



Comet Highlights
June 13, 2016 Regular Board of Education Meeting

Upcoming Dates

The updated website for the district has been launched. Check it out at www.bellevue.k12.ia.us (same address as before).

June 6-30	Elementary Summer School (Tuesday through Thursday) 41 students involved
June 21-23 Minneapolis	Professional Learning Communities Conference in <ul style="list-style-type: none">• Paid with Teacher Quality Funds...Those attending include: Lisa Roth, Emily Reeg, Mindy Stroud, Lindsey Hoffman, Jennifer Meyer, Joannie Kilburg, Jeanette Hartung-Schroeder & Tom Meyer
June 21-22	Keystone Premier Education Conference in Dubuque <ul style="list-style-type: none">• Several staff are attending, and costs are paid through Teacher Quality Funds
July 11	July Board of Education Meeting - 6:30
August 1 & 2	Registration (10:00 AM-7:00 PM)
August 8	August Board of Education Meeting - 6:30
August 16	New Teacher Orientation, Model Teacher Meeting, Mentor Teacher Meeting
August 17-19, 22	Teacher Professional Development
August 23	First Day of the 2016-2017 school year

Board Meeting Notes for June 13 2016 Board Meeting

Consent Agenda

Approved Open Enrollment Requests for 2016-2017 School Year

- Ryan John Kilburg II (Dubuque to Bellevue) - 8th Grade
- Rebecca May Kilburg (Dubuque to Bellevue) - 8th Grade
- Ryan Hoffman (Dubuque to Bellevue) - Kindergarten
- Ashley Hoffman (Dubuque to Bellevue) - 3rd Grade
- Melanie Duesing (Andrew to Bellevue) - Kindergarten
- Charity Livermore (Maquoketa to Bellevue) - 9th grade
- Levi Livermore (Maquoketa to Bellevue) - 7th grade
- Samuel Livermore (Maquoketa to Bellevue) - 5th grade

- Liberty Livermore (Maquoketa to Bellevue) - 5th grade

These have all been approved by the Dubuque CSD, although busing is a potential problem for one of the families who is also considering St. Joe's/Marquette. The one family has told me they would rather have their students attend our district, but our buses are not able to cross boundary lines and pick the students up at their home...Being a private school, St. Joe's can and does do this. I have spoke with some of our state representatives in Des Moines about this in the last week...but no one wants to address this issue of "fairness" in my opinion. Therefore, I do not know what will happen with one of the families for sure, although I do anticipate most of the students to attend our district in the Fall regardless.

Approved Resignations

- Pam Van Vleck - Half-Time of her Speech Coach position (see below on the other "half"). This will allow for more communication with high school students with speech by another person in the high school setting, and provide another set of "eyes" on what to look for and improve on within the speech program.
- Christopher Rolling - Art Teacher, Yearbook, Assistant Drama; Christopher is resigning his position due to a family relocation to Missouri where his wife is being employed with her company. Christopher has served as Art teacher for two years in the district, and has done a fine job in working with students and allowing them to be creative in their artistic approaches.
 - His resignation states his feelings toward Bellevue:
 - Tom, I'm letting you know that I will be resigning at the k-12 art teacher. My wife is being relocated to Missouri, and starts the. 20th. It was a hard decision to make with how amazing it has been working at Bellevue. This was the best two years of my life, thank you so much for giving me the opportunity to work with such a wonderful staff and great students.
- Hailey Bickford - Assistant Softball; Hailey is still going to volunteer to assist the program, but has taken a full-time job elsewhere outside of coaching and finding the time to assist with the program on a regular basis will be difficult. As a result, we will not have another assistant beside Liz Reuter at this time assisting Coach Jess due to late resignation...But, Coach Jess feels this can still be effective.

