

Dallas Center-Grimes Community School District  
Board of Directors Special Meeting  
April 8, 2020  
Heritage Elementary @ 6:00 PM  
Board Room - Room #208  
Grimes, Iowa 50111

**Meeting Information**

1. Members present/Acknowledge quorum
  - a. Roll call a quorum
  - b. Acknowledge a quorum
  
2. Receive Visitors and Read Miscellaneous Communications
  - a. Persons wishing to speak to items appearing on agenda may be recognized
  
3. Approval of Agenda
  - a. Any change in published agenda requires a statement of why the addition is needed.
  - b. Sample Motion: "I move to approve the agenda as published."
  - c. Sample Motion: "I move to approve the agendas as amended, with additional items (s) being added due to . . . . ."
  
4. Superintendent's Report
  - a. Information on actions taken for the COVID-19 school closure and planning
  - a. Re-publication of the 2020-21 Budget
    - i. The Dallas County News published our budget on March 12, 2020 but cut the document off and did not publish a portion of the bottom including the tax rate.
    - ii. After speaking with Mr. John Parker at the Iowa Dept of Management, he stated that we would need to re-publish, hold a new public hearing, and re-approve the budget. Dallas County News has agreed to re-publish without cost on April 16, 2020.
    - iii. I have notified the Polk County Auditor office as well as the Iowa Dept. of Management that our budget cannot be certified by April 15, 2020 as required by law. The law filing will not have any penalty but will be listed as a comment in our audit. The DOM reported that we are the fourth school to have such an issue and this may lead to changes in publication requirements in the future.
  
5. New Business
  - a. Approval of Resolution – Pandemic Response and Emergency Suspension of Policy
    - i. This resolution covers our new period of closure from April 13-30, 2020 which will assist the district during this pandemic period by adopting policies for district governance as well as suspending or rescinding board policy as deemed necessary in the best interest of the district. This resolution also covers payment of employees through this closure period and demonstrates the district has elected to provide voluntary educational enrichment opportunities.
    - ii. Please see **Tab A**, page      Resolution

- iii. Please see **Tab B**, page Department of Education Continuous Learning Procedures
- iv. Sample Motion: “ I move to (approve/deny/tale) Pandemic Response and Emergency Suspension of Policy Resolution (as recommended, or as amended with the following changes.)
- v. Vote

b. 2020-21 BUDGET GUARANTEE RESOLUTION

- i. It is not anticipated the Dallas Center Grimes Community School District will qualify for budget guarantee for the 2020-21 school year. However, in an abundance of caution over state funding issues, it would be prudent for the DC-G board to consider passage of the budget guarantee resolution to protect our district financially if the legislature makes any changes to the 2020-21 supplemental state aid rate.
- ii. Sample Motion: “ I move to (approve/deny/tale) Budget Guarantee Resolution (as recommended, or as amended with the following changes.
- iii. Vote

c. 2020-21 Publication of budget and setting a public hearing

- i. Please see Tab C, page
- ii. Approve publishing certified budget 20-21 public hearing notice in the Dallas County News and to set the public hearing date as April 27, 2020 at 7:00 PM
- iii. This re-publishing is required due to a publishing error by the Dallas County News
- iv. Proposed Budget 2020-21 public hearing will occur on April 27 and budget approval will be an action item on April 27, 2020.
- v. Re-published budget includes all final items including general fund enrollment adjustments, 2.3% SSA (final SSA approved) and all non-general fund levies as presented in February.
- vi. iii. Sample Motion: “I move to approve re-publishing the certified budget 20-21 public hearing notice in the Dallas County News and to set the public hearing date as April 27, 2020 at 7:00 PM at Heritage Elementary School.”

6. Written and oral communications

- a. Next regular board meeting, Monday, April 27, 2020 (4<sup>th</sup> Monday)

7. Adjourn

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## **Resolution – Pandemic Response and Emergency Suspension of Policy**

**WHEREAS**, Iowa Code Ch. 279.8 authorizes local school boards to govern their respective districts, including adopting policies for their own governance; and

**WHEREAS** the Board may, by formal, action suspend or rescind board policy as deemed necessary, appropriate or in the best interests of the District; and

**WHEREAS**, on March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic; and

**WHEREAS**, on March 13, 2020, the President of the United States declared a national state of emergency and on March 15, 2020 Iowa Governor Kim Reynolds recommended closure of all public and private K-12 schools in Iowa until April 13, 2020 to contain the spread of COVID-19; and

