

Colfax-Mingo Community School District  
Board of Directors Emergency Board Meeting  
Colfax-Mingo Central Office  
Monday, March 16, 2020

Board Policy 204.2: Emergency meetings will only be held when an issue cannot wait twenty-four hours necessary for a special meeting. The reason for the emergency meeting and why notice in its usual manner could not be given will be stated:

Upon discovery of the existence of substantial community spread of COVID-19 in the state, Gov. Reynolds is recommending that Iowa schools close for four weeks, per a statement released on March 15, 2020.

1. Call emergency meeting to order per Iowa Code 21.4.2.a, and determination of quorum. President Patrick Utz called the meeting to order at 6:00 pm. Present: Doug Van Dyke, Mary Poulter, Dawn Gibson, Jan Myers, Mardell Tomlonovic, Chet Williams. Administrators present: Superintendent Anderson.
2. Approval of Agenda: Williams moved, Tomlonovic seconded to approve the agenda as presented. Motion carried 7-0.
3. Action Items:
  - 3.1. School closure due to COVID-19 to follow Governor Reynolds' recommendation: Poulter moved, Myers seconded to approve the recommendation to close the Colfax-Mingo School district and cancel all activities through April 12, 2020, due to the discovery of the existence of substantial community spread of COVID-19 in the state. Motion carried 7-0. There have been several electronic meetings of state superintendents, SAI, IASB, AEA's and Department of Education to determine next steps. The Governor has not mandated closures, but most schools will follow her recommendation to close through April 12.
  - 3.2. Compensation of School Employees during COVID-19  
Williams moved, Tomlonovic seconded to approve the recommendation that all staff be paid for contracted hours lost during school closure through April 12, 2020, due to COVID-19. Motion carried 7-0.
4. Discussion:
  - 4.1. Topics reviewed to deal with school business and compliance during COVID-19 shut-down: Superintendent Anderson shared a document he drafted to inform students, staff and parents of many topics surrounding the closure of the school.
    - a. Board meetings will be held electronically until further notice. A system to make meetings available to the public will be put in place.  
There may be the necessity to have additional emergency meetings. Information is changing and forthcoming on a daily basis, and the Board will stand ready to act on any necessary items on short notice.  
The March 23 and April 6 meetings will be still be held as scheduled.
    - b. Superintendent Anderson will submit a SFSP Unanticipated School Closure Request form to the State that will allow the district to provide grab-n-go meals for students during closure, beginning March 23. He has developed an online application for interested parents to complete and submit in order to receive a meal. In addition, he will identify sites where these meals can be picked up. All information will be disbursed via emails and JMC.

- c. Employee compensation will be brought back to the Board for consideration if the closure extends beyond April 12.
  - d. Only essential staff will be allowed into buildings. Currently these include the Superintendent, the business manager and modified essential support to process payroll or payables, the Operations & Maintenance Director and staff as he determines essential, and the two administrators. Any other staff will request entry via administrators or superintendent.
  - e. Superintendent Anderson informed the Board that the State would like childcare opportunities to remain in place to assist parents who must continue to work, and are asking schools to consider providing this. Board inquiry as to what staff would be interested, how to keep numbers minimal and groups separate, how to keep buildings decontaminated, the needs of various children, responsibilities if children are ill, and how this contradicts with the closing of the school and buildings off limits. The consensus is that more information about the health hazards, and guidance from the government is needed.
  - f. Legislation has been passed that will not require schools to make up days that have been lost to school closure due to COVID-19.
  - g. Spring events, such as graduation, prom, alumni banquet, and other large gatherings are on hold at this time. Information of rescheduling these events will be made available when more direction is provided from state and federal governments.  
The Board discussed keeping the school playground open. They directed the superintendent to check with the cities to learn their criteria to keep city parks open.
5. Adjournment: Tomlonovic moved to adjourn. Motion carried 7-0. Time: 6:41 pm.

APPROVAL

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Patrick Utz, Board of Directors President

ATTEST

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Debra A. Hodgson, Board of Directors Secretary