



# ANKENY COMMUNITY SCHOOL DISTRICT

*The Ankeny Community School District engages all students in an educational experience that equips them with the skills to flourish in and contribute to an ever-changing world.*

## Policy Committee Meeting MINUTES

Northview Middle School, 1302 N Ankeny Blvd, Conference Room, Door  
W22

September 1, 2022  
4:30 PM

Please turn off cellular phone during the meeting. Thank you.

- **Welcome**

**Attendees:**

Jessica Dirks  
Erick Pruitt  
Jodie Graham  
Darin Haack  
Katie Claeys  
Sarah Barthole  
Lori Schrader Bachar

- **Approval of Minutes**

1. **August 4, 2022 Policy Committee Meeting Minutes**

The committee reviewed and approved the August 4, 2022, policy committee meeting minutes.

- **Proposed Policy Updates**

1. **Proposed Policy Updates**

- 301.35 Superintendent Contract & Contract Non-Renewal *Minor changes for clarity and consistency*
- 303.30 Administrative Personnel Employment - Individual Contracts *Minor changes for clarity and consistency*
- 902.12 Regulation of Parking *Minor changes for clarity and consistency*
- 1001.10 Board Communications *Minor changes for clarity and consistency*

- 505.05 Graduation Requirements *One change to align with current practice*
- 504.05 Non-District Extracurricular Activities *Minor changes for clarity and consistency and to acknowledge updated athletic union rules*

- **Adjournment**

The meeting adjourned at 4:53pm.

### **Future Meetings Dates**

#### **1. Future Meeting Dates**

- October 6, 2022
- November 3, 2022



# ANKENY

## COMMUNITY SCHOOL DISTRICT

### Item Cover Sheet

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**Title:** August 4, 2022 Policy Committee Meeting Minutes

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**ATTACHMENTS:**

<b>File Name</b>	<b>Description</b>	<b>Type</b>	<b>Upload Date</b>
<a href="#">Policy Minutes Only 8.4.22.pdf</a>	Policy Minutes 8.4.22	Support Document	8/31/2022



# ANKENY COMMUNITY SCHOOL DISTRICT

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## Policy Committee Meeting MINUTES

**Northview Middle School, 1302 N Ankeny Blvd, Conference Room, Door  
W22**

**August 4, 2022  
4:30 PM**

Please turn off cellular phone during the meeting. Thank you.

- **Welcome**

Attendees:

Jessie Dirks

Dr. Erick Pruitt

Ashley Rullestad

Emily Archer

Lori SchraderBachar

Jennifer Jamison

Dr. Darin Haack

Dr. Jen Lindaman

- **Approval of Minutes**

1. **June 16, 2022 Policy Committee Meeting Minutes**

The committee reviewed and approved the June 16, 2022 Policy Committee Meeting minutes.

2. **June 23, 2022 Policy Committee Meeting Minutes**

The committee reviewed and approved the June 23, 2022 Policy Committee Meeting minutes.

- **Updates**

1. **Proposed Policy Updates**

- 302.21 District Administrative Positions: *Changes to streamline and align with current practice*
- 302.22 Directors for District Wide Functions: *Deletion due to merger with*

302.21

- 302.20 Administrative Cabinet: *Deletion due to merger with 302.21*
- 1003.20 Gifts to Unit Personnel: *Changes for clarity and consistency*
- 400.06 Gifts to Employees: *Deletion due to merger with 302.21*
- 801.50 Public Hearing on the Budget: *Minor typographical changes for clarity and consistency*
- 801.60 Budget Adoption by the Board: *Minor typographical changes for clarity and consistency*
- 802.90 Classification of Accounts: *Minor typographical changes for clarity and consistency*
- 902.13 Access to District Buildings and Grounds: *Minor typographical changes for clarity and consistency*
- 1000.00 Principles and Objectives for Community Relations: *Changes for clarity and consistency*
- 1004.30 Visitors to School District Buildings and Sites: *Changes to explicitly clarify expectations for visitors to district property/ events*
- 1004.33 Volunteers: *New policy separated from 1004.30 to explicitly clarify expectations for volunteer engagement*
- 903.40 Public Conduct on School Premises: *Changes to explicitly clarify distinction between visitors, volunteers, and spectators/ guests for district activities*

- **Adjournment**

The meeting was adjourned at 5:17pm.

