



**CHARLES CITY COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION**

Regular Meeting
Monday, October 9, 2017
6:00 P.M.

Charles City Middle School
Gather space, 7th grade learning studio
1st Floor (North End)
1200 1st Ave.
Charles City, Iowa

Enter the NE doors adjacent to the new parking lot & bus loop

Vision Statement: *In everything we do, we aim to maximize learning for all students and staff. Through personalized learning experiences, student-centered environments, and real-world opportunities, individuals are challenged to positively impact the global community.*

1. Call to Order by Chairperson Roll Call

Jason Walker, President
Scott Dight, Vice President
Missy Freund
Josh Mack
Robin Macomber
Falyn Knecht, Student Board Member
2. Reading of the District Mission Statement by **President Walker**

Our mission is to engage, inspire, and empower students and staff in order to maximize learning.
3. Approval of Agenda Action
4. Welcome Visitors: Public Comment

High Academic Achievement Culture, Climate, & Environment Effective Communication Fiscal Responsibility and Stability Facilities for Educational Excellence

As we begin our agenda tonight I'll explain our process for public comment. The board will hear comments from the public in conjunction with each agenda item, using a structured process. As board president, I will ask for comments when we reach that item on the agenda. You will be asked to approach the microphone, state your name, and limit your comments to two (2) minutes.

At this time I invite any member of the audience to step up to the microphone with comments about items of interest or concern that do not appear on tonight's agenda. Please begin by stating your name and contact information. It would be appreciated if you would limit your comments to two (2) minutes so that we can keep the meeting moving in a timely fashion and allow others an opportunity to speak as well as allowing the board to complete the full board agenda in a timely manner.

Comments from the public are limited to matters within the board's authority. Please understand that we as a board cannot discuss items not already on the agenda. Iowa's sunshine law prohibits us from having a discussion without the proper notice to all of the school district community that the issue would be discussed at tonight's board meeting.

Also, please remember you are making comments in a public meeting. Should you make comments that the subject of the comments considers to be inflammatory or libelous, you, as an individual, may be subject to legal action brought by the subject of your comments.

Thank you for your support of our school district.

5. Comments by Board Members and Superintendent Information

This agenda item provides a time to allow board members and the superintendent to share information with other directors and the public. Discussion of the information items or follow-up questions are not permitted by law.

6. Committee Leadership Discussion/Action

In order to facilitate calling of meetings, creation of agendas, etc. it is the recommendation of the superintendent that the following committee chairs be appointed:

Committee	Chairperson
Buildings & Grounds	Walker
Communications & Public Relations	Mack
Finance	Dight
Negotiations & Compensation	Macomber
Policy	Freund
SIAC	Cox

The recommendation of the superintendent is:
 “to appoint committee chairs for 2017-18 as recommended.”

Aligned with Board goal of Culture, Climate, & Environment

Aligned with Iowa School Board Standard 1, Visionary Team: Operate as a visionary governance team in partnership with the superintendent.

7. Committee Reports Discussion

This agenda item provides committee chairpersons (listed below) the opportunity to give an oral (or written) report from their respective committee meetings. Fellow board members and the public may ask questions of the chairpersons afterward.

Committee	Chairperson	Report (Yes/No)
Buildings & Grounds	Walker	
Communications & Public Relations	Mack	
Finance	Dight	
Negotiations & Compensation	Macomber	

Policy	Freund	
County Conference Board	NA	
SIAC	Dr. Cox	

Aligned with Board goals of High Academic Achievement; Culture, Climate, & Environment; Fiscal Responsibility & Stability; and Facilities for Educational Excellence

Aligned with Iowa School Board Standard 4, Policy & Legal: Lead through sound policy, ensuring transparent, ethical, legal operations.

8. Band Trip 2018 Action Exhibit

Derek Sturtevant, HS Choir teacher, will present information on the 2018 spring break trip to New York for the CCHS band, choir, and orchestra.

The recommendation of the superintendent is:

“to approve the CCHS band, choir, and orchestra trip as recommended.”

