

WESTERN DUBUQUE COUNTY COMMUNITY SCHOOL DISTRICT  
Board of Education  
Regular Meeting Minutes  
November 11, 2024 6:00 P.M.

**Call to Order:**

Board Secretary Mark Frasher, serving as President Pro-Tem, called the meeting to order at 6:00 p.m. in the Board Room, District Administration Office, Farley, Iowa.

**Roll Call:**

Present were Jessica Pape, Mark Tilson, Kari Krogman, Mike Rea, Jody Willging and Superintendent Dan Butler.

**Election of Board President:**

Nominations for the position of President of the Board of Education were called for by Mark Frasher. Mark Tilson nominated Jessica Pape as President, and no other nominations were made. All board members voted in favor and Jessica Pape took the Oath of Office and assumed the role of the President of the Board.

**Election of the Vice-President of the Board:**

Nominations for the position of Vice-President of the Board of Education were called for by President Jessica Pape. Kari Krogman nominated Mark Tilson as Vice-President, and no other nominations were made. All board members voted in favor and Mark Tilson took the Oath of Office and assumed the role of the Vice-President of the Board.

**Appointment of Board Secretary/Treasurer:**

Nominations for the positions of Board Secretary and Treasurer were called for by Jessica Pape. Kari Krogman nominated Mark Frasher as Board Secretary and Treasurer. No other nominations were made. All board members voted in favor.

**Naming of the Official Publication:**

Motion by Willging, second by Rea to name the Dyersville Commercial and Cascade Pioneer as the official publications for the school district for required notices and publications. Motion carried 5-0.

**Designation of Legal Counsel:**

Motion by Krogman, second by Willging to designate Swisher & Cohrt P.L.C. of Waterloo as primary legal counsel for the board. Motion carried 5-0.

**Appointment of Committee Members:**

Motion by Krogman, second by Tilson to maintain the following committee appointments:

1. Facility – Mike Rea, Mark Tilson
2. Policy – Jody Willging, Jessica Pape
3. Legislative – Jessica Pape
4. School Improvement Advisory Committee – Kari Krogman
5. Dubuque County Conference Board – Mark Tilson
6. IASB Delegate Assembly – Mark Tilson

Motion carried 5-0.

**Approval of Agenda:**

Motion by Tilson, second by Willging to approve the agenda as presented. Motion carried 5-0.

**Approval of Minutes and Bills:**

1. Minutes of October. Motion by Rea, second by Tilson to approve the minutes of the October 14th board meeting as presented. Motion carried 5-0.
2. Bills and Claims for October. Motion by Tilson, second by Willging to approve the bills as presented. Motion carried 5-0. Mark Tilson was auditor of the bills for the month.

**Reports:**

1. Principals' Report: Building principals from Epworth Elementary, Farley Elementary, Western Dubuque High School, Director of Special Education Amber Blum, Director of Secondary Education Jacob Feldmann and Director of Elementary Education Kelly Simon all reported to the board on current events and initiatives in their respective buildings and departments.
2. Superintendent's Report: Dr. Butler noted that today is Veteran's Day and expressed gratitude for all veterans. Butler reflected on the legislative day, where the district hosted 8 legislative candidates for tours at Epworth Elementary, WDHS and CHS, and shared that he has recently sent out a staff engagement survey to gather feedback on areas the district is doing well and areas for improvement.
3. Cascade Elementary Building Highlights: Building Principal Danny Wendler and school counselor Ashley Gansen presented the details of their Self-Assessment of MTSS Implementation (SAMI), an analysis of educational systems that focuses on leadership, assessment and data-based decision-making, universal instruction, intervention systems, and infrastructure/sustainability.
4. Certified Enrollment Report: Business Manager Mark Frasher presented the October 1 official certified enrollment data.

	2024	2023	Change
Resident Public Students Attending our District	3081.40	3082.4	-1.00
Resident Public Students Attending another Iowa Public School District	102.10	103.3	-1.20
Non-Public Shared Time and CPI Students Dual Enrolled for District Classes	1.09	4.04	-2.95
Actual Enrollment	3184.59	3189.74	-5.15
Non-Resident Public Students Attending our District	397.10	375.4	21.70
PK 4 Students Attending our Statewide Voluntary Preschool Program	135.50	145.5	-10.00
Total School Age Students Provided Instructional Programs/Services by our District	3479.59	3461.84	17.75
Limited English Proficient Weighting	15.62	10.76	4.86
ESA Funded Students (NP Vouchers)	673	388	285