**WHEREAS**, on March 17, 2020, Iowa Governor Kim Reynolds declared a State of Public Health Disaster Emergency under the authority granted through Iowa Constitution, Art. IV, §§ 1, 8 and Iowa Code §§ 29C.6(1), 135.140(6), and 135.144 and directed implementation of the Iowa Department of Homeland Security and Emergency Management's Iowa Emergency Response Plan in response to the novel coronavirus (COVID-19); and

**WHEREAS**, most hourly non-exempt employees will be unable to report to work due to the District's closure and certified contract employees may be asked to work at remote locations to help provide continuity in educational services; and

**WHEREAS**, it fulfills a public purpose to continue to pay District hourly and classified non-exempt employees during this closure to prevent or contain the spread of COVID-19, to promote morale and to help retain current employees following the closure; and

**WHEREAS**, on March 17, 2020 the Iowa Legislature passed and the Governor signed SF 2408 granting waiver of the instructional time requirements in Iowa Code Ch. 279.10 for all public school districts closing before April 12, 2020 in order to prevent or contain the spread of COVID-19; and granting Governor Reynolds the ability to waive instructional time requirements for any public school district which closes on or after April 12, 2020 to prevent or contain the spread of COVID-19; and

**WHEREAS**, the Iowa Department of Education, which has the authority to establish and interpret graduation requirements, and to oversee other crucial aspects of public education is providing written guidance to Iowa school districts on issues related to COVID -19, including but not limited to student attendance, distance/online learning, high school credit, meal distribution, and other issues; and

**WHEREAS**, the Iowa Department of Education issued COVID-19 Guidance: Provision of Continuous Learning. This guidance allows school districts to provide either voluntary educational enrichment opportunities to students or required educational services. Voluntary educational enrichment opportunities include educational opportunities provided to students where participation by students is not required and will not be graded other than voluntary completion of concurrent enrollment courses and credit recovery. Required educational services include educational services provided to students who are required to participate. Student work may be graded and credit may be awarded. Equity must be provided for and AEA services resume, to the extent possible, for required educational services. Competencies attained through either voluntary or required educational services may be considered; if done on a voluntary basis they may only be considered after school returns to session.

**NOW, THEREFORE BE IT RESOLVED**, that the Dallas Center-Grimes School Board hereby suspends provisions of its board policies and/or whole policies, as identified by the District Superintendent or designee, if such suspension is necessary to implement written guidance from state or federal agencies relating to containing COVID-19 for the duration identified in the Governor's State of Public Health Emergency declaration of March 17, 2020, or as otherwise determined by the Board.

**BE IT FURTHER RESOLVED** that the District Superintendent will consult with and report to the Board as feasible and appropriate regarding the emergency closure and efforts to implement written guidance from health and government agencies.

**BE IT FURTHER RESOLVED** that the District Superintendent is authorized to close any school facility without further action by the Board of Directors. Such closure shall continue during the emergency created by the COVID-19 pandemic until such time as the Superintendent, in consultation with appropriate health and government authorities, deems it in the best interests of the District and its students to open schools.

**BE IT FURTHER RESOLVED** that the District Superintendent is authorized, based upon the needs of the District and guidance from health and government agencies, to direct staff assignments during District closures, including but not limited to essential employees who must report to work, employees who may be reassigned, and employees whose services are not needed.

**BE IT FURTHER RESOLVED** that access to public school grounds and public school buildings of the District may be limited as directed by the Superintendent during District closures.

**BE IT FURTHER RESOLVED** that salaried, exempt employees will remain employed during the school closure and until the number of days expressed on the contract have been fulfilled, unless otherwise approved by the Board. Days that contracted employees do not report for duty either onsite if deemed an essential employee; or from a remote location for all other employees due to closure, do not constitute a fulfilled contract day except to the extent those days are forgiven by the District.

**BE IT FURTHER RESOLVED** that during this extended period of closure from April 13-30, 2020, hourly employees will be paid at a rate of 1.5 times their regular pay for those hours that require employees to be in a district building or other district designated on-site location (examples-hourly custodial, district

level administrative assistant). Hourly employees working remotely or entering a district building for the sole purpose of gathering additional materials or supplies will be paid at their regular rate of pay.

**BE IT FURTHER RESOLVED** that in light of this District-wide emergency closure, the Board authorizes the Superintendent to place hourly and classified non-exempt employees on paid administrative leave and to continue to pay them until the number of days expressed in the contract have been fulfilled during the period of school closure.

**BE IT FURTHER RESOLVED** that the District has elected to provide voluntary educational enrichment opportunities to students in the district during this period of school closures

**BE IT FURTHER RESOLVED** that in the interest of public health and/or to comply with federal or state health department recommendations or guidance, the Board encourages the public to attend or listen to its open public meetings] via telephone, and/or the internet and the Board may also limit public comment to written comments.

