



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

Regular Meeting
Monday, June 25, 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 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, 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)

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| High Academic Achievement Culture, Climate, & Environment Effective Communication Fiscal Responsibility and Stability Facilities for Educational Excellence |
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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. Culture Survey Information
Exhibit

In April/May the staff of the Charles City Community School District were invited to take an anonymous survey administered by School Perceptions. One hundred fifty-six people took the survey, which is 57% of the staff.

The company that administered the survey also compiled a summary report. Administration will present that PPT to the school board.

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. Legislative Priorities Discussion/Action
Exhibit

This discussion was tabled from the June 11, 2018 board meeting. 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.

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

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

8. Board Meeting Dates Discussion/Action
Exhibit

The Board will consider regular meeting dates in 2018-19. The current policy 210.2, regular meetings states:

“The regular meetings of the board will be held on the second and fourth Monday of each month. In March, the Board will meet on the third Monday when the regular meeting date conflicts with spring break. The Board will meet once in December. Meetings will begin promptly at 6:00 p.m. The board will adhere to this meeting date and time unless the board requires additional meetings or, due to circumstances beyond the board's control, the meeting cannot be held on the regular meeting date, and the meeting will be re-scheduled in accordance with law and policy. Public notice of the meetings will be given.”

Administration recommends that the board meet once in July on the 3rd Monday. Changing the July dates to the 3rd Monday allows more time for the business office during the business fiscal year end close.

Administration further recommends that the Policy Committee meet with the new superintendent early in July to determine if two August board meetings are needed or not. A recommendation could be brought forth at the July meeting.

The recommendation of the superintendent is:

“to approve the change to the July board meeting date 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.

9. Second Reading of Policy Series, 700, 800 and 900 Discussion/Action
Exhibit

The Policy Committee has review the proposed policy changes to series 700, 800 and 900. Unless noted below there is no changes recommended.

The recommendation of the superintendent is:

“to approve the second reading of Board Policy 700, 800 and 900 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.

10. Flexibility Funds Transfer Information/Action

Effective with fiscal year 2018, a school district may authorize transfer of all or any portion of unexpended, unobligated amounts remaining at the end of the fiscal year from the following categorical fund to the flexibility account: Preschool foundation aid, professional development supplement and Home School Assistance Program (HSAP). HF 564 and HF 565 included language directing the Department to give deference to decisions of school districts’ boards of directors, promote flexibility for school district, and minimize intrusions into school district operations.

The District has unexpended funds in Home School Assistance Program (HSAP) and Professional Development Supplement. Iowa Core Curriculum (ICC) funds are part of the professional development supplement we receive. The transfer is being requested since we have more than adequate funding for professional development and HSAP, and:

- The school district has met all professional development requirements of Iowa Code chapter 284.
- The district has also met all statutory requirements for use of home school assistance program funding listed in Iowa Code 299A.12(2) and has funded all requests for services and materials from parents or guardians of students eligible to access the program.

The recommendation of the superintendent is:

“to approve the transfer of Home School Assistance Program funds, all but \$20,000 of remaining balance, and the unused balance of Iowa Core Curriculum funds as of 6/30/18.”

Aligned with the Board goal of Culture, Climate and Environment

11. Teacher Leader Stipends Action

The teacher leader team (TLT) and administration met to discuss the Teacher Leadership and Compensation System (TLC) budget and projected expenses. Based upon the budget, several of the stipends were modified.

The following stipends are recommended:

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|----------------------------------|----------|-------------------|
| Coaching stipend: 10 days | \$ 7,500 | 5 coaches |
| TLC Model teacher stipend: 1 day | \$ 1,000 | 10 model teachers |

| | | |
|-------------------------------|--------|--------------------------------------|
| TLC Beginning Teacher Mentors | \$ 750 | roughly 13 beginning mentor teachers |
| TLC Veteran Mentor Teachers | \$ 500 | roughly 10 veteran mentor teachers |

The final number of model, beginning, and veteran teacher stipends will be finalized after all new staff are hired and transfers made. The coaching stipends were reduced from 6 to 5 with the transfer of Ann Hanes from the teacher leadership program to a teaching position. She may return to her coaching role for the 2nd semester if a suitable replacement is found for her teaching position.

The recommendation of the superintendent is:

“to approve TLC stipends 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.

12. Payment of Second June Bills Informational

Every June a second check run is completed in order to approve the payment of as many bills as possible prior to the end of our fiscal year. The board will approve these bills at the regular meeting in July.

