



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

Regular Meeting
Monday, August 13, 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	Yes
Finance	Dight	Yes
Negotiations & Compensation	Macomber	No
Policy	Freund	No
County Conference Board	NA	No
SIAC	Supt Fisher	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. District Core Values Information/Discussion

The district leadership has been working diligently over the past 12 months on core values that will clarify, align, and make the district vision/mission even more powerful. We have multiple retreats with the administration, directors, and teacher leadership that will finish this work over the next month. We are very excited as this will allow the leadership to start the staff’s first day with a renewed sense of our vision/mission.

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.

8. Appoint Labor Management Committee Members Discussion/Action

After receiving input from board members, administration recommends appointing the following individuals to serve as the district’s representatives on the Labor Management Committee with the CCCSDESA: Supt Fisher, Director Robin Macomber, Brenda Bailey, MS instructor, and Brittany Sickles, community member and Cambrex Human Resources Director.

The recommendation of the superintendent is:

“to appoint Supt. Fisher, Director Macomber, Brenda Bailey, and Brittany Sickles to the Labor Management Committee.”

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.

9. SIAC Appointments

Discussion/Action

Iowa Code 280.12 charges the board of directors of each public school district to appoint a School Improvement Advisory Committee (SIAC). Code language states, “The advisory committee shall consist of members representing students, parents, teachers, administrators, and representatives from the local community, which may include representatives of business, industry, labor, community agencies, higher education, or other community constituents. To the extent possible, committee membership shall have balanced representation with regard to race, gender, national origin, and disability.”

The two school board members will be appointed at the next board meeting. To bring about more gender balance as required by Iowa Code, the two board members and the two remaining parent slots all should be males.

The following names are submitted for consideration:

Name	Position	Term End Date
To be Named in Sept	Student Board Member	2019
Ruby Peterson	Student	2019
Cinnamon Evans	Student	2019
Brandi Johnson	Parent	2019
Veronica Litterer	Parent	2019
Chad Weber	Parent	2019
Naomi Yaddof	Teacher (HS)	2019
Michelle Williams	Teacher (LE)	2019
Scotti Hagensick	Teacher (MS)	2019
Sandy Thomson	Teacher (WE)	2019
Frank Blaine	Community	2019
Diane Winter	Community	2019
Lorraine Winterink	Community	2019
Michael Fisher	Superintendent	NA
Bryan Jurrens	Principal	NA
Ex-officio	School Board	NA
Ex-officio	School Board	NA
Laurie Field	IC Principal	NA

The recommendation of the superintendent is:

“to accept the SIAC nominees as presented.”

Aligned with Board goals of High Academic Achievement; Effective Communication; Culture, Climate, & Environment; Fiscal Responsibility & Stability; and Facilities for Educational Excellence

Aligned with Iowa School Board Standard 1, Visionary Team: Operate as a visionary governance team in partnership with the superintendent; Iowa School Board Standard 2, Student Learning: Provide effective leadership for quality instruction and high, equitable student learning; and Iowa School Board Standard 3, District Culture: Foster a culture that enables excellence and innovation.

10. Rock Climbing Wall

Information

Rob Pittman, High School Social Studies teacher, will share a presentation on the Rock Climbing Wall plans.

