

Regular Meeting – April 8, 2019

Unapproved

The Charles City Board of Education met in regular session on Monday, April 8, 2019 in the 7th grade learning studio, Charles City Middle School (MS). President Macomber called the meeting to order at 6:15 p.m. Present: Board members Walker, and Mack and Student Director Tilton. Absent: Board members Dight and Freund. Staff members present included Superintendent Fisher and Board Secretary O'Brien. Also present were five visitors and staff.

The Mission/Vision statement was read by Director Mack.

(Walker/Mack) to approve the agenda as amended. Item 19, Athletic Complex Funds Transfer resolution will be tabled until another meeting, and under Item 21c, two resignations were added for Brooke Hottle and Alyssa Kruger. Motion carried 3-0.

There was no public comment.

Superintendent Fisher reported District progress on the three Board/Superintendent goals: professional learning, culture & climate and facility projects.

- Supt Fisher attended the AEA superintendent retreat last week and collaborated with area superintendents.
- Senior leadership is going through an intensive six-week administrative support and executive assistant training.
- Our FFA trip to Nebraska was a success. The group will present at a Board meeting soon.
- Director Mitchell and his team are in full spring mode and doing great work. They are doing lots of painting, ground work, and planning for summer projects. Several operations personnel have gotten certification in Asbestos which is very beneficial.
- We are in the final stages of planning our new playground at Washington Elementary which will be installed this summer.

There were no committee reports.

The public hearing on the proposed 2019-20 certified budget was held. There were no written comments received prior to the public hearing. There were no oral comments made during the hearing. The public hearing was closed at 6:23 p.m.

(Mack/Walker) to approve the 2019-20 certified budget as recommended, 6% income surtax rate, and \$12.75078 property tax rate. The property tax and income surtax rates are the same as previous year. Motion carried 3-0.

The public hearing on the proposed 2019-20 school calendar was held. There were no written comments received prior to the public hearing. There were no oral comments made during the hearing. The public hearing was closed at 6:25 p.m.

(Walker/Mack) to approve the 2019-20 school calendar as recommended. The first day of classes is scheduled on Friday, 8/23/19 and the last day Friday, 5/22/20. There are three snow make up days built into the calendar. Three 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. Motion carried 3-0.

Justin DeVore, Director of Communications & Community Engagement, shared some of the new initiatives within the District. There has been a lot of positive community response to the updates.

- New signage on doors and buildings have made our buildings more identifiable and inviting,
- Student tours of the building,
- Swag bags for first time visitors,
- First friend program for new students,
- Front of house customer service for administrative support personnel,
- Phones answered by a person, discontinued auto attendant during the day,
- Vehicle decals in each building,
- Lincoln Elementary environment revamp,
- Branding clarified, its more than a logo,
- Style guide for writing, and
- Change in bus notifications.

Our new tagline is “it is a great day to be a Comet”. We are working towards a one stop registration process for this fall.

(Walker/Mack) to approve the 2019-20 administrator support handbook changes as recommended. 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 the 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. Motion carried 3-0.

(Mack/Walker) 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. An additional .44 and .38 cents for the administrative support specialist 1 and 2 respectively was added 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. Motion carried 3-0.

(Walker/Mack) to approve the 2019-20 senior leadership team handbook changes as recommended. Several changes have been made to the Senior Leadership Team (formerly the Administrator & Director groups). 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 will receive a vacation maximum of 4-weeks, reduced from 5 weeks, but will receive breaks as designated by the District in the school calendar for teaching staff and students. Motion carried 3-0.

(Mack/Walker) to approve the 2019-20 list of senior leadership team salary increases totaling \$21,445 and a 2.00% package increase as recommended. This package excludes the Superintendent. His salary 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. Motion carried 3-0.

(Walker/Mack) to approve the 2019-20 contracts for Dan Caffray and Kiesha Trettin as recommended. These two licensed employees that are not included in the bargaining unit and have their wages set independently. Their percentage package increase and benefits are the same as the certified staff, 2.33%. Motion carried 3-0.

