6-26-1967

Board of Directors' Meeting Minutes (June 26, 1967)

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The regular meeting of the Area XI Board of Directors was held in the Vocational-Technical Education Center, 2501 Vine Street, West Des Moines, on Monday, June 26, 1967.

EXECUTIVE SESSION
7:30 - 8:00 P.M. Members present: Rolland E. Grefe, Vice President
Harry Cowden
Ross C. Cramlet
Max W. Kreager
Dwight Mater
Harold Welin
DeWitt Q. Williams

ROLL CALL
Members absent: Robert Lounsberry
James Maggert, President

Also present: Paul J. Lowery, Superintendent
Owen Shadle, Director, Vocational-Technical Education
Dale Bellairs, Business Manager-Board Secretary

SITES
Superintendent Lowery reported that correspondence pertaining to changes in the contract for the purchase of the Ankeny Land Site is now in the hands of Iowa State personnel.

PERSONNEL
On motion by H. Cowden and seconded by R. Cramlet, it was RESOLVED: that Superintendent Lowery be authorized to offer appointments to the following:

Grace K. Vogel, Instructor in the Pre-Clerical O.E.O. Program, salary of $6000, for a period of 11 months (July 1 thru May 31, 1968).

Mary Jean Clay, Instructor in the Pre-Clerical O.E.O. Program, salary of $6000, for a period of 11 months (July 1 thru May 31, 1968).

Appointments and continuance of employment are contingent upon receipt of federal moneys budgeted for the program. Motion carried unanimously.

On motion by M. Kreager and seconded by D. Mater, it was RESOLVED: that Superintendent Lowery be authorized to offer the positions of Assistant Instructors in the O.E.O. High School Equivalency Programs, as they are needed, at a salary rate of $2.00 per hour, and Instructors at the rate of $5.00 per hour. Motion carried unanimously.

On motion by D. Williams and seconded by M. Kreager, it was RESOLVED: that Superintendent Lowery be authorized to offer the position of Auto Mechanics Instructor to Ole Modtland at an annual salary of $10,300.00. Motion carried unanimously.
On motion by R. Cramlet and seconded by H. Cowden, it was RESOLVED: that Superintendent Lowery be authorized to offer the position of Dental Assistant Instructor to Sharon Moore at an annual salary of $6000.00. Motion carried unanimously.

REGULAR SESSION - 8:00 P.M.

APPROVAL OF MINUTES

On motion by D. Williams and seconded by R. Cramlet, it was RESOLVED: that the minutes of the regular meeting of May 22, 1967, be approved. Motion carried unanimously.

ADMINISTRATIVE REPORTS

Vice President Kolland E. Grefe reported that legislation relative to the Area Schools was still being discussed by the House of Representatives.

Federal Programs: Superintendent Lowery reported that the Area XI School is currently operating 11 sections of 123 students in federal programs, with one group of 16 students in Knoxville. There are 4 federal programs involved in these projects.

Enrollment: The superintendent presented the current status of applications, indicating a total of 167 students of which 64 have been accepted and 103 are in the processing stage for acceptance. A total of 263 additional inquiries have been received at this time. These figures do not include students presently enrolled in class. It was his opinion that the projected enrollment for the fall term would reach 350.

MDTA Program: Mr. Lowery advised that MDTA Programs will begin November 1, and the Area Board should set this target date for the assumption of responsibilities of this project. He foresaw good opportunities for graduates of this program to be dovetailed into the more advanced programs of the Area School, in coordination with the CAMPS organization.

Information Sub-Committee: Mr. Lowery gave a brief report concerning General Advisory Sub-Committee meetings with the mayors of communities in Area XI; newspaper, radio, and TV editors; and other civic leaders in the promotion of Vo-Tech Education Emphasis Week, which is to be conducted throughout the nine-county area the week of August 6 through 12. Considerable enthusiasm has been shown by the group.

Boone Junior College: Mr. Lowery reported that he had received a communication from William Bailey, Acting Associate Superintendent of the State Department's Branch of Community Colleges and Area Vocational Schools, which indicated that Area XI has been approved on June 8, 1967, to offer arts and science programs presently being offered in the Boone Junior College for the school year 1967-68, but that they had deferred decision on approving courses back to July 1, 1966. Additional material has been furnished the state department to assist them in making this latter decision.
Higher Education Facilities: Superintendent Lowery reported that efforts are being made to obtain approval for federal funds through the Higher Educational Facilities Act. The North Central Association has assigned Dr. Victor F. Spathelf, President of Ferris State College, to inspect the Area XI Community College to determine eligibility for funds under the act.

Programs Approved: Mr. Lowery reported that the following additional programs have been approved by the State Department of Public Instruction:

1. Key Punch
2. Dental Assistant
3. Nurse Aide
4. Industrial Marketing Sales
5. Supplementary Food Service

Mr. Ross Cramlet, who substituted for Mr. Grefe at the June Steering Committee meeting, reported that Senator David Stanley was the speaker who discussed current legislation pertaining to Area Schools. The Steering Committee, as a whole, expressed agreement with the Senate version of the current bill, No. 616. By-laws of the committee were reviewed. These are to be submitted to the Area Boards at a general meeting in the future for approval.

On motion by D. Williams and seconded by H. Welin, it was
RESOLVED: that the claims and accounts for June be approved.
Motion carried unanimously.

Superintendent Lowery advised that the 1967-68 budget presentation would be made after the Legislature had adjourned and recommended a special board meeting to be held July 10 in order that the public hearing could be held at the next regular meeting of the Board on July 24. This would enable the budget to be sent to the county auditors by August 15.

