



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

Regular Meeting
Monday, November 13, 2017
6:00 P.M.

Charles City Middle School
7th Grade Gather Space, 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 **Director Freund**

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

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

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

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 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.

7. Job Shadowing Report Discussion

This agenda item provides Board members an opportunity to give an oral report on their job shadowing experience. Fellow board members and the public may ask questions of them afterward. After reporting out, board members will draw names for their November job shadowing visits.

Board Member	Teacher	Assignment
Walker	Bethany Rhine	5-12 Orchestra
Dight	Rachel Wolf	7-12 FCS
Freund	Naomi Yaddof	5-12 Teacher Librarian
Mack	Ann Hanes	5-12 Success Coach
Macomber	Sarah Downing	HS Social Studies
Knecht	Pat Rottinghaus	HS Counselor

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.

8. Success Center Information

Dan Caffrey, Julie Molstead, and Karleen Sickman will present information on the Success Center.

Aligned with Board goal of High Academic Achievement

Aligned with Iowa School Board Standard 2, Student Learning: Provide effective leadership for quality instruction and high, equitable student learning.

9. American Education Week 2017 Information

Administration will share information about American Education Week 2017.

Aligned with the Board goal of Culture, Climate, and Environment

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

10. IASB Annual Convention Information

All five members of the school board will be in Des Moines on Wednesday, November 15 and Thursday, November 16 for the IASB pre-conference and annual convention. President Walker will attend the presidents' workshop on Friday, November 17. Student director Knecht and Superintendent Cox will attend the convention on November 16 only.

Aligned with the Board goal of Culture, Climate, and Environment

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

11. Certified Enrollment Information

The official certified enrollment numbers are in. We have 1501.65 full-time equivalent students, which is down 11.24 from one year ago. The total number of school age students provided instructional programs and services by the Charles City Community School District is 1510.45 which is down 8.74 from a year ago.

The number of students open enrolled into the Charles City Community School District **increased** from a year ago. There are 36 full-time students open enrolled in and 27 that open enroll out. An additional 6 students are open enrolled in for the Home School Assistance Program. They are weighted at 0.3, which generates 1.8 additional students for our funding. Our Preschool program, which is weighted at 0.5 for each student, also increased for 2017-18.

The decline in enrollment and minimal increases in Supplemental State Aid (SSA) has meant that we were on a budget guarantee of \$113,311 last year. Those dollars are one-year only. Anything less than a 2% increase in SSA will mean another year of a budget guarantee. We have had other hits to our General Fund, including the loss of \$17,817 toward our juvenile court school liaison, the loss of \$40,000 toward class size reduction, and \$175,000 of expenses from the General Fund that previously had come from PPEL/sales tax.

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.

12. Phase II Timeline

Discussion/Action

BLDD Architects have been working with administration and staff to develop a plan for the remodeling of Charles City High School. The fall, BLDD also has worked with administration and staff to develop prototype learning environments at Charles City High School for teachers and students to test out. Feedback will be incorporated into the final design plans.

February 6, 2018, April 3, 2018, September 11, 2018, and December 11, 2018 are the available dates in 2018 for a referendum vote by the public. Board members will discuss the dates and may take action to select a date to put the question to the public.

Aligned with Board goal of Facilities for Educational Excellence

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

13. Early Retirement Policy

Discussion/Action
Exhibit

The board will discuss whether to approve an early retirement incentive for licensed staff members and support staff members. The board also may direct administration to prepare a policy /resolution for the December board meeting for the board's consideration. The Board will discuss whether to modify, offer, or elect not to offer early retirement this year to eligible employees.

In June of 2017, seven (7) licensed employees accepted early retirement which included a \$20,000 incentive. In June of 2017, one (1) support staff member accepted the District early retirement incentive of 1 year paid insurance.

Aligned with Board goal of Fiscal Responsibility and Stability

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

14. Second November Board Meeting

Discussion/Action

The regularly scheduled second November board meeting is set for November 27. Dr. Cox will be out of the District on that date. The Board will consider and possibly take action to cancel the meeting scheduled for November 27th or to hold the meeting in Dr. Cox's absence.

The recommendation of the superintendent is:

“to cancel the Nov 27 board meeting.”

15. November Listening Post

Discussion/Action

The District's strategic plan calls for four (4) board listening posts each year. These are opportunities for the public to gather in an informal setting with school board members to talk about issues, ask questions, etc. **No action is taken.**

Administration recommends that the school board engage in a listening post at Dave's Restaurant on Saturday, November 18 from 9:00 – 10:00 AM.

The recommendation of the superintendent is:

“to set a listening post for Saturday, November 18 at Dave's Restaurant from 9:00 – 10:00 AM.”

Aligned with the Board goal of Effective Communication

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

16. December Board Meeting

Discussion/Action

The regularly scheduled December board meeting is December 11. The purchase option on the North Grand Building (NGB) expires on December 12. The Board may wish to reschedule the December board meeting to Wednesday, December 13.

The recommendation of the superintendent is:

“to reschedule the December board meeting to Wednesday, December 13 at 6:00 PM.”

