



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

Regular Meeting

Monday, February 4, 2019

6:15 P.M.

**Charles City Middle School
Gather space, 7th grade learning studio
1st Floor (North End)**

1200 1st Ave.

Charles City, Iowa

1. Call to Order by Chairperson

Roll Call

Robin Macomber, President

Jason Walker, Vice President

Scott Dight

Missy Freund

Josh Mack

Isaiah Tilton, Student Board Member (Non-Voting)

2. Reading of the District Mission/Vision Statement and Core Values by
Director Dight

Our mission is to engage, inspire, and empower students and staff in order to maximize learning.

Our District core values are: Best for all Kids, Family, Committed Leaders, Passionate and Invitational.

3. Approval of Agenda

Action

4. Welcome Visitors: Public Comment

As we begin our agenda tonight, let me explain our process for public comment. On behalf of the board members, I invite any member of the audience to approach the microphone with comments about items of interest or concern. Please begin by stating your name and contact information. Please limit your comments to three (3) minutes so 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 agenda in a timely manner.

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

Comments from the public are not limited to items or topics on tonight’s agenda, but they 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.

6. 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)
Facilities	Walker	No
Communications & Public Relations	Mack	No
Finance	Dight	No
Negotiations & Compensation	Macomber	No
Policy	Freund	No
County Conference Board	NA	No
SIAC	Supt Fisher	No
Job Shadowing Report	Board Members	Yes

Aligned with strategic goals of High Academic Achievement; Culture, Climate, & Environment; Fiscal Responsibility & Stability; and Facilities for Educational Excellence

7. Sale of North Grand Building Information

Shawn Foutch, Foutch Brothers, LLC will share information on his offer to purchase the 1932 section of the North Grand Building. The developer is agreeing to purchase the 1930’s section of the school for redevelopment. He will share his background, work, and future plans for the property.

Aligned with Board/Superintendent goal 3: Facilities and Infrastructure
Aligned with Strategic Focus Area 5: FACILITIES FOR EDUCATIONAL EXCELLENCE

8. National School Counseling Week Information

National School Counseling Week (NSCW) is February 4-8, 2019. To recognize the hard work of our School counselors Sandy Thomson (Washington), Scotti Hagensick (grades 3-6), Brooke Hottle(MS/HS), and Chealsey Moen (HS) we Proclamation:

WHEREAS, school counselors are employed in public and private schools to help students reach their full potential; and

WHEREAS, school counselors are actively committed to helping students explore their abilities, strengths, interests, and talents as these traits relate to career awareness and development; and
WHEREAS, school counselors help parents focus on ways to further the educational, personal and social growth of their children; and
WHEREAS, school counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves; and
WHEREAS, school counselors seek to identify and utilize community resources that can enhance and complement comprehensive school counseling programs and help students become productive members of society; and
WHEREAS, comprehensive developmental school counseling programs are considered an integral part of the educational process that enables all students to achieve success in school;
Therefore, the Charles City Community School District, does hereby proclaim February 4–8, 2019, as National School Counseling Week.

Aligned with the Board/Superintendent goal 2: Culture and Climate

Aligned with Strategic Focus Area 1: HIGH ACADEMIC ACHIEVEMENT

9. Athletic Complex Update Information

Superintendent Fisher will provide an update on athletic complex. February 23, 2019 is the sports complex banquet fundraiser at the Youth Enrichment Center, Floyd County Fairgrounds.

Aligned with the Board/Superintendent goal 3: Facilities and Infrastructure

Aligned with Strategic Focus Area 5: FACILITIES FOR EDUCATIONAL EXCELLENCE

10. Senior Leadership Team Terms & Conditions of Employment Action
Exhibit

The terms and conditions of employment for the administrators and directors have been combined into the Senior Leadership Team handbook. The benefits have been changed in some cases. The new shared Human Resources Director benefits will be covered in the handbook.

The recommendation of the superintendent is:

“to approve the senior leadership team terms and conditions of employment for the 2019-20 contract year as presented.”

Aligned with the Board/Superintendent goal 1: Professional Learning

Aligned with Strategic Focus Area 4: FISCAL RESPONSIBILITY AND STABILITY

11. Group Benefit Partners Service Agreement Action

The District has sent a request for proposal for Human Resources services. Two bids were received. The low bid was from Group Benefit Partners (GBP) which is currently being used by two colleges, 12 K-12 schools and five counties mainly in northeast Iowa. They also service to Iowa Municipal Benefits plan which was created for small cities, currently at 40. This is a service agreement so will not change our benefits structure. The association leadership has met with the representation for an FAQ.

Included in the services of GBP is assistance in HR issues and ease of open enrollment/ACA information gathering for the calendar year 2019. They have an employee navigator system that would allow employees to make changes to employee benefits and streamline our open enrollment, COBRA, FMLA and ACA reporting. By outsourcing COBRA, we will eliminate significant liability. Employees would enjoy less disruption from the reduction in the amount of emails necessary to meet the regulatory and administrative paperwork needed to administer an employee benefit program. In addition to their navigator system they would act as a go between with benefit providers such as Wellmark, Delta Dental and other benefit carriers to negotiate the best prices and services and potentially offer a larger suite of voluntary benefits, such as vision. We expect a considerable

amount of time saved and efficiencies with the partnership.

The recommendation of the superintendent is:

“to approve the general service agreement with Group Benefit Partners for calendar year 2019 for an annual fee of \$30,000 as recommended.”