Approve Recommendations to Hire

- Jessica Bormann - Food Service Director; We have offered the Food Service Director position to a candidate who has extensive Food Service experience in both the Waukee and Waterloo School Districts, but has moved to this area due to her spouse's work. I believe (and the committee) she will be a quality candidate who will bring many positive things to our district and its students. The following people were involved with Meyer in the interview: Jeff Recker, Rita Reuss (retiring food service director), Angela Feller (Family and Consumer Science Teacher), Kelley Humphrey (School Nurse and Wellness Coordinator) & Rhonda Roth. These individuals made the decision without me present, as I am related to this candidate.

- Chris Dockum - K-12 Vocal Music (sharing the elementary vocal music with Mr. Davies); Chris appears to be a very strong individual, who will continue our strong tradition in the music department.
- Erin Fischer - Half-Time Speech Coach
- Erin Fischer - HS Yearbook Sponsor
- Steve Nemmers - ½ Time Assistant HS Football Coach

Activity Admission Prices and Passes

Below is information on the approved admission prices and passes for the 2016-2017 school year. Our games in the conference are regulated by the River Valley Conference for consistent prices, and our Varsity football prices are regulated by the District Football school members.

SPORT	ADULT	STUDENT
Volleyball*	\$5.00	\$4.00
Varsity Basketball*	\$5.00	\$4.00
High School Track	\$5.00	\$4.00
Varsity Football**	\$5.00	\$5.00
JV Football**	\$3.00	\$3.00
JV Basketball (w/ Varsity game)*	\$5.00	\$4.00
JV events individually*	\$3.00	\$2.00
Varsity Baseball/Softball*	\$5.00	\$4.00
JV Baseball/Softball*	\$5.00	\$4.00
MS FB, VB, BB	\$3.00	\$1.00
MS Track	\$3.00	\$1.00
MS Softball	No Charge	No Charge
Golf & Cross Country	No Charge	No Charge

*River Valley Conference Guidelines

**District Football Membership Guidelines

Activity Passes

The Bellevue Schools offer discounted passes for families and individuals to purchase that can be used for home games only. These passes cannot be used for post-season tournament games, home or away. Passes can be purchased at the superintendent's office during regular business hours.

Family Passes

Good for all home athletic events for the current school year. Issued to parents and students (PK-12) enrolled in our school system. The cost is \$160.

(Plus an additional \$40 option to add the online streaming network with three passes for events at Bellevue HS that can be used by anyone they are shared with - Separate cost to purchase is \$50, indicated below)

Students who have graduated from high school are considered adults and may not enter on a family pass.

Student Pass

A pass for students (PK-12) enrolled in the school district. This entitles the student to attend all home athletic events at no charge with this pass for the current school year. The cost is \$40.

Adult Pass

Good for all home athletic events for the current school year. Issued to any parent or adult. The cost is \$75.

Punch Card (10 events)

This is valid for all home athletic events for the current school year. It will admit an adult to any ten (10) athletic events for the price of eight (8). This ticket will be punched each time that it is used. The cost is \$40.

Online access to events

\$50 cost, which includes three passes to utilize for online viewing of events @ Bellevue HS. Currently, the Bellevue CSD is the only school in our conference offering this option, but if more districts join the access will be for any event at those districts as well.

Senior Citizen Pass

Good for all home athletic events. Issued to any adult 62 years of age or older and is good for life. The cost for this pass is a one-time fee of \$5.00.

TLC Model Teachers and Mentors for 2016-2017 School Year

Based on the Teacher Leadership and Compensation Grant, we will have the following staff taking on additional roles, while still maintaining their teaching duties. Stipends for their work come from the TLC funds, which are separate from other funds.

