

Regular Meeting – December 10, 2018

unapproved

The Charles City Board of Education met in regular session on Monday, December 10, 2018, in the Iowa BIG north classroom, North Grand Building, 500 N. Grand Ave, Charles City. President Macomber called the meeting to order at 5:45 p.m. Present: Board members Walker, Freund, and Mack (arrived at 5:46 p.m.). Absent: Board member Dight. Staff members present included Superintendent Fisher and Board Secretary O'Brien. Also present were nine visitors and staff.

The Mission/Vision statement was read by Director Freund.

(Walker/Freund) to approve the agenda as amended. One item under 14f, classified employee transfer was added for Julie Miller. Motion carried 3-0.

There was no public comment.

Board member Mack arrived at 5:46 p.m.

Superintendent Fisher reported District progress on the three Board/Superintendent goals: professional learning, culture & climate and facility projects.

- The District is planning a Purpose Retreat on January 2nd which is meant to discuss why we do what we do.
- He has met with the para educator group to discuss some of the changes which are being implemented.
- The District has been giving many tours of the facilities. There are four students coming into the District, January 4th.
- Facilities Director Mitchell and Supt Fisher had their Facilities retreat on Friday, December 7th. A report will be presented to the Facilities Committee on Wednesday, December 12th.

Supt. Fisher reported the SIAC committee met and heard a presentation on communications and being an invitational District.

In job shadowing reports, Jason Walker reported he met with Julie Parker, Middle School (MS) instructional assistant. He got the opportunity to see student engagement and compassion for students in action. Robin Macomber reported she met with Julie Tjabring, High School (HS) instructional assistant. That day Ms. Tjabring was helping the students learn real world laundry tasks. It was discussed future job shadowing reports be presented as part of the Board committee reports and staff names be assigned to Board members rather than drawing names at the meeting.

Teacher Leadership team (TLT) members, Sheila Etherington and Marie Conkin shared a video of District staff members explaining how TLT staff have helped them thru various situations and learn new ways of doing things. TLT goals include: 100% staff participation in their quarterly TL survey and each coach have 15 level-two interactions with staff. A level two interaction is defined as initiating a focused conversation/observation. They also shared 2018-19 survey results.

Supt Fisher reported on the Human Resources Conference he attended November 6th thru November 8th in Chicago. The conference was sponsored by the American Association of School Personnel Administrators and focused on providing training, and guidance on best-practice human resources strategies in hiring, management, and evaluation. This was three days of intensive

classroom work with experts in the area. He came back with three to five years of work. He explained the productivity difference between engaged various disengaged employees. The goal is to select the best people for a position leading to happy and healthy staff.

(Walker/Freund) to elect not to offer employee early retirement incentives for employees retiring at the end of the 2018-19 school year as recommended. Supt Fisher explained his recommendation. Due to increasing enrollment/ revenue projection for next year there is no need to reduce expenses. If an incentive is offered every year it is no longer an incentive but a benefit. Motion carried 4-0.

(Walker/Freund) to direct administration to secure a lobbying date and invite area boards to join us. The upcoming 2019 Legislative Session will convene on Monday, January 7, 2019. Members of the Charles City Board of Education have gone to Des Moines the past four years to lobby legislators on behalf of educational issues. Board members felt their efforts have been powerful. Supt Fisher will contact neighboring Districts and provide several dates during the last two weeks in January for the Board to choose from. Motion carried 4-0.

(Freund/Walker) to approve the School Budget Review Committee (SBRC) application authorizing the request for modified supplemental amount for increasing enrollment of \$270,960.90 as revised. The revision is being recommended since certified enrollment increased by one after the Board approved the first SBRC request. Motion carried 4-0.

(Mack/Freund) to accept the November 2018 financial reports as presented. Motion carried 4-0.

(Walker/Freund) to approve the consent agenda items as amended.

- Approval of the minutes of the regular meetings held on November 12, 2018 and November 26, 2018.
- Approval of the monthly bills for December 2018.
- Approval of the resignations of Michael Ludemann as custodian effective 11/13/18, Valerie Frascht as instructional assistant effective 12/10/18 and Terri Andrews as instructional assistant effective 12/20/18.
- Approval of the following appointments contingent upon completion of positive background checks. Also appointments are contingent upon successfully completing the pre-employment/post-offer functional capacity physical assessment.

