



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

Regular Meeting

Monday, May 13, 2019

6:45 P.M. (Note change of time & location)

**North Grand Building  
Iowa BIG North classroom**

500 N. Grand 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 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. School Board Recognition Month: May 2019

The Charles City Community School District joins other districts and communities across Iowa this May to thank our elected school board members for their commitment to public education. Iowa School Board Recognition Month honors Iowa's volunteer school board members and recognizes that they are providing leadership, through responsibilities ranging from strong financial stewardship to ensuring rich and diverse curriculum, to make sure all students are prepared for a bright future when they graduate.

Supt Fisher will distribute certificates of appreciation to President Robin Macomber (2013), Vice-President Jason Walker (2014), Scott Dight (2013), Missy Freund (2017), and Josh Mack (2017). Isaish Tilton is the student board member this year.

**Aligned with the Board goal of Culture, Climate, & Environment**

7. Teacher Appreciation Month: May 2019

**WHEREAS**, teachers mold future citizens through guidance and education; and  
**WHEREAS**, teachers encounter students of widely differing backgrounds; and  
**WHEREAS**, our country's future depends upon providing quality education to all students; and  
**WHEREAS**, teachers spend countless hours preparing lessons, evaluating progress, counseling and coaching students and performing community service; and  
**WHEREAS**, our community recognizes and supports its teachers in educating the children of this community.  
**NOW, THEREFORE, BE IT RESOLVED** that the Charles City Community School District Board of Directors proclaims May, 2019, to be TEACHER APPRECIATION MONTH; and  
**BE IT FURTHER RESOLVED** that the Charles City Community School District Board of Directors strongly encourages all members of our community to join with it in personally expressing appreciation to our teachers for their dedication and devotion to their work.

**Aligned with the Board goal of Culture, Climate, & Environment**

8. 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**

9. Trauma Informed Instruction

Information  
Exhibit

Kara Shannon, Washington Elementary Principal, and Marie Conklin, Teacher Leader Coach, will present information on Trauma Informed Instruction 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**

10. Set the Date & Time of Public Hearing - NGB Land Conveyance

Action  
Exhibit

The City has recorded the quit claim deed to the School regarding the vacated ROWs.

The City is requesting the School move forward with setting a public hearing on the conveyance to the City of the 3 right-of-way parcels set forth in the acquisition plat located near the North Grand Building. At the May 28 meeting following public hearing, the School will consider the approval of the conveyance of the acquisition parcels to the City. The City can thereafter approve and accept the deed/conveyance.

**The recommendation of the superintendent is:**

“to set the date and time of a public hearing on the conveyance to the City of Charles City, of 3 right-of-way parcels set forth in the acquisition plat, for Tuesday, May 28, 2019 at the Charles City Middle School as recommended.”

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

11. North Grand Building - 1970 Addition

Action

The Board heard from The Learning Center, TLC, regarding their intent to move forward with renting space in the North Grand Building, 1970 addition. They are interested in renting rooms 130B through 134. The Superintendent and the TLC leadership may be able to negotiate some arrangement but more discussions are needed.

**The recommendation of the superintendent is:**

“to direct the Superintendent utilizing legal counsel to negotiate an agreement with TLC to utilize the space in the North Grand Building as recommended.”

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

## 12. Better Boardsmanship Goal Update

Discussion

In the four previous year the Charles City Community School District Board of Education earned the Better Boardsmanship Team Award of Achievement sponsored by the Iowa Association of School Boards. This agenda item formalizes the BBA as a Board goal for 2018-19 as part of the Board's commitment to continued learning and growth.

**Aligned with Board/superintendent goal 1: Professional Learning**  
**Aligned with Strategic Focus Area 1: HIGH ACADEMIC ACHIEVEMENT**

## 13. Professional Services Contract

Information/Action  
Exhibit

Superintendent Fisher is recommending a professional services contract with Skott & Anderson Architects to be the lead designer for the Athletic Complex. Jerry Mitchell, Facilities Director, is comfortable with Gary Anderson work because he knows the District from other projects, the High School site and his costs are reasonable.

**The recommendation of the superintendent is:**

“to approve the architectural & engineering services agreement for the Athletic Complex with Skott & Anderson Architects for Survey & Premium design, \$25,000, final design, \$95,000 and construction administration as needed not to exceed \$30,000 as recommended.”

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

## 14. Honorary Diploma Administrative Procedure

Information/Action  
Exhibit

The honorary diploma administrative procedure were developed to document the methods and process to awarding an honorary diploma.

**The recommendation of the superintendent is:**

“to approve Honorary Diploma administrative procedures as presented.”

**Aligned with Board/Superintendent goal 2: Culture and Climate**  
**Aligned with Strategic Focus Area 2 and 4: CULTURE, CLIMATE & ENVIRONMENT**

## 15. Relocation Assistance Administrative Procedure

Information/Action  
Exhibit

The relocation assistance administrative procedure were developed to document the methods process to provide relocation assistance to new members of the certified aor senior leadership teams.

**The recommendation of the superintendent is:**

“to approve the Relocation Assistance Administrative Procedures as presented.”

**Aligned with Board/Superintendent goal 2: Culture and Climate**  
**Aligned with Strategic Focus Area 2 and 4: CULTURE, CLIMATE & ENVIRONMENT**

## 16. CCCEA Side Agreement

Information/Action  
Exhibit

The current handbook or master contract language regarding placement on the salary schedule limits the initial placement at 7 years experience or step 8. In the interest of hiring the best teacher available the District will discuss a side agreement modifying this language.