The TLC Visioning Committee of the administrators, Joannie Kilburg, Curt Ernst, Jennifer Meyer, Cris Kellogg and Lisa Roth were involved in an informal interview process with the staff members serving as model teachers. Mentors are being maintained from the past, along with adding a staff member in the Fine Arts area, Social Studies, Science. The Board Approved the following:

Model Teachers (will model lessons and share their strategies with other staff)

- PK-1st Emily Reeg
- 2nd-3rd Cris Kellogg
- 4th-5th Tracey Till
- Science Brent Chambers
- PE/Fine Arts Mark Ruden
- Social Studies Matt Jaeger

Mentors (only paid if working with a 1st or 2nd year teacher in the profession)

- Matt Jaeger
- Brent Chambers
- Lisa Roth
- Tracey Till
- Emily Reeg
- Evan Davies
- Ken Anderson
- Jennifer Meyer

Title I Funding

The Board approved the Title I Funding application. This application is due in June this year, which is about 2 months earlier than normal. The funds total around \$57,000, plus another \$8000 approximately for SINA. The Title Funds are used predominantly for a staff members salary, and some other reading resources.

This is a yearly application process.

Policy Updates

Below are policy updates in the 300 and 400 Series, along with a couple needed changes in the 500 and 600 Series. FYI - 300 Series are for "Administration"; 400 are for "Employees"; 500 are for "Students"; 600 are for "Educational Program".

There are no major changes overall, just updates overall for legal purposes.

- Student School Board Representatives Process - *The Board expressed an interest in this for the future, and Meyer will investigate with Mr. Recker and others on potential interest by an individual student being involved throughout the school year to share their perspective.*
- Employee Travel Compensation ((401.12)
- Employee Use of Cell Phones (401.17)
- Code of Professional Conduct and Ethics Regulation (404.R1)
- Licensed Employee Qualifications, Recruitment, Selection (405.2)
- Licensed Employee Group Insurance Benefits (406.4)
- ~~Licensed Employee Early Retirement (407.4)~~ - Do Not need to update
- Summer School Licensed Employees (410.3)
- Classified Employee Group Insurance Benefits (412.3)
- Student Conduct (503.1)
- Administration of Medication to Students (507.2); Forms 507.2E1 & 507.2E2
- Summer School Instruction (603.2)

Why are these being reviewed/updated? It is required to update our policies on a regular rotational basis, plus updating some as necessary immediately based on law (note the 500 and 600 series updates). What if you do not agree with them? These are established by IASB with their legal team (content and specific language), and they are strongly encouraged for the benefit of our

school district overall for our legal protection. If we do not agree as a Board, I will need to consult with our legal consultants for input.

1:1 Computer Handbook

Each year the 1:1 Computer Handbook for grades 6-12 is updated, and approved by the Board. A couple of highlighted changes for this year include the opportunity for students to "bring their own device" (BYOD) and to use their own bags in place of district-issued bags. By allowing the BYOD concept it allows students to use their own personal computer that can access the internet through the district's internet accessibility with filtering the same as all other computers in the district. In addition, the bags that are being sold now (computer bags, backpacks, etc.) have "sleeves" for computers and many students want to have their own bags instead of school bags that all look the same. The HS Student Council will also be developing some of their own bags to sell with the Bellevue logo on them for purchase.

The handbook is in a separate attachment. Changes are in red on the following pages:

Cost - Page 7 (approved at a prior Board meeting)

BYOD - Page 9

Bags - Page 10

Board Approved the handbook.

Comet Finance Information

A basic overview of our finances...

General Fund - It appears that we will not be going into our Unspent Balance for the FY2016. But, we will be going into them next year, almost a guarantee. This is based on less school funding, impacting our budget (budget guarantee for this year, impacts us for the next year as new money is based on what we would have received without the guarantee last year). It is quite likely we will dip into this by about \$200,000 as a conservative estimate, but it is not completely predictable.

PPEL Funds - We have approximately \$250,000 in this fund. We gain approximately \$400,000/year from this fund.

Capital Funds - We have over \$750,000 in this to utilize for capital improvements (remodeling, etc.); We gain approximately \$550,000/year from this fund. Technically there is slightly over \$1,000,000 in this fund, but over \$300,000 must be maintained in the fund for bond insurances.

Therefore, we have some funds to make improvements...but not any extra for staffing, etc! What does this mean? It depends on how you look at it, but we will likely need to do something with staffing in the next 1-2 years.

