Adel School District 21

Regular Board Meeting

August 24, 2026| 6:00 p.m. Adel School

Members Present

- Jim Hiatt-phone
- Aja O'Keeffe
- Terry Cahill
- Jason Jaeger @ 6:21 pm

Staff Present

- Stacey Martin
- Lane Stratton
- Tonya Stratton-Zoom

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1. Call to Order

The meeting was called to order at 6:06 pm by Aja O'Keeffe.

2. Agenda

Amendments to the agenda for discussion

- **7.16 – Head Teacher Stipend**
- **7.17 – Technology Stipend**

Motion: Terry Cahill made a motion to add 7.16 and 7.17.

Second: Jim Hiatt seconded.

Motion Carried unanimously.

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3. Approval of June 2026 Minutes

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Motion: Terry Cahill made a motion to approve June 25, 2026 meeting minutes.

Second: Jim Hiatt seconded.

Motion Carried unanimously.

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4. Public Comment

None.

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5. Correspondence

None.

6.1 Teacher Report

School Activities

- The school water party was reported as a success, with strong participation from students and families.
- The dentist is scheduled to visit the school.
- Lions Club vision services are expected to return, pending scheduling.

Professional Development and Curriculum

Ms. Stacey participated in professional development, including:

- Bus training.
- Science of Reading training.
- Wilson Reading System/phonics training.
- Renaissance Learning training, including resources related to dyslexia screening and intervention.
- SmartLab training.
- Upcoming training and curriculum work with the ESD.
- Completion of the CTI social studies curriculum purchase.

The administrator will continue setting up and populating the district's digital curriculum platforms prior to the beginning of school.

Cybersecurity

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The district reviewed cybersecurity requirements related to insurance coverage. The use of Microsoft OneDrive/cloud backup was discussed as a cost-effective method of backing up district and teacher computer information.

Enrollment and Staffing

- Current enrollment was reported at 16 students.
- The district has a larger middle-school population than in previous years.
- Staff are developing classroom schedules and instructional structures to meet the needs of the various age groups.
- Immunization records are being reviewed proactively with the school nurse before the beginning of the school year.

The question was asked during the teacher report by board member Terry Cahill, what are we doing with the preschool program.

Ms. Stacey replied rather than having three-year-old students attend school on a traditional daily schedule, the program would include:

- Activity boxes/materials for families.
- Activities sent home approximately every two weeks.
- Digital learning resources and parent log-ins.
- Monthly family activities at the school.
- Access to specialists and support services.
- Potentially increasing in-person opportunities after Christmas.
- Preparing students for a more academically focused preschool experience at age four.

The program is modeled in part after successful early-childhood programming used by other rural districts.

Discussion

Discussion regarding the developmental differences between three- and four-year-old children, the small preschool population, attendance patterns, staffing efficiency, and the importance of involving parents in the learning process.

The program will be treated as a two-year approach, with the district evaluating its effectiveness and making adjustments based on enrollment and student needs.

Staff will continue communicating with preschool families and Board members regarding the program and its implementation.

6.2 Maintenance Report

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Preschool Irrigation System

The preschool's automated sprinkler system is not functioning properly. Staff are currently using a hose sprinkler while the system is evaluated.

Maintenance staff will determine whether the problem is related to sprinkler heads, zones, water pressure, or another component and determine the most cost-effective repair.

Building Maintenance

The Board discussed:

- Exterior paint/sealing needs.
- Replacement of siding/T-111 on the main entrance area.
- Painting following the siding replacement.
- Potential additional building maintenance needs.

Playground Safety

The Board discussed playground safety improvements, including:

- Modifications to playground rings.
- Required protective surfacing.
- The possibility of using sand, rubber surfacing, wood chips, or other approved materials.
- The need to verify that the selected material meets applicable safety requirements.

Staff will continue researching approved playground surfacing and obtain information regarding the appropriate safety requirements.