**BE IT FURTHER RESOLVED** that the board reserves the right to adjust board meeting dates, times, and locations during the district-wide emergency closure in a manner consistent with the Open Meetings law, and notes that any or all board members may attend board meetings electronically as permitted by law.

**BE IT FURTHER RESOLVED** that execution of this Resolution is conclusive evidence of the Board's approval of this action and of the authority granted herein. The Board warrants that it has, and at the time of this action had, full power and lawful authority to adopt this instrument. This resolution will remain in full force and effect until it is rescinded or amended by subsequent action of the Board.

Adopted and approved this \_\_\_\_\_ day of \_\_\_\_\_.

By: \_\_\_\_\_  
Board President or Designee

Attest: \_\_\_\_\_  
Board Secretary





## COVID-19 Guidance: Procedures for Continuous Learning

### Introduction

The Governor has determined that it is in the public health interest of the state for Iowa schools to remain closed through April 30, 2020. To help districts and nonpublic schools accommodate student and family needs as flexibly as possible at this time, the Iowa Department of Education is providing further guidance on school closures and continuous learning.

In prior guidance, the Department provided all Iowa accredited nonpublic schools and public districts with two continuous learning options, and those continue to be in place. A complete explanation of each is available in the [Continuous Learning guidance](#).

<b>Voluntary Educational Enrichment Opportunities</b>	<b>Required Educational Services</b>
<p>This may include paper packets, teleconferencing, online instruction or other outreach activities.</p> <p>Student participation is voluntary, and no grading or credit is given. Enrichment opportunities require more than posting lists of activities students and families can do if they want to - schools need to engage with learners.</p>	<p>Continuous learning through the provision of approved educational services ensures that academic work is equivalent in effort and rigor to typical classroom work. All students are required to participate, attendance is taken, work is graded, and credit granted.</p> <p>Typically, instruction is provided through some type of online learning. Hybrid models of learning involving some online learning and other methodologies like paper packets are also available. These services must be approved by the Iowa Department of Education. The Department advises schools to take a flexible and lenient approach to attendance and truancy at this time.</p>

## Requirements

All public districts and accredited nonpublic schools are required to indicate which method of continuous learning they will use from April 13 through April 30 by submitting their responses in the CASA system no later than April 10. Districts and accredited nonpublic schools may choose not to offer continuous learning, in which case the Department will follow up to ensure that missed days of instruction are made up. The total required hours or days of instruction will be reduced by those already waived by the legislature.

Districts and accredited nonpublic schools may choose to provide Voluntary Educational Enrichment Opportunities without any additional approval from the Department. If a district or nonpublic school chooses this option, they must indicate their choice by April 10 in the CASA system and submit a brief description of the opportunities they will offer. This information will be collected by the Department but not approved or denied.

If a public district chooses to provide Required Educational Services the district must submit the Expedited Application to Provide Continuous Educational Services in CASA by April 10.

Accredited nonpublic schools may decide to provide Required Educational Services without applying to the Department for authority. Nonpublic schools are required to indicate this choice by April 10 in the Department's CASA system.

Any nonpublic school or district in Iowa can use the newly developed [Template for Continuous Learning](#) to determine where to start and what to consider as they offer opportunities and services to students.

Please note that any district or accredited nonpublic school may combine Voluntary Educational Enrichment Opportunities and Required Educational Services for different grade levels in any way that best serves the needs of their students. Districts and nonpublic schools are also welcome to begin with Voluntary Educational Enrichment Opportunities and move to Required Educational Services later. The application will remain open in CASA.

The Department will also send a survey to all nonpublic schools and districts in the next several days to assess statewide needs for assistance that can be met by the Department and the AEA's.



The table below describes the options available to districts and accredited nonpublic schools. **All CASA submissions will be open and available for districts and nonpublic schools in the COVID-19 folder no later than April 6.**

	<b>No Continuous Learning</b>	<b>Voluntary Educational Enrichment Opportunities</b>	<b>Required Educational Services</b>
Deadline for decision	April 10 in CASA	April 10 in CASA	April 10 in CASA
Application required	No	Public Districts: No, but the district must provide a brief description of what is being provided in CASA. This can apply to all grades served or only selected grades.  Nonpublic schools: No, but the school must provide a brief description of what is being provided in CASA. This can apply to all grades served or only selected grades.	Public Districts: Yes, in CASA. This can apply to all grades served or only selected grades.  Nonpublic schools: No.
Instructional days/hours waived	No. The time already waived by the legislature remains waived, but additional time will need to be made up.	Yes.	Yes.
Other required or recommended steps	Recommend schools use a template for planning to return to school. (To be released.)	Recommend schools and districts use the Template for Continuous Learning	Recommend schools and districts use the Template for Continuous Learning



