and Whistles**

**b. Other**

**B. Approval of Bills, Invoices, and Financial Statements**

Approval of Bills, Invoices, and Financial Statements as presented.

**C. Approve donations and fundraisers .**

No donations or fundraisers to approve.

**D. Approve Interagency Special Education Agreement(s).**

Special Education Inter-Agency agreement with Grinnell-Newburg is presented and approved.

**E. Approvals of Open Enrollment**

**a. Open Enrollment IN**

Landon Wegner, 12th grade, approved to open enroll in to East Marshall for the 2023-2024 year.

**b. Open Enrollment OUT**

Piper Hanson, 3rd grade, and Chloe Allen, 8th grade, both approved to open enroll out to Grinnell-Newburg for the 2023-2024 year.

**F. Approvals on Resignations, Retirements & Contracts**

**a. Resignations**

Resignation from Jeff DeBondt, effective at the end of the 2023-2024 school year.

**b. Retirements**

Early retirement for Cathy DeBondt, effective at the end of the 2023-2024 school year.

**c. Contracts**

The following contracts were approved: Gerald Brown as FT Custodian at \$15.75/hour; Merlyn Beck as PT Custodian at \$15.75/hour; Jennifer Kitzman as Choir Accompanist at \$15.33/hour.

**G. Reports from Principals and Directors**

**a. High School, Middle School, and Elementary Principals**

**b. Buildings & Grounds Director**

**c. Technology Director Report**

**9. Approval of Naming Bank Depositories.**

Motion by Ruopp, second by Meling to name Citizens Savings Bank of Gilman, LeGrand, and Marshalltown as a depository bank for \$3,500,000 for all funds; First Interstate Bank of Marshalltown as a depository bank for \$3,500,000 for all funds; and ISJIT as a depository bank for \$3,500,000 for all funds. All in favor.

Motion made by: Megan Ruopp  
Motion seconded by: Lisa Meling  
Voting:  
Andrea Terrones - Yes  
Elizabeth Crandon - Yes  
AnnDee Bloom - Yes  
Lisa Meling - Yes  
Megan Ruopp - Yes

**10. Approval of Bank Account Authorized Signers.**

Motion by Ruopp and second by Meling to approve Janine Anderson as a bank account authorized signer on all accounts at Citizens Savings Bank and 1st Interstate Bank, as well as keep the current approved signers. All in favor.

Motion made by: Megan Ruopp  
Motion seconded by: Lisa Meling  
Voting:  
Andrea Terrones - Yes  
Elizabeth Crandon - Yes  
AnnDee Bloom - Yes  
Lisa Meling - Yes  
Megan Ruopp - Yes

**11. Approval of Interim Payment of Bills.**

Motion by Ruopp and second by Crandon to approve the Interim payment of Bills per Board policy 705.3. All in favor.

Motion made by: Megan Ruopp  
Motion seconded by: Elizabeth Crandon  
Voting:  
Andrea Terrones - Yes  
Elizabeth Crandon - Yes  
AnnDee Bloom - Yes  
Lisa Meling - Yes  
Megan Ruopp - Yes

**12. Approval of President's Designee to Sign Checks and Use Signature Stamp on Approved Contracts.**

Motion by Crandon and second by Ruopp to authorize Janine Anderson to sign school district warrants as the Board President's designer and to authorize the use of the Board President's signature stamp to sign employees contracts that have been approved by the Board and official's contracts as presented by the District's Activities Director. All in favor.

Motion made by: Elizabeth Crandon  
Motion seconded by: Megan Ruopp  
Voting:  
Andrea Terrones - Yes  
Elizabeth Crandon - Yes  
AnnDee Bloom - Yes  
Lisa Meling - Yes  
Megan Ruopp - Yes

### **13. Approval Board Meeting Dates for 2023-2024 School Year.**

Motion by Bloom and second by Crandon to set the third Monday of the month at 6:30 p.m. at the Board room in Gilman for regular board meetings for the 2024 year, with the exception of March and December; April may require a Special meeting due to budget deadlines. All in favor.

Motion made by: AnnDee Bloom

Motion seconded by: Elizabeth Crandon

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

AnnDee Bloom - Yes

Lisa Meling - Yes

Megan Ruopp - Yes

### **14. Approval of Naming of Official Publication.**

Motion by Crandon and second by Ruopp to name the Times Republican from Marshalltown as the official publication of the District. All in favor.

Motion made by: Elizabeth Crandon

Motion seconded by: Megan Ruopp

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

AnnDee Bloom - Yes

Lisa Meling - Yes

Megan Ruopp - Yes

### **15. Approval of Prom Venue Rental with MCC.**

Motion by Crandon and second by Bloom to approve the rental of MCC as the Prom venue for 2024; dates of rental are April 19 and April 20. All in favor.

Motion made by: Elizabeth Crandon

Motion seconded by: AnnDee Bloom

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

AnnDee Bloom - Yes

Lisa Meling - Yes

Megan Ruopp - Yes

### **16. Discussion on Facilities Planning.**

Mr. Ryan advised that the next Facilities Planning meeting is scheduled for Wednesday, December 20th, 6:00 pm at the High School in LeGrand.