Aligned with Board goal of High Academic Achievement

11. Approval of Elementary Student Handbook for 2018-19 Action Exhibit
- Administration recommends approval of the Elementary Student Handbook for 2018-19 as presented.
- The recommendation of the superintendent is:**
“to approve the Elementary Student Handbook as presented.”
- Aligned with Board goal of High Academic Achievement**
12. Approval of Secondary Student Handbook for 2018-19 Action Exhibit
- Administration recommends approval of the MS/HS Student Handbook for 2018-19 as presented. This includes the middle school, high school, and Carrie Lane program.
- The recommendation of the superintendent is:**
“to approve the Secondary Student Handbook as presented.”
- Aligned with Board goal of High Academic Achievement**
13. Approval of Employee Handbook for 2018-19 Action Exhibit
- Administration recommends approval of the Employee Handbook for 2018-19 as presented.
- The recommendation of the superintendent is:**
“to approve the Employee Handbook as presented.”
- Aligned with Board goal of High Academic Achievement**
14. School Broadcast Program Agreement Action Exhibit
- NFHS Network School Broadcast Program agreement for livestreaming District events is being considered by the conference Districts. The Communications Committee has discussed the cost benefit of the agreement.
- Todd Forsyth, Activities Director has reported "NFHS Network sells Pixellot equipment/software for livestreaming events. A multiple camera permanent setup is placed in a desired location for livestreaming school events. There would be a link off of our school website that would lead viewers to scheduled events. A viewer has payment options (1 event, multiple events) to select. A percentage of these funds comes back to the school district.*
- The NEIC athletic directors all agreed in moving forward with this project by purchasing cameras to place in their gym and football field. This would allow viewers to have a selection of events to watch. We would hope that this would engage not only more fans but more people to our school district. At this point, Waukon, Cresco, Decorah, Oelwein have committed. I believe WSR has committed to 1 system at the football field. New Hampton has not committed yet.*
- The cost would be covered by activity funds from the Booster Club and the Student Council."*
- Administration recommends approval of the School Broadcast Program agreement as presented.
- The recommendation of the superintendent is:**
“to approve the NFHS Network School Broadcast program agreement as presented.”
- Aligned with Board goal of High Academic Achievement**
15. North Grand Building Boiler Action
- The North Grand Building Boiler (NGB) needs repair before the winter heating season. We have received from Mick Gage not to exceed \$25,000. Administration is proposing that this project be funded thru an additional 2018 facility project. Overall the summer 2018 list of approved projects were under budget by \$11,605 and 3 projects

which have been completed thus far are also under budget. With the addition of this project, the District should be within the annual allowance for the 2018-19 projects.

The recommendation of the superintendent is:

“to approve the addition of the NGB boiler project to the 2018 summer facility projects as recommended.”

Aligned with Board goal of Facilities for Educational Excellence

16. ICAT Facility Assessment Agreement

Action
Exhibit

Estes Construction has submitted a proposal to perform a Facility Assessment (mechanical, electrical, plumbing) for the following locations: High School, Middle School, Lincoln Elementary, Washington Elementary, Athletic Stadium at the HS and Transportation Center. The basic cost is \$9,500 with \$3,000 of possible add ons.

The recommendation of the superintendent is:

“to approve the ICAT Facility Assessment scope & fee proposal as received from Estes Construction on behalf of IASB ICAT team.”

Aligned with Board goal of Facilities for Educational Excellence

17. Financial Report for August 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 August 2018.

The recommendation of the superintendent is:

“to accept the August 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.

18. 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 July 16, 2018 Exhibit
- b. Approval of Monthly Bills for August 2018 Action
Exhibit
- c. Approval of Personnel: Resignations Action

Name	Position	Date Effective
Sara Hemann	Instructional Assistant	8-13-18
Brittni Molstead	Instructional Teacher Leader	8-13-18
Gary Finger	Bus Driver	8-13-18

Administration recommends that the Board approve the above personnel resignations.

d. Approval of Personnel: Appointments Action

Name	Position	Amount	Start Date
Brandy Anderson	9 th grade volleyball coach	\$2,997.00	8-1-18
Sharon Nikolai	Early Childhood/SE teacher	\$38,019	8-15-18
Joe Ferch	Custodian – MS	\$16.09 /hr.	8-14-18
Michael Ludemann	Custodian – HS	\$16.09 /hr.	8-14-18
Mark Sindlinger	10 th grade football coach	\$3,330.00	8-14-18

Administration recommends that the Board approve the above personnel appointments, contingent upon completion 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	Revised contract amount	Reason

Administration recommends the contract modifications as listed.

f. Licensed Employee Transfers Action

Employee	Current Position	Recommended Position
Joclyn Rawn	Early Childhood/SE teacher	Kindergarten teacher

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	Position	Old Building	New Building
Trisha Bonwell	Instructional Assistant	MS	Washington
Deanna Kaiser	Instructional Assistant	Lincoln	MS
Ammie Joslin	Instructional Assistant	Lincoln	MS
Tammy Frascht	Instructional Assistant	Lincoln	MS
Penny Willsher	Instructional Assistant	Lincoln	HS

h. Approval of Personnel: TLC Mentor Teacher Stipends

Name	Position	Amount	Start Date
Jake Gassman	Beginning Mentor Teacher	\$750	8/15/2018
Tim Malven	Beginning Mentor Teacher	\$750	8/15/2018
Darla Arends	Beginning Mentor Teacher	\$750	8/15/2018
Jen Seehusen	Beginning Mentor Teacher	\$750	8/15/2018
David Voves	Beginning Mentor Teacher	\$750	8/15/2018
Trudy McKeag	Beginning Mentor Teacher	\$750	8/15/2018
Stephanie Hervol	Beginning Mentor Teacher	\$750	8/15/2018
Michelle Williams	Beginning Mentor Teacher	\$750	8/15/2018

