



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

Regular Meeting
Monday, December 11, 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 Mack**

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	No
Communications & Public Relations	Mack	No
Finance	Dight	No
Negotiations & Compensation	Macomber	No
Policy	Freund	No
County Conference Board	Walker	No
SIAC	Dr. Cox	No

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 a chance to report on their job shadowing experience. Fellow board members and the public may ask questions of them afterward. Given the busy time of year and only 11 days of school between Dec 12 and Jan 5, we will wait to draw names for the next shadowing until the January 8 meeting.

Board Member	Teacher	Assignment
Walker	Alexis Finder	K-4 Vocal Music
Dight	Kim Niichel	Kdg
Freund	Lisa Nelson	Kdg
Mack	Jeremy Wilson	1 st Grade
Macomber	April Schweinfurth	Kdg
Knecht	Sandi Thomson	Counselor

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

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

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. Public Comment Change Information/Discussion

During the 2013-14 school year, the school board revised its practice and began allowing public comment both at the beginning of the meeting and during each agenda item. This practice is unique to Charles City.

Board policy 213 states “The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board will set time aside for citizen participation, **either** at a specific time during the meeting **or** during the discussion of agenda items. In general, no more than 20 minutes will be allowed for public participation.”

President Walker recommends that we provide public comment at the beginning of the board agenda and allow up to three (3) minutes for each speaker.

Aligned with Board goal of Culture, Climate, & Environment

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

10. Parliamentary Procedures Change Information/Discussion

Roll call votes after each action item is not required by Iowa law for most votes. President Walker learned this during a parliamentary procedures training at the IASB convention. There is no board policy requiring roll call. Most schools use voice vote. President Walker will explain this procedural change in how meetings will be run.

Aligned with Board goal of Culture, Climate, & Environment

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

11. Lobbying at the State Capitol Discussion/Action

The upcoming 2018 Legislative Session will convene on Monday, January 8, 2018. Members of the Charles City Board of Education have gone to Des Moines the past three years to lobby legislators on behalf of educational issues. Administration recommends that we go again and that we invite area school boards to join us.

If the board wishes to go again, Administration will secure a date, invite area boards to join us, and report back on January 8 with the identified date and expected participants.

The recommendation of the superintendent is:

“to direct Administration to secure a lobbying date and invite area boards to join us.”

Aligned with Iowa School Board Standard 6, Advocacy: Advocate for public education and the needs of Iowa students.

12. IASB Convention 2017

Information/Discussion

Board members Freund, Macomber, Mack, and Walker attended the pre-conference and the 72nd annual convention of the Iowa Association of School Boards (IASB) in Des Moines on November 15-16. Superintendent Cox attended on November 16.

Dr. Cox along with teachers and board members from Charles City, New Hampton, and Osage presented a session about the Iowa BIG North program on November 16. Approximately 150 people were in attendance.

The entire Charles City Board of Education was one of six school boards across Iowa honored with the 2016-17 Team Achievement Award in the Better Boardsmanship Award program in recognition of the board's support and encouragement for individual board member development. Through formal in-service programs, board service, and experience, four of the five board members completed the individual requirements for the 2016-17 Better Boardsmanship Award of Achievement. This is the third consecutive year that the Charles City Board of Education has been honored. Dr. Cox will present certificates to Scott Dight, Jason Walker, Robin Macomber, and Lorraine Winterink.

Dr. Cox received the Award of Honor in the Better Boardsmanship Award program for his commitment to improving his knowledge and skills by attending, along with the board members, formal in-service programs provided by the IASB.

Board members and Dr. Cox will share highlights from the pre-conference and convention.

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.

13. Athletic Complex

Action
Exhibit

The athletic complex subcommittee has met and has recommended to the superintendent a list of naming rights and contribution levels for the athletic complex.

The recommendation of the superintendent is:
“to approve the naming rights as presented.”

Aligned with the Board goals of Facilities for Educational Excellence.

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

14. Early Retirement Policy – Licensed Employees

Discussion/Action
Exhibit

The board met in exempt session on Monday, November 13, 2017, to discuss policy 407.6 Employee Early Retirement and also discussed the probability of expense reductions needed after the 2017-18 school year due to declining enrollment and low supplemental state aid from the state. The Board will discuss whether to modify, offer, or elect not to offer early retirement this year to eligible employees.

Administration recommends offering early retirement to licensed employees and increasing the incentive from \$20,000 to \$35,000.

The recommendation of the superintendent is:
“to approve the first reading of board policy 407.6 Employee Early retirement and waive the second reading.”

Aligned with 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.

15. Early Retirement Board Resolution – Support Staff

Discussion/Action
Exhibit

In 2016-17 the board approved a plan to offer non-certified employees an early retirement incentive consisting of one year paid insurance after retirement. It was not offered in 2017-18. The Board will discuss whether to modify, offer, or elect not to offer early retirement this year to eligible employees.

Administration recommends offering an early retirement incentive for select non-certified employee groups to be provided up to 60 months of insurance paid by the district.

The recommendation of the superintendent is:

“to approve Early Retirement Board Resolution for non-certified employees meeting the eligibility requirements as stated in the resolution following the 2017-18 school year.”

Aligned with 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.