An Early Retirement Package may be one idea, as it could save us some funds in future years hiring less expensive teachers (also less experienced teachers that may not always be a good thing, but sometimes they bring more effective ideas at the same time). We could pay for this through our Management Fund that is relatively healthy right now, and we could allocate some funds to that next budget season as well if needed. But, what will our enrollment do next year? The following year(s)? We need to take this into consideration.

There are approximately ten licensed staff members who would qualify for early retirement if we utilize it as 15 years of experience in the district (or on the pay scale) and are 55 years of age or older at the time. But, how many would take it is unknown.

Would we need to have any additional cuts/reductions? Are we over-staffed in some areas? There may be some areas that some may believe we are over-staffed in to a point, but we also must offer some things overall. Could we reduce in some areas? Yes, but I want to be careful that we are doing the right thing for our students, their learning and their futures overall.

Meyer is going to explore some potential ideas for this subject, but it is unknown if we will offer it next year, two years or longer down the road. We need to make sure it is the right thing to do for our district in multiple ways.

Facilities Discussion

Where do we want to go with facility improvements in the future? These are not necessarily action items at this time, but informational. We are working on several things currently, at a smaller version with smaller projects. Some of these include:

- Elem Classroom Collaborative Furniture (3rd & 5th Grade) Ordered (\$10,000)
- MS Locker repair (mechanisms) Completed
- "Baseboard" -Commons/Hall of Pride/Area Planned (\$2454)
- Lighting Improvements (brightening) Completed
 - Elem Cafeteria and MS/HS Kitchen
- Track Sealant Summer/Fall (\$43,000)
- Cole Park Improvements - Looking at adding a speaker system for our games to both diamonds (funded by the Athletic Boosters and Athletic Fund)

Potential Summer Projects for this Summer (time and finance availability)

- Green Space at Elementary

- North Sidewalk by Elementary (Many "holes" in the cement, making it somewhat unsafe to walk on)
- Replacement of Fence at Elementary - North Side, and small part of East Side (Rusty and old looking fence)
- Windows in MS/HS ICN room - Would allow for more ventilation, along with allowing "natural light" into the "cave" area. We are looking to upgrade technology equipment in the room as well. Window project would be about \$5000.

Future Ideas/Plans (in addition to the "potential projects above)

- Music Room Improvements Est. \$100,000-300,000
- Land Purchase (price is still the same...no movement or other interest) Est. \$50,000/acre
6 acres...\$300,000
- Roofing Needs (MS/HS) Est. \$150,000
(This may or may not need to be done...it is a "wait and see" project, but it will likely need to be done in the next 1-3 years)
- Promethean Boards Replacement (Interactive White Board) \$5,000-\$10,000
- iPads(Elementary) (one more year?) \$700 X 100 = \$70,000
(likely split up into 2016-2017 & 2017-2018)
- Vehicle Hoist ("lift") for the bus barn ???
- MS/HS Parking Lot Repairs on East and West Sides \$25,000-\$50,000
(We will possibly need to do this next Summer...depending on "wear" in the next year)

Discussion was held on several of these areas, and Meyer is going to investigate costs of some of the areas through Brett Ernst, Tim Roth, and some others in the community.

Information Items

Staffing Updates

Interviews took place on Monday for the Art position. The team hopes to have an offer made by the end of the week.

Grade Level Reading Program

This is a great program for our students and their learning, both during and beyond the normal school day and hours.

IASB Legislative Priorities

A handout of legislative priorities from the past are included in another attachment to the notes. The Board will discuss these at the July Board Meeting.

Superintendent Evaluation for the Bellevue Community School District 2015-2016 School Year

The Board went into closed session to evaluate the Superintendent.

Below is the Superintendent Evaluation Form and information Meyer included to document/demonstrate his work in these areas. Meyer needs to be held accountable to the six standards that are below, with a focus yearly on two of these (recommended by the state).

