

Regular Meeting – April 9, 2018

Unapproved

The Charles City Board of Education met in regular session on Monday, April 9, 2018, in the 7th grade learning studio, Charles City Middle School (MS). President Walker called the meeting to order at 5:00 p.m. Present: Board members Dight, Freund, Mack, and Macomber and Student Director Knecht. Absent: none. Staff members present included Superintendent Dr. Cox and Board Secretary O'Brien. Also present were approximately 9 visitors and staff.

The Mission statement was read by Student Director Knecht.

(Dight/Freund) to approve the agenda as presented. Motion carried 5-0.

Prior to the Superintendent search firm presentations, President Walker stated that after hearing presentations the Board may or may not have a decision to approve a contract. Each firm will be allowed 40 minutes to give their presentation and answer board questions.

Mike Billings, McPherson & Jacobson, presented first. They are a nationwide search firm with its home office in Omaha. They have completed searches for small and large schools and pride themselves to find what we are looking for in a match. If the Board chooses all five phases of their search proposal, they will provide a 2-year guarantee. The maximum that the District would pay is \$9,950.

At 5:41, Dale Monroe, Ray & Associates began his presentation. The company was began in 1975. They average about 70 applicants per search and make many contacts to recruit more applicants. Theirs is a very thorough and flexible process. Typically a search lasts for 10-12 weeks but he could modify our timeline to culminate with a selection by June 12. The cost is \$6,500 plus reimbursements. They have a two year guarantee on their searches.

At 6:23, Trent Grundmeyer and Roger Wilcox, Grundmeyer Leader Search, began their presentation. Their philosophy is they work for the Board and set us up for success. They have a detailed entry plan created using feedback during the search process. To set the new Superintendent up for success, they have access to ISFIS, Inc. for a day-long session to learn first-hand about the district's finances and student achievement data. They project a Superintendent would be hired by mid-May. A full search, including a day at ISFIS, \$1000, is estimated \$9,989.36, however the District may choose to remove or conduct some steps on their own and reduce the cost.

The Board took a 10-minute recess at 7:15 p.m.

Board member Macomber commented the Board has had their presentations since March 29 but now had the chance to hear from their representatives. They will have a good search firm whichever firm they pick. There was much discussion. President Walker noted that the cost difference between firms wasn't great and how important it will be to get the best candidate for Charles City.

During public comment, Larry Wolfe, Assistant High School Principal, said he has had people contact him from places where Grundmeyer has had the search and there has been nothing but positive comments.

(Macomber) moved to hire Ray and Associates. Motion died for lack of second.

(Mack) moved to hire Grundmeyer Leader Search. Motion died for lack of second.

(Mack/Freund) to schedule a special meeting on Wednesday, April 11, 2018 at noon to appoint an executive search firm. Motion carried 5-0.

The Board took a recess at 7:27 p.m. to notify the search firms of the decision.

(Dight/Freund) to reconsider the motion to schedule a special meeting for Wednesday, April 11th. Motion carried 5-0.

(Macomber/Dight) moved to hire Grundmeyer Leader Search for the 2018 Superintendent search. Motion carried 5-0.

The Board took a recess at 7:38 p.m. to call the search firms. Item 6 to discuss the timeline with the search firm was tabled until Grundmeyer Leader Search representatives could return to the meeting.

At 7:41 p.m. the regular meeting began. There was no public comment.

During Board member and Superintendent comment, Dr. Cox commented they are working on the best solution to last Tuesday's snow day and the impact to the end of the school year. Congratulations to Josh Dean named the teacher of the year by the Iowa Association of Alternative Education at their conference last Thursday.

The public hearing on the proposed 2018-19 certified budget was held. The notice was published according to standards. There were no written comments received prior to the public hearing. There was no oral comments made during the hearing. The public hearing was closed at 7:42 p.m.

(Dight/Freund) to approve the 2018-19 certified budget, 6% income surtax rate and \$12.746 property tax rate as published. The property tax rate increased .03% or \$0.004 cents. The income surtax rate will remain at 6%. Motion carried 5-0.

The public hearing on the proposed 2017-18 certified budget amendment was held. The notice was published according to standards. There were no written comments received prior to the public hearing. There was no oral comments made during the hearing. The public hearing was closed at 7:44 p.m.

(Macomber/Dight) to adopt the 2017-18 certified budget amendment as published.

Area	From	To	Reasons
Instruction	\$12,329,000	\$12,985,000	Categorical Funds Carryover Spending
Non-instructional Programs	\$ 999,480	\$ 1,020,000	Allowance for Increased Food Service Spending

There increases do not mean an increase in taxes. The increase allows the District to spend more of the funding already accumulated. Motion carried 5-0.