### **Future Meetings Dates**

#### **1. Future Meeting Dates**

- September 1, 2022
- October 6, 2022



# ANKENY COMMUNITY SCHOOL DISTRICT

## Item Cover Sheet

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**Title:** Proposed Policy Updates

**Extended Information:**

- 301.35 Superintendent Contract & Contract Non-Renewal *Minor changes for clarity and consistency*
- 303.30 Administrative Personnel Employment - Individual Contracts *Minor changes for clarity and consistency*
- 902.12 Regulation of Parking *Minor changes for clarity and consistency*
- 1001.10 Board Communications *Minor changes for clarity and consistency*
- 505.05 Graduation Requirements *One change to align with current practice*
- 504.05 Non-District Extracurricular Activities *Minor changes for clarity and consistency and to acknowledge updated athletic union rules*

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### ATTACHMENTS:

File Name	Description	Type	Upload Date
<a href="#">Policies for review 9.1.22.pdf</a>	Policies for Review 9.1.22	Support Document	8/31/2022

## 300 SERIES – ADMINISTRATION

### 301.35 Superintendent Contract and Contract Non-Renewal

The length of the superintendent's employment contract ~~for employment between the Superintendent and the Board shall be is~~ determined by the Boardboard in alignment with Iowa law. The contract ~~will shall~~ begin on July 1 and end on June 30 and shall ~~The contract will~~ state the terms of the superintendent's employment.

~~The first two years of a contract issued to a newly employed Superintendent is considered a probationary period. The Board may waive this period or the probationary period may be extended for an additional year upon the consent of the Superintendent. In the event of termination of a probationary or nonprobationary contract, the Board board will afford the Superintendent superintendent appropriate due process, including notice by May 15. The Superintendent superintendent and Board board may mutually agree to terminate the Superintendent's superintendent's contract at any time.~~

If a Superintendent's superintendent's contract is not being renewed by the Boardboard, the contract will be extended automatically for additional one-year periods beyond the end of its term until such time as it is modified or terminated as mutually agreed to by the parties or until such time as the Superintendent's superintendent's contract is terminated consistent in keeping with statutory termination procedures.

It is the board's responsibility ~~of the Board~~ to provide the superintendent's contract ~~for the Superintendent~~.

If the Superintendent superintendent wishes to resign, to be released from a contract, or to retire, the Superintendent superintendent must comply with Bboard policies or specific contract provisions dealing with retirement, release, or resignation.

#### *Legal Reference:*

*Cook v Plainfield Community School District, 301 N.W.2d 771 (Iowa App. 1980).*

*Board of Education of Fort Madison Community School District v. Youel, 282 N.W.2d 677 (Iowa 1979).*

*Briggs v Board of Directors of Hinton Community School District, 282 N.W.2d 740 (Iowa 1979).*

*Luse v. Waco Community School District of Henry Co., 258 Iowa 1087, 141 N.W.2d 607 (1966).*

*Iowa Code §§ 21.5(1)(i); 279.20, .22-.25 (2011).*

*281i.a.c. 12.4(4)*

#### *Cross Reference:*

*301.10 Superintendent of Schools-Qualifications*

*301.20 Superintendent of Schools-Functions*

*301.40 Superintendent Evaluation*

*301.50 Superintendent Salary and Other Compensation*

Adopted:

March 26, 2012

Reviewed:

February 20, 2017

September 1, 2022

Revised:

September 20, 2022

## 300 SERIES – ADMINISTRATION

### 303.30 Administrative Personnel Employment – Individual Contracts

The ~~District~~ district ~~will~~ shall issue contracts to those administrators required under ~~the provisions of the statute~~ law to have employment a contracts. These se contracts with administrators shall be in writing and state the number of contract days, the annual compensation to be paid, and any other matters as may be mutually agreed upon.

Such contracts shall be approved by the ~~Board~~ board, signed by the ~~board p~~ President, and filed with the ~~Board~~ board.

Administrators under the terms of a Chapter 279 contract ~~will~~ shall be in a probationary period for three (3) years; ~~the board may not waive this period, and it cannot be waived by the Board.~~

~~Unless mutually modified or terminated by the parties, following expiration, T~~ he ~~administrator's~~ contract shall automatically continue in force for one year or as otherwise approved by the ~~Superintendent~~ superintendent consistent with ~~what is allowed under Iowa Code, following expiration unless mutually modified or terminated by the parties.~~

The contract is invalid if an administrator is under contract for the same time period with another ~~Board~~ board of education ~~covering the same time period, and shall remain invalid~~ until such contract shall have been released or terminated by its provisions.

