

Regular Meeting – September 11, 2017

Unapproved

The Charles City Board of Education met in regular session on Monday, September 11, 2017, in the 7th grade learning studio, Charles City Middle School (MS). President Dight called the meeting to order at 6:30 p.m. Present: Board members Walker, Frisbie, Macomber and Winterink. Absent: none. Staff members present included Superintendent Dr. Cox and Board Secretary O'Brien. Also present were approximately nine visitors and staff.

The Mission statement was read by Vice President Walker.

(Macomber/Winterink) to approve the agenda as amended. Two classified employee transfers listed on the consent agenda were modified. The transfers should read: Mary Cross from special education instructional assistant to Title I aide and Loren Robbins from early childhood instructional assistant to special education assistant. Roll call vote. Motion carried 5-0.

There was no public comment.

Dr. Cox reported the school board election is tomorrow and encouraged people to get out and vote, homecoming is next week, and the Comet Hall of Fame induction will take place during homecoming week.

Annual Meeting

The Board received treasurers' statements from three banks which had a balance at fiscal yearend 6-30-17, CUS Bank \$8,975,750.33, Bankers Trust \$1,466,900.56 and Iowa Schools Joint Investment Trust (ISJIT) \$7,818.29.

(Walker/Macomber) to approve the list of depository banks and amounts 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

Roll call vote. Motion Carried 5-0.

(Macomber/Winterink) to approve the 2016-17 certified annual report as submitted. Business Manager, Terri O'Brien presented a Powerpoint with the highlights of the year end 6-30-17 financial statements. General Fund unassigned fund balance decreased 4.7% from \$1,791,742 to \$1,707,585. General Fund revenue increased 2.2% from \$17,531,791 to \$17,917,128. General Fund expenses increased 6.9% from \$16,962,755 to \$18,126,728. Fund balance changes for all other funds were also discussed. Roll call vote. Motion carried 5-0.

(Winterink/Macomber) to request supplemental state aid in the amount of \$577,407.08 for the fiscal year 2017 negative special education balance. The deficit increased from \$214,648 to \$577,407 mainly due to the addition of 14 instructional assistants to assist in meeting individual

educational plan (IEP) goals and to increase co-teaching between general education and special education. Roll call vote. Motion carried 5-0.

Regular Meeting

Terri O'Brien, Board Secretary, administered the oath of office to Falyn Knecht the newly appointed student board member. Falyn is a senior at the Charles City High School (HS).

Brittini Molstead, Erin Lyman and Scotti Hagensick, local "Orange Frog" trainers presented a Powerpoint and explained the school employee training that has taken place from March to June 2017. Orange Frog is based upon the work of Shawn Achor, an American happiness researcher, author and speaker. The goal is create a more positive culture and climate for staff and students.

Josh Johnson, HS principal, shared the results of the class of 2017 exit survey conducted by Life Track Services. 99 of 107 seniors took part in the survey. Exiting seniors were asked questions on their educational and career plans after HS, our culture and climate, participation and community. Mr. Johnson explained what they learned and what they are doing with the information. New classes and programs have been added to address college and career readiness and improve innovative learning skills.

There were no committee reports given.

(Winterink/Macomber) to adopt the aforementioned goals as presented.

The long-range goal in PK-6 reading (literacy) as specified in Iowa Code 256.7(21)(a) is "*By the year 2021, 85% of students in grades K through 4 will be at or above benchmark on the FAST assessment.*"

The 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) is "*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%.*"

Roll call vote. Motion carried 5-0.

(Walker/Macomber) to approve the MS West parking lot project change order 1 for \$1,078.00 with Wicks Construction, final acceptance of the project, and authorize payment of retainage to be distributed in 30 days as recommended. Terry McCarthy from SEH, Inc, reports that the West parking lot project at the MS is complete. The change order involved clearing trees/brush from a designated area adjacent bus facility. 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. Roll call vote. Motion carried 5-0.

(Walker/Winterink) to approve the letter of understanding with the Charles City Community School District Education Association (CCCEA) as presented. Now that the 5th grade is located at the new MS instead of Lincoln Elementary, the board rescinded the elementary band extra duty pay that had been included with the MS band teacher's contract. There is a MS 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. Roll call vote. Motion carried 5-0.