Dr. Cox lead discussion on the 2018-19 cost reduction recommendation. He has been working to establish an operational sharing agreement with neighboring districts that will generate additional state dollars in FY20. In addition, negotiations with the two unions are still in process. Dr. Cox recommended delaying a decision until the April 23rd board meeting. There was no public comment.

(Mack/Macomber) to approve a 7-year contract with Atlantic Coca-Cola Bottling Company to supply pop, water and Power Ade as recommended. The contract with Pepsi has expired. Todd Forsyth, Activities Director, explained how he received quotes from two vendors: Pepsi and Atlantic Coca-Cola Bottling Company. The quote from Atlantic Coca-Cola Bottling Company includes \$12,500 toward the athletic complex in years one and two and an additional \$2,250 towards the complex in years three through seven, totaling \$36,250. The \$25,000 gift includes naming rights to the scoreboard for one diamond for 10 years, beginning when the diamond is complete and we start playing games there. Motion carried 5-0.

(Macomber/Freund) to accept the March 2018 financial reports as presented. Motion carried 5-0.

Director Macomber requested to pull item G from the consent agenda for further discussion.

(Dight/Macomber) to approve the consent agenda items less item G as presented.

- Approval of the minutes of the regular meetings held on March 19, 2018 and March 26, 2018.
- Approval of the monthly bills for April 2018.
- Approval of the resignation of Kendall Gent as 4th grade teacher, MS football coach and 9th grade baseball coach effective at the end of the school year.
- Approval of the appointments of Hannah Kemp as assistant girls tennis coach at \$2,324.00 effective 4/9/18, and Samuel Shaffer as High School (HS) English teacher, Chealsey Moen as HS counselor, Malinda M. Mick as elementary media & technology specialist effective 8/13/18. The amount of the contract will be finalized after the 2018-19 collective bargaining agreement is approved. All appointments are contingent upon release from current contract and completion of positive background checks and successfully completing the pre-employment/post-offer functional capacity physical assessment and having the Para Certification on file and any additional testing if required.
- Approval of the administrative services agreement between the State of Iowa, Department of Administrative Services and the District for the purpose of providing the State's 403(b) plan (RIC 403b) to the District's eligible employees.

Motion carried 5-0.

Vendor Name	Invoice Detail Description	Amount
Operating Fund:		
Aces	Safety Net Back Up/Tech Dept	\$ 403.00

Advanced Systems, Inc.	Copier Maint/Co 2/27/18-3/26/18	\$ 86.28
Ag Vantage FS, Inc	LP Fuel/Bus Barn	\$ 1,202.02
Ahlers & Cooney, P.C.	Legal Services	\$ 1,380.00
Amazon	Supplies/Tech Dept	\$ 931.92
American Recycling	Printer Disposal/Tech Dept	\$ 10.00
Arnold Motor Supply, LLP	Parts/Bus Barn	\$ 58.90
Avalon Center	Integrated Mental Health Services	\$ 1,148.00
Berends, Joel	Reimb Air Compressor/B & G	\$ 53.38
Big Brothers Big Sisters Of Northeast Iowa	Reimb January Mentoring Expenses	\$ 2,426.31
BLDD Architects	HS Design	\$ 59.82
Boullion, Barb	Mother Memorial	\$ 30.00
Breitbach Chiropractic	Physical/P Barrett	\$ 70.00
Bulk Book Store, The	Inst Supp/HS/S Hanson	\$ 345.90
C.E. Stone Refrigeration	Equip Repair/MS	\$ 216.25
Carey's Tractor & Tire Service	Parts/Payload/B & G	\$ 178.93
Carquest Auto Parts Of CC	Tubing Cutter/Bus Barn	\$ 469.16
Central Preschool	Voluntary 3 & 4 Yr Old Program/March	\$ 10,662.40
Central Rivers Area Education Agency	Inst Supp/MS/Hagensick	\$ 1,198.75
Century Link	LD/Wash	\$ 119.49
Century Link	Wash Phone	\$ 1,515.48
Charles City Electronics	(8) Keypad Alarms/B & G	\$ 279.92
Charles City Press	Reg Session 3/26/18	\$ 500.75
Choice Supply	Supplies/CO	\$ 373.21
City Laundering Co.	Towels/Bus Barn	\$ 58.92
City Of Charles City	Wash Water	\$ 3,381.71
Classroom Direct.Com	Storage Boxes/Wash	\$ 160.59
Congregate Meals	Wash FG Meals	\$ 102.00
CPI	Training/Certification/MS/Coon	\$ 1,500.00
Crane, Shelby-Lyn	Reimb Mandatory Reporter	\$ 25.00
Decker Sporting Goods	Goal Nets/Soccer	\$ 143.00
Etherington, Sheila	Reimb Mileage	\$ 48.63
Filemaker, Inc	Server Upgrade/Client Licenses/Tech Dept	\$ 1,150.00
Follett Software Company	Books/Burnham	\$ 277.91

