



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

Regular Meeting
Monday, June 11, 2018
6:00 PM

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

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

2. Reading of the District Mission Statement by **Director Macomber**

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, let me explain our process for public comment. On behalf of the board members, I invite any member of the audience to approach the microphone with comments about items of interest or concern. Please begin by stating your name and contact information. Please limit your comments to three (3)

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

minutes so we can keep the meeting moving in a timely fashion and allow others an opportunity to speak as well as allowing the board the complete the agenda in a timely manner.

Comments from the public are not limited to items or topics on tonight’s agenda, but they 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	Yes
Communications & Public Relations	Mack	No
Finance	Dight	No
Negotiations & Compensation	Macomber	No
Policy	Freund	Yes
County Conference Board	NA	No
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. Recommendations from SIAC Action

The School Improvement Advisory Committee (SIAC) met on Wednesday, June 6, 2018. By Iowa Code, the purpose of the SIAC is to make recommendations to the school board about

- a. Major educational needs
- b. Student learning goals
- c. Long-range and annual improvement goals that include, but are not limited to, the state indicators that address reading, mathematics, and science achievement
- d. Desired levels of student performance
- e. Progress toward meeting the goals set out in paragraphs “b” through “d”
- f. Harassment or bullying prevention goals, programs, training, and other initiatives

Members of the SIAC make the following recommendations to the school board:

- Keep the State **long-range goal**: *By the year 2021, 85% of students in grades K-4 will be at or above benchmark on the FAST CBM Reading assessment*
- **Annual goal**: *In the spring of 2018, 65% of students in grades K-4 were at or above benchmark on the FAST CBM Reading Assessment. By the spring of 2019, we will increase that percentage to 75%.*

- **Major educational needs:**
 - Encourage the school district to increase the Career & Technical Education (CTE) opportunities for students so that they see options in addition to 4-year universities.
 - Encourage the school district to increase the school/business partnerships so that students learn employability skills (showing up on time, work ethic, etc.) at a younger age.
- **Harassment or bullying prevention:**
 - Provide trauma-informed or trauma-sensitive training to staff
 - Continue to work on kindness and respect

The recommendation of the superintendent is:

“to approve the 2018-19 goals as presented.

Aligned with the goals of High Academic Achievement and Culture, Climate, and Environment

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 3, District Culture: Foster a culture that enables excellence and innovation

8. ISFIS Workshop Discussion/Action

As part of the services provided by Grundmeyer Leader Search, they included a full day at Iowa School Finance Information Services (ISFIS) for the new superintendent at a cost of \$1000. The Board will discuss the merits of sending Mr. Fisher to this workshop and possibly take action to approve it.

During this workshop Mr. Fisher would meet with ISFIS experts on Iowa school finance and student achievement. The workshop is from 9:00 AM – 2:30 PM in Des Moines.

Aligned with the Board goal of Facilities for Educational Excellence

Aligned with Iowa School Board Standard 4, Policy & Legal: Lead through sound policy, ensuring transparent, ethical, legal operations and Iowa School Board Standard 5, Fiscal Responsibility: Sustain and enhance district resources through planning and fiduciary oversight.

9. Legislative Priorities Discussion/Action
Exhibit

Leadership from the Iowa Association of School Boards (IASB) recommends that school boards spend time in June, July, or August to discuss legislative priorities for the 2019 session. The priorities are due by August 11. Robin Macomber, Delegate to the IASB Legislative assembly, has developed a draft priority list for the school board to review.

Each Board is requested to:

- pick no more than four priorities for the IASB platform,
- suggest amendments to existing resolutions,
- recommend new resolutions, or
- identify resolutions that should be removed from the platform if they are no longer relevant or critical.

Board members will discuss potential priorities at this meeting and take action to finalize their four.

The recommendation of the superintendent is:

“to approve the four IASB legislative platform priorities as discussed.”

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

10. Contract for Administrators

Action

The Negotiations Committee met in May with the superintendent regarding wages, benefits, and handbook changes for the 2018-19 school year for Administrators. The handbook for Program Coordinators, Directors, and Administrators was approved at the May 29, 2018 board meeting.

The following salaries are recommended:

High School Associate Principal	\$ 94,474
Middle School Principal	\$109,936
Lincoln Elementary Principal	\$ 97,359
Washington Elementary Principal	\$ 97,359

The recommendation of the superintendent is:

“to approve the 2018-19 director salaries 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.

11. Second Reading of Policy 905.1, Building Use Policy

Discussion/Action

Exhibit

The Buildings and Grounds Committee has reviewed the proposed policy changes to 905.1, Community Use of School District Facilities & Equipment, for the policy, policy regulations, and fee schedule. The Building Use application, 905.1 E1, is being eliminated since applications for building use are now online. 905.1 E1 is now an employee facility use checklist.

The Policy Committee requested some minor alterations to the first reading of the policy, including the employee facility use checklist.