Name	Position	Amount	Start Date
Julie Molstead	Virtual Learning Coordinator	\$5,000	12/11/18
Cynthia Caldwell	Custodian	\$16.09 /hr	01/02/19
Kelvin Marvin	Custodian/Driver	\$16.09 hr / \$16.52 hr	12/11/18

- Approval of the classified employee transfer for Julie Miller from full time educational secretary to part time instructional assistant.

Motion carried 4-0.

Vendor Name	Invoice Detail Description	Amount
Operating Fund:		
Access Systems	Copier/HS	\$ 9,180.08

Advanced Systems, Inc.	Copier Maint/Wash 8/19/18-11/18/2018	\$ 608.14
Ag Vantage FS, Inc	LP Fuel/Bus Barn	\$ 2,115.50
Ahlers & Cooney, P.C.	Legal Services	\$ 258.50
Amazon	Supplies/Nurse	\$ 4,591.83
American Association Of School Personnel Administrators	Certification Exam/M Fisher	\$ 275.00
Anderson, Brandy	Reimb Supplies	\$ 4.50
Apple Computer Inc	(15) Ipads/Wash	\$ 5,935.00
Arnold Motor Supply, LLP	Parts/Bus Barn	\$ 169.64
Atlantic Cocoa-Cola	Drinks/HS Smart Lunch	\$ 301.77
Avalon Center	Integrated Mental Health Services	\$ 1,312.00
Bancard Center	Miscellance Expenses	\$ 2,282.61
Breitbach Chiropractic	Physical/R Hebert	\$ 140.00
C.E. Stone Refrigeration	Equip Repair/B & G	\$ 259.75
Carolina Biological	Inst Supp/HS/Hervol	\$ 19.19
Carquest Auto Parts Of CC	Parts/Bus Barn	\$ 837.13
Cedar Falls Community Schools	River Hills Tuition	\$ 35,466.45
Central Lock Security	Install New Access Control/HS	\$ 2,575.00
Central Preschool	Voluntary 3 & 4 Yr Old Program/Nov	\$ 4,475.30
Central Rivers Area Education Agency	Inst Supplies/Wash/Kobliska	\$ 476.79
Century Link	Long Distance	\$ 180.00
Century Link	Local	\$ 1,561.12
Charles City Press	Subscription/CO	\$ 518.15
Choice Supply	Planner Refills/CO	\$ 861.29
City Laundering Co.	Towels/Bus Barn	\$ 58.92
City Of Charles City	Water	\$ 8,144.28
Clubs Choice	Fundraisers/Wash	\$ 9,496.76
Cyclone Awards & Engraving Inc.	Name Tags/J DeVore	\$ 24.25
Davidson, Caleb	Reimb Pizzas/MS Champs	\$ 42.55
DeBoest Concrete Corp	MS Roof Garden Project	\$ 12,325.54
Department Education	(21) Bus Inspections	\$ 840.00
Dight, Scott	Reimb Powerchair Rental/Annual Conv	\$ 93.60
Doors, Inc	Cylders & Keys/B & G	\$ 1,156.00
Drake University	Pursuing Victory Summit/HS/T Downing	\$ 210.00