Gage Plumbing & Heating, Mick	Service Call/Wash/Airdale Unit	\$ 1,107.95
Gassman, Jacob	Reimb IA Bandmaster Conf Reg	\$ 121.00
Grainger	Exit Sign/B & G	\$ 133.74
Haasco Ltd.	Asbestos Inspection/B & G	\$ 1,500.00
Hanes, Ann	Reimb Supplies	\$ 69.52
Heartland Paper Co	Cleaning Supplies/B & G	\$ 1,738.51
Hoefer, Sue	Reimb Meals/Shape Conf	\$ 68.20
Hy Vee	Snacks/Preschool	\$ 1,218.50
Interstate Motor Trucks, Inc	Parts/Bus 2	\$ 42.84
Iowa Dept Of Transportation	Fostergrandparents Gasahol	\$ 297.41
Iowa School For The Deaf	Interpreter Services/February 2018	\$ 3,182.50
Iowa State University	Behind The Scenes Reg/HS/D Lundberg	\$ 40.00
John Deere Financial	Wrench/Hacksaw/Misc/B & G	\$ 458.69
Johnson, Amy	Reimb Meals/Shape Conf	\$ 68.10
Journey Ed	(8) Microsoft Winsvr/Tech Dept	\$ 46.00
K-purchase	Inst Supp/Wash/Wilson	\$ 45.54
Kwik Trip	Sp Ed Gasahol	\$ 5,530.75
L & J Welding	Angle/B & G	\$ 124.00
Learning Supply	Inst Supp/Wash/Wilson	\$ 100.81
Lessin Supply Company	Supplies/Project 18	\$ 196.37
Marco, Inc	Staples/MS	\$ 77.02
Mason City Comm. Schools	Francis Lauer/MS Student	\$ 6,024.00
Mid American Energy Company	White Portable Building Elec	\$ 16,465.74
Midwest Bus Parts, Inc	Parts/Bus Barn	\$ 1,188.28
Midwest Equipment	Parts/Endloader/B & G	\$ 227.50
National Fireproofing Supply Co.	Spray/Wash	\$ 43.58
Network Computer Solutions Of Eastern Iowa, Inc	Server Upgrade/Tech Dept	\$ 7,785.00
Northland Products Company	Oil/Bus Barn	\$ 1,093.00
O'Reilly Auto Parts	Parts/Soccer Posts	\$ 112.15
One Source The Background Check Company	(4) Background Checks	\$ 58.50

Otto's Oasis	Corsages/Wash Fostergrandparents	\$ 70.00
Paper Corporation	Paper/Wash	\$ 4,989.06
Pepper Of Minneapolis	Inst Supp/MS/Boss	\$ 712.30
Pepsi-Cola Bottling	Drinks/HS Smart Lunch	\$ 116.11
Perry Novak Electric	Supplies/B & G	\$ 53.00
Pitney Bowes	Meter Rental	\$ 156.00
Pizza Ranch	Meals/MS PBIS/B Molstead	\$ 23.47
Primary Systems	Sound System Repair/MS	\$ 715.00
Project Lead The Way, Inc	Participation Fee/MS/White	\$ 750.00
Pure Fitness Innovations	Stepper/HS/Stallsmith	\$ 4,623.00
Quality Auto Service	Parts/Soccer Posts	\$ 150.00
Rainbow Resource	Inst Supp/Homeschool	\$ 342.54
Rhine, Bethany	Reimb Supplies	\$ 86.80
Rieman Music	Inst Supp/HS/Gassman	\$ 4.46
Roffman Band Service	Tuba Repair/HS Gassman	\$ 250.00
Rogotzke, Rusty	Reimb Meals/Shape Conf	\$ 80.61
School Bus Sales Company	Parts/Bus 8	\$ 58.60
School Fix	(11) Mirrors/MS	\$ 1,139.10
School Health	Supplies/Sp Ed	\$ 188.80
Schueth Ace Hardware	Supplies/B & G	\$ 148.62
Sherwin-Williams Company	Inst Supp/HS/J Lundberg	\$ 435.21
Spurgin, Bret	Reimb Supplies	\$ 38.09
Stallsmith, Steve	Reimb Meals/Parking/Shape Conf	\$ 133.14
Staples Advantage	Inst Supp/MS/Willey	\$ 305.29
Superior Lumber Inc	Supplies/Project 18	\$ 588.76
Teacher Direct	Inst Supp/Wash/Krueger	\$ 86.26
Timberline Billing Service LLC	Medicaid Billing Services	\$ 3,350.38
University Of Northern Iowa	Literacy Conf/MS/Platte	\$ 80.00
University Of Northern Iowa	Tuition/HS/A Gomez	\$ 238.00
University Of Northern Iowa	Governors Future Reg/HS/Trettin	\$ 50.00
US Cellular	Cell Phones/Tech Dept	\$ 250.37
West Music Company	Inst Supp/Wash/Finder	\$ 555.55
Wood River Energy LLC	NGB Gas	\$ 14,838.13
Student Activity Fund:		