Marie Conklin	Beginning Mentor Teacher	\$750	8/15/2018
Kelly Bailey	Beginning Mentor Teacher	\$750	8/15/2018
Rob Pittman	Beginning Mentor Teacher	\$750	8/15/2018
Carrie Eiklenborg	Beginning Mentor Teacher	\$750	8/15/2018
Liz VonHagen	Beginning Mentor Teacher	\$750	8/15/2018
Bret Sprugin	Beginning Mentor Teacher	\$750	8/15/2018
Jim Lundberg	Beginning Mentor Teacher	\$750	8/15/2018
Brandy Mutch	Beginning Mentor Teacher	\$750	8/15/2018
Scotti Hagensick	Beginning Mentor Teacher	\$750	8/15/2018
Mollie Ott	Beginning Mentor Teacher	\$750	8/15/2018

The mentors for beginning teachers will be paid a stipend from the Teacher Leadership & Compensation System (TLC) funding of \$750.

i. Approval of Personnel: TLC Veteran Mentor Teacher Stipends

Name	Position	Amount	Start Date
Melina Davis	Veteran Mentor Teacher	\$500	8/15/2018
Amy Johnson	Veteran Mentor Teacher	\$500	8/15/2018
Renee Boss	Veteran Mentor Teacher	\$500	8/15/2018
Ann Hanes	Veteran Mentor Teacher	\$500	8/15/2018
Kim Niichel	Veteran Mentor Teacher	\$500	8/15/2018
Amy Spieker	Veteran Mentor Teacher	\$500	8/15/2018
Keisha Trettin	Veteran Mentor Teacher	\$500	8/15/2018

The mentors for veteran teachers will be paid a stipend from the Teacher Leadership & Compensation System (TLC) funding of \$500.

j. Approval of the FMC Early Childhood Contract Action Exhibit

Administration recommends approval of the contract with FMC (Floyd-Mitchell-Chickasaw) Early Childhood Iowa to support parents as their child's first and most important educator for the contract term 8/15/18 through 6/15/19 for \$15,500.

k. Approval of the Foster Grandparent Memorandum of Understanding Action Exhibit

Administration recommends approval of the memorandum of understanding with the City of Charles City (sponsoring agency) for Foster Grandparent Program. In place fuel and van maintenance the District will provide up to \$5,000 in Charles City transit ticket purchases.

l. North Iowa Community Action Org Head Start Program Action Exhibit

Administration recommends the Board approve the memorandum of understanding with the North Iowa Community Action Organization Head Start Program for 2018-19. The purpose is to provide better services for children and families.

Aligned with the Board goal of High Academic Achievement

19. Annual Notice to Parents Informational

The District is expected to provide an annual notice to parents of their General Education Intervention (GEI) problem solving process. The notice below will be published with the minutes.

The General Education Intervention (GEI) process is available to all students. This process is interactive and ongoing. It involves teams of individuals collaborating with one another to create academic/behavioral intervention designed to meet the diverse needs of individual students. Members of GEI teams include

parents, educators, caregivers, administrators, AEA 267 support staff, and others who are knowledgeable about the educational needs of a student.

The purpose of our GEI process is to identify and implement academic/behavioral intervention strategies that address individual student needs in general education classroom settings. The GEI process involves direct and frequent monitoring of student progress in the area of concern. It is also part of the assessment process that is used to determine whether or not a student needs to be considered for special education services.

20. Correspondence/Miscellaneous

Information

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21. Important Upcoming Dates

Information

- August 20th Board Work Session-6-8pm Workshop on Goal Setting and Sup Evaluation
- August 15 - 16 New Teacher Days
- August 17 Opening day breakfast at 7:00 a.m. Opening remarks by 7:30 a.m.
- August 17 - 22 Staff returns - Professional Development, Work days
- August 23 First day of school
- August 27 No BOARD MEETING-MOVED TO AUGUST 20th

22. Adjournment