The board shall issue at-will employment agreements to A ~~administrators~~ not covered by the terms of Chapter 279 of the Iowa Code ~~will be provided an employment agreement.~~ These se agreements shall ~~will~~ provide the rate of pay and any other matters as may be mutually agreed upon.

Adopted:

July 11, 1988

Reviewed:

March 10, 2003

March 26, 2012

May 15, 2017

September 1, 2022

Revised:

May 15, 2017

September 19, 2022



## 300 SERIES – ADMINISTRATION

### 304.10 Resignations – Administrative

An ~~Administrator~~ administrator wishing to resign from employment must submit the resignation using the electronic records process directed ~~by to~~ the ~~Superintendents~~ superintendent/designee; the ~~Superintendents~~ superintendent/designee ~~will shall then make a recommendation to the board related to the resignation submit it to the Board with recommendations~~, as provided by law.

~~The board shall accept A~~ all administrator resignations intended to take effect at the start of the for the following school year that are submitted within twenty-one (21) days of the annual issuance of ~~the administrator employment contracts. modifications form shall be accepted by the Board.~~

All other administrator resignations must be filed at least thirty (30) days prior to the requested release from contract. Except as otherwise provided, no administrator under contract ~~will shall~~ be released until a suitable replacement has been found. The resigning administrator may be required to reimburse the ~~District~~ district \$1,000 for liquidated damages incurred in hiring replacement certified personnel. These expenses shall be payable to the ~~District~~ district by the resigning administrator as a condition for the ~~Board~~ board to accept the resignation. Payment of these expenses shall not be deducted from an employee's salary unless the employee grants the district written permission to make this deduction is granted by the employee. Failure to provide reimbursement ~~will may~~ result in a charge being filed against the resigning employee in small claims court. This paragraph does not apply to resignations for situations, including, but not limited to, medical disability, family medical issues, and/or other circumstances that the superintendent, in his/her discretion, may deem warranted. reasons in the Superintendent's discretion.

If an ~~Administrator~~ administrator covered by the provisions of Chapter 279 or licensed under the Iowa Board of Educational Examiners (BOEE) leaves without proper release, the ~~Superintendents~~ superintendent/designee ~~is directed shall to~~ file a complaint with the BOEE.

Adopted:  
July 11, 1988

Reviewed:  
February 28, 2008  
May 21, 2012  
May 15, 2017  
September 1, 2022

Revised:  
April 7, 2008  
May 21, 2012  
May 15, 2017  
September 19, 2022

## 900 SERIES – BUILDINGS AND SITES

### 902.12 Regulation of Parking

The ~~S~~superintendent/designee, shall designate, ~~by posting signs,~~ those portions of ~~District~~ district property where parking is prohibited. Signs shall be posted indicating where parking is prohibited. Vehicles parked in violation of such signs shall be subject to being towed at the owner's expense.

*Cross Reference:*

*902.13 Access to District Buildings and Grounds*

Adopted:

July 8, 2004

Reviewed:

June 20, 2011

March 20, 2017

September 1, 2022

Revised:

June 20, 2011

March 20, 2017

September 19, 2022

## 1000 SERIES – DISTRICT-COMMUNITY RELATIONS

### 1001.10 ~~Board-District~~ Communications

The ~~Board-board~~ recognizes ~~that members of the district community have an~~ the interests ~~of District citizens~~ in receiving accurate, current information about the ~~District-district~~. By emphasizing two-way communication and making every reasonable effort to cooperate with the news media, the ~~District-district~~ can gain the public understanding and support that is critical to providing excellent educational programs. ~~For the same reason, the District should make every reasonable effort to cooperate with the news media.~~

The ~~Board-board~~ further recognizes that a proactive communications program is essential to the constructive, active participation of ~~District-district~~ personnel and patrons in providing excellent educational programs for the community. Therefore, the ~~Board-board~~ acknowledges that its commitment to improving communications requires the allocation of human and financial resources to this effort.

The ~~District-district~~ encourages ~~citizens'~~ input from members of the district community.