16. School Budget Review Committee (SBRC) Application for Modified Supplemental Amount for Dropout Prevention Programs

Action

December 15, 2017, is the application deadline for Dropout Prevention programs for 2018-19. Approval of this application allows the district to generate revenue via additional property taxes to pay for At-Risk services for students. This program funds the Carrie Lane program, Juvenile Court School Liaison, teacher and counselor special programs, MS/HS summer school, mental health services, elementary PBIS intervention, before and after school services, school within a school services, and the at-risk coordinator. The total at-risk/dropout programs budget proposal is \$637,958. This is 5% higher than the 2017-2018 budget. Modified supplemental amount may be requested for 75% of the total after at-risk reimbursement.

If the Board chooses to submit a request for modified supplemental amount, they could levy property tax to fill the shortage when the budget is approved in April.

The recommendation of the superintendent is:

“to approve the resolution authorizing the request for modified supplemental amount for dropout prevention in the amount of \$434,055 as recommended.”

Aligned with the Board goals of High Academic Achievement and Fiscal Responsibility and Stability.

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

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

17. Washington Section D Roof Specifications

Action
Exhibit

The Board approved the Washington section D reroofing project for completion during the summer of 2018. This project will be funded by Physical Plant and Equipment Levy (PPEL) funds. The specifications were completed by Gary Anderson from Skott & Anderson Architects. A slightly sloped rubber roof with foam insulation has been requested in the specifications.

The recommendation of the superintendent is:

“to approve the Washington Elementary – section D reroofing project specifications as presented.

Aligned with the Board goals of Facilities for Educational Excellence.

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

18. High School Section QR Roof Specifications

Action
Exhibit

The Board approved the High School section QR reroofing project for completion during the summer of 2018. This project will be funded by Physical Plant and Equipment Levy (PPEL) funds. The specifications were completed by Gary Anderson from Skott & Anderson Architects. A slightly sloped rubber roof with foam insulation has been requested in the specifications.

The recommendation of the superintendent is:

“to approve the High School section QR reroofing project specifications as presented.

Aligned with the Board goals of Facilities for Educational Excellence.

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

19. High School Section K Roof Specifications

Action
Exhibit

The Board approved the High School section K reroofing project for completion during the summer of 2018. This project will be funded by Physical Plant and Equipment Levy (PPEL) funds. The specifications were completed by Gary Anderson from Skott & Anderson Architects. A slightly sloped rubber roof with foam insulation has been requested in the specifications.

The recommendation of the superintendent is:

“to approve the High School section K reroof project specifications as presented.

Aligned with the Board goals of Facilities for Educational Excellence.

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

20. Lincoln Roof Wall Flashing Specifications

Action
Exhibit

The Board approved the Lincoln Elementary School roof wall flashing project for completion during the summer of 2018. This project will be funded by Physical Plant and Equipment Levy (PPEL) funds. The specifications were completed by Gary Anderson from Skott & Anderson Architects.

The recommendation of the superintendent is:

“to approve the Lincoln Elementary School roof wall flashing specifications as presented.

Aligned with the Board goals of Facilities for Educational Excellence.

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

21. Use of School Facilities

Action

The Floyd County Medical Center (FCMC) requested a business associate agreement to cover property liability in situations when they used school facilities in the event of a disaster. They are no longer requesting that agreement. Our insurance agent suggested that in order to cover property damage while others use District facilities the board take action to allow the use of school properties for disaster use.

The recommendation of the superintendent is:

“to approve the use of District facilities by outside organizations in the event of a disaster 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.

22. Financial Report for November 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 November 2017.

The recommendation of the superintendent is:

“to accept the November 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 Meeting held on November 13, 2017 Exhibit
- b. Approval of Monthly Bills for December 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
Jake Niichel	Volunteer wrestling coach	N/A	
Tyler Mitchell	Volunteer bowling 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. Contract Modifications Action

Employee	Change in Contract Amount	Reason
Bethany Rhine	Increase contract \$2,656.00	HS Orchestra omitted

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

f. 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).

g. 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

h. NIACC – Concurrent Enrollment Courses Action
Exhibit

Administration recommends that the Board approve the addendum to the contract for educational services for concurrent enrollment career link programs and course for 2017-18. Introduction to Psychology will be added to the list of classes the District authorizes their students to take.

i. Floyd County Medical Center – MOU Action
Exhibit

Administration recommends that the Board approve the memorandum of understanding (MOU) with the Floyd County Medical Center for transportation in the event of a disaster.

j. Iowa Drug & Alcohol Testing Program Action

Administration recommends approval of the fee payment to the Iowa Drug & Alcohol Testing Program (IDATP). The 2018 fee of \$1,043 is equal to \$52 x the number of drivers (permanent and substitute) plus \$55 participation fee.

k. SBRC application for River Hills Consortium Administrative Cost Action

Administration recommends the approval of the application to the School Budget Review Committee (SBRC) in the amount of \$4,531.06 for special education administrative costs associated with River Hills Consortium program for the 2018-19 school year.

24. Correspondence/Miscellaneous Information

- Enrollment Summary

25. Important Upcoming Dates Information

- Dec 19 Special Board meeting at 5:00 PM
- Dec 22 Snow make-up day (if needed)
- Dec 23 Winter break begins
- Jan 2 Professional learning day (no school for students)
- Jan 3 Classes resume
- Jan 8 Regular board meeting at 6:00 PM in the 7th grade gather space

26. Adjournment