



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

Regular Meeting
Monday, February 12, 2018
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 CCCSD Mission Statement by **Vice-President Dight**

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	Will meet Feb 20
Communications & Public Relations	Mack	Yes
Finance	Dight	Yes
Negotiations & Compensation	Macomber	Yes
Policy	Freund	Will meet Feb 20
County Conference Board	NA	Yes
SIAC	Dr. Cox	Yes

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

Board members drew names in January and will report on their Job Shadowing experiences at Lincoln Elementary. They will draw names for their February job shadowing tonight. This month, they are selecting names of staff at **Charles City Middle School**.

Board Member	Teacher	Assignment
Walker	Marie Conklin	Instructional Coach
Dight	Laura Boss	4 th grade teacher
Freund	Melinda Masters	4 th grade teacher
Mack	Erik Hoefler	3 rd grade teacher
Macomber	Sue Hoefler	Physical Education teacher
Knecht	Cara Ludemann	4 th grade teacher

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. National School Counseling Week Information

National School Counseling Week (NSCW) was February 5-9, 2018. The Department will be have a short presentation about the District's School Counseling Program. School counselors in the Charles City Community School District include Sandy Thomson (Washington), Scotti Hagensick (grades 3-6), Heather Coon (MS/HS), and Pat Rottinghaus (HS).

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.

9. Summary on HS Modernization Feedback Information

Public input on the HS modernization project has been solicited over the past three weeks. Administration has given presentations to the Lions Club and the Rotary Club, advocated for public feedback on the KCHA morning show, and sent emails to staff and the public. Additionally, social media announcements have been sent and a large poster display of the project was created for events at Comet Gym.

Administration will present a summary of the feedback that has been gathered at the District's website regarding the plans to modernize Charles City High School.

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.

10. Lobbying at State Capitol Information

Board members and administration will share their experience lobbying at the State Capitol in Des Moines on January 24th with their colleagues from Osage, Riceville, Howard-Winneshiek, Turkey Valley, New Hampton, Nashua-Plainfield, and Rudd-Rockford-Marble Rock.

Aligned with the Board goal of Fiscal Responsibility and Stability

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

11. Policy 213, Public Participation in Board Meetings Action
Exhibit

The first reading of board policy #213, "Public Participation in Board Meetings" was approved at the January 22, 2018 board meeting and includes language that allows public comment at the beginning of the meeting and at the end of each agenda item and limits each person to three minutes.

The recommendation of the superintendent is:

"to approve the second reading of board policy 213, "Public participation in Board Meetings" as presented.

Aligned with the Board goals of Effective Communication.

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

12. Early Retirement Applications & Resignations

Action

The Board Secretary received seven (7) resignations and applications for early retirement from certified staff members employed by the Charles City Community School District. The board policies state that each eligible retiree will receive \$35,000 in one lump sum payment.

Name	Position	Years of Service to the Charles City CSD
Anna Burnham	K-4 Teacher Librarian	21
Marilyn Buttjer	HS German Teacher	16
Ardis Gisleson	HS English Teacher	36
Dené Lundberg	HS Family & Consumer Science Teacher	33
Laura McDermott	K-6 Technology Teacher	31
Alan Nielsen	HS Industrial Technology Teacher	22
Patricia Rottinghaus	HS Counselor	11
TOTAL YEARS OF SERVICE		170

Administration recommends that the board accept the applications for early retirement from the applicants listed above. On behalf of the board and the community, Administration expresses deep gratitude and appreciation to the staff members for their tireless work on behalf of the students of the Charles City Community School District.

The recommendation of the superintendent is:

“to accept the resignations and applications for early retirement as recommended.”

Aligned with the Board goal of Fiscal Responsibility and Stability

13. Early Retirement Applications & Resignations for Support Staff

Action

The District has received three (3) resignation and application for early retirement from a support staff employee. The benefit is equal to five years paid insurance premiums by the district.

Name	Position	Years of Service to the CCCSD
Denise Holzer	Washington Secretary	29
Juanita Hughes	Instructional Assistant	32
Linda Wedemeier	Instructional Assistant	20

Administration recommends that the board accept the resignation and application for early retirement from the applicants listed above. On behalf of the board and the community, Administration expresses deep gratitude and appreciation to the staff members for their tireless work on behalf of the students of the Charles City Community School District.

14. Iowa BIG agreement

Action
Exhibit

Officials with the Iowa BIG program in Cedar Rapids have developed a franchise agreement for schools that wish to use the Iowa BIG name. Superintendents, principals, and teachers from the Iowa BIG North consortium (Charles City, New Hampton, Osage, & Rockford) have worked with staff at Iowa BIG to refine and clarify the requirements of the agreement. If approved, it will take effect immediately and expire June 30, 2019.

The recommendation of the superintendent is:

“to approve the Iowa BIG agreement as presented.”

Aligned with the Board goals of High Academic Achievement.

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

15. Chautauqua Guest Homes Clinical Experience Agreement Action Exhibit

Officials with the Chautauqua Guest Homes and the Charles City High School have developed an agreement for clinical experience for the purpose of offering clinical instruction at the Facility for students who wish to complete requirements to become Certified Nursing Assistants in the State of Iowa. If approved, it will take effect immediately, expire in May of 2018, and be subject to automatic renewal following a joint meeting.

The recommendation of the superintendent is:

“to approve the school to work program with Chautauqua Guest Homes and the Clinical Experience Agreement as presented.”

Aligned with the Board goals of High Academic Achievement.

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

16. Financial Report for January 2018 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 January 2018.

The recommendation of the superintendent is:

“to accept the January 2018 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.

17. 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 January 8, 2018 and January 22, 2017 Exhibit

b. Approval of Monthly Bills for February 2018 Action Exhibit

c. Approval of Personnel: Resignations Action

Name	Position	Date Effective
Connie Schiller	Washington Library Aide	End of School Year
Sharon Kamoss	Washington Secretary	6/30/18

Administration recommends that the Board approve the above personnel resignations.

d. Approval of Personnel: Appointments Action

Name	Position	Amount	Start Date
Teresa Boge	Bus Driver	\$16.44 per hr.	2/13/18
Amy Titus	After School – Student Mentor	\$8.00 per hr	11/2017

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
Theresa Boge	MS Custodian	Driver/Custodian

18. Correspondence/Miscellaneous Information

- Enrollment Summary

19. Important Upcoming Dates Information

- Feb 15-16 State wrestling tournament in Des Moines
- Feb 17 All-State Speech at Iowa State University
- Feb 19 Professional Learning Day (no school)
- Feb 20 Buildings & Grounds Committee meeting at 7:45 AM
- Feb 20 Policy Committee meeting at Noon
- Feb 20 Dollar for Scholars event at the Elks at 5:00 PM
- Feb 20 Spring vocal concert at 7:00 PM at the Auditorium
- Feb 24 District Individual Speech Contest
- Feb 26 Regular board meeting at 6:00 PM at CCMS
- Mar 3 MS Trivia Night at 6:00 PM in Comet Gym

20. Adjournment

21. 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.

22. Determination Regarding Student Hearing Action

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

23. Consideration of Closed Session per Iowa Code 21.5.1(e) “to conduct a hearing to suspend or expel a student” Action

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26. Determination Regarding Student Hearing Action

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

27. Exempt Sessions for Negotiations

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