



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

Regular Meeting
Monday, September 10, 2018
6:00 P.M.

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

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/Vision 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, 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) 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 to 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

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

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.

Annual Meeting

6. Call for Nominations for Board President for 2018-19 Action

Supt Fisher will chair this portion of the meeting. Board Secretary Terri O'Brien will administer the Oath of Office to the newly-elected board president. The president of the board is elected by a majority vote at the annual meeting in even-numbered years to serve a one-year term of office. Supt Fisher will call for nominations.

7. Call for Nominations for Board Vice President for 2018-19 Action

The newly-elected board president will conduct the election for board vice president. Board Secretary Terri O'Brien will administer the oath of office to the new vice president.

8. Appointment of District Secretary/Treasurer for 2018-19 Action

Administration recommends that the board name Terri O'Brien as the District Secretary and Treasurer for 2018-19. The Board President will administer the oath of office to the new secretary-treasurer.

9. Appointment of Legal Counsel for 2018-19 Action

Administration recommends that the board appoint Ahlers & Cooney as Legal Counsel for 2018-19.

10. Naming of District Official Publication Action

Administration recommends that the Board approve the *Charles City Press* as the District's official publication.

11. Committee Appointments for 2018-19 Action

According to board policy 208.2 (Standing Committees), there will be five (5) standing committees: Buildings & Grounds, Communications & Public Relations, Finance, Negotiations & Compensation, and Policy. Two (2) board members will serve on each standing committee. Meetings of the standing committees will comply with the Open Meetings law with the exception that minutes of the meetings are not published. As part of the first regular meeting of the month, the chairperson for the committee may report on meetings held during the month.

Committees serve an advisory role to the board. They have no decision-making authority. The board does not have the authority to delegate decision-making ability to a committee. No committee (standing or ad-hoc) can take over the authority given to the school board by Iowa Code.

The primary purpose of each committee is as follows:

- **Facilities:** Review proposed facility improvements and summer projects prior to approval by the board.
- **Communications and Public Relations:** Review board/public communication and referenda campaigns prior to approval by the board.
- **Finance:** Review the monthly bills and financial records of the District prior to the first meeting of the month.
- **Negotiations and Compensation:** Take part in the negotiations process and review recommended increases in salaries/benefits for employee groups prior to approval by the board.
- **Policy:** Review current and proposed policies prior to approval or renewal by the board.

Standing Committee	2017-18 Members	2018-19 Members
Facilities	Walker & Dight	
Communications & Public Relations	Mack & Freund	
Finance Committee	Dight & Mack	
Negotiations & Compensation	Macomber & Mack	
Policy	Freund & Macomber	

Additional appointments are needed for the following:

Appointments	2017-18 Members	2018-19 Members
School Improvement Advisory Committee (SIAC)	Dight & Walker	
Delegate to the Iowa Association of School Boards Delegate Assembly	Macomber	
County Conference Board Representative	Walker	

12. Levels I and II Investigator for Allegations of Abuse of Students by School Staff Action

Administration recommends that the Board name **Marcia DeVore** as the District’s Level I Investigator for 2018-19 school year. The Level II investigator is a liaison from the local police department.

13. Affidavits from Depository Informational Exhibit

Each year as part of the annual meeting/reports, the treasurer will present the 6/30/18 affidavits of School Depositories. The Board will receive and examine the statements from the depository banks.

- C US Bank \$8,961,786.37
- Bankers Trust \$1,473,215.19
- First Citizens National Bank \$ 145,500.00 Certificates of Deposit

Aligned with the strategic goal of Fiscal Responsibility and Stability

14. Naming of School Depository for 2018-19 Discussion/Action

Administration recommends naming the following banks as depositories for 2018-19

- C US Bank, Charles City \$15,000,000
- Bankers Trust \$ 2,000,000
- First Citizens National Bank, Charles City \$ 200,000
- First Security Bank & Trust, Charles City \$ 200,000
- Security State Bank, Charles City \$ 200,000
- Iowa Schools Joint Investment Trust \$ 200,000

The recommendation of the superintendent is:

“to approve the list of depository banks and amounts as listed for 2018-19.”

Aligned with the strategic goal of Fiscal Responsibility and Stability

Regular Meeting

15. Appointment of Student Board Member

Discussion/Action

Two students completed the application to serve as the student board member and after a screening process, administration recommends the following member. Board members will consider the application from Isaiah Tilton and may act to appoint him to the board. By policy, the student board member serves from the first regular meeting in September through the last regular meeting in May. The student board member is eligible to participate in discussion, but not vote, at all regular board meetings held in open session. The student school board representative shall be responsible for communicating board decisions and information to the student body.

The recommendation of the superintendent is:

“I move to appoint Isaiah Tilton as the student board member for 2018-19.”

Terri O’Brien, Board Secretary, will administer the oath of office to Isaiah Tilton, a senior at Charles City HS.

Aligned with the strategic goal of Effective Communication

16. 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)
Facilities	Walker	No
Communications & Public Relations	Mack	No
Finance	Dight	No
Negotiations & Compensation	Macomber	No
Policy	Freund	No
County Conference Board	NA	No
SIAC	Supt Fisher	No

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

17. Job Shadowing Report

Information

Board members will draw names for their September job shadowing visits. This agenda item provides Board members an opportunity to give an oral report on their job shadowing experience. Fellow board members and the public may ask questions of them afterward.

