



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

Regular Meeting
Monday, September 11, 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

Enter the NE doors adjacent to the new parking lot & bus loop



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.*

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

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 **Vice President Walker**

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.

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.

Annual Meeting

6. Affidavits from Depository

Informational

Each year as part of the annual meeting/reports, the treasurer will present the 6/30/17 affidavits of School Depositories. The Board will receive and examine the statements from the depository banks.

- C US Bank \$8,975,750.33
- First Security Bank \$ 0.00
- Bankers Trust \$1,466,900.56
- ISJIT – Food Service \$ 7,818.29 on-line lunch deposit account

Aligned with the 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. Naming of School Depository for 2017-18 Discussion/Action

Administration recommends naming the following banks as depositories for 2017-18

- C US Bank, Charles City \$15,000,000
- Bankers Trust \$2,000,000
- First Citizens National Bank, Charles City \$1,000,000
- First Security Bank & Trust, Charles City \$1,000,000
- Security State Bank, Charles City \$1,000,000
- Iowa Schools Joint Investment Trust \$ 500,000
- SchoolPay – My Payment Network \$ 500,000

The recommendation of the superintendent is:

“to approve the list of depository banks and amounts as listed for 2017-18.”

Aligned with the 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. 2016-17 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, 2017. The Board will consider action to accept the 2016-17 Certified Annual Report as submitted.

The recommendation of the superintendent is:

“to approve the 2016-17 Certified Annual Report as submitted.”

Aligned with the 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. 2016-17 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 recommendation of the superintendent is:

“to request supplemental state aid in the amount of \$577,407.08 for the fiscal year 2017 negative special education balance.”

Aligned with the 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.

Regular Meeting

10. Oath of Office for Student Board Member Action

Terri O'Brien, Board Secretary, will administer the oath of office to Falyn Knecht, a senior at Charles City HS. According to board policy, the student board member serves from the first regular meeting in September until the final 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.

11. Orange Frog Presentation Information

Since February, district staff have been taking part in Orange Frog training in groups of 20-25 people. Orange Frog is based upon the work of Shawn Achor, an American happiness researcher, author, and speaker, who has written *Big Potential*, *The Happiness Advantage*, and *Before Happiness*. Orange Frog was the second of the three leadership goals of the superintendent's Individual Professional Development Plan approved by the Board last October.

Brittni Molstead, Erin Lyman, and Scotti Hagensick each have been trained to serve as the local trainers for Orange Frog. They will share an overview of Orange Frog for board members and the public.

Aligned with the Board goal of Culture, Climate, and Environment

Aligned with Iowa School Board Standard 3, District Culture: Foster a culture that enables excellence and innovation.

12. Class of 2017 Exit Survey Information

Josh Johnson, CCHS Principal, will report the results of the class of 2017 exit survey conducted by LifeTrack Services.

Aligned with Board goal of High Academic Achievement; Culture, Climate, & 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.

13. 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	
Communications & PR		
Finance	Winterink	
Negotiations & Compensation	Macomber	
Policy	Dight	
County Conference Board	Frisbie	
SIAC	Dr. Cox	

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.

14. District Goals for 2017-18

Action

Administration recommends the following long-range goal in PK-6 reading (literacy) as specified in Iowa Code 256.7(21)(a):

By the year 2021, 85% of students in grades K through 4 will be at or above benchmark on the FAST assessment.

Administration also recommends the following annual reading goal which aligns with the long-range goal and is based on current reading (literacy) data as specified in Iowa Code 256.7(21)(a) and 256.7(21)(b)(4):

In the spring of 2017, 66% of students in grades K through 4 were at or above benchmark on the FAST assessment. By the spring of 2018, we will increase that percentage to 80%.

The recommendation of the superintendent is:

“to adopt the aforementioned goals as presented.”

Aligned with Board goal of High Academic Achievement

Aligned with Iowa School Board Standard 2, Student Learning: Provide effective leadership for quality instruction and high, equitable student learning.