Iowa Code 284A.7 Evaluation requirements for administrators

A school district shall conduct an annual evaluation of an administrator who holds a professional administrator license issued under chapter 272 for purposes of assisting the administrator in making continuous improvement, documenting continued competence in the Iowa standards for school administrators adopted pursuant to section 256.7, subsection 27, or to determine whether the administrator's practice meets school district expectations. The evaluation shall include, at a minimum, an assessment of the administrator's competence in meeting the Iowa standards for school administrators and the goals of the administrator's individual professional development plan, including supporting documentation or artifacts aligned to

the Iowa standards for school administrators and the individual administrator's professional development plan.

Iowa Standards for School Leaders

Standard #1: An educational leader promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
(Shared Vision)

Specific Measurements & Goals

1. Lead the Bellevue Schools in creating a vision and system to develop 21st Century skills and technologies needed to insure that Bellevue CSD students are successful in their future, along with communicating this to staff, community members, parents, and other stakeholders through positive relationships and partnerships. (Standard 1)

Indicators:

Continue the implementation of the 1:1 program, and other programs that go with this (online learning, online resources to enhance and go beyond the traditional textbook, flipped/blended learning, etc.).

- **Problem-Based Learning; "Passion with a Purpose"**
- **Feedback on Student Learning and Instructional Strategies from "Instructional Rounds" with AEA Superintendents**

Continue providing professional development for staff members on the use of 21st Century teaching skills and methods.

- **Weekly updates to staff**
- **Professional Development offerings through Teacher Quality Funds (after school sessions), with a variety of needs addressed**
- **Professional Development Opportunities of staff selection**
- **Professional Development "beyond Bellevue"**
- **"Iowa Big" visits (and future visits) with staff and students**

Continue pursuing "real and relevant" learning experiences for students in their daily lives at school. This could be done in school, or through community partnerships for student learning.

- **Developing community partnerships**
 - **Cole Park**
 - **Internship Opportunities**
- **Tours of businesses**
- **SIAC & CTE Meetings**
 - **5 this school year**

Continue implementation of a curriculum that meets national and state standards, but also the needs of our local community and its stakeholders.

- **Iowa Core implementation**
- **Preparing students for the future with real/relevant activities stressed**
- **Problem-Based Learning Implementation PK-12**
 - **Exhibit Days/Nights**

- "Community Input" through CTE and SIAC (monthly or bi-monthly meetings)
- Community events

Communicate with community members, parents and other stakeholders through a variety of manners, including:

- Individual and group meetings outside of school
- Rotary
- Economic Development
- City of Bellevue
- "Believe in the Blue" video update (weekly)
- Newspaper Articles

School Committees (School Improvement Advisory Council, Career and Technical Education Committee, etc.)

- SIAC, CTE - Great attendance, and notes posted online; Facilities Committee (City of Bellevue representatives also included)
- Rotary
- DLT
- Anti-Bullying Committee
- PBL Committee
- BEA Meetings

Community organization membership, etc.

- Rotary
- Involvement with the City of Bellevue on facilities
- Cole Park Project Committee Chair
- City Conversations and Partnerships (Cole Park/Ensign)

Develop a manner to communicate with alumni and current residents via social media, newsletter, etc.

- Facebook developed for the BCSD
- Video message weekly
- Twitter
- School website page for Superintendent
- Working with the city on the "Community Heart and Soul" grant

Develop a consistent manner to "market" the school district.

- Brochure and Marketing materials developed/being updated continuously
- Updated Website (internship work for a student - going "live" on June 6)
- Working with the Jackson County Greater Community Foundation to present to the Board in regard to a "Bellevue School Foundation."

	Poor	Adequate	Very Good	Excellent
Level of Accomplishment	1	2	3	4

Comments:

Standard #2: An educational leader promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional development.
(Culture of Learning)

Specific Measurements & Goals

2. Lead a district-wide student assessment program that measures student learning and enables students to demonstrate their skills and enables high expectations for student learning. (Standard 2)

Indicators

Provide "Exhibit Nights" and other presentations for students to demonstrate their work to parents, community members, other students, administration, board members, and others to show their learning in a relevant and meaningful manner.

