



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

Social to Recognize Incoming and Outgoing Board Members

Monday, September 25, 2017
6:00 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

Members of the Charles City Community School District Board of Education will gather in a social setting for 30 minutes prior to the start of the regular board meeting. This is an opportunity for the public to meet Falyn Knecht (student board member), Missy Freund, and Josh Mack. It is also a time for the public to thank James Frisbie and Lorraine Winterink for their service on the school board.

No action will be taken. This event is open to the public.

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

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

Regular Meeting
Monday, September 25, 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
Falyn Knecht, Student Board Member (Non-Voting)

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

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.

Old Business and Retiring of the Board

6. Approval of Minutes of the Regular Meeting held on September 11, 2017 Action
Exhibit

The recommendation of the superintendent is:

“to approve the minutes of the September 11 board meeting as presented.”

7. Canvass of Elections Action
Exhibit

The official Abstract of Votes from the Floyd County Board of Supervisors for the school election held on September 12, 2017. The official results are as follows:

<u>For the 4-Year Term</u>	<u>Votes</u>
Scott Dight	161
Missy Freund	212
Joshua Mack	214
Write-In Votes	28

Elected for the office, Director at Large for a term of 4 years: Scott Dight, Missy Freund, and Joshua Mack.

The recommendation of the superintendent is:

“to approve the Abstract of Votes as presented.”

8. Adjourn the Retiring Board Action

Following the reading of a resolution, the retiring board will adjourn and the new board members will join the board at the board seats.

WHEREAS, public schools are being held to higher standards of accountability than ever before at both state and federal levels; and

WHEREAS, school boards work diligently to ensure our young people are educated and prepared for college, careers, and citizenship; and

WHEREAS, the men and women elected to school board positions deserve recognition and thanks for their countless hours of volunteer service to public education; and

WHEREAS, James Frisbie and Lorraine Winterink have faithfully served the students and citizens of the Charles City Community School District for 4 and 6 years respectively;

BE IT THEREFORE RESOLVED that the residents of the Charles City Community School District acknowledge the contributions made by these board members and declare their appreciation and gratitude for such service.

Organizational Meeting

9. Call to Order by Superintendent Cox Roll Call

Scott Dight
Missy Freund
Joshua Mack
Robin Macomber
Jason Walker
Falyn Knecht, Student Board Member (Non-Voting)

10. Oath of Office for Newly Elected Board Member Oath of Office

Iowa Code 277.28 states that a newly elected board member must take the oath of office at or before the organizational meeting. Board members can be sworn in any time between the canvass of the election and the end of the organizational meeting. Board Secretary Terri O'Brien will administer the oath of office to Scott Dight, Missy Freund, and Joshua Mack.

11. Call for Nominations for Board President for 2017-18 Action

Dr. Dan Cox, Superintendent of Schools, 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. Dr. Cox will call for nominations.

12. Call for Nominations for Board Vice President for 2017-18 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.

13. Appointment of District Secretary/Treasurer for 2017-18 Action

Administration recommends that the board name Terri O'Brien as the District Secretary and Treasurer for 2017-18. The Board President will administer the oath of office to the new secretary-treasurer.

14. Appointment of Legal Counsel for 2017-18 Action

Administration recommends that the board appoint James Hanks from Ahlers & Cooney as Legal Counsel for 2017-18.

15. Naming of District Official Publication Action

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

16. Review of Policy 210.2, Regular Meetings Discussion/Action
Exhibit

According to Policy 210.2, Regular Meetings are scheduled for the second and fourth Mondays of the month, beginning at 6:30 p.m. Both meetings are regular meetings. This is the time for board members to discuss their preferences for both the frequency of meetings and the start time.

For much of the past three years, we have had a sufficient volume of business items upon which to take action that two meetings per month were warranted. In the exhibit provided, administration recommends having two monthly meetings in all months except December.

If board members are open to moving up the start time, administration recommends starting at 5:30 PM. There are concerts and events that do get scheduled on Mondays during the year. A 5:30 PM start time could allow for the board and public to attend both the board meeting and the co-/extra-curricular event on the same night.

The recommendation of the superintendent is:

“to set the regular meetings at **5:30 PM** on the second and fourth Mondays of the month.”