Estes Construction	ICAT Assessment	\$ 12,500.00
Etherington, Sheila	Reimb Mileage	\$ 68.78
Fareway Store	Supplies/Homeschool Thanksgiving	\$ 124.24
Fisher, Mike	Reimb Toll/AASPA Conf/Annual Conv	\$ 101.81
Fluency Matters	Inst Supp/HS/Stoll	\$ 305.00
Follett School Solutions	Books/Elem Library	\$ 37.03
Gage Plumbing & Heating, Mick	Labor/B & G	\$ 121.06
Grainger	Supplies/B & G	\$ 997.92
Grob, Michelle	Reimb Reading Tub Supplies	\$ 88.91
Hampton, Hazel	Reimb Extended Daycare	\$ 150.00
Heartland Paper Co	Cleaning Supplies/B & G	\$ 2,023.38
Holub, Julie	Reimb Supplies	\$ 75.00
Hottle, Brooke	Reimb Meals/ISCA Conf	\$ 21.37
Hy Vee	Supplies/Linc Comet Cart	\$ 1,182.43
Interactive Health Technologies, LLC	Inst Supp/HS/Stallsmith	\$ 160.00
Iowa Communications Network	October Port Fee	\$ 2,577.75
Iowa Department Of Human Services	Nov 2018 Non Federal Share Of Medicaid	\$ 1,347.48
Iowa Division Of Labor Services	Boiler Inspection/MS	\$ 40.00
Iowa High Schl Music Asn	Jazz Band Reg/HS/Gassman	\$ 150.00
Jackson Street Press Inc	Color Prints/HS/T Mcinroy	\$ 7.70
JAMF Software	Casper Suite/Tech Dept	\$ 90.00
Jendro Sanitation	October Services	\$ 1,618.50
John Deere Financial	Supplies/B & G	\$ 948.46
Johnson, Jodie	Reimb Mileage	\$ 145.52
Kaeden Books	Inst Supp/Wash/Mutch	\$ 108.50
Keystone AEA 1	MTSS Framework Conf/L Johnson	\$ 255.00
Keystone Laboratories Inc	Wash Water Test	\$ 12.50
Koenigsfeld, Shellie	Mother Memorial	\$ 30.00
Kwik Trip	Diesel/Gasahol	\$ 7,944.96
L & J Welding	Supplies/B & G	\$ 3,070.65
Learning Supply	Inst Supplies/Wash	\$ 980.42

Lee Foundation Spraying & Insulation LLC	Insulation/Tiny House	\$ 1,000.00
Lenovo Inc	Palmrests/Tech Dept	\$ 1,565.68
Lessin Supply Company	Supplies/B & G	\$ 245.09
Lumley, Candice	Reimb Travel	\$ 34.24
Lundberg, Dene'	Servsafe Exams/HS/Mead	\$ 101.58
Marco, Inc	Printer/copier Maintenance	\$ 4,728.91
Mead, Cady	Reimb Meals/CTE Workshop	\$ 16.00
Mediacom	Internet/Alt HS 11/17/18-12/16/2018	\$ 129.95
Menards	Electrical Supplies/B & G	\$ 200.00
Mid American Energy Company	Electric/Gas	\$ 11,847.36
Midwest Bus Parts, Inc	Parts/Bus Barn	\$ 985.72
Mike's C & O Tire Service	Tires/Green Van	\$ 621.74
Millennium Technology Of Iowa Corp	Airdale Bkt/B & G	\$ 735.73
Moen, Chealsey	Reimb Meals/ISCA Conf	\$ 32.14
Molstead Motors Inc, Mike	Parts/Black Van	\$ 280.09
N.I.A.C.C - Mason City	CDL Class/S Cotton	\$ 850.00
N2Y	Inst Supp/MS/Holbach	\$ 1,104.90
Napa Of New Hampton	Parts/Lift/Bus Barn	\$ 29,425.10
Nashua-Plainfield Schools	Open Enrollment	\$ 18,114.72
North Butler Community School District	Open Enrollment	\$ 17,468.18
O'Reilly Auto Parts	Parts/Uplander	\$ 183.16
One Source The Background Check Company	(1) Background Check	\$ 7.50
Parts Town, Llc	Heater Assembly/B & G	\$ 370.64
Pepper Of Minneapolis	Inst Supp/MS/Boss	\$ 58.99
Performance Foodservice TPC	Groceries/HS Home Ec/Comet Cafe	\$ 512.49
Pioneer Valley Books	Inst Supp/Wash/Eiklenborg	\$ 198.00
Pitney Bowes	Postage For Meter Machine	\$ 131.09
Plank Road Publishing, Inc	Inst Supp/Linc/Finder	\$ 19.45
Pollard	Pest Control/Wash	\$ 175.00
Prichard, Ann	Reimb Parking/National Tag Conf	\$ 113.86
Rainbow Resource	Inst Supp/Homeschool	\$ 35.08
Reinhart Foodservice, LLC	Groceries/Daily Grind	\$ 208.63