The ~~Superintendentsuperintendent~~/designee is responsible for establishing and maintaining an ongoing communications program.

Adopted:  
February 18, 1991

Reviewed:  
October 6, 2003  
June 20, 2011  
March 20, 2017  
September 1, 2022

Revised:  
June 20, 2011  
March 20, 2017  
September 19, 2022

## 500 SERIES – STUDENT PERSONNEL

### 505.05 Graduation Requirements

Students are eligible for graduation upon successfully completing the required academic credits and elective credits, and upon having met the state and local requirements, as they apply to all subject matter.

A credit is given for an academic course, one semester in length, that has been successfully completed at or through a state certified program. Students are required to earn a total of 48 credits in grades 9-12 and successfully complete the following courses.

Students graduating will be required to successfully complete the following:

- -6 credits of Mathematics
- 8 credits of Language Arts
- 6 credits of Science
- 8 credits of Social Studies, United States Government, American History, Economics – including Financial Literacy
- 1 credit of Health
- 15 credits of Electives
- 4 credits in Physical Education (at least one-half Physical Education credit earned per semester)
- 48 Total Credits

Beginning with the class of 2022, graduation requirements for special education students will include successful completion of four years of English, three years of math, ~~three~~ four years of social studies and three years of science.

Students who complete a regular session in the Legislative Page Program of the general assembly at the state capitol will be credited ½ credit of social studies.

Students enrolled in a junior officers' training corps will receive 1/8th physical education credit for each semester the student is enrolled in the program.

#### *Legal Reference:*

*Iowa Code §256.7; 11; .41; 279.8; 280.3; .14  
281 I.A.C. 12.3(5); 12.5;*

#### *Cross Reference:*

*505.06 Early Graduation  
505.02 Student Retention and Promotion*

#### *Adopted:*

*January 18, 1988*

#### *Reviewed:*

*April 14, 2010  
December 19, 2011  
April 21, 2014  
July 16, 2018*

*November 20, 2019*  
*February 17, 2020*  
*June 16, 2022*  
*September 1, 2022*

*Revised:*

*June 21, 2010*  
*December 19, 2011*  
*April 21, 2014*  
*July 16, 2018*  
*November 20, 2019*  
*February 17, 2020*  
*July 25, 2022*  
*September 19, 2022*

## 500 SERIES – STUDENT PERSONNEL

### 504.06 ~~Non-District~~Participation in Activities Not Sponsored by the District ~~Extracurricular Activities~~

A student who wishes to participate in both ~~District~~district-sponsored and non-~~District~~district-sponsored extracurricular activities of a similar type (e.g., both involve teams related to the same athletic endeavor or activity) whether or not the activities take place at the same time of the year is subject to the following parameters:

- The student must follow the process outlined in the Student Handbook for notifying and seeking permission from the relevant Activities Director to participate in ~~District~~district-sponsored and non-~~District~~district-sponsored activities of the same activity type;
- Participation in the non-~~District~~district-sponsored activity may not include activity that would jeopardize the student's amateur status in a ~~District~~district-sponsored activity;
- The student may not wear a school issued uniform, Ankeny logo or insignia, and/or any other indication of ~~District~~district affiliation while participating in structured activity related to the non-~~District~~district-sponsored activity;
- The student must comply with regulations established by the Iowa Department of Education; the constitution of the state governing organization including but not limited to rules related to compensation attributed to use of a student's name or likeness; district policies governing extracurricular activities; and ~~Board~~board-approved participation and behavior guidelines established by those in charge of the extracurricular activity.

Violation of this policy may result in cancellation of permission to participate in both ~~District~~district-sponsored and non-~~District~~district-sponsored activities of the same activity type.

*Adopted:*

*December 17, 1984*

*Reviewed:*

*August 16, 2010*

*June 15, 2015*

*November 16, 2020*

*September 1, 2022*

*Revised:*

*August 16, 2010*

*June 15, 2015*

*November 16, 2020*

*September 19, 2022*



# ANKENY

## COMMUNITY SCHOOL DISTRICT

### Item Cover Sheet

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**Title:** Future Meeting Dates

**Extended Information:**

- October 6, 2022
- November 3, 2022

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#### ATTACHMENTS:

File Name	Description	Type	Upload Date
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No Attachments Available