**Consent Agenda:** Motion by Krogman, second by Rea to approve the consent agenda as presented. Motion carried 5-0.

1. Financial Reports of District
2. Personnel
  - a. Resignations
    1. Dale Andrews, 1/3 Boys' Jr. High/Freshmen Wrestling, CJSHS
    2. Amber DeSousa, Girls' Varsity Track, CJSHS
  - b. Employment
    1. Sara Blair, Asst. Varsity Volleyball Sub, WDHS, 1 day, \$63.28
    2. Bailey Clemens, Head Varsity Softball, CHS, \$6,549.20
    3. Douglas Custis, Freshmen Boys' Basketball, WDHS, \$4,002.35
    4. Brett Featherston, Girls' Junior Varsity Basketball, WDHS, \$4,366.20
    5. Ashley Gansen, Asst. Varsity Volleyball Sub, WDHS, 2 days, \$126.56
    6. Justin Hernandez, Asst. Varsity Volleyball Sub, WDHS, 3 days, \$189.84
    7. Josie Jecklin, Assistant Girls' Wrestling, DMS, \$2,183.10
    8. Holly Klein, Asst. Varsity Volleyball Sub, WDHS, 1 day, \$63.28
    9. Alyssa Lux, Girls' Freshmen Basketball (.8 fte), WDHS, \$3,201.88
    10. Sharon Meyer, Asst. Varsity Volleyball Sub, WDHS, 4 days, \$253.12
3. Out of State Travel - None
4. Policy Revisions 2<sup>nd</sup> Readings
  - a. 106 Discrimination and Harassment Based on Sex Prohibited

- b. 200.04 Board Member Social Media Engagement
- c. 206.03 Secretary
- d. 206.04 Treasurer
- e. 400 Role of and Guiding Principles for Employees
- f. 401.01 Equal Employment Opportunity
- g. 401.02 Employee Conflict of Interest
- h. 401.03 Nepotism
- i. 401.04 Employee Complaints
- j. 401.05 Employee Records
- k. 401.05R1 Employee Records Regulation
- l. 401.06 Limitations of Employment References
- m. 401.07 Employee Travel Compensation
- n. 401.08 Recognition for Service of Employees
- o. 401.09 Employee Political Activity
- p. 401.12 Employee Use of Cell Phones
- q. 401.12R1 Employee Use of Cell Phones Regulation
- r. 401.14 Employee Expression
- s. 402.01 Release of Credit Information
- t. 402.02 Child Abuse Reporting
- u. 402.03 Abuse of Students by School District Employees
- v. 402.04 Gifts to Employees
- w. 402.05 Required Professional Development for Employees
- x. 402.06 Employee Outside Employment
- y. 501.03 Compulsory Attendance
- z. 501.09 NEW Chronic Absenteeism and Truancy (formerly title Student Absences-Excused)
- aa. 501.09R1 NEW Chronic Absenteeism and Truancy Regulation
- bb. 501.10 RESCIND Truancy – Unexcused Absences
- cc. 501.10R1 RECIND Truancy – Unexcused Absences Regulation
- dd. 501.14 Open Enrollment Transfers – Procedures as a Sending District
- ee. 501.15 Open Enrollment Transfers – Procedures as a Receiving District
- ff. 501.16 Homeless Children and Youth
- gg. 502.06 Weapons
- hh. 505.02 Student Promotion – Retention – Acceleration
- ii. 603.01 Basic Instruction Program
- jj. 603.12 NEW Postsecondary Education Counseling
- kk. Student Health Services
- ll. 710.01 School Food Program
- mm. 801.03 Educational Specifications for Buildings and Sites
- nn. 803.02 Lease, Sale or Disposal of School District Buildings and Sites
- oo. 905.03 Weapons in the School District

5. Equipment/Fund Raising Project Requests - None
6. Resolutions - None
7. Acceptance of a Gift/Donation (over \$2,500)
  - a. Cascade Wrestling Club donation of \$2,500 to CJSHS Boys' and Girls' wrestling program
  - b. Epworth Elementary PTO donation of laminator and cart valued at \$3,389 to EES
8. Other Contracts
  - a. 2024-2025 Girls' Bowling Sharing Agreement – Cascade Jr./Sr. High School and Western Dubuque High School

**Old Business: None**

**New Business:**

1. Approve School Bus Bids: Motion by Willging, second by Tilson to approve the purchase of 4 school buses from low bidder Hoglund Bus Sales in the amount of \$564,496. Motion carried 5-0.

**Adjournment:** Motion by Krogman, second by Tilson to adjourn the meeting. Motion carried 5-0. The meeting adjourned at 6:52 p.m. on November 11, 2024.

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Mark Frasher  
Board Secretary

Date

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Jessica Pape  
President, Board of Education

Date