**The recommendation of the superintendent is:**

“to approve the CCCEA side agreement regarding initial placement on the salary schedule as presented.”

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

**Aligned with Strategic Focus Area 2 and 4: CULTURE, CLIMATE & ENVIRONMENT**

17. Washington Playground Equipment PK-K

Action

Exhibit

The Board approved the Washington playground project for completion during the summer of 2019. The PK-K playground equipment, rubber surface and install were bid out. The maintenance staff will demolish the existing equipment. The PK-K playground is on the south side of the building.

Both the playground projects will be funded by Physical Plant and Equipment Levy (PPEL) funds. The combined budget for both the Washington playgrounds is \$250,000. The remainder of the budget after the equipment bids will be used for new fencing and cement which will bid separately.

**The recommendation of the superintendent is:**

“to approve the Washington playground equipment PK-K project bid to Boland Recreation for \$56,271 as presented.

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

**Aligned with Strategic Focus Area 5: FACILITIES FOR EDUCATIONAL EXCELLENCE**

18. Washington Playground Equipment Grades 1 and 2

Action

The Board approved the Washington playground project for completion during the summer of 2019. The bid is for grades 1 and 2 playground equipment, rubber surface and install were bid out. The maintenance staff will demolish the existing equipment. The Grade 1 and 2 playground is behind the building.

**The recommendation of the superintendent is:**

“to approve the Washington playground equipment grades 1 & 2 project bid to Boland Recreation for \$118,729 as presented.

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

**Aligned with Strategic Focus Area 5: FACILITIES FOR EDUCATIONAL EXCELLENCE**

19. Financial Report for April 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 April 2019.

**The recommendation of the superintendent is:**

“to accept the April 2019 financial reports as presented.”

**Aligned with the Board/Superintendent goal 1: Professional Learning**

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

20. 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 April 8, 2019 and April 22, 2019 Exhibit
- b. Approval of Monthly Bills for May 2019 Action  
Exhibit
- c. Approval of Personnel: Resignations Action

Name	Position	Date Effective
Noah Robbins	7th Grade Football Coach	5/13/19
Kiesha Trettin	TAP Program Coordinator	6/30/19

Administration recommends that the Board approve the personnel resignations..

- d. Approval of Personnel: Appointments Action

Name	Position	Amount	Start Date
Victoria Brandon	5-8 Spec Education Teacher	\$38,279	8/12/19
Justin Jacobs	5-12 Spec Education Teacher	\$53,842	8/12/19
Hailey Brown	9-10 Counselor	\$46,603	8/12/19
Megan Neuendorf	8th Grade Math Teacher	\$42,622	8/12/19
Taylor Elliott	3rd Grade Teacher	\$49,499	8/12/19
Bethany Jurrens	4th Grade Teacher	\$53,842	8/12/19
Jill Jacobs	HS Language Arts Teacher	\$54,566.00	8/12/19
Robert Pittman	MS Track Coach	\$2,165	5/13/19
Maria Reys Rubio	Adm Support - Native Language Interpreter	\$20.00/ hour	8/15/19
Carrie Eiklenborg	Title I Summer School Teacher	\$45.85/per diem	6/10/19
Callie Johnson	Title I Summer School Teacher	\$24.04 per diem	6/10/19
Kim Nichel	Title I Summer School Teacher	\$32.50/ per diem	6/10/19
Clarissa Matthews	Title I Summer School Teacher	\$33.61/ per diem	6/10/19
Jeremy Wilson	Title I Summer School Teacher	\$44.52/ per diem	6/10/19
Judy Kobliska	Title I Summer School Teacher	\$45.85/ per diem	6/10/19

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

<b>Employee</b>	<b>Current Position</b>	<b>Recommended Position</b>
Erik Hoefer	3rd Grade Teacher	8th Grade Language Arts Teacher

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

f. Classified Employee Contract Modification Action

A listing of classified staff with contract modification as follows.

<b>Employee</b>	<b>Description of change</b>	<b>Change in contract \$</b>
Jodie Johnson	Add 25 extended days to 2018-19 contract	+ \$4,404.75
Jodie Johnson	Add 25 extended days to 2019-20 contract	+ \$4,634.75

g. Cooperative Swim Program Sharing Agreement Action

Administration recommends approval of the cooperative sharing agreement with Mason City Community School District for boys and girls swimming for the 2019-20 school year.

h. Luther College - Memorandum of Understanding Action  
Exhibit

Administration recommends approval of the memorandum of understanding with Luther College regarding student teachers placement and clinical field experience program as presented.

21. Correspondence/Miscellaneous Information

- Enrollment Summary

22. Important Upcoming Dates Information

• May 14	Comet Choice Awards - TBA
• May 14	5th/6th Band/Orchestra Concert - High School 6:00pm-7:30pm
• May 15	Senior Recognition Night - 500 N. Grand 5:30pm-8:30pm
• May 19	Dollars for Scholars Reception - Trinity Methodist Church
• May 21	5-8 Spring Chorus Concert - 500 N. Grand Building 7:00pm-9:00pm
• May 23	Seniors' Last Full Day
• May 25	Carrie Lane Graduation - 1:00 pm - First Congregational Church
• May 26	Graduation - Competition Gym 1:30 pm
• May 28	Board Meeting 6:15pm - TUESDAY DUE TO MEMORIAL DAY

23. Adjourn to Closed Session as Per Iowa Code 21.5.1(a) Action

The Board will 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.

24. Adjournment