Upon motion by H. Welin and seconded by M. Kreager, it was:
RESOLVED: that the Area XI Board conduct a special meeting July 10 for the purpose of reviewing and approving the 1967-68 budget, and to cover other important matters necessary to be presented.
Motion carried unanimously.

On motion by H. Cowden and seconded by H. Welin, it was
RESOLVED: that the vacation allowances be accepted as follows:

Vacation time may be earned by all employees at the rate of 1½ days per month or 15 days per year. Time will accrue from July 1 through June 30 of each year. Vacation time earned during a one-year period, ending June 30, must be used by January 1 of the following year.
Full time (12 months) teaching and administrative personnel will be granted 6 weeks of professional leave each 3-year period for advanced study to meet certification requirements or for professional advancement. Industrial schools or work experience in industry may be substituted for college credit work, subject to prior approval by the superintendent.

Professional leave may be granted in advance when required to meet certification requirements, but no more than 30 days will be granted during a 3-year period.

The salary of persons leaving the system, who have used more leave than earned on a prorated basis, will be adjusted accordingly.

Motion carried unanimously.

On motion by H. Welin and seconded by R. Cramlet, it was RESOLVED: that all full time personnel be granted sick leave benefits according to the following schedule:

<table>
<thead>
<tr>
<th>Number Days Per Year</th>
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<tbody>
<tr>
<td>1st year</td>
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<tr>
<td>2nd year</td>
</tr>
<tr>
<td>3rd year</td>
</tr>
<tr>
<td>4th year</td>
</tr>
<tr>
<td>5th year</td>
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</tbody>
</table>

Maximum accumulation: 96 days

The schedule will apply for personal illness, serious illness or death in the immediate family. Immediate family is defined as spouse; children; and parents, brothers, and sisters living in the immediate household.

A doctor's statement is required for absences for illness beyond 3 days.

Employees may use a part of the sick leave before it is earned, but any necessary adjustment in salary will be made during the contract year.

Each continuing employee of the school district would take his accumulation as of June 30, 1967, and apply the new schedule starting in 1967-1968. For example, next year would be an employee's second year in the system. As of June 30, he will have an accumulation of days of unused sick leave dependent upon the time he has been in the system. Next year, he will be allowed 13 days additional, and if none is used, would have a possible accumulation of 25 days on June 30, 1968.

Motion carried unanimously.
INSURANCE

On motion by D. Williams and seconded by H. Welin, it was
RESOLVED: that the Area XI Community College participate in the Horace Mann Insurance Group Plan, with the college assuming responsibility for payment in the amount of $8.36 per month, which would be premium cost on an individual basis, on each employee, effective July 1, 1967. Each employee must be employed at least 30 hours per week on a full time basis to be eligible to participate.

Motion carried unanimously.

LEGAL

On motion by D. Mater and seconded by D. Williams, it was
RESOLVED: that the legal holidays of the Area XI Community College shall be as follows:

New Years Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving - 2 days
Christmas

Sufficient staff to maintain and insure the safety of the facilities must be on duty at all times.

Motion carried unanimously.

HOLIDAYS

On motion by D. Williams and seconded by R. Cramlet, it was
RESOLVED: that Superintendent Lowery be authorized to negotiate with Mr. W. J. Reed for lease of building owned by him located at 2020 Grand Avenue, West Des Moines, Iowa

Motion carried unanimously.

ADVISORY COMMITTEES

On motion by H. Welin and seconded by H. Cowden, it was
RESOLVED: that the Advisory Committees as submitted for the Electrical Drafting, Nurse Aide, and Industrial Marketing Programs be accepted.

Motion carried unanimously.

LEASING OF ADDITIONAL BUILDING

On motion by D. Williams and seconded by R. Cramlet, it was
RESOLVED: that Superintendent Lowery be authorized to negotiate with Mr. W. J. Reed for lease of building owned by him located at 2020 Grand Avenue, West Des Moines, Iowa

Motion carried unanimously.

O.E.O. PRE-CLERICAL PROGRAM

On motion by Mr. Kreager, seconded by Mr. Cramlet, it was
RESOLVED: that the O.E.O. Pre-Clerical Program, reimbursable on a 90 per cent basis, 10 per cent area school, in 2 sections for 11 months at the Economics Opportunity Centers, and administered and supervised by Area XI personnel, be approved.

Motion carried unanimously.

MDTA PROGRAM

On motion by H. Cowden and seconded by H. Welin, it was
RESOLVED: that the Employment Orientation Training MDTA Program, conducted in 2 sections by one instructor for 80 hours per each group, which is financed on a 100 per cent federal basis from MDTA funds, be approved.

Motion carried unanimously.
On motion by M. Kreager and seconded by D. Mather, it was
RESOLVED: that the membership of the Area XI Community
College Board in the Iowa Association of School Boards,
with annual dues of $150.00, be approved.
Motion carried unanimously.

On motion by H. Cowden, seconded by R. Cramlet, it was
RESOLVED: that the school calendar for the year 1967-68
as presented be approved.
Motion carried unanimously.

Superintendent Lowery reminded the members of the Board of the
pending election of directors to be held on September 10, and
suggested the 3/4 mill bonding levy for five years for site and
buildings be held in conjunction with this regular election. He
advised that nomination papers which are to be submitted between
July 20 and August 18 can be obtained from the superintendent's
office.

On motion by H. Welin and seconded by R. Cramlet, it was
RESOLVED: that the meeting be adjourned.
Motion carried unanimously and meeting was adjourned.

Respectfully submitted:

Dale Bellairs, Board Secretary

Rolland E. Greve, Acting President

DB:1b
Attach.-School Calendar