

**FAIRVIEW AREA SCHOOLS' BOARD OF EDUCATION  
ORGANIZATIONAL BOARD MEETING  
JANUARY 9, 2017**

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The annual organizational/regular meeting of the Fairview Area Schools' Board of Education was held on Monday evening, January 9, 2017 in the elementary media center.

**I. Reorganization and Committee Appointments**

**A. Temporary Chairman**

Anne Tompkins, who served as Vice President of the Board in 2016 and continues as a member of the Board, opened the meeting at 7:00 p.m. and served as temporary chairman.

**B. New and Re-Elected Members**

The temporary chairman appointed Diana Danhoff as temporary secretary for roll call.

PRESENT: Diana Danhoff, Jon Ford, Janice Handrich, Amber Larrison, Merianne Tappan, Anne Tompkins, and Brent Wickham

ABSENT: None

**C. Election of Officers**

Nominations for the offices of president, vice-president, secretary, and treasurer were received.

Handrich/Ford That Anne Tompkins nominated for president, that the nominations cease, and that a majority vote be cast.

Ayes – 6; Nays – 1 (Tompkins) Motion carried.

Tappan/Wickham That Janice Handrich be nominated for vice president, that the nominations cease, and that a majority vote be cast.

Ayes – 7; Nays – 0 Motion carried.

Tappan/Wickham That Diana Danhoff be nominated for secretary, that the nominations cease, and that a majority vote be cast.

Ayes – 7; Nays – 0 Motion carried.

Danhoff/Handrich That Merianne Tappan be nominated for treasurer, that the nominations cease, and that a majority vote be cast.

Ayes – 7; Nays – 0 Motion carried.

**D. Regular Meetings – Board of Education**

Board Policy No. 1100 states that the Board shall adopt a regular monthly meeting schedule setting forth the dates, times and places of the meetings. Board Policy No. 1120 states in part: ....“The Board shall hold at least one regular meeting each month.”

Danhoff/Wickham That the regular monthly meeting of the Fairview Area Schools' Board of Education be held on the second Monday of each month at 7:00 p.m. in the elementary media center.

Ayes – 7; Nays – 0 Motion carried.

**I. Reorganization and Committee Appointments (Con't.)**

**E. Conflict of Interest Policy**

The president requested that Board members review Policy No. 1800—Board Member Conflict of Interest, Ethics and Responsibilities. The policy was made available for review.

**F. Committee Appointments**

By Board policy, the Superintendent is a de facto member of all Board committees. **Only Board members have voting rights on Board committees.** The president appointed the following committees for 2017:

- Building/Maintenance: Janice Handrich, chair; Merianne Tappan; and Brent Wickham; with Rich Ellis. Alternate: Anne Tompkins
- Finance: Merianne Tappan, chair; Janice Handrich; and Anne Tompkins; with Mary Jo Green. Alternate: Diana Danhoff
- Negotiations: Diana Danhoff, chair; Jon Ford; and Amber Larrison  
Alternate: Merianne Tappan
- Policy Review: Anne Tompkins, chair; Diana Danhoff; and Jon Ford  
Alternate: Janice Handrich
- SIT: Diana Danhoff and Merianne Tappan.  
Alternate: Jon Ford

**II. School Board Appreciation**

Mr. Sandy commended board members on the great job they are doing and each Board member was presented with a certificate of appreciation.

**III. Approval of Agenda**

The agenda was approved by Board consensus with the addition of **ITEM D. Tax Note Set-Aside Account** under **IX. NEW BUSINESS – ACTION ITEMS**.

**IV. Consent Agenda**

- Danhoff/Tappan That the following items be included in the Consent Agenda and be accepted as presented:
- A. December 12, 2016 regular meeting minutes
  - B. Treasurer’s Reports
    - Cash Receipt reports for General Fund, Debt Retirement Fund, and Sinking Fund
    - General Fund Accounts Payable for December 2016, which include payrolls of \$126,174.40, bills to be ratified of \$86,573.95, and bills to be paid of \$58,274.75 totaling \$271,023.10.
  - C. Administrative written reports
- Ayes – 7; Nays – 0 Motion carried.

**V. Public Comment - None**

**VI. Administrative Reports**

**VII. Board Committee Reports - None**

**VIII. OLD BUSINESS – None**

**IX. NEW BUSINESS—ACTION ITEMS**

**A. Policy Second Reading and Approval**

At the December 12, 2016 meeting, the Board conducted a first reading of Sections 1000 and 2000 of the revised Neola board policies. Revisions have been made as requested and the Board conducted a second reading.

Danhoff/Tappan      That sections 1000 and 2000 of the revised board policy book be accepted as presented.

After some discussion it was decided by the Board that a more thorough review of said policies was needed. The motion was withdrawn without objection.

Danhoff/Tappan      That the Board table the motion to approve Sections 1000 and 2000 of the revised Neola board policies until further review can be conducted.

Ayes – 7; Nays – 0

Motion carried.

**B. Policy First Reading**

The Board conducted a first reading of Sections 3000 and 4000 of the revised Neola policies.

**C. C.O.O.R. Settlement Agreement**

A draft copy of the settlement agreement between C.O.O.R. ISD and the districts with respect to the Insurance Reserve Fund issue was reviewed by the Board.

Danhoff/Tappan      That the settlement agreement between C.O.O.R. ISD and the districts with respect to the Insurance Reserve Fund be approved as presented.

Ayes – 7; Nays – 0

Motion carried.

**D. Tax Note Set-Aside Account**

According to current legislation, a designated bank account is needed in order to set aside a portion of each dollar of Pledged Taxes collected until the amount set aside is sufficient for the repayment of the district’s current Tax Anticipation Note.

Danhoff/Tappan      That the board give authority to Lee Sandy and Mary Jo Green to open and administer a designated bank account at Mercantile Bank of Fairview for the sole purpose of collecting Tax Note Set-Aside funds for the repayment of the district’s current Tax Anticipation Note.

Ayes – 7; Nays – 0

Motion carried.

**X. NEW BUSINESS—DISCUSSION ITEMS AND DATES**

**A. MASB Superintendent Evaluation Training**

The Board was reminded that a trainer from MASB will be on-site Monday, January 16, 2017 at 5:00 p.m. to conduct training on the MASB evaluation tool/rubric. The Board will use this tool for the formal Superintendent evaluation in the spring. This training is mandatory for all board members.

**B. Standing Committee Meetings**

1. Policy – Thursday, February 2, 2017 at 5:30 p.m.

**XI. Board Comments, Communications, and Closing Public Comments**

Board Comments:                      None

Board Communications:              None

Public Comment:                      None

*President Tompkins adjourned the meeting at 8:05 p.m.*

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Diana Danhoff, Secretary