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.

13. 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 Personnel: Resignations Action

| Name | Position | Date Effective |
|-----------|---------------------------------------|----------------|
| Tad Barry | 10 th grade football coach | 6/25/18 |
| | | |

Administration recommends that the Board approve the above personnel resignations.

b. Approval of Personnel: Appointments Action

| Name | Position | Amount | Start Date |
|----------------|----------------------------------|--------------|------------|
| Laura Wickham | MS Educational Secretary | \$14.66 / hr | 8/18/18 |
| Susan Leeper | Home School Asst Program – MS/HS | \$30,969 | 8/15/18 |
| Michelle Grob | HS Drama Director | \$3,623 | 8/1/18 |
| Robert Pittman | MS Football Coach | \$3,090 | 8/1/18 |

Administration recommends that the Board approve the above personnel appointments, contingent upon completion **release from current contract and** 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.

c. Contract Modifications

Action

| Employee | Revised contract amount | Reason |
|----------|-------------------------|--------|
| | | |
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| | | |

Administration recommends the contract modifications as listed.

d. Licensed Employee Transfers

Action

| Employee | Current Position | Recommended Position |
|-----------|------------------|------------------------------|
| Ann Hanes | Success Coach | HS Special Education Teacher |

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

e. 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 |
|----------|-------------------|--------------|
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f. Approval of Personnel: TLC Stipends

| Name | Position | Amount ** | Start Date |
|--------------------|-------------------|-----------|------------|
| Darla Arends | TLC Model Teacher | \$1,000 | 7/1/2018 |
| Brenda Bailey | TLC Model Teacher | \$1,000 | 7/1/2018 |
| Donna Forsyth | TLC Model Teacher | \$1,000 | 7/1/2018 |
| Lisa Nelson | TLC Model Teacher | \$1,000 | 7/1/2018 |
| Robert Pittman | TLC Model Teacher | \$1,000 | 7/1/2018 |
| Diane Sande | TLC Model Teacher | \$1,000 | 7/1/2018 |
| April Schweinfurth | TLC Model Teacher | \$1,000 | 7/1/2018 |
| Laura Stallsmith | TLC Model Teacher | \$1,000 | 7/1/2018 |
| Shannon Venz | TLC Model Teacher | \$1,000 | 7/1/2018 |
| Brandy Mutch | TLC Model Teacher | \$1,000 | 7/1/2018 |

** The model teachers will be paid a stipend from the Teacher Leadership & Compensation System (TLC) funding of \$1,000.

g. Approval of Personnel: TLC Teacher Stipends

| Name | Position | Amount | Start Date |
|--------------------|-------------------------|---------|------------|
| Kellie Boggess | TLC Instructional Coach | \$7,500 | 7/1/18 |
| Sheila Etherington | TLC Instructional Coach | \$7,500 | 7/1/18 |
| Brittni Molstead | TLC Instructional Coach | \$7,500 | 7/1/18 |
| David Voves | TLC Instructional Coach | \$7,500 | 7/1/18 |
| Marie Conklin | TLC Success Coach | \$7,500 | 7/1/18 |

TLC teacher stipends are paid from the Teacher Leadership & Compensation System (TLC) funding for an additional 10 days throughout the year.

h. Consideration of contract for Education Services Action
Exhibit
Administration recommends approval of the contract for educational services for concurrent enrollment career link program & Courses for 2018-19 with North Iowa Area Community College (NIACC).

i. Consideration of contract for Education Services – Online Action
Exhibit
Administration recommends approval of the contract for educational services for NIACC concurrent enrollment courses offered through the Iowa Community College online consortium (ICCO) for 2018-2019.

j. Approval of 2018-19 Substitute Teacher Rate Action
Administration recommends keeping the substitute teacher rate at \$105 per day. New Hampton and Osage each pay \$105 for their daily rate. RRMR and North Butler pay \$100.

14. Correspondence/Miscellaneous Information

15. Important Upcoming Dates Information

- July 16 Regular board meeting at 6:00 PM

16. Adjourn to Closed Session as Per Iowa Code 21.5.1(a) Action

The Board will adjourn to closed session as per Iowa Code 21.5.1(a) “to review or discuss records which are required or authorized by state or federal law to be kept confidential or be kept confidential as a condition for that governmental body’s possession or continued receipt of federal funds.” The Board will discuss the evaluation of the Superintendent of Schools

17. Adjournment