17. Committee Appointments for 2017-18

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:

- **Buildings and Grounds:** 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	2016-17 Members	2017-18 Members
Buildings & Grounds	Walker & Macomber	
Communications & Public Relations	Winterink & Walker	
Finance Committee	Dight & Winterink	
Negotiations & Compensation	Winterink & Macomber	
Policy	Walker & Dight	

Additional appointments are needed for the following:

Appointments	2016-17 Members	2017-18 Members
School Improvement Advisory Committee (SIAC)	Frisbie & Winterink	
Delegate to the Iowa Association of School Boards Delegate Assembly	Macomber	
County Conference Board Representative	Frisbie	

18. 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 2017-18 school year. The Level II investigator is a liaison from the local police department.

Regular Meeting

19. German American Partnership Program Information

Exchange students from our GAPP partner school in Walsrode, Germany will introduce themselves to the board and give a brief overview of what they hope to learn, see, and do during their three-week stay in Charles City. Next summer, we will send students to Germany to experience the German educational system.

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.

20. Athletic Complex Design and Fundraising Information/Action

Todd Forsyth, Activities Director, and members of the athletic complex ad-hoc committee will share information concerning the site development and fundraising for the new athletic complex. Reports will be received from:

- Vince & Jenny Huegel, Site Visit Report
- Jeremy Heyer, Design Development
- Kurt Herbrechtsmeyer and Dan Hageman, Capital Fund Drive

The final site plan for the athletic complex still is undergoing final revisions. It will be presented to the board at a future date.

The recommendation of the superintendent is:
“to approve the capital fund drive plans as presented.”

Aligned with the goal of Fiscal Responsibility and Stability and Facilities for Educational Excellence

Aligned with Iowa School Board Standard 5, Fiscal Responsibility: Sustain and enhance district resources through planning and fiduciary oversight.

21. Soccer Update Information

Todd Forsyth, Activities Director, will provide an update on the soccer program (coaches, schedule for 2018, etc.) that has been added to the extra-curricular offerings for high school students.

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.

22. Athletic Complex Transfer Resolution Action Exhibit

The Board has approved a dollar-for-dollar match of up to \$500,000 for the athletic complex. Administration requests approval of the resolution approving the transfers and the procedures in making the transfer.

The recommendation of the superintendent is:
“to approve the athletic field complex transfer resolution 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.

23. Request for Release from Teaching Contract

Action

Tami Howell, a faithful employee of the Charles City Community School District since August of 1996, has submitted a written request to be released from her elementary special education teaching contract. The board may approve the request outright, approve it with stipulations (such as finding a suitable replacement), or deny the request. In this specific case, administration recommends that the board approve Mrs. Howell's request to be released from her contract.

At the September 11 board meeting Terri O'Brien shared the special education deficit numbers for the previous school year. The biggest way to reduce the deficit is to reduce staffing costs. If the board accepts Mrs. Howell's request to be released, administration anticipates a savings of \$65,891.

We enrolled fewer students with special needs this fall than we anticipated. Elementary principals Marcia DeVore and Kara Shannon have met with Larry Wolfe, Director of Special Education, and elementary special education staff to realign student rosters. If the board accepts the resignation, Elizabeth Von Hagen will move from her teaching position at Lincoln Elementary to teach special education at Washington Elementary as part of the restructuring for this year. We anticipate Mrs. Howell's final day to be Thursday, October 5.

The recommendation of the superintendent is:

“to approve Tami Howell's request to be released from her teaching contract for the 2017-18 school year.”

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

Aligned with Iowa School Board Standard 3, District Culture: Foster a culture that enables excellence and innovation and Iowa School Board Standard 5, Fiscal Responsibility: Sustain and enhance district resources through planning and fiduciary oversight.

24. North Grand Building Baseline Finishes

Discussion/Action
Exhibit

Charley Thomson from North Grand Building, LLC sent a letter to Board President Dight and Superintendent Cox dated September 12, 2017. In the letter he delineated the proposed Baseline Standards for the renovated North Grand Building as follows:

- Stainless steel kitchen appliances;
- Granite, solid surface, synthetic surface or similar, or equal countertops throughout;
- Kohler, American Standard, Moen, Delta or equal plumbing fixtures;
- Semi-custom kitchen cabinets with wood doors and upgraded finish;
- Retain current spacious ceiling heights where possible;
- Reuse of existing building components where possible;
- Retain flooring, interior trim, wall surfaces (including chalkboards) and existing doors, where possible;
- Upgraded light fixtures with LED lighting or equal, and;
- Individual unit forced air heating and cooling systems with electronic controls.

The option agreement states that the foregoing proposed Standard is deemed to have been accepted in the absence of action by or on behalf of the Board within 14 days of this letter. Administration recommends acceptance of the baseline standards as presented.