Decker Sporting Goods	Sweatpants/Sweatshirts/Boys Track	\$ 476.50
Decorah High School	Entry Fee/Girls Track	\$ 80.00
Decorah High School	Entry fee/Boys Track	\$ 80.00
Decorah High School	Entry fee/Boys Track	\$ 40.00
Fareway Store	Concessions	\$ 310.23
Hy Vee	Supplies/HS	\$ 187.21
Iowa Association Of FCCLA	(2) State Leadership Conf/FCCLA	\$ 150.00
Iowa FFA Association	(7) Conf Reg/FFA	\$ 280.00
Iowa High Schl Speech Asn	Entry Fee/All State Individual	\$ 22.00
K Mart -	Supplies/FFA Leadership Conf	\$ 56.53
Kwik Trip	Concessions	\$ 55.04
Lundberg, Jim	Reimb FFA Domain/Website Fees	\$ 521.55
Mason City Comm. Schools	Boys Swimming Sharing Agreement 17-18	\$ 820.00
Mason City High School	Entry Fee/Wrestling	\$ 50.00
National FFA Organization	Tshirts/Caps/FFA	\$ 629.99
Nolt's Midwest Produce Supplies	Supplies/FFA	\$ 333.83
Oriental Trading Co Inc	Supplies/Prom	\$ 319.82
Pepsi-Cola Bottling	Concessions	\$ 553.56
Sam's Club	Concessions	\$ 228.66
Scentco	Supplies/MS St Council/Krueger	\$ 540.00
Spurgin, Bret	Reimb Pizzas/FFA Leadership Conf	\$ 59.90
Subway Store #396	Cookies/FFA Leadership Conf	\$ 150.00
Sumner-Fredericksburg-FCCLA	Reimb Lodging/FCCLA State Leadership Con	\$ 75.42
Superior Lumber Inc	Supplies/FFA	\$ 27.97
Wartburg College	Entry Fee/Boys Track	\$ 125.00
Waterloo West High School	Entry Fee/Boys Soccer	\$ 100.00
Waverly Shell Rock HS	Entry Fee/Girls Track	\$ 250.00
Physical Plant & Equipment:		
Bank Iowa	PPEL Capital Loan-Principal	\$ 628,145.00

School Nutrition Fund:		
Amazon	(2) Deposit Stamps/FS	\$ 17.98
Agency Fund:		
Otto's Oasis	Corsages/HS Fostergrandparents	\$ 10.00
Sunset Brokerage, Inc	Clay Targets/Shooting Comets	\$ 6,200.37

(Dight/Macomber) to approve the request from Justin DeVore, Communication & Community Engagement, to change his maximum vacation carryover provision due to his current & future anticipated workload on several projects, as amended. This is time he has accrued, and is not an additional benefit. The number of days was amended from 25 to 15 days carryover. Motion carried 5-0.

In other correspondence, the March enrollment summary was provided. Director Dight requested an analysis of the reason students are enrolling and leaving the district.

The Board discussed other important upcoming dates.

The Board took a recess at 7:46 p.m. until the superintendent search firm from Grundmeyer Leader Search (GLS) returned to discuss the timeline. At 8:05 p.m. Trent Grundmeyer and Roger Wilson led discussion on the 2018 superintendent search. There was much discussion and questions. The Board agreed to the following timeline.

April 11 – April 29	Application Period
May 7	5:30 p.m. Board review of candidate pool – closed session
May 10	1:00 p.m. Board screen candidates - closed session
May 16 *mid-afternoon - evening	Formal interviews with finalists –2 mixed interview teams

* There will be a closed session to review data of the day followed by open session to offer a contract.

Board members were reminded all information until the finalist are announced is to be kept confidential. Data showing the salary for Superintendents recently hired in comparable schools was discussed. Information on Charles City specific data will be sent to the board along with a sample posting and survey announcement. If the Board is aware of an internal candidate or candidates from other District this information should be sent to GLS so recruiting calls can be made. The Board Secretary will be the main contact for the District.

President Walker adjourned the meeting at 8:45 p.m.

Terri O'Brien, Board Secretary