(Macomber/Walker) to accept the School Improvement Advisory Committee (SIAC) nominees as presented. Iowa Code 280.12 charges the board of directors of each public school district to appoint a 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.

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

Roll call vote. Motion carried 4-0. Winterink abstaining.

(Walker/Macomber) to accept the August 2017 financial reports as presented. Roll call vote. Motion carried 5-0.

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

- Approval of the minutes of the regular meetings held on August 14, 2017 and August 28, 2017.
- Approval of the monthly bills for September 2017
- Approval of the appointment of Annick Beaver as Title I instructional assistant at \$14.58 per hour effective 9/18/17.

- Approval of a contract revision as follows:

Name	Position	Amount	Start Date
Renee Boss	Reinstate elementary band extra duty pay for 2017-18 only	\$2,709.00	9/11/17

- Approval of the licensed employee transfer for Caley Johnson from preschool teacher to kindergarten teacher.
- Approval of the classified employee transfers for:

Employee	Previous Position	New Position
Mary Cross	Special education instructional assistant at Washington Elementary	Title I instructional assistant at Washington Elementary
Brenda Marpe	Part time MS library aide	Full time 5-12 library aid
Loren Robbins	Early childhood special education assistant	Special education assistant

Vendor Name	Vendor Description	Amount
Operating Fund:		
Advanced Systems, Inc.	Copier Maintenance	\$ 311.75
Ag Vantage FS, Inc	LP Cylinder/Bus Barn	\$ 20.52
Aird, Al	Reimb. Bus Fluid	\$ 7.51
Amazon	Lanyards, Inst Supplies, Supplies	\$ 1,991.73
Ames Community School District	Tuition/Level 3	\$ 12,811.26
Arnold Motor Supply, LLP	Parts, Impact/Bus Barn	\$ 232.45
B & H Photo-Video	Camcorders, memory cards, tripods/HS	\$ 1,243.80
Bancard Center	Lodging, Airfare, Medals, Software	\$ 3,336.96
Big Brothers Big Sisters Of Northeast Iowa	Reimb.Supplies, payroll, ins, fees	\$ 5,658.65
Boggess, Kellie	Reimb. Supplies	\$ 40.09
Booksource	Inst. Supplies/Early Literacy	\$ 2,108.96
Booksource	Inst. Supplies/Washington	\$ 2,186.00
C.E. Stone Refrigeration	Washington Water Repair/B & G	\$ 220.00
Carolina Biological	Inst. Supplies/HS	\$ 42.74
Carquest Auto Parts Of CC	Parts/Bus Barn	\$ 99.34
Cedar River Signs & Designs	Signs/J. DeVore	\$ 1,808.49
Cedar Valley Printing	UPS, Name Plate	\$ 28.20

