



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

Regular Meeting
Monday, April 8, 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 Mack

*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 the 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. 2019-20 Certified Budget Public Hearing

This is the time when anyone may speak to the Board in support of, or against, any portion of the 2019-20 certified budget. Written comments also will be considered if received prior to the closing of the public hearing.

8. Consideration of the 2018-19 Certified Budget Action Exhibit

The published budget reflects \$12.75078 property tax rate and 6% surtax rate. Administration recommends the board approve the budget as follows:

- Property tax rate: \$12.75 (same as prior year)
- Surtax 6% (same as prior year).

The recommendation of the superintendent is:

“to approve the 2019-20 certified budget as recommended, 6% income surtax rate, and \$12.75078 property tax rate.”

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

9. 2019-20 School Calendar

Public Hearing

This is the time when anyone may speak to the Board in support of, or against, any portion of the 2019-20 school calendar. Written comments also will be considered if received prior to the closing of the public hearing.

10. Consideration of the 2019-20 School Calendar

Action
Exhibit

The proposed calendar includes the first day of classes Friday, 8/23/19 and the last day Friday, 5/22/20. There are 3 snow make up days built into the calendar. 3 additional days will be forgiven (if needed) with the hours built into the calendar. Any further days missed will be made up at the end of the school year.

The recommendation of the superintendent is:

“to approve the 2019-20 school calendar as recommended.”

Aligned with the Board/Superintendent goal 1: Professional Learning

Aligned with Strategic Focus Area 4: FISCAL RESPONSIBILITY AND STABILITY

11. Communications Update

Information
Exhibit

Justin DeVore, Communication & Community Engagement Director, will provide a Communications Update on core value best for all kids.

Aligned with Board/Superintendent goal 1: Professional Learning

Aligned with Strategic Focus Area 2 AND 3: CULTURE, CLIMATE, & ENVIRONMENT AND EFFECTIVE COMMUNICATION

12. Administrative Support Handbook Changes

Information/Action
Exhibit

Several changes have been made to the administrative support group (formerly Confidential Secretary group). Two new categories of administrative support were added to the group, program coordinators and Interpreter. Administrative support benefits were changed to coincide with teacher benefits: single dental insurance and \$50,000 term life. The reduction in benefits was added to administrator support pay.

The recommendation of the superintendent is:

“to approve the 2019-20 administrator support handbook changes as recommended.”

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

Aligned with Strategic Focus Area 2: CULTURE, CLIMATE & ENVIRONMENT

13. Administrative Support 2019-20 wages

Information/Action

Superintendent Fisher will explain the 2019-20 wages for the administrative support personnel. The hourly rate increased .34 cents for everyone and an additional .44 and .38 cents for the adm support specialist 1 and 2 respectively to compensate for reduction in benefits. The package increase of 2.34% is similar to the certified staff % package increase. The total wage increase for the group is \$17,046.69.

The recommendation of the superintendent is:

“to approve the 2019-20 administrative support hourly rate increase of .34 cents per hour, the hourly wage increase to compensate for the decrease in benefits for specialist 1 and 2, a 2.34% package as recommended. ”