### **17. Appointment of Committees.**

Motion by Crandon and second by Ruopp to approve the appointment of the following board members to district committees:

Negotiations Committee: Andrea Terrones, Elizabeth Crandon, Megan Ruopp, Ann Dee Bloom, Lisa Meling, and Mr. Ryan as the Chief Negotiator for the District.

Insurance Committee: Lisa Meling and Elizabeth Crandon

Marshall County Compensation Board: Megan Ruopp  
Finance Committee: Ann Dee Bloom and Megan Ruopp  
Community Leadership Team: Andrea Terrones and Megan Ruopp

All in favor.

Motion made by: Elizabeth Crandon

Motion seconded by: Megan Ruopp

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

AnnDee Bloom - Yes

Lisa Meling - Yes

Megan Ruopp - Yes

**18. Approval of Vote for IASB Director District #5.**

Motion by Crandon and second by Bloom to vote for Chad Crab for IASB District #5. All in favor.

Motion made by: Elizabeth Crandon

Motion seconded by: AnnDee Bloom

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

AnnDee Bloom - Yes

Lisa Meling - Yes

Megan Ruopp - Yes

**19. Approval of 101 Percent Budget Guarantee Resolution. (Roll Call)**

Mr. Ryan presented that annually, we approve a 101 Percent Budget Guarantee Resolution as part of the budgetary process. In the event that the state legislature does not approve an ample enough State Supplemental Aid percent increase, the 101 Percent Budget Guarantee is a safety net for the budget during years of declining enrollment. Resolution will be stated as such, "RESOLVED, that the Board of Directors of the East Marshall Community School District, will levy property tax for fiscal year 2024-2025 for the regular program budget adjustment as allowed under section 257.14, Code of Iowa.

Motion by Crandon and second by Ruopp to approve the 101 Percent Budget Guarantee Resolution.  
Roll Call Vote: Terrones-Aye; Crandon-Aye; Ruopp-Aye; Bloom-Aye; Meling-Aye.

Motion made by: Elizabeth Crandon

Motion seconded by: Megan Ruopp

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

AnnDee Bloom - Yes

Lisa Meling - Yes

Megan Ruopp - Yes

**20. Discussion on Planning of District Finance & Funds.**

Motion by Crandon and second by Meling to move forward to Agenda Item #20 following Agenda Item



#8. Superintendent Ryan has Jerry Gallager with the Donovan Group on speakerphone. This item is to discuss the public election for the PPEL renewal and the planning for the possible GO Bond election in November. The PPEL election can occur more than once per calendar year. The GO Bond election can only happen once per year during the month of November. Donovan Group has been notified of the two items and are waiting for our directions for communication points. Jerry will be able to provide the school board with a Best Practice approach with the "when and how" to communicate our intentions for fiscal elections.

**21. Approval of First Reading of Policy Primer Fall Updates (503.01R1, 503.02, 503.08R1, 605.3R1 & 701.05R1).**

Motion by Crandon and second by Bloom to approve the First Reading of Policy Primer Fall Updates (503.01R1, 503.02, 503.08R1, 605.3R1 & 701.05R1). All in favor.

Motion made by: Elizabeth Crandon

Motion seconded by: AnnDee Bloom

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

AnnDee Bloom - Yes

Lisa Meling - Yes

Megan Ruopp - Yes

**22. Board Professional Development Dialogue/Activity.**

Mr. Ryan stated that he, along with the newest board members, plans to attend the IASB training session for new board members on Dec. 14th in Marshalltown. Veteran board members are welcome to attend, but we must register you ahead of time. Also, moving forward, on a monthly basis, we will list our IASB Professional Development Boardsmanship points in our meeting packet to keep them in front of us. Our goal is to maintain the IASB annual recognition that we earned last year.

Terrones then explained to the new board members what this Agenda item consists of. The board recently finished up a book that all members read and discussed at each meeting.

**23. Discussion on Legislative Dinner (Dec. 6th).**

Mr. Ryan stated that the event was very successful with a great turnout. All board members were in attendance and there was an article in the TR about the event. East Marshall plans to host the event again next year; the first Wednesday in December 2024.

**24. Superintendent Report.**

Mr. Ryan discussed the following: Winter holiday concerts were a success-congrats to all; The door project at the high school is nearly completed; Illnesses have spiked among students and staff; Have made offers to two custodians; Committee has been established to do research on a 4-day academic calendar--the first meeting took place on December 4th and the next on December 13th; Facilities Meeting is scheduled for December 20th at the high school; NICL continues to consider increasing admission fees.

**25. Adjourn**

Motion by Crandon and second by Meling to Adjourn at 9:03. All in favor.

Motion made by: Elizabeth Crandon

Motion seconded by: Lisa Meling

Voting:

Andrea Terrones - Yes  
Elizabeth Crandon - Yes  
AnnDee Bloom - Yes  
Lisa Meling - Yes  
Megan Ruopp - Yes

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Andrea Terrones, Board President

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Allison Frost