Rieman Music, Frank	Inst Supp/HS/Gassman	\$ 112.06
Rieman Music	Inst Supp/HS/Gassman	\$ 42.95
Rifton Equipment	Chair Casters/Wash/Heeren	\$ 60.80
RR Books	Inst Supp/Wash/Eiklenborg	\$ 1,325.36
SAI	NAESP Membership/K Shannon	\$ 774.00
Sande, Diane	Reimb Supplies	\$ 64.07
Scholastic	Guided Reading/Wash/Eiklenborg	\$ 1,545.08
School Bus Sales Company	Parts/Bus Barn	\$ 81.31
School Health	Supplies/HS/Nelson	\$ 102.40
Schoolpay	School Pay Service Fee	\$ 18.35
Schueth Ace Hardware	Tape/Puller/B & G	\$ 1,373.75
Sickman, Karleen	Reimb Rise Closet Supplies	\$ 30.95
Singapore Math, Inc	Inst Supp/Homeschool	\$ 39.40
Social Thinking	Zones Curriculum/Linc/Boss	\$ 69.67
Speed Stacks, Inc	Fundraiser/MS/A Johnson	\$ 1,220.00
Spurgin, Bret	Reimb Supplies	\$ 15.92
St John's Luthern Church	Parish Hall Rent/Thanksgiving/Homeschool	\$ 35.00
Staples Advantage	Inst Supp/MS	\$ 339.68
State Of Iowa-Elevator Safety	NGB Reinspection Fee 10/22/18	\$ 300.00
Stock Glass	Glass/Bus 10	\$ 95.00
Storey Kenworthy/Matt Parrott	Inst Supp/Wash/Johnson	\$ 140.08
Superior Lumber Inc	Supplies/Voves/White/Spurgin/B & G	\$ 1,045.85
SWIVL	Swivl Stand/Ex In Ed/Hardy	\$ 898.00
Taher	Vending Machine Supplies/HS Smart Lunch	\$ 165.20
Teachers Discovery	Inst Supp/HS/Stoll	\$ 148.96
Thinking Cap Quiz Bowl	Inst Supp/TAG/Grob	\$ 173.00
Timberdoodle	Inst Supp/Homeschool	\$ 153.98
Timberline Billing Service LLC	Medicaid Billing Serivces	\$ 120.91
TPRS Books	Inst Supp/HS/Stoll	\$ 155.00
Triumph Surplus	UPS/HS/Sturtevant	\$ 11.18
US Cellular	Cell Phones/Tech Dept	\$ 297.07
USIC Locating Services, LLC	Iowa Locating/Tech Dept	\$ 225.11
Voves, David	Reimb Meal/State Math Leadership	\$ 38.29

Waverly-Shell Rock Community Schools	Open Enrollment	\$ 23,560.55
West Music Company	Inst Supp/HS/Sturtevant	\$ 223.39
Wilson, Jeremy	Reimb Supplies	\$ 129.83
Wood River Energy LLC	Natural Gas	\$ 5,201.29
Ziegler Inc	Parts/Bus Barn	\$ 885.15
Student Activity Fund:		
Amazon	Concessions	\$ 1,448.43
Anderson's Middle Zone	Supplies/Homecoming	\$ 62.96
Atlantic Cocoa-Cola	Concessions	\$ 1,167.72
Bancard Center	Pizzas/FFA Meeting	\$ 35.94
Blumhardt, Wayde	Var Boys Bball Off	\$ 113.15
Bob's Guitars	Mics/Repairs/Drama	\$ 656.68
Cedar Valley Fundraising	Fundraiser/Social Studies Trip/HS/Pittman	\$ 2,021.00
Charles City Press	Certificates/Athletics	\$ 356.69
Cicetti, Dave	Var Girls Bball Off	\$ 106.55
Clark, Kyle	Var Boys Bball Off	\$ 95.00
Coe College Jazz Summit	Reg/HS/Gassman	\$ 150.00
Crozier, Mike	Var Girls Bball Off	\$ 95.00
Dave's Restaurant	Meals/GAPP Farewell Dinner	\$ 492.00
Decker Sporting Goods	Slip Nott/Boys Bball	\$ 1,359.15
Dingel, Dennis	7 Girls Bball Off	\$ 70.00
Eckerman, Eric	Var Wrestling Off	\$ 124.90
Gielau, Al	8 Girls Bball Off	\$ 280.00
Group Travel Planners	Hamilton Trip/2nd Installment/HS Band	\$ 5,200.00
IAHSSCA	Annual Membership/Soccer	\$ 30.00
Iowa FFA Association	District Membership Fee/FFA	\$ 2,145.50
John Deere Financial	Wood Shavings/FFA	\$ 255.03
Johnson, Dale	7 Girls Bball Off	\$ 140.00
Marley, Jay	Var Wrestling Off	\$ 124.90
Mat Club	30% Concession Stand Profit	\$ 593.85