6.3 Principal/ESD Report

None.

6.4 Clerk Report

Bus Route

The Clerk shared that her and Bill ran two different bus routes:

- Central/blacktop bus stops**:** Approximately 70 minutes.
- Door-to-door service: Approximately 1 hour 47 minutes.

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The clerk discussed efficiency, student transportation, bus wear and tear, staffing, and practices used by other small school districts.

Staff will continue researching transportation practices used by other small districts and develop a bus route that best meets the needs of students and the district.

Flooring

The flooring project was discussed. The existing floor was found to be uneven, which could require additional preparation and increase the cost of the project.

HVAC

The HVAC contractor serviced the mini-split systems and recommended surge protection.

Two potential surge-protection options were discussed, with estimated costs of approximately $110 and $480 per unit.

Staff will contact the HVAC contractor to clarify the appropriate surge protection for the district's hardwired units before making a purchase.

The teacher residence heating system was also serviced, including correction of a venting issue.

Student Registration

Student registration paperwork, E-rate information, and handbook materials were distributed to families via email.

Surplus Bus

Discussion was had about how to get rid of the bus since the other recycler is no longer doing it. The clerk is going to reach out to a few other people :

- Recycling the bus.
- Hiring someone to haul it away.
- Selling it through a public/statewide auction.

6.5 Board Report

None.

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6.6 Financial Report

The Board reviewed the available financial information.

The district's newer detailed financial report will be developed later in the year when there is additional activity to report. The Board was also informed that Plush School District approved a student transfer to Adel.

7.1 Website

The Board held an extensive discussion regarding replacing the district's existing website.

Current Website

The current website is hosted through the existing ESD structure and was described as outdated, difficult to navigate, and difficult to maintain.

The Board discussed the increasing amount of information districts are required to make available online, including policies and civil-rights information.

Website Options

Several education-specific website providers were researched.

The Board discussed the benefits of an education-focused platform, including:

- Mobile accessibility.
- Parent communication.
- School-wide notifications.
- Two-way communication.
- Online registration.
- Online forms and surveys.
- Calendar integration.
- Curriculum links.
- Student work/publication capabilities.
- Administrative controls.

Finalsite Proposal

Staff recommended **Finalsite** based on the pricing and features offered.

The negotiated pricing discussed was:

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- **$3,000 for the first year**
- **$4,000 annually thereafter**
- Five-year pricing was discussed as part of the negotiated agreement.
- Initial onboarding costs were reportedly waived.

The Board also discussed the contract's renewal, cancellation, site-visit tracking, and other contract terms.

7.2 Instructional Hours Justification Letter

The Board discussed the district's instructional hours in relation to the Governor's executive order regarding restoration of instructional time. The district's proposed calendar provides approximately 1,077 hours, which is seven hours less than the previous year's calendar. The difference was attributed primarily to the number of full and half days included in the calendar. The administration recommended that the district not add additional instructional hours and instead provide a written justification explaining the Board's decision.

The justification emphasized:

- The district's calendar meets applicable Division 22 requirements.
- The calendar reflects the needs of the local community.
- The district's students have historically performed well academically.
- The district's calendar has remained consistent over time.
- Bell-to-bell time includes recess, lunch, passing time, and other non-instructional periods.

The Board requested a wording change from "regular day" to "full day" in the letter for consistency.

The letter will be posted on the district website and submitted as required.

7.3 BBA – Board Member Duties / Public Meeting Law

The Board discussed revisions concerning compliance with public meeting laws and mandatory training requirements.

7.4 BBE – Vacancies on the Board

The Board reviewed procedures for filling Board vacancies.

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Changes discussed included removing provisions relating to zones because the district does not have board zones and retaining the provision concerning a substitute bus driver.

7.5 BBE-AR Board Member Vacancy Application

The Board discussed establishing a clear process for individuals interested in Board vacancies.