Centerpoint Energy Services Retail, LLC	Gas bill	\$ 363.19
Central Rivers Area Education Agency	Teaching Transparently, Think sheets, ITCE logo	\$ 1,528.25
Century Link	Phone Bill	\$ 59.07
Century Link	Phone Bill	\$ 1,534.54
Charles City Electronics	Tripod, antenna/B & G	\$ 81.97
Charles City Press	Subscriptions, legal notice, regular sessions	\$ 1,407.35
Choice Supply	Inst. Supplies/MS, HS, Washington	\$ 2,973.03
Cintas	Towels/Bus Barn	\$ 66.60
Circle K Electronics	Move Transportation Ctr tower/B & G	\$ 380.00
City Of Charles City	Water bill	\$ 2,190.05
Classroom Direct.Com	Inst. Supplies/Washington, MS	\$ 821.85
Cox, Dan	Reimb meals/NEIC ADM meeting	\$ 78.00
Demco	Sign holders,carts,stool, displays	\$ 1,569.07
DeVore, Justin	Reimb. Supplies	\$ 57.29
Dick Blick Art Materials	Inst. Supplies/Lincoln, MS	\$ 9,306.33
Don's Repair	Rapid Loader/B & G	\$ 26.99
Ebsco Publishing	Magazines/MS Library	\$ 774.06
Fareway Store	Food, Drinks	\$ 766.79
Flinn Scientific	Inst. Supplies/HS	\$ 270.40
Floyd County Treasurer	Athletic land property tax pd by seller	\$ 165.00
Focus 3, LLC	Inst. Supplies/HS	\$ 75.00
Folkmanis Puppets	Inst. Supplies/Washington	\$ 96.96
Follett School Solutions	Web path, Destiny, Books	\$ 7,246.75
Gage Plumbing & Heating, Mick	Water Heater, reducers, duct, coupling, misc	\$ 9,951.44
Gale Cengage Learning	Textbooks/HS	\$ 4,818.00
Gallagher-Bluedorn Performing Arts	Admission tickets/Lincoln	\$ 105.00
Gaston, Sam	Reimb. Seatbelt covers	\$ 65.00
Goodwin Tucker	HS Freezer, cooler repair/B & G	\$ 589.27
Gopher Performance	Inst. Supplies/HS	\$ 409.97
Gopher	Inst. Supplies/Lincoln	\$ 1,492.63
Gorman, Holli	Reimb ICTM conference	\$ 65.00
Grainger	Bulbs, motors, emergency light/B & G	\$ 567.90

Hageman, Chris	Reimb. Teaching transparently conf. registration	\$ 250.00
Haldeman-Homme, Inc	MS screen & recoat/B & G	\$ 6,982.00
Hammond And Stephens	Inst. Supplies/MS	\$ 3.24
Heartland Paper Co	Cleaning supplies/B & G	\$ 5,560.71
Heeren, Jill	Reimb. Supplies	\$ 132.24
Heidi Songs	Inst. Supplies/Washington	\$ 317.65
Hillegas Flooring, LLC	Carpet/HS Library	\$ 9,436.20
Holiday Inn	Lodging/SAI Conference	\$ 1,865.92
Hotsy Cleaning Equipment	Remote box/Bus Barn	\$ 380.00
Hy Vee	Groceries/HS Home Ec	\$ 85.84
International Thought Leaders Network, LLC	Materials, participant kits	\$ 21,867.83
Iowa Communications Network	July port fee	\$ 597.17
Iowa Council Of Teachers Of English	Conf. registration/MS	\$ 160.00
Iowa Department Of Human Services	August 2017 Non Federal Share of Medicaid	\$ 1,557.10
Iowa High Schl Music Asn	2017-18 Membership	\$ 25.00
Iowa Pupil Transportation Assoc	2017-18 Membership	\$ 275.00
Iowa Testing Programs	Iowa Assessment Testing, IA Algebra Readiness	\$ 6,531.58
Iowa World Language Association	Conf. registration/HS	\$ 250.00
IT Supplies	Printers	\$ 16,594.00
Jackson Street Press Inc	PBIS postcards/Lincoln	\$ 70.36
John Deere Financial	Plumbing supplies, bulb, cord, supplies/B & G	\$ 397.78
K Mart -	Supplies/Washington	\$ 25.65
K-Log	Desk, file cabinets/Washington	\$ 3,677.00
Kamm Excavating	MS Project extras/B & G	\$ 3,879.50
Keystone Laboratories Inc	Washington Water Test	\$ 12.50
Kobliska, Judy	Reimb. Meal/Literacy Conference	\$ 15.00
Krueger, Amy	Reimb. Supplies	\$ 70.00
Kwik Trip	Diesel and Gasahol	\$ 1,810.41
Lakeshore Learning	Inst. Supplies, art center, storage	\$ 1,989.96