Aligned with the goal of Fiscal Responsibility and Stability

Aligned with Iowa School Board Standard 5, Fiscal Responsibility: Sustain and enhance district resources through planning and fiduciary oversight.

9. Crazy 8 Math Club Information

Diane Sande, Melinda Masters, and students from Lincoln Elementary will present on the Crazy 8 Math Club that meets Mondays after school at Lincoln.

Aligned with the goal of High Academic Achievement

Aligned with Iowa School Board Standard 3, District Culture: Foster a culture that enables excellence and innovation.

10. National Principals Month Information

National Principals Month is an opportunity to #ThankAPrincipal for the great things that they do. The board will recognize Kara Shannon (Washington), Marcia DeVore (Lincoln), Rick Gabel (MS), Keith Reuter (MS), Larry Wolfe (HS), and Josh Johnson (HS).

The recommendation of the superintendent is:

“to recognize and thank Kara Shannon (Washington), Marcia DeVore (Lincoln), Rick Gabel (MS), Keith Reuter (MS), Larry Wolfe (HS), and Josh Johnson (HS) for their contributions to the Charles City Community School District.”

Aligned with Board goal of Culture, Climate, & Environment

11. Job Shadowing Information

Board members each will draw the name of a certified staff member. This month, they are drawing names from **Charles City High School**. Over the next four weeks, board members will spend an hour or so in a classroom. On November 13, they will share what they learned from the experience.

Aligned with Board goals of High Academic Achievement; Culture, Climate, & Environment

Aligned with Iowa School Board Standard 4, Policy & Legal: Lead through sound policy, ensuring transparent, ethical, legal operations.

12. Superintendent’s Evaluation Process Discussion/Action Exhibit

Iowa Code [284A.7](#) states that the superintendent must be evaluated annually on competence in meeting the Iowa Standards for School Leaders (ISSL) as well as performance/progress toward the superintendent's Individual Administrator Professional Development Plan.

Dr. Cox will share a 14-page evaluation tool (developed by SAI and the IASB) for use in 2017-18 as well as his proposed IAPDP that was developed from board member input given at the September 25, 2017 meeting.

The recommendation of the superintendent is:

“to approve the superintendent's evaluation tool and Individual Administrator Professional Development Plan.”

Aligned with the Board goals of Facilities for Educational Excellence; Culture, Climate, and Environment; and High Academic Achievement

Aligned with Iowa School Board Standard 2, Student Learning: Provide effective leadership for quality instruction and high, equitable student learning; Iowa School Board Standard 3, District Culture: Foster a culture that enables excellence and innovation; Iowa School Board Standard 5, Fiscal Responsibility: Sustain and enhance district resources through planning and fiduciary oversight; and Iowa School Board Standard 6, Advocacy: Advocate for public education and the needs of Iowa students.

13. Board Goals

Discussion/Action

In 2014-15, 2015-16, and 2016-17 the Charles City Community School District Board of Education earned the Better Boardsmanship Team Award of Achievement sponsored by the Iowa Association of School Boards. This agenda item formalizes the BBA as a Board goal for 2017-18 as part of the Board's commitment to continued learning and growth.

The recommendation of the superintendent is:

“to approve the Board goal of achieving the Better Boardsmanship Team Award of Achievement in 2017-18.”

Aligned with the Board goal of High Academic Achievement

Aligned with Iowa School Board Standard 1, Visionary Team: Operate as a visionary governance team in partnership with the superintendent.

14. Transportation Center Project

Action
Exhibit

Gary Anderson from Skott & Anderson Architects reports that the Transportation Center project is complete. The project was completed by Cresco Builders and included work on three change orders.

#3 – Cresco Building Service \$(344.00) Delete gutters & add curtain in mechanical room

The final acceptance of the project should include approval of final pay application. Final acceptance of the project will initiate the 30-day claim period, as provided by Iowa Code. Upon the elapse of 30 days following final acceptance, and providing no claims for unpaid labor or materials are filed, the retainage amount of \$57,067.65 should be paid to Cresco Builders.

The recommendation of the superintendent is:

“to approve the transportation center project change order three, final acceptance of the project, and authorize payment of retainage to be distributed in 30 days as recommended.”