**NOTICE OF PUBLIC HEARING**  
**Proposed Dallas Center-Grimes School Budget Summary**  
**Fiscal Year 2020-2021**

Location of Public Hearing: **Heritage Elementary School,**  
**500 NE Beaverbrooke Blvd,**  
**Grimes, IA 50111**

Date of Hearing: **4/27/2020**      Time of Hearing: **7:00 p.m.**

The Board of Directors will conduct a public hearing on the proposed 2020/21 school budget at the above-noted location and time. At the hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the district secretary. A copy of the details will be furnished upon request.

		Budget 2021	Re-est. 2020	Actual 2019	Avg %19-21
Taxes Levied on Property	1	19,676,369	18,069,262	18,332,350	3.6%
Utility Replacement Excise Tax	2	425,727	441,235	469,256	-4.8%
Income Surtaxes	3	0	0	0	New
Tuition/Transportation Received	4	2,595,762	2,542,372	2,753,795	
Earnings on Investments	5	748,996	858,525	589,812	
Nutrition Program Sales	6	1,293,173	1,243,435	1,207,358	
Student Activities and Sales	7	656,675	645,950	618,609	
Other Revenues from Local Sources	8	619,373	634,772	1,526,803	
Revenue from Intermediary Sources	9	0	0	0	
State Foundation Aid	10	20,488,446	18,495,807	17,521,980	
Instructional Support State Aid	11	95,520	0	0	
Other State Sources	12	3,031,381	3,010,908	2,984,353	
Commercial & Industrial State Replacement	13	978,172	755,813	796,756	
Title I Grants	14	113,806	113,806	124,070	
IDEA and Other Federal Sources	15	1,264,151	2,034,529	1,281,913	
Total Revenues	16	51,987,551	48,846,414	48,207,055	
General Long-Term Debt Proceeds	17	2,000,000	22,000,000	21,272,790	
Transfers In	18	554,956	554,956	587,027	
Proceeds of Fixed Asset Dispositions	19	0	0	0	
Special Items/Upward Adjustments	20	0	0	0	
Total Revenues & Other Sources	21	54,542,507	71,401,370	70,066,872	
Beginning Fund Balance	22	47,623,060	47,161,293	23,357,382	
<b>Total Resources</b>	23	<b>102,165,567</b>	<b>118,562,663</b>	<b>93,424,254</b>	
*Instruction	24	27,754,205	25,546,965	21,487,214	13.7%
Student Support Services	25	1,027,771	978,830	977,902	
Instructional Staff Support Services	26	2,667,748	2,540,713	2,337,432	
General Administration	27	784,430	747,076	653,968	
School Administration	28	1,628,765	1,578,765	1,531,453	
Business & Central Administration	29	455,654	438,129	432,593	
Plant Operation and Maintenance	30	4,074,685	3,478,594	3,278,980	
Student Transportation	31	1,730,881	1,818,162	1,593,671	
This row is intentionally left blank	32	0	0	0	
<b>*Total Support Services (lines 25-32)</b>	32A	<b>12,369,934</b>	<b>11,580,269</b>	<b>10,805,999</b>	<b>7.0%</b>
*Noninstructional Programs	33	1,835,300	1,804,300	1,799,291	1.0%
Facilities Acquisition and Construction	34	32,781,642	24,911,943	7,208,443	
Debt Service (Principal, interest, fiscal charges)	35	5,080,587	5,230,343	3,180,560	
AEA Support - Direct to AEA	36	1,485,528	1,310,827	1,225,741	
<b>*Total Other Expenditures (lines 34-36)</b>	36A	<b>39,347,757</b>	<b>31,453,113</b>	<b>11,614,744</b>	<b>84.1%</b>
Total Expenditures	37	81,307,196	70,384,647	45,707,248	
Transfers Out	38	554,956	554,956	555,713	
Other Uses	39	0	0	0	
Total Expenditures, Transfers Out & Other Uses	40	81,862,152	70,939,603	46,262,961	
Ending Fund Balance	41	20,303,415	47,623,060	47,161,293	
<b>Total Requirements</b>	42	<b>102,165,567</b>	<b>118,562,663</b>	<b>93,424,254</b>	

Proposed Property Tax Rate (per \$1,000 taxable valuation) 17.60669