Materials	center/Washington	
Landers, Karen	Reimb. Bags/totes	\$ 222.10
Learning Supply	Inst. Supplies/MS, HS, Lincoln	\$ 781.73
Lessin Supply Company	Orings/B & G	\$ 1.00
Literacy Resources Inc	Inst. Supplies/Lincoln	\$ 159.98
Ludemann, Cara	Reimb.reading workshop materials	\$ 50.00
Macgill Co, William V	Supplies/Nurse	\$ 508.19
Marco, Inc	Copier and Printer Maintenance	\$ 3,033.43
Mena-Davis, Melina	Reimb. Carpet	\$ 92.40
Mid American Energy Company	Electric bill	\$ 13,171.32
Mid West Roofing Company	MS roof repairs/B & G	\$ 860.00
Midwest Bus Parts, Inc	Parts/Bus 12	\$ 32.75
Midwest Computer Products Inc	Projectors/HS	\$ 898.00
Mike's C & O Tire Service	Tires, trailer, tire repairs/Bus Barn	\$ 432.16
Molstead Motors Inc, Mike	Parts/Black car	\$ 239.68
Musician's Friend	Inst. Supplies/MS	\$ 903.20
My Payment Network	Credit card readers/CO	\$ 240.00
N.I.A.C.C - Mason City	Admission tickets/Lincoln	\$ 130.00
Nasco	Inst. Supplies/MS	\$ 480.12
Nashua-Plainfield Schools	Tuition/Level 1	\$ 5,676.60
Northland Products Company	Oil/Bus Barn	\$ 1,067.50
O'Reilly Auto Parts	Test clips, parts/Bus Barn	\$ 320.79
Paper Corporation	Paper	\$ 6,179.47
Perry Novak Electric	Parking lot lights, boiler shut off,water heater	\$ 6,832.72
Phonak	Service plan/Level 3	\$ 776.25
Pioneer Valley Books	Literacy footprints/Washington	\$ 7,790.00
Pitney Bowes	Postage for meter machine	\$ 2,500.00
Postmaster	Annual fee/CO	\$ 225.00
R.K. Backflow Testing	Water heater solenoid/B & G	\$ 1,344.68
Rainbow Resource	Inst. Supplies/Homeschool	\$ 1,531.21
Reach	Communication Monitors/HS, MS	\$ 2,288.00
Really Good Stuff	Inst. Supplies/Washington, Lincoln	\$ 826.19
River City Fence	Lincoln/HS Fence repair/ B&G	\$ 2,314.38
Rochester 100 Inc	Communication folders/Washington	\$ 500.00

Rodriquez, Jessica	Reimb. Textbook, tech fee	\$ 51.67
S & S Worldwide	Isnt. Supplies/Homeschool	\$ 65.98
Sadlier-Oxford: Progress In Mathematics	Textbooks/IC	\$ 3,435.26
SAI	Annual Conv., membership, pre-conference	\$ 1,119.00
Scholastic Teacher Resources	Subscription/MS	\$ 185.63
Scholastic Teacher Store	Books/Lincoln	\$ 5,218.92
School Bus Sales Company	Parts, labor/Bus Barn	\$ 1,280.58
School Speciality Inc	Inst. Supplies/Washington, Lincoln	\$ 514.00
School Specialty	Headphones/Washington	\$ 1,351.92
Schueth Ace Hardware	paint, locks, keys, misc supplies	\$ 645.21
Sherwin-Williams Company	Mesh strainers, paint/B & G	\$ 198.49
Sit Spots	Inst. Supplies/Washington	\$ 247.90
Special Medical Services Corp	Lift tests	\$ 490.00
Spieker, Amy	Reimb. Meals, lodging/Autism Training	\$ 347.35
Staples Advantage	Inst. Supplies/HS, Lincoln	\$ 1,434.48
Superior Lumber Inc	Biljax rental, bits/B & G	\$ 346.22
Swartzrock Implement	Supplies, key/B & G	\$ 18.85
Swisher & Cohrt, P.L.C.	Legal Services	\$ 17.50
Thomson, Sandy	Reimb.meals, mileage/NHA Training	\$ 289.44
Timberline Billing Service Llc	Medicaid billing services	\$ 122.53
Tudor, Jeanine	Reimb. Coffee maker	\$ 79.48
Voves, David	Reimb. Meals, frames	\$ 168.41
West Music Company	Inst. Supplies/MS	\$ 365.66
Wright Express	Gas card	\$ 120.56
Yabla, Inc	Subscription/HS	\$ 499.00
Youth Frontiers, Inc	Staff purpose retreat deposit	\$ 1,000.00
Student Activity Fund:		
Agile Sports Technologies	HUDL/Athletics	\$ 2,199.00
ASPI Solutions, Inc	Quikstats/Volleyball	\$ 75.00