Mckenzie, Brad	Reimb Soccer Coaching Symposium	\$ 75.00
Mena-Davis, Melina	Reimb Supplies	\$ 24.82
Morris, Randy	JV Boys Bball Off	\$ 75.00
National FFA Organization	Jackets/Ties/Scarves/FFA	\$ 878.50
Otto's Oasis	Flowers/Homecoming	\$ 50.00
Pearce, Brian	Var Girls Bball Off	\$ 95.00
Pump, Marty	7 Girls Bball Off	\$ 70.00
Pyatt, Hattie	Reimb Xcountry Trip Exp	\$ 200.00
Resilite Sports Products, Inc	Mats/Wrestling	\$ 6,537.60
Rieman Music, Frank	Supplies/HS/Gassman	\$ 342.14
Schoolpay	School Pay Service Fee	\$ 17.21
Schueth Ace Hardware	Supplies/Drama	\$ 84.06
Scott, Tony	8 Girls Bball Off	\$ 280.00
Screen Prints To Go	Tshirts/Marching Band/Gassman	\$ 530.62
Taher	Concessions	\$ 799.89
Wangsness, Dave	Var Boys Bball Off	\$ 95.00
West Music Company	Supplies/MS/Rhine	\$ 68.20
Management Fund:		
Iowa Workforce Development	Unemployment	\$ 3,576.75
Athletic Complex Project Dev Project Fund:		
Central Rivers Area Education Agency	Athl Complex Banquet Tickets/J DeVore	\$ 25.02
Physical Plant & Equipment:		
Cedar Falls Community Schools	River Hills Tuition	\$ 5,589.81
DeBoest Concrete Corp	MS Roof Garden Project	\$ 13,963.26
First Congregational Church	Carrie Lane Rent/December 2018	\$ 420.00
Gage Plumbing & Heating, Mick	NGB Boiler Repair	\$ 8,023.32

Molstead Motors Inc, Mike	2017 Dodge Grand Caravan/2006 Nissan Titan	\$ 27,831.00
Debt Service Fund:		
Pinnacle Public Finance, Inc	Interest Payment/2015 Sales Tax Bond	\$ 52,416.00
School Nutrition Fund:		
Marco, Inc	Printer Maint/FS/Oct	\$ 16.28
Marvin, Sally	Reimb Lunches	\$ 8.10
Schoolpay	School Pay Service Fee	\$ 533.10
Taher	Operating Expenses/USDA Credit	\$ 99,155.78
Health Insurance Fund:		
Blue Cross Blue Shield Of IA	November Billing-(4) Weekly Draws	\$ 382,500.00
Floyd County Hospital	Retire/Spouse Blood Draw	\$ 3,220.00
Agency Fund:		
Central Rivers Area Education Agency	Materials/Iowa Big North	\$ 34.00
Decker Sporting Goods	Shirts/Spirit Shop	\$ 473.05
Superior Lumber Inc	Supplies/Rock Climbing Wall/Pittman	\$ 95.14
Voves, David	Reimb HS Lounge Exp	\$ 75.00
XGrain Sportswear	Shirts/Spirit Shop	\$ 2,860.00

The November enrollment summary was provided to the Board.

The Board discussed other important upcoming dates. The next regular Board meeting is scheduled for Monday, January 14, 2019 in the 7th grade learning studio.

(Walker/Mack) to adjourn to closed session as 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 be kept confidential as a condition for that governmental body’s possession or continued receipt of federal funds.” The Board will discuss the midpoint evaluation of the Superintendent of Schools. Roll call vote. Motion carried 4-0.

Time In: 6:35 p.m.

Time Out: 7:01 p.m.

President Macomber adjourned the meeting at 7:01 p.m.

Terri O'Brien, Board Secretary