The suggested changes simplify and standardize the fees charged to outside groups for use of District facilities. The policy will charge a fee for building use to all outside entities. There will be a flat fee of \$25 for 0-4 hours or \$50 for 4+ hours on Saturdays, Sundays, or time outside of regular working hours for staff.

The recommendation of the superintendent is:

“to approve the second reading of Board Policy 905.1, 905.1 R1, 905.1 R2, 905.1 E1 Community Use of School District Facilities & Equipment as recommended.”

Aligned with the 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.

12. First Reading of Policy Series, 700, 800, and 900

Discussion/Action

Exhibit

The Policy Committee has reviewed the proposed policy changes to series 700, 800, and 900.

The recommendation of the superintendent is:

“to approve the first reading of series 700, 800, and 900 Board Policies with changes and to approve the review of policies with no changes as recommended.”

Aligned with the 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. Financial Report for May 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 May 2018.

The recommendation of the superintendent is:
“to accept the May 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.

14. 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 May 14, 2018 and May 29, 2018 and Special Meetings on May 7, 2018, May 10, 2018 and May 21, 2018. Exhibit
- b. Approval of Monthly Bills for June 2018 Action
Exhibit
- c. Approval of Personnel: Resignations Action

Name	Position	Date Effective
Jadyn Schutjer	MS Instructional Assistant	5-30-18

Administration recommends that the Board approve the above personnel resignations.

- d. Approval of Personnel: Appointments Action

Name	Position	Amount	Start Date
Brooke Hottle	Counselor, Grades 7-9	\$38,019	8/15/18
Lindsey Staudt	MS Special Education Teacher	\$48,102	8/15/18
Jessica Lechtenberg	Kindergarten Teacher	\$43,780	8/15/18
Jocelyn Rawn	Preschool/ECSE Teacher	\$46,661	8/15/18
Jennifer Mohs	1 st Grade Teacher	\$39,459	8/15/18
Bryan Jurrens	High School Principal	\$104,000	7/1/18
Tom Harskamp	Middle School Associate Administrator	\$80,000	7/1/18

Administration recommends that the Board approve the above personnel appointments, contingent upon completion positive background checks **and release from current contract**. 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	Revised contract amount	Reason
Jenae Noonan	\$45,481	Should be BA lane instead of MA lane step 5
Bethany Rhine	\$3,704	Added 20 extended days for lessons

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. **Approval summer worker assignment** **Action**

Administration recommends that the Board approve the following summer worker at \$9.00 per hour: Tait Arndt.

i. **Consideration of IASB membership renewal** **Action
Exhibit**

Administration recommends renewing the District's membership in the Iowa Association of School Boards (IASB) for 2018-19. The membership dues are \$5,438.00.

j. **Consideration of ISFIS, Inc. membership renewal** **Action
Exhibit**

Administration recommends renewing the District's membership in the Iowa School Finance Information Services (ISFIS) for 2018-19. The membership fee is \$2,211.26 if paid by 7/15/18.

k. **Consideration of 2018-19 Fundraisers** **Action
Exhibit**

The District uses this process in an effort to avoid too many school fundraisers from taking place at any one time. Administration recommends that the Board approve the fund raising calendar for 2018-19 as submitted.

l. **Annual Mileage Rate for 2018-19** **Action**

Administration recommends that the Board set the annual mileage rate at 54.5¢ (the IRS rate) as of 7/1/18. This is a master contract language item to have mileage at the IRS rate. This is a 1 cent increase from last year.

m. Concurrent Enrollment Agreement with DMACC

Action
Exhibit

Administration recommends that the Board approve an agreement with Des Moines Area Community College (DMACC) to establish a career advantage program for concurrent enrollment, including Culinary Arts and German.

n. 2018-19 School Fees

Action

Administration recommends approval of the 2018-19 school fees as presented.

Student Fee	Fee amount	
Textbook fees – Elementary	\$30.00	No change
Textbook fees – MS	\$45.00	No change
Textbook fees – HS	\$50.00	No change
Textbook technology fees (5-12)	\$30.00	No change
Washington Extended Day program	\$150.00	No change
Washington Extended Day – Monday only	\$50.00	No change
Senior Graduation Fee	\$ 38.00	No change
HS yearbook	\$ 53.00	No change
Drivers Education (through StreetSmarts)	\$355.00	No change
MS yearbook	\$ 6.00	No change
Activity Tickets (K-12)	\$ 37.00	No change
Activity Tickets (Adult)	\$ 67.00	No change
Hot Lunch		
Breakfast (PK – 12)	\$1.45	No change
Lunch (PK – 12)	\$2.60	No change
Breakfast (Adult)	\$1.85	No change
Lunch (Adult)	\$3.75	No change
Supers (extra entrée)	\$1.50	No change

15. Correspondence/Miscellaneous

Information

- Enrollment Summary

16. Important Upcoming Dates

Information

- June 25 Regular board meeting at 6:00 PM at CCMS
- July 1 Start date for the new superintendent of schools, HS principal, and MS dean of students
- July 16 Regular board meeting at 6:00 PM at CCMS

17. Adjournment