Board Member	Teacher	Assignment
Walker		
Dight		
Freund		
Mack		
Macomber		
Tilton		

Aligned with Board goals of High Academic Achievement; Culture, Climate, & Environment

18. Interest Based Bargaining

Information

Dana Sullivan and Sarah Downing will present information on Interest Based Bargaining.

Aligned with strategic goals of Fiscal Responsibility and Stability and Culture/Climate

19. High School Renovation Project

Information
Exhibit

Supt. Fisher will update the Board on the High School Renovation Project.

Aligned with strategic goals of Fiscal Responsibility and Stability and Facilities

20. District Core Values

Discussion/Action
Exhibit

Superintendent Fisher shared a draft of District Core Values at the 8-13-18 meeting. The Board will consider action to approve the values. 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 had multiple retreats with the administration, directors, and teacher leadership where work was completed. We are very excited as this will allow the leadership to communicate with staff a renewed sense of our vision/mission.

The recommendation of the superintendent is:

“to approve the District Core Values as recommended.”

Aligned with strategic goals of Culture, Climate, and Environment and Effective Communication

21. Superintendent/Board Goals for 2018-19

Action
Exhibit

During the August 20, 2018 work session the Board discussed three priority goals for Superintendent Fisher to focus on during his first year.

The areas discussed include: Culture, Climate & Environment, Facilities for Educational Excellence and learning the job. Harry Heiligenthal, IASB Leadership Development Director suggested the board make these goals official at an upcoming meeting.

The recommendation of the superintendent is:

“to adopt the 2018-19 priority Superintendent/Board goals as presented.”

Aligned with strategic goals of Culture, Climate, & Environment, Facilities for Educational Excellence, and High Academic Achievement

22. Notice of Public Hearing

Action
Exhibit

Prior to spending flexibility funds the Board schedule and hold a public hearing on the following resolution: Be Pursuant to Chapters 21 and 298A Code of Iowa, NOTICE IS HEREBY GIVEN that a public hearing will be held by Charles City Community School District, at September 24, 2018 at 6:00 p.m. in the Middle School 7th grade learning studio. This hearing is on a resolution to expend funds from district’s Flexibility Account for Signage and Campus Beautification and a copier for the High School. These funds, in the amount of \$27,430 were unexpended and unobligated from Home School Assistance Program.

All persons interested are invited to attend this hearing and be heard. Written comments may be submitted to Terri O’Brien, Board Secretary on or before September 24, 2018 at 3:00 p.m.

The recommendation of the superintendent is:

“to set the date and time for a public hearing on use of flexibility funds for September 24, 2018 at 6:00 p.m. in the Middle School 7th grade learning studio as per the resolution.”

Aligned with the strategic goals of Fiscal Responsibility and Stability and Culture, Climate, and Environment

23. 2017-18 Certified Annual Report Action Exhibit

Business Manager Terri O'Brien has provided the enclosed summary information of our certified annual financial report. If board members have specific questions, they should contact Terri prior to the meeting to allow her time to research answers. The report is due September 15, 2018. The Board will consider action to accept the 2017-18 Certified Annual Report as submitted.

The recommendation of the superintendent is:

“to approve the 2017-18 Certified Annual Report as submitted.”

Aligned with the strategic goal of Fiscal Responsibility and Stability

24. 2017-18 Special Education Supplement Action

The Special Education Supplement report for the Department of Education was completed using information for the Certified Annual Report and other information. The District may request allowable growth and supplemental aid for a negative balance by requesting it. The deficit is down from \$577,407 last year to \$226,488 this year partly due to an increase in Medicaid reimbursements of approximately \$152,000.

The recommendation of the superintendent is:

“to request supplemental state aid in the amount of \$226,487.94 for the fiscal year 2018 negative special education balance.”

Aligned with the strategic goal of Fiscal Responsibility and Stability

25. 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 strategic goal of Fiscal Responsibility and Stability

26. 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 August 13, 2018 and Special Meeting/ Work Session on August 20, 2018 Exhibit
- b. Approval of Monthly Bills for September 2018 Action Exhibit

- c. Approval of Personnel: Resignations Action

Name	Position	Date Effective
Kristin McLeland	Learning Connection	9/4/18

Administration recommends that the Board approve the above personnel resignations.

- d. Approval of Personnel: Appointments Action

Name	Position	Amount	Start Date
Maria Reh	Booster Club concession stand manager	\$25 /hour	9/11/18

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

Addressed in agenda item 16.

- f. Licensed Employee Transfers Action

Employee	Current Position	Recommended Position
Jenisha Garden	Lincoln	Middle School
Elizabeth VonHagen	Washington	Lincoln
Ryan Fank	Lincoln	Washington
Sue Hoefler	Lincoln/Washington/Middle School	Lincoln/Washington
Jody Welter	Middle School	Middle School/Immaculate Conception

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
Delores Gaston	9 month confidential Secretary	12 month confidential Secretary

- h. Middle School PE Fundraiser Action
Exhibit

Administration recommends that the Board approve a Middle School Physical Education Fundraiser as presented. Student may purchase Speed Stack Sport cups and if they required number are sold to families the District will receive a set for free.

27. Correspondence/Miscellaneous Information

- Superintendent Evaluation forms Exhibit

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28. Important Upcoming Dates

Information

- Sept 24 Board Social for New Teachers 5:45 p.m. in the 7th grade learning studio
- Sept 24 School Board meeting at 6:00 p.m. in the 7th grade learning studio
- Sept 26 SIAC meeting at High School cafeteria
- Sept 28 Homecoming – Varsity football at 7:30 p.m. at Comet Field

29. Adjournment