7.6 BCB – Board Officers / Organization

The Board discussed election of the Board chair and vice chair, including:

- Election no later than the next regular meeting after July 1.
- Removing language requiring a July meeting during an election year.
- Limiting a Board member's service as chair to four consecutive years.
- Revising responsibility for preparing Board meeting agendas.

The Board requested additional work on the language concerning agenda preparation.

Action: Tabled for further review/second reading.

7.7 BCE-Board Committees

The Board discussed the optional committee policy.

Because the district does not regularly use Board committees:

Action: Policy was recommended for deletion.

7.8 BD-Board Meetings, Notices and Communications

The Board discussed the definition of a quorum and the requirements for Board action when only three Board members are present.

The Board noted the importance of understanding the voting requirements when a member abstains.

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7.9 BD/BDA-Board Meetings

The Board discussed provisions requiring reasonable efforts to provide translation services when requested.

The Board supported retaining the reasonable-efforts language.

7.10 BDC-Executive Sessions

The Board reviewed the policy concerning executive sessions.

The policy was discussed as a useful guide for properly conducting executive sessions.

Action: The Board approved the revised executive-session policy with the discussed changes.

7.11 BDD-Board Meeting Procedures

Delete

7.12 BDD-Board Meeting Procedures

7.13 BDDC-Board Meeting Agenda

The Board discussed procedures for:

- Preparing Board agendas.
- Board chair involvement.
- Superintendent and clerk responsibilities.
- Agenda posting deadlines.
- Distribution of supporting materials.
- Public access to agendas.
- Special meetings.
- Executive-session agenda requirements.

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The Board generally supported having the superintendent and clerk prepare the agenda, with involvement/approval from the Board chair.

Action: Further revisions were requested before final adoption.

7.14 BDDG-Minutes of Board Meetings

The Board reviewed requirements concerning meeting minutes, audio/video recordings, public accessibility, and executive-session records.

The Board discussed concerns regarding recordings being stored on a personal phone and the possibility of purchasing a dedicated audio-recording device.

The Board supported maintaining written minutes as the official record while continuing to evaluate the best method for retaining meeting audio.

Action Items:

- Continue reviewing recording requirements.
- Consider purchasing a dedicated recording device.
- Maintain required written minutes.

7.15 BDDG-Recordings and Minutes of Board Meetings

Removed some wording from the policy. Recording isn't required for a district our size.

7.16 Head Teacher Stipend

The Board revisited the head teacher stipend because of the voting circumstances at a prior meeting.

After discussion regarding the scope of responsibilities and comparisons with other small districts, the Board discussed a $6,000 head teacher stipend.

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7.17 Technology Stipend

The Board discussed the scope of technology responsibilities, including:

- Troubleshooting district technology.
- Google Workspace/technology administration.
- Network and equipment troubleshooting.
- Cybersecurity responsibilities.
- Website development/support.
- Technology-related projects and maintenance.

The Board discussed the value of having an individual available locally rather than relying exclusively on outside technology services.

Action Items

8.1 Approve Bills

Motion: Jason Jaeger made a motion to approve the bills.

Second: Terry Cahill seconded.

Motion Carried unanimously.

8.2 Approve Website

Action: The Board approved moving forward with Finalsite under the negotiated terms, including the $3,000 initial year and $4,000 subsequent annual cost, subject to the contract terms discussed.

Follow-Up Items:

- Obtain/retain the finalized contract.
- Confirm the five-year term.
- Confirm cancellation and renewal provisions.

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- Confirm how website usage/site visits will be tracked.
- Begin migration of existing website content.
- Coordinate parent training.
- Develop the website as a central communication and information resource for families.

Motion: Jason Jaeger made a motion to use Finalsite for our website provider for 5 years.

Second: Terry Cahill seconded.

Motion Carried unanimously.

8.3 Head Teacher Stipend

Motion: Terry Cahill made a motion to approve a $6,000 head teacher stipend.