Aligned with the Board/Superintendent goal 1: Professional Learning

Aligned with Strategic Focus Area 4: FISCAL RESPONSIBILITY AND STABILITY and

Strategic Focus Area 3: EFFECTIVE COMMUNICATION

12. High School section L Roof Specification

Action
Exhibit

The Board approved the High School section L reroofing project for completion during the summer of 2019. Roof Section L is approximately 6922 sq. ft. is east of the HS cafeteria building structure located just north of the gymnasium. This project will be funded by Physical Plant and Equipment Levy (PPEL) funds. The specifications are for slightly sloped rubber roof with foam insulation. The specifications were sent to three contractors.

The recommendation of the superintendent is:

“to approve the final specifications and contract for the High School section L reroofing project and award a contract to Northern Cedar Service Co. for \$64,188 as presented.

Aligned with the Board/Superintendent goal 3: Facilities and Infrastructure

Aligned with Strategic Focus Area 5: FACILITIES FOR EDUCATIONAL EXCELLENCE

13. High School section N Roof Specification

Action
Exhibit

The Board approved the High School section N reroofing project for completion during the summer of 2019. Roof Section N is approximately 3850 sq. ft. east of the HS cafeteria building structure located just north of the gymnasium. This project will be funded by Physical Plant and Equipment Levy (PPEL) funds. The specifications are for slightly sloped rubber roof with foam insulation. The specifications were sent to three contractors.

The recommendation of the superintendent is:

“to approve the final specifications and contract for the High School section N reroofing project and award a contract to Northern Cedar Service Co for \$43,212 as presented.”

Aligned with the Board/Superintendent goal 3: Facilities and Infrastructure

Aligned with Strategic Focus Area 5: FACILITIES FOR EDUCATIONAL EXCELLENCE

14. Washington L shape Roof Specification

Action
Exhibit

The Board approved the Washington L shape reroofing project for completion during the summer of 2019. This roof is located in the middle of the building structure and north of the main entrance. This project will be funded by Physical Plant and Equipment Levy (PPEL) funds. The specifications are for slightly sloped rubber roof with foam insulation. The specifications were sent to three contractors.

The recommendation of the superintendent is:

“to approve the final specifications and contract for the Washington L shape reroofing project and award a contract to Midwest Roofing Company for \$21,500 as presented.”

Aligned with the Board/Superintendent goal 3: Facilities and Infrastructure

Aligned with Strategic Focus Area 5: FACILITIES FOR EDUCATIONAL EXCELLENCE

15. Snow Makeup Dates

Information/Action

Supt Fisher and the administrative staff have had discussions regarding snow make up alternatives. Supt Fisher will recommend revised snow make up dates for the 2018-19 school year. The Board may take action to approve the snow make up date changes to the 2018-19 school calendar.

Aligned with the Board/Superintendent goal 2: Culture and Climate
Aligned with Strategic Focus Area 2: CULTURE, CLIMATE & ENVIRONMENT

16. Financial Report for January 2019

Action
Exhibit

Director of Finance Terri O'Brien will briefly highlight some of the monthly financial reports during the meeting. Administration recommends approval of the financial report for January 2019.

The recommendation of the superintendent is:
 "to accept the January 2019 financial reports as presented."

Aligned with the Board/Superintendent goal 1: Professional Learning
Aligned with Strategic Focus Area 4: FISCAL RESPONSIBILITY AND STABILITY

17. 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 Meeting held on January 14, 2019 Exhibit
- b. Approval of Monthly Bills for February 2019 Action
Exhibit
- c. Approval of Personnel: Resignations Action

Name	Position	Date Effective
Rick Gabel	Middle School Principal	6/30/19

Administration recommends that the Board approve the personnel resignations..

- d. Approval of Personnel: Appointments

Action

Name	Position	Amount	Start Date
Patricia Kilby	Bus/Custodian	\$16.52 bus/ \$16.09 custodian	1/29/19

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. Licensed Employee Transfers Action

Employee	Current Position	Recommended Position

Administration recommends the transfers listed above in accordance with board policy 405.7 (Licensed Employee Transfers).

f. Classified Employee Transfers Action

A listing of support staff transfers is provided in accordance with board policy 411.6 (Classified Employee Transfers).

Employee	Previous Position	New Position
Jesusita Smith	Instructional Assistant Special Education and Native Language Interpreter	Native Language Interpreter
Sarah Vanderwerf	Administrative Support Specialist-1 (Campus Clerical Focus)	Administrative Support Specialist-2 Clerical and Special Education Focus K-12

g. Mass Care Shelter Agreement Action Exhibit

The Floyd County Emergency Management Commission has requested approval of an agreement for the temporary use of District facility designated for use as a public shelter during a declared or undeclared natural disaster. Administration recommends approval the athe agreement as presented.

h. FMC Early Childhood Agreement Amendment Action Exhibit

The Floyd, Mitchell, Chickasaw (FMC) early childhood Iowa (ECI) board, and the FMC ECI area provider, Learning Connections, is requesting a contract amendment for 2018-19 funding. The amount will increase by \$811 for a new total budget of \$16,311. Administration recommends approval of the contract amendment.

18. Correspondence/Miscellaneous Information

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19. Important Upcoming Dates Information

- February 11 No School board meeting - moved to Feb 4th.
- February 18 No School - Professional Learning
- February 23 Sports Complex Banquet Fundraiser
- February 25 Board meeting 6:15

20. Adjournment