Aligned with the goal of Fiscal Responsibility and Stability

Aligned with Iowa School Board Standard 5, Fiscal Responsibility: Sustain and enhance district resources through planning and fiduciary oversight.

15. SIAC Appointments

Discussion/Action

Iowa Code 280.12 charges the board of directors of each public school district to appoint a School Improvement Advisory Committee (SIAC). Code language states, “The advisory committee shall consist of members

representing students, parents, teachers, administrators, and representatives from the local community, which may include representatives of business, industry, labor, community agencies, higher education, or other community constituents. To the extent possible, committee membership shall have balanced representation with regard to race, gender, national origin, and disability.”

We had two open positions for parent representatives.

The following names are submitted for consideration:

Name	Position	Term End Date
Ryan Parker	Parent	2019
Open	Parent	2019

The recommendation of the superintendent is:

“to accept the SIAC nominees as presented.”

Aligned with Board goals of High Academic Achievement; Effective Communication; Culture, Climate, & Environment; Fiscal Responsibility & Stability; and Facilities for Educational Excellence

Aligned with Iowa School Board Standard 1, Visionary Team: Operate as a visionary governance team in partnership with the superintendent; Iowa School Board Standard 2, Student Learning: Provide effective leadership for quality instruction and high, equitable student learning; and Iowa School Board Standard 3, District Culture: Foster a culture that enables excellence and innovation.

16. First Reading Policy 210.7 Regular Meetings Action Exhibit

Board policy 210.2, Regular Meetings needs to be updated for the new meeting times for regular meetings as approved at the September 25th organizational meeting.

The recommendation of the superintendent is:

“to approve the first reading of board policy 210.2, Regular Meetings and waive the second reading as recommended.”

Aligned with the goal of Fiscal Responsibility and Stability

Aligned with Iowa School Board Standard 5, Fiscal Responsibility: Sustain and enhance district resources through planning and fiduciary oversight.

17. Annual Report Action Exhibit

Business Manager Terri O’Brien has compiled the Annual Report for the district. The report is too lengthy to review during the board meeting. Board copies will be handed out Monday night. However, it will be available on the webpage on Friday. Administrators and Directors will be present to answer questions and board members are encouraged to comment on parts of the report that are of particular interest to them or the public in general. Administration recommends that the board accept the Annual Report and approve the 2017-18 line item budget that is contained within the report.

The recommendation of the superintendent is:

“to accept the 2017-18 annual report and approve the line item budget contained within the report.”

Aligned with the Board goal of Fiscal Responsibility and Stability

Aligned with Iowa School Board Standard 5, Fiscal Responsibility: Sustain and enhance district resources through planning and fiduciary oversight.

18. Financial Report for September 2017 Action Exhibit

Business Manager Terri O’Brien will briefly highlight some of the monthly financial reports during the meeting. Administration recommends approval of the financial report for September 2017.

The recommendation of the superintendent is:
 “to accept the September 2017 financial reports as presented.”

Aligned with the goal of Fiscal Responsibility and Stability

Aligned with Iowa School Board Standard 5, Fiscal Responsibility: Sustain and enhance district resources through planning and fiduciary oversight.

19. Consideration of Consent Agenda Action

Approval of the Consent Agenda approves all of the agenda items listed under this heading without further discussion or review. Any board member may remove any item from the Consent Agenda and that item will be considered separately after the vote on the Consent Agenda. If Board members have questions about the items on the Consent Agenda, they should ask about them prior to the meeting or ask that the specific item for which they have a question be removed from the Consent Agenda.

The recommendation of the superintendent is:
 “to approve the Consent Agenda items as listed below.”

- a. Approval of Minutes of the Regular Meetings held on September 25, 2017 and Special Meeting on September 28, 2017 Exhibit
- b. Approval of Monthly Bills for October 2017 Action
Exhibit
- c. Approval of Personnel: Resignations Action

Name	Position	Date Effective
Dan Caffrey	Asst Varsity Girls basketball coach	10-10-17

Administration recommends that the Board approve the above personnel resignations.