Bancard Center	Meals and admission/FFA officer retreat	\$ 323.70
Becker, Trey	Football Official	\$ 70.00
Bernard, Kevin	Football Official	\$ 90.00
Bsn Sports	Supplies/Football	\$ 2,020.00
Decker Sporting Goods	Supplies/softball, football,volleyball,MS track	\$ 14,171.14
Derhammer, Darren	Football Official	\$ 90.00
Dingel, Dennis	Football Official	\$ 70.00
Fareway Store	Concessions	\$ 1,655.40
Gage Plumbing & Heating, Mick	Restroom rentals	\$ 504.00
Graphic Edge	Jackets/Pom Squad, Jerseys/Volleyball	\$ 803.93
Harter, Mike	Volleyball official	\$ 170.00
Hilltoppers Results Service	Timing services/Xcountry	\$ 183.32
Hy Vee	Concessions	\$ 49.13
IHSADA	NIAAA registration, State convention,IHSADA	\$ 245.00
Iowa Central Community College	Lodging, meals/State softball	\$ 1,467.80
Iowa Sports Supply	Medals/Athletics	\$ 576.65
John Deere Financial	Weightroom clorox wipes	\$ 19.96
Johnson, Brent	Football official	\$ 90.00
Kuennen, Brittany	Volleyball official	\$ 170.00
Luther College	Entry fee/X country	\$ 200.00
Lynch, Jack	Volleyball official	\$ 170.00
Marshalltown High School	Entry fee/Volleyball	\$ 50.00
Mary Rose Fair	Choreography/Pom Squad	\$ 500.00
Newton, Jerry	Starter/Cross Country	\$ 200.00
Olson, Frank	Volleyball Official	\$ 170.00
Pavlovich, Jeff	Football Official	\$ 70.00
Pepsi-Cola Bottling	Concessions	\$ 1,578.02

Pioneer Drama	Isnt. Supplies/Drama	\$ 504.00
Praska, Gary	Football Official	\$ 114.42
Rustad, Duane	Football Official	\$ 70.00
Sam's Club	Concessions	\$ 66.17
Score Vision LLC	Software renewal/Athletics	\$ 3,000.00
Screen Prints To Go	Tshirts/FFA	\$ 722.00
Skretta, Joe	Volleyball official	\$ 170.00
Spurgin, Bret	Reimb. Food & drink/FFA Officer meeting	\$ 43.60
Valley High School	Entry Fee/Volleyball	\$ 100.00
Wolfe, Kent	Football Official	\$ 90.00
Local Option Sales Tax Fund:		
Cresco Building Services, Inc	Transportation center/Application 12	\$ 66,570.30
Physical Plant & Equipment:		
Short Elliott Hendrickson, Inc	MS West parking lot project	\$ 8,059.56
Wicks Construction, Inc	MS West parking lot project	\$ 137,151.63
School Nutrition Fund:		
Dockendorf, Brodie	Reimb. Lunches	\$ 22.15
Kingery, Kim	Reimb. Lunches	\$ 4.35
Lopez, Jessica	Reimb. Lunches	\$ 17.10
Marco, Inc	Printer Maintenance/FS	\$ 7.13
Health Insurance Fund:		
Blue Cross Blue Shield Of IA	August and September billing	\$ 340,000.00

Roll call vote. Motion carried 5-0.

In other correspondence, Dr. Cox shared the congratulatory letter from Central Rivers Area Education Agency for gains in student achievement in literacy, grades kindergarten thru 3rd. Charles City Community School District percentage growth was 11.9% while the state growth

was 2.9%.

The Board discussed other important upcoming dates. The next regular Board meeting is scheduled for Monday, September 25, 2017 in the MS 7th grade learning studio.

President Dight adjourned the meeting at 7:58 p.m.

Terri O'Brien, Board Secretary