- **"Ted Talk"**
- **Encouraging staff to participate in these opportunities, and many teachers are offering opportunities similar to these**
- **AEA 9 Superintendent's Visit for feedback during "Instructional Rounds" learning activity**
- **Student Learning pictures online (Facebook, Twitter, Website, etc)**

Continue to provide technological and human resources for students to assist in their learning of material (in addition to class time and as a separate entity for learning material of interest to the individual student). -

- **"Beyond the Textbook" learning**
- **"Bellevue Big"**

Continue to explore "Problem-Based Learning" (with staff) for student learning, and other similar "hands-on" and "high interest" learning that meets both student interests and learning standards.

- **Technology Conferences**
- **Google Conference**
- **IASB**
- **Visits to other schools for administration and teachers**
- **Future High Tech High visit and Professional Learning Conference participation**
- **"Iowa Big" visits**

Sharing data of our students for Iowa Tests, MAP, ACT, and other assessments with parents, students, staff and board members.

- **Sharing more in the future**
- **Educating in SIAC and CTE**
- **Still seeking best way to measure learning, beyond traditional Iowa Testing**
- **Relevant Testing is a key that is being searched for by all staff**

Provide professional development to the administrative team and board members on assessments and "real and relevant" learning.

- **PBL presentation**

- Finance information (to board and staff)
- "Comet Curriculum" monthly at Board Meetings

	Poor	Adequate	Very Good	Excellent
Level of Accomplishment	1	2	3	4

Comments:

Standard #3: An educational leader promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment. (Management)

Specific Measurements & Goals

3. Lead in the monitoring of the "financial health of the district." (Standard 3)

Indicators:

Present fiscal information at school board meetings, and at other platforms in the community.

- **"Comet Finance Presentations"**
- **Senior Center Presentation on finance and the BCSD in general**
- **Trend line information**

Train school board members in regard to Iowa School Finance at monthly board meetings and other times throughout the year. This will include an explanation of specific finance terms, and the application of school finance when making decisions for the district

- **Comet School Finance Presentations**
- **Adjust information to the needs and requests of members**
- **Trend line information**

Provide relevant information to school board members and the community on infrastructure needs, and develop a plan for infrastructure "improvements" and needs.

- **Facilities Committee**
- **Board Notes**
- **Facilities Meeting in the future with the Board**

	Poor	Adequate	Very Good	Excellent
Level of Accomplishment	1	2	3	4

Comments:

Standards #4: An educational leader promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources. (Family and Community)

- **Parent and Community Groups**
- **Facebook**
- **Webpage expansion and improvement**
- **Visibility in community and at school**
- **Community Collaboration on Facilities and School/Community "Wants & Needs"**
- **Attendance at events (athletics, fine arts, etc.)**

	Poor	Adequate	Very Good	Excellent
Level of Accomplishment	1	2	3	4

Comments:

Standard #5: An educational leader promotes the success of all students by acting with integrity, fairness and in an ethical manner. (Ethics)

- **Listening**
- **Transparency with board members, staff, community, and all entities associated with the district**

	Poor	Adequate	Very Good	Excellent
Level of Accomplishment	1	2	3	4

Comments:

Standard #6: An educational leader promotes the success of all students by understanding the profile of the community and responding to, and influencing the larger political, social, economic, legal, and cultural context. (Societal Context)

- **Committee meetings with community members and staff**
- **Legislative Contact**
- **Community visibility**
- **Attendance at events of students (school and non-school related)**

	Poor	Adequate	Very Good	Excellent
Level of Accomplishment	1	2	3	4

Comments:

The Board is satisfied with Meyer's work as Superintendent. A 3.4% total package increase was approved based on keeping it the same percent as other employees in the district. Meyer expressed concern about the future of school funding, and increases for all staff members.