- d. Approval of Personnel: Appointments Action

Name	Position	Amount	Start Date
Donna Forsyth	MS girls basketball coach	\$3,400	10-10-17
Dan Caffrey	8 th grade boys basketball coach	\$3,612	10-10-17
Dixie Blickenderfer	Instructional Asst – Washington	\$14.58 per hr	10-10-17
Sasha Mottinger	Instructional Asst. – Washington	\$14.58 per hr	10-10-17

Administration recommends that the Board approve the above personnel appointments, contingent upon completion of positive background checks. Also appointments are also contingent upon successfully completing the pre-employment/post-offer functional capacity physical assessment and having the Para Certification on file and any additional testing if required.

- e. Licensed Employee Transfers Action

Employee	Current Position	Recommended Position

Administration recommends the transfers listed above in accordance with board policy 405.7 (Licensed Employee Transfers).

f. Classified Employee Transfers Information

A listing of support staff transfers is provided in accordance with board policy 411.6 (Classified Employee Transfers).

Employee	Previous Position	New Position

g. Approval of Transfer of Funds Action

Administration recommends approval of a 2017-18 monthly transfer of funds from the Food Service Fund to the General Fund for payment of indirect costs for such things as accounting, building usage and maintenance services in the amount of \$3,700 per month.

h. Teacher Contract Modifications due to Additional Graduate Course Work Action

Name	Current Lane	New Lane	Step	Increase in contract
Boss, Laura	BA+24	BA+45	20+ / 22	\$4,667.00
Etherington, Sheila	BA+12	BA+24	14+ / 17	\$2,871.00
Frenchick, Phillip	BA	BA+12	14	\$1,795.00
Hagensick, Scotti	MA	MA+20	3	\$3,590.00
Heeren, Jill	MA+20	MA+30	8	\$1,795.00
Mena-Davis, Melina	BA	BA+12	4	\$1,794.00
Molstead, Brittini	BA+12	MA	6	\$3,590.00
Prichard, Ann	BA+12	BA+24	8	\$1,794.00
Spieker, Amy	BA	BA+12	4	\$1,794.00
Thomson, Sandy	MA+20	MA+30	11	\$1,795.00
Voves, David	MA+10	MA+20	11	\$1,794.00

Administration recommends that the Board approve the 2017-18 lane changes as presented.

i. Attendance at AASA National Conference on Education Action

In 2016, Dr. Cox was elected as an officer in School Administrators of Iowa (SAI) which included a seat on the Governing Board of the American Association of School Administrators (AASA). The Governing Board meets the day before the National Conference on Education. The NCE will be held in Nashville, TN from February 15-17, 2018. In the superintendent’s contract, attendance at national conferences must be approved by the board. SAI will pay for registration, flight, and the hotel cost. There is no anticipated cost to the District.

Administration requests that the Board approve the superintendent’s attendance at the NCE.

j. Attendance at Association for Learning Environments Conference Action

Dr. Cox has been invited to co-present at the Association for Learning Environments conference in Atlanta, GA on Sunday, October 29 with two Charles City Middle School teachers and two architects from BLDD. In the superintendent’s contract, attendance at national conferences must be approved by the board. Dr. Cox paid for his flight personally. The district would provide one night’s lodging and meals.

Administration requests that the Board approve the superintendent’s attendance at the A4LE conference.

k. William Penn University Student Teaching Agreement Action
Exhibit

Administration recommends approval of the student teaching and student field experience agreement with William Penn University for the period of 2017-2020.

20. Correspondence/Miscellaneous

Information

- College Readiness Letter – The ACT

21. Important Upcoming Dates

Information

- Oct 10 NEIC XC meet in Waukon
- Oct 14 NEIC VB tournament in Cresco
- Oct 19 XC District meet
- Oct 23 School Board meeting at 6:30 p.m. in the 7th grade learning studio
- Oct 24 80 UNI future teachers and 5 faculty members visiting the CCCSD all day
- Oct 26 IASB new board member orientation in Oelwein at 5:30 PM
- Oct 30 No School – Parent/Teacher Conferences from 11 AM until 7 PM

22. Adjournment