Second: Jason Jaeger seconded.

Motion Carried with Jim Hiatt abstaining.

8.4 Technology Stipend

Motion: Jason Jaeger made a motion for to approve a $3,000 technology stipend.

Second: Terry Cahill seconded.

Motion Carried with Jim Hiatt abstaining.

8.5 Building Siding Project

The Board discussed a bid for replacement of siding/T-111 and subsequent painting.

The Board requested additional bids before taking final action.

Action: The siding project was tabled pending additional bids.

Staff will contact additional contractors and request bids before the next Board meeting.

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8.6 Election of Board Officers

The Board conducted its annual election of officers.

Board Chair

Motion: Terry made a motion to elect Jason Jaeger as board chair.

Second: Jim Hiatt seconded.

Motion Carried unanimously.

Vice Chair

Motion: Aja O'Keeffe made a motion to elect Terry Cahill as vice chair.

Second: Jason Jaeger seconded.

Motion Carried unanimously.

The Board congratulated the newly elected officers.

8.7 Instructional Hours Justification Letter

Action: Jason Jaeger made a motion to approve the Instructional Hours Justification Letter with the discussed corrections.

Second: Terry Cahill seconded.

Motion Carried unanimously.

8.8 BBAA Board Member's Authority and Responsibilities

Motion: Jason Jaeger made a motion to approve BBAA with the discussed revisions.

Second: Terry Cahill seconded.

Motion Carried unanimously.

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8.9 BBE Vacancies on the Board

Motion: Terry Cahill made a motion to approve BBE with the discussed revisions.

Second: Jason Jaeger seconded.

Motion Carried unanimously.

8.10 BBE-AR Board Member Vacancy Application

Motion: Jason Jaeger made a motion to approve BBE-AR.

Second: Terry Cahill seconded.

Motion Carried unanimously.

8.11 BCB Board Officers

Motion: Jason Jaeger made a motion to have a second reading on BCB.

Second: Terry Cahill seconded.

Motion Carried unanimously for a second reading.

8.12 BCE Board Committees

Motion: Terry Cahill made a motion not to approve BCE.

Second: Jason Jaeger seconded.

Motion Carried unanimously.

8.13 BD Board Meetings, Notices and Communications

Action: Terry Cahill approved BD with recommended changes.

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Second: Jason Jaeger seconded.

Motion Carried unanimously.

8.14 BD/BDA Board Meetings

Action: Jason Jaeger made a motion to delete BD/BDA.

Second: Terry Cahill seconded.

Motion Carried unanimously.

8.15 BDC Executive Sessions

Action: Terry Cahill made a motion to approved BDC.

Second: Jason Jaeger seconded.

Motion Carried unanimously.

8.16 BDD Board Meeting Procedures

Action: Jason Jaeger made a motion to delete BDD.

Second: Terry Cahill seconded.

Motion Carried unanimously.

8.17 BDD Board Meeting Procedures-New

Action: Jason Jaeger made a motion to adopt BDD.

Second: Terry Cahill seconded.

Motion Carried unanimously.

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8.18 BDDC Board Meeting Agenda

Motion: Jason Jaeger made a motion to have a second reading on BDDC.

Second: Terry Cahill seconded.

Motion Carried unanimously for a second reading.

8.19 BDDG Minutes of Board Meetings

Motion: Terry Cahill made a motion delete BDDG.

Second: Jason Jaeger seconded.

Motion Carried unanimously.

8.20 BDDG Minutes of Board Meetings-New

Motion: Terry Cahill made a motion to approve BDDG with the recommended changes.

Second: Jason Jaeger seconded.

Motion Carried unanimously.

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9. Adjournment

The meeting was adjourned at 8:17 p.m.

Motion: Jason Jaeger

Second: Terry Cahill

Motion Carried unanimously.

The next Board meeting was rescheduled for September 17, 2026.

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