Mr. Thomson also included in his letter that, in his opinion, the six-month time period of the option granted in the Agreement with the school district has not commenced. Our attorney does not share that opinion and has notified Mr. Thomson in writing that the six-month period did commence on June 12, 2017 and will expire on December 12, 2017.

The recommendation of the superintendent is:

“to approve the Baseline Standards for the renovated North Grand Building 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.

25. Legendary Teacher Day Resolution

Information

In November we will celebrate all of our staff as part of American Education Week. Legendary Teacher Day has been set aside for September 28th to recognize the contributions that a specific teacher, currently teaching or now retired, made in your life.

Whereas, the Charles City Community School District Board of Education believes we have all had special teachers that made a significant difference in our lives; and

Whereas, the Charles City Community School District Board of Education recognizes that those teachers demonstrated unique skills allowing them to transform their deep content knowledge into life changing student learning; and

Whereas, the Charles City Community School District Board of Education highly values the caring family culture created by those teachers; and

Whereas, the Charles City Community School District Board of Education understands that we often do not fully understand and recognize the profound influence teachers have on our future until we have lived our future; and

Whereas, the Charles City Community School District Board of Education realizes the importance of taking time to fully recognize the legendary teachers in our lives;

Therefore, Be it Resolved that the Charles City Community School District Board of Education does hereby affirm its support for September 28, 2017 as Legendary Teacher Day. We encourage our entire community to take time on this day and contact the Legendary Teacher in your life and express your gratitude for the difference they made in your life.

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.

26. 2016-17 LEP Allowable Cost

Action

The LEP (Limited English Proficient) allowable cost report for the Iowa Department of Education was completed using information from the Certified Annual Report and other information. The District may seek approval for the modified supplemental amount request for excess LEP costs for serving English language learners in a Limited English Instructional Program during the 2016-17 school year.

The recommendation of the superintendent is:

“to request modified supplemental state aid in the amount of \$61,369.69 for the fiscal year 2017 excess LEP costs.”

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.

27. Superintendent's Goals

Discussion

Board members will provide input on the superintendent's goals for 2017-18 as part of the evaluation process. Last year's goals included creation of a strategic plan for the district, working to enhance the culture and climate of all employee groups, and working with BLDD on the HS renovation project. The top three priorities from the Needs Assessment conducted in the fall of 2016 were: academic excellence, Phase II, and auditorium/fine arts.

Aligned with the all Board goals: Facilities for Educational Excellence; Fiscal Responsibility and Stability; Culture, Climate, and Environment; and High Academic Achievement

28. 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	8 th grade boys basketball coach	Upon suitable replacement

Administration recommends that the Board approve the resignation from Phil Smith. Administration recommends approving the resignation from Tad Barry pending suitable replacement.

b. Approval of Personnel: Appointments

Action

Name	Position	Amount	Start Date
Kimberly Carman	Bus Driver	\$16.44 per hr	9/26/17
Brandi Anderson	Asst Soccer Coach	\$2,324	9/26/17
Patricia Miller	Learning connection – parent educator	\$23 per hr	9/20/17
Carrie Jones	Learning connection – teacher assistant	\$12.50 per hr	9/20/17
Hidie Gardner	Preschool teacher	\$42,675.20	9/26/17

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.

c. Approval of Contract Revision

Action

Name	Position	Amount	Start Date

Addressed in agenda item 16.

d. Licensed Employee Transfers

Action

Employee	Current Position	Recommended Position
Elizabeth Von Hagen	Special Education at Lincoln Elementary	Special Education at Washington Elementary

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

- f. German American Partnership Program Fundraiser Action

Marilyn Buttjer requests approval of two bake sale fundraisers (October and December) to assist the 8 students traveling to Germany next summer with the German American Partnership Program.

- g. Transition Alliance Program (TAP) contract Action
Exhibit

Administration recommends approve of the TAP contract amendment dated 9/17/17. The original contract was dated 10/1/15 and ending 9/30/17. This amendment includes the 2017-18 budget of \$78,396 and renews the contract for another year to 9/30/18.

29. Correspondence/Miscellaneous Information

-

30. Important Upcoming Dates Information

- Sept 27 SIAC meeting at 5:00 PM
- October 2 TQ Committee at 3:45 PM in the CCMS conference room
- October 9 Regular School Board meeting at 6:30 in the 7th grade learning studio

31. Adjournment