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

Aligned with Strategic Focus Area 2: CULTURE, CLIMATE & ENVIRONMENT

14. Senior Leadership Handbook Changes Information/Action
Exhibit
- Several changes have been made to the Senior Leadership Team (formerly Administrators & Directors group). Senior leader benefits were changed to coincide with teacher benefits: single dental insurance and \$50,000 term life. The reduction in benefits was added to senior leader pay. Directors as part of the senior leadership team would receive a vacation maximum of 4 weeks vacation, reduced from 5 weeks, but will receive breaks as designated by the District in the school calendar for teaching staff and students.
- The recommendation of the superintendent is:**
“to approve the 2019-20 senior leadership team handbook changes as recommended.”
- Aligned with the Board/Superintendent goal 2: Culture and Climate**
Aligned with Strategic Focus Area 2: CULTURE, CLIMATE & ENVIRONMENT
15. Senior Leadership Team 2019-20 wages Information/Action
- Superintendent Fisher will explain the 2019-20 wages for the senior leadership team excluding the Superintendent which will be set after his final evaluation. The reduction to benefits in the form of dental and term life benefit changes was added to salary for the senior leader.
- The recommendation of the superintendent is:**
“to approve the 2019-20 list of senior leadership team salary increases totaling \$21,445 and a 2.00% package increase as recommended.”
- Aligned with the Board/Superintendent goal 2: Culture and Climate**
Aligned with Strategic Focus Area 2: CULTURE, CLIMATE & ENVIRONMENT
16. Licensed Employee Contracts Action
- There are two licensed employees that are not included in the bargaining union and have their wages set independently. Their percentage package increase and benefits are the same as the certified staff, 2.33% .
- The recommendation of the superintendent is:**
“to approve the 2019-20 contracts for Dan Caffray and Kiesha Trettin as recommended.”
- Aligned with the Board/Superintendent goal 2: Culture and Climate**
Aligned with Strategic Focus Area 2: CULTURE, CLIMATE & ENVIRONMENT
17. Food Service Management Company Extension Action
Exhibit
- The Food Service Management Company agreement bid and approved with Taher, Inc in 2018 was for one year. The District and Taher may extend the agreement each year by approving an extension. The fee per meal would increase from \$3.249 to \$3.34.
- The recommendation of the superintendent is:**
“to approve the first extension Food Service Management Company agreement with Taher, Inc. at a fee per meal of \$3.34 as recommended.”
- Aligned with the Board/Superintendent goal 2: Culture and Climate**
Aligned with Strategic Focus Area 2: CULTURE, CLIMATE & ENVIRONMENT

18. StratOp Proposal Action
Exhibit
- Superintendent Fisher will share information about the StratOp process. The purpose of this is to help the senior leadership team become aligned around a strategic vision and to see and appreciate their role in moving the district toward its defined objectives. The cost of \$16,800 includes several optional services but does not include lodging and mileage. Flexibility funds may be used to pay the cost.
- The recommendation of the superintendent is:**
“to approve the StratOp proposal for \$16,800 including optional services Champion Training and renewal/recalibration as recommended.”
- Aligned with the Board/Superintendent goal 2: Culture and Climate**
Aligned with Strategic Focus Area 2: CULTURE, CLIMATE & ENVIRONMENT
19. Athletic Complex Funds Transfer Action
Exhibit
- The District is continuing Athletic Complex fundraising efforts both locally and thru grant applications including in-kind donations of work. The project timeline calls for work to begin in June 2019. The Board will discuss the athletic complex funds transfer of funds from the Sales Tax fund to the Capitol Projects Athletic Complex funds to pay expenditures.
- The recommendation of the superintendent is:**
“to approve the board resolution: Inter-fund transfer between the sales tax fund and the Capital Project funded as presented.”
- Aligned with the Board/Superintendent goal 1: Professional Learning**
Aligned with Strategic Focus Area 4: FISCAL RESPONSIBILITY AND STABILITY
20. Financial Report for March 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 March 2019.
- The recommendation of the superintendent is:**
“to accept the March 2019 financial reports as presented.”
- Aligned with the Board/Superintendent goal 1: Professional Learning**
Aligned with Strategic Focus Area 4: FISCAL RESPONSIBILITY AND STABILITY
21. 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 Meetings held on March 18, 2019 Exhibit
and March 25, 2019 and Work Session on March 21, 2019

b. Approval of Monthly Bills for April 2019 Action Exhibit

c. Approval of Personnel: Resignations Action

Name	Position	Date Effective
Samuel Shaffer	English Teacher	End of School Year
Caleb Davidson	Special Education Teacher	End of School Year

Administration recommends that the Board approve the personnel resignations..

d. Approval of Personnel: Appointments Action

Name	Position	Amount	Start Date
Karleen Sickman	9th grade baseball coach	\$3,627.00	4/9/19
Brooke Samuelson	Middle School Counselor	\$43,708	8/12/19

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. Approval of teaching contracts for Steve McGrew & Ryan Fank Action Exhibit

Administration recommends approval of teaching contracts for Steve McGrew and Ryan Fank.

f. 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).

g. 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
David Bahe	12 Mo Custodian/Driver	9 Mo Custodian/Driver

22. Correspondence/Miscellaneous Information

- Enrollment Summary

23. Important Upcoming Dates Information

• April 9	Librarian Appreciation Day
• April 19	Snow Make up Day 4.4 hours. PD at 1:30

• April 22	Board Meeting 6:15pm
• April 24	Administrative Professional Appreciation Day
• April 27	Board Listening Post at McDonald's 9:00 - 10:00 a.m.
• April 29	HS Band Orchestra Spring Concert - NGB 7:30pm-10:00pm

24. Adjournment