15. West Parking Lot Project

Action
Exhibit

Terry McCarthy from SEH, Inc, reports that the West parking lot project at the middle school is complete. The project was completed by Wicks Construction, Inc. and included work on one change order.

#1 – Wicks Construction \$1,078.00 Clear trees/brush from designated area adjacent bus facility

The final acceptance of the project should include approval of final pay application. Final acceptance of the project will initiate the 30-day claim period, as provided by Iowa Code. Upon the elapse of 30 days following final acceptance, and providing no claims for unpaid labor or materials are filed, the retainage amount of \$7,218.51 should be paid to Wicks Construction.

The recommendation of the superintendent is:

“to approve the middle school West parking lot project change order 1, final acceptance of the project, and authorize payment of retainage to be distributed in 30 days 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.

16. Letter of Understanding & Contract Revision

Action
Exhibit

Now that the 5th grade is located at the new middle school instead of Lincoln Elementary, the board rescinded the elementary band extra duty pay that had been included with the middle school band teacher’s contract. There is a middle school extra duty pay already in place. Since neither the CCCEA nor the district requested any modification to that middle school extra duty pay on Schedule F, administration has proposed a Letter of Understanding between the teacher, the CCCEA, and the board to reinstate the elementary band extra duty pay for 2017-18 only. This gives both sides ample time to revisit the issue prior to negotiations this winter.

The recommendation of the superintendent is:

“to approve the letter of understanding with the Charles City Community School District Education Association 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.

17. 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
Falyn Knecht	Student Board Member	2018
Ryan Wolfe (Senior)	Student	2018
Kristin George (Soph)	Student	2018
Brandi Johnson	Parent	2018
Open	Parent	2019
Open	Parent	2019
Naomi Yaddof	Teacher (HS)	2018
Michelle Williams	Teacher (LE)	2018
Scotti Hagensick	Teacher (MS)	2019
Sandy Thomson	Teacher (WE)	2019
Linda Johnson	Community	2018
Diane Winter	Community	2019
Lorraine Winterink	Community	2019
Dr. Dan Cox	Superintendent	NA
Josh Johnson	Principal	NA
To be named 9/25/17	School Board	NA
To be named 9/25/17	School Board	NA
Lynette Hackett	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.

18. Financial Report for August 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 August 2017.

The recommendation of the superintendent is:

“to accept the August 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.

19. 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 August 14, 2017 and August 28, 2017 Exhibit
- b. Approval of Monthly Bills for September 2017 Action
Exhibit
- c. Approval of Personnel: Resignations Action

Name	Position	Date Effective

Administration recommends that the Board approve the above personnel resignations.

- d. Approval of Personnel: Appointments Action

Name	Position	Amount	Start Date
Annick Beaver	Title I at Lincoln Elementary	\$14.58/hr	9/18/17

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
Renee Boss	Reinstate Elementary Band extra duty pay for 2017-18 only	\$2709	9/11/17

Addressed in agenda item 16.

- f. Licensed Employee Transfers Action

Employee	Current Position	Recommended Position
Caley Johnson	Preschool 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	Previous Position	New Position
Mary Cross	ECSE Instructional Assistant at Washington Elementary	Title I Instructional Assistant at Washington Elementary
Brenda Marpe	PT MS Library Aide	FT 5-12 Library Aid
Loren Robbins	Title I Instructional Assistant at Washington Elementary	

20. Correspondence/Miscellaneous

Information

- Charles City Growth FAST Congratulatory Letter

21. Important Upcoming Dates

Information

- Sept 12 School Board election
- Sept 18-22 Homecoming Week
- Sept 23 CCCEEF Hall of Fame induction brunch
- Sept 25 School Board meeting at 6:30 p.m. in the 7th grade learning studio
- Sept 27 SIAC meeting at 5:00 PM

22. Adjournment