17. Results of Union Recertification Votes

Information Exhibits

The Charles City Community Education Association (BU-0137...teachers), the Charles City Community School District Education Services Association/ISEA (BU-0153...support), and the Charles City Community School District Education Services Association/ISEA (BU-0079...blue collar) each held recertification elections in October. A majority of the employees in each of the three unions voted in favor of retaining and recertifying the ISEA as their exclusive bargaining representative.

18. Vendor Payments

Action

The District is required to set up a separate bank account for payments to vendors that “pull” funds from our account after submitting an invoice to the District. This is new state auditor guidance since more and more vendor require this method of payment. CUS Bank has set up a new account for this purpose. This was also an oral recommendation during our annual audit by Nolte Cornman Johnson CPA.

The recommendation of the superintendent is:

“to approve the addition of a new bank account at CUS Bank for Accounts Payable – pulled payment account 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.

19. 2018 Summer Facility Projects

Action Exhibit

Administration recommends the following summer facility projects. As a reminder, the Board also has approved up to \$500,000 of in-kind match for the athletic complex development and an initial project list totaling \$701,940. Director Mitchell is requesting an additional projects totaling \$81,000.

The annual allocation for the 2018 summer projects is \$819,545. The estimated revised total cost of project is \$782,940. Amounts not spent will increase the fund balance reserve for future facility projects. The proposed summer 2018 list includes:

Description	Building	Budget Amount
Roof Garden	Middle School	\$35,000
Front snow blower for New Holland	Grounds	\$7,000
Door between 104 and 105	Lincoln	\$4,000
Extend playground	Lincoln	\$20,000
Move tower	Transportation	\$15,000
	Total	\$81,000

The recommendation of the superintendent is:

“to approve the additional 2018 summer facility projects totaling \$81,000 as recommended.”

Aligned with the Board goals of Fiscal Responsibility and Stability and Facilities for Educational Excellence

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

20. Floyd County Medical Center Memorandum of Understanding Action
Exhibit

Floyd County Medical Center requests the use of District facilities as part of their disaster plan in the event that they would need to relocate their services temporarily. Administration recommends approval of this MOU for FCMC to use Washington elementary (primary) or the North Grand Building (secondary) in the event of a disaster. Administration continues to work on a Business Associate agreement that is expected to be presented to the school board at the December meeting.

The recommendation of the superintendent is:

“to approve the Floyd County Medical Center Memorandum of Understanding for off-site facility location as recommended.”

Aligned with the Board goals of Culture, Climate & Environment

21. Transportation Center Cost Analysis Information
Exhibit

Terri O’Brien will present the final cost of the Transportation Center project as compared to budget.

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.

22. Financial Report for October 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 October 2017.

The recommendation of the superintendent is:

“to accept the October 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.

23. 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 October 9, 2017 and October 23, 2017 Exhibit
- b. Approval of Monthly Bills for November 2017 Action
Exhibit
- c. Approval of Personnel: Resignations Action

Name	Position	Date Effective

Administration recommends that the Board approve the above personnel resignations.

d. Approval of Personnel: Appointments Action

Name	Position	Amount	Start Date
Sonja Cotton	Bus Driver	\$16.44 per hr	11/14/17
Tony Slinger	Volunteer baseball coach	n/a	
Noah Robbins	Volunteer MS track coach	n/a	
Mark Sindlinger	Volunteer football & wrestling coach	n/a	
Justin Engh	Volunteer wrestling coach	n/a	
Yvonne Copper	Volunteer Pom Squad Director	n/a	
Jaime Caffrey	Volunteer girls golf coach	n/a	
Jason Walker	Volunteer boys golf coach	n/a	
Doug Ross	Volunteer bowling coach	n/a	
Brandy Anderson	Volunteer volleyball coach	n/a	

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. SBRC application for Lied Center Consortium Administrative Cost Action

Administration recommends the approval of the application to the School Budget Review Committee (SBRC) in the amount of \$2,555.20 for special education administrative costs associated with Lied Center Consortium program (Bremwood) for the 2018-19 school year.

24. Correspondence/Miscellaneous Information

- Enrollment Summary

25. Important Upcoming Dates

Information

- Nov 13 SIAC meeting at 5:00 PM in the 7th grade learning studio
- Nov 15 Iowa Association of School Boards pre-conference in Des Moines
- Nov 16 IASB annual convention in Des Moines
- Nov 18 Listening post at Dave's Restaurant
- Nov 22 1st makeup day for any missed days prior to November 22
- Nov 23-24 No School. Thanksgiving holiday.
- Dec 4 TQ meeting at 3:45 PM in CCMS conference room

26. Consideration of Closed Session per Iowa Code 21.5.1(e) "to conduct a hearing to suspend or expel a student"

Action

Administration requests that the Board go into closed session per Iowa Code 21.5.1(e) "to conduct a hearing to suspend or expel a student, unless an open session is requested by the student or a parent or guardian of the student if the student is a minor." The board will reconvene to open session prior to any determination.

27. Determination Regarding Student Hearing

Action

The board may take action to suspend or expel a student.

28. Adjournment

29. Exempt Sessions for Negotiations

The Board will conduct an exempt strategy session regarding negotiations with collective bargaining units after the Board meeting.