



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

Regular Meeting
Monday, August 14, 2017
6:30 P.M.

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

Scott Dight, President
Jason Walker, Vice President
James Frisbie
Robin Macomber
Lorraine Winterink

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

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 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.

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

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. Labor Management Committee Discussion/Action

The CCCSDESA has agreed to have four (4) members from the Association and four from the District on the Labor Management Committee. The purpose of this committee is "to collaboratively discuss employment matters not referred to in the master contract."

Board members now must decide who their appointees might be. At previous meetings, it has been suggested that the four board appointees include: one board member, one community member, one teacher, and the superintendent.

Once the composition of the LMC has been set, that group will need to determine when, where, and how often it will meet.

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.

7. Lift Bus Bid Approval Action
Exhibit

Jerry Mitchell, Transportation Director, has recommended to the superintendent that the district purchase a lift bus to replace bus #21. A summary of the bids is included.

The recommendation of the superintendent is:

"to accept the bid from School Bus Sales for \$94,094 for a 25 passenger bus 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.

8. Service Opportunities Information

There are openings on the School Improvement Advisory Committee for two (2) parents as well as two (2) community members with no kids in school. Applications may be accessed at www.charlescitieschools.org and are due by **Thursday, August 31**.

Juniors and seniors at Charles City High School are eligible to serve as a student board member for 2017-18. Applications for the student board member also Applications may be accessed at www.charlescitieschools.org and are due by **Thursday, August 24.**

Aligned with Board goal of High Academic Achievement

9. Approval of Elementary Student Handbook for 2017-18 Action
Exhibit

Administration recommends approval of the Elementary Student Handbook for 2017-18 as presented.

The recommendation of the superintendent is:
“to approve the Elementary Student Handbook as presented.”

Aligned with Board goal of High Academic Achievement

10. Approval of Elementary PBIS Handbook for 2017-18 Action
Exhibit

Administration recommends approval of the Elementary Positive Behavior Interventions and Supports Handbook for 2017-18 as presented.

The recommendation of the superintendent is:
“to approve the Elementary Student Handbook as presented.”

Aligned with Board goal of High Academic Achievement

11. Approval of Secondary Student Handbook for 2017-18 Action
Exhibit

Administration recommends approval of the MS/HS Student Handbook for 2017-18 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

12. Approval of Employee Handbook for 2017-18 Action
Exhibit

Administration recommends approval of the Employee Handbook for 2017-18 as presented.

The recommendation of the superintendent is:
“to approve the Employee Handbook as presented.”

Aligned with Board goal of High Academic Achievement

13. Financial Report for July 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 July 2017.

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

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 Meeting held on July 24, 2017 Exhibit
- b. Approval of Monthly Bills for August 2017 Action
Exhibit
- c. Approval of Personnel: Resignations Action

Name	Position	Date Effective
Jodi Watson	Instructional Assistant	8/14/17
Taneesha Shaw	Instructional Assistant	8/14/17
Kim Kingery	MS Library Aide	8/7/17
Kaitlynn Kostka	Instructional Assistant	8/9/17

Administration recommends that the Board approve the above personnel resignations.

- d. Approval of Personnel: Appointments Action

Name	Position	Amount	Start Date
Lynn Bauer	Instructional Assistant	\$14.58 per hour	8/21/17
Alexa Bock	Instructional Assistant	\$14.58 per hour	8/21/17
Amanda Boehmer	Instructional Assistant	\$14.58 per hour	8/21/17
Shelby-Lin Crane	Instructional Assistant	\$14.58 per hour	8/21/17
Rick Lynch	Instructional Assistant	\$14.58 per hour	8/21/17
Laura Mackay	Instructional Assistant	\$14.58 per hour	8/21/17
Jadyn Schutjer	Instructional Assistant	\$14.58 per hour	8/21/17
Stacy Ashley	Food Service – General worker	\$14.26 per hour	8/21/17
Ashley Michael	Food Service – General worker	\$14.26 per hour	8/21/17
Madonna Kloster	Food Service – General worker	\$14.26 per hour	8/21/17
Maria Reh	Food Service – General worker	\$14.26 per hour	8/21/17

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. Approval of Contract Revision Action

Name	Position	Amount	Start Date
Bret Spurgin	Add 25 Day Extended contact	\$5,474.50	7/1/17

- f. Employee Transfers: Support Staff Information

A listing of support staff transfers is provided in accordance with board policy 411.6 (Classified Employee Transfers).

Employee	Former Position	Assignment for 2017-18
Kelly Evens	Lincoln	Washington
Carol Cole	Lincoln	MS
Trisha Bonwell	Lincoln	MS
Stephanie Esparza	HS	Washington
Diane Hobert	MS	Washington
Christine Schlader	MS	HS
Julie Kincannon	MS	HS

g. Approval of 2017-18 Central Preschool Agreement Action Exhibit

Administration recommends approval of the 2017-18 Central Preschool agreement as presented. Funding for the agreement is from the State of Iowa - Statewide Voluntary Preschool program.

15. 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.

16. Correspondence/Miscellaneous Information

- Iowa Association of School Boards

17. Important Upcoming Dates Information

- August 21 Back-to-school conferences for grades K-4 from 11 AM – 7 PM at WE & LE
- August 21 School pictures for students at Washington & Lincoln Elementaries only
- August 21 Open House for CCMS & CCHS from 11 AM – 7 PM
- August 23 Classes begin for the 2017-18 school year
- August 26 School-to-School 5K run/walk at 8:30 AM starting at CCMS
- August 28 Regular Board meeting at 6:30 PM in the 7th grade learning studio at CCMS

18. Consideration of Closed Session 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” Action

Administration requests that the Board go into closed session 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 to be kept confidential as a condition for that governmental body’s possession or continued receipt of federal funds.” The board will reconvene to open session prior to any determination.

19. Determination Regarding Student Hearing Action

This item is on the agenda to allow the board, if it so desires, to take action on anything pertaining to the closed session.

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24. Adjournment