(Mack/Walker) to approve the first extension to the Food Service Management Company (FSMC) agreement with Taher, Inc. at a fee per meal of \$3.34 as recommended. FSMC services were bid out in 2018. The District and Taher may extend the agreement each year by approving an extension. The fee per meal would increase from \$3.25 to \$3.34. Motion carried 3-0.

(Mack/Walker) to approve the StratOp proposal for \$16,800 including optional services, champion training and renewal/recalibration, as recommended. The purpose of this service 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 but does not include lodging and mileage. Flexibility funds may be used to pay the cost. Motion carried 3-0.

(Walker/Mack) to accept the March 2019 financial reports as presented. Motion carried 3-0.

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

- Approval of the minutes of the regular meetings held on March 18, 2019 and March 25, 2019 and work session held on March 21, 2019.
- Approval of the monthly bills for April 2019.
- Approval of the following resignations:

Name	Position	Date Effective
Samuel Shaffer	English Teacher	End of school year
Caleb Davidson	Special Education Teacher	End of school year
Brooke Hottle	HS/MS Counselor	End of school year
Alyssa Kruger	MS Language Arts/Reading Teacher	End of school year

- Approval of the following appointment contingent upon completion of positive background checks. Also appointments are contingent upon successfully completing the pre-employment/post-offer functional capacity physical assessment if required.

Name	Position	Amount	Start Date
Karleen Sickman	9 th grade baseball coach	\$3,627	4/9/19
Brooke Samuelson	MS Counselor	\$43,708	8/12/19

- Approval of the classified employee transfers for:

Employee	Previous Position	New Position
David Bahe	12 month Custodian/Driver	9 month Custodian/Driver

Motion carried 3-0.

Vendor Name	Invoice Detail Description	Amount
Operating Fund:		
Aces	Safety Net Back Up/Tech Dept	\$ 501.00
Advanced Door Systems	Garage Door Repairs/Bus Barn	\$ 2,593.63
Advanced Systems, Inc.	Copier Maint/Wash/CO	\$ 989.24
Ag Vantage FS, Inc	Fuel/Bus Barn	\$ 1,987.52
Ahlers & Cooney, P.C.	Legal Services	\$ 970.00
American Solutions For Business	Sunglasses/Comet Pride/J DeVore	\$ 227.30
Apple Computer Inc	(165) Laptops/Tech Dept	\$ 77,500.00
Arnold Motor Supply, LLP	Parts	\$ 117.00
BLDD Architects	Wash Secure Entry Project	\$ 2,589.00
Bogges, Kellie	Reimb Fuel (12.361 Gal)	\$ 31.51
Carquest Auto Parts Of CC	Parts	\$ 330.16
Cedar River Signs & Designs	Window Decals/J DeVore	\$ 900.00
Central Preschool	Voluntary 3 & 4 Yr Old Program/March	\$ 4,382.00
Central Rivers Area Education Agency	Photos/Linc	\$ 281.80
Century Link	Phone	\$ 288.28
Charles City Press	Reg Session/Legal Notices	\$ 1,231.85
Choice Supply	Inst Supp/HS/Hervol	\$ 34.55
City Laundering Co.	Towels/Bus Barn	\$ 68.21
City Of Charles City	Water	\$ 3,502.19
Congregate Meals	Fostergrandparents Meals	\$ 198.00
Cyclone Awards & Engraving Inc.	Name Tags/J DeVore	\$ 66.45
DeVore, Justin	Reimb Charles City Advantage Advertising	\$ 30.00
Follett School Solutions	Inst Supp/HS/Yaddof	\$ 1,896.10
Gage Plumbing & Heating, Mick	Coupling/B & G	\$ 43.30
Grainger	Supplies/B & G	\$ 354.32
Hansen, Jeanne	Presentation/HS/T McInroy	\$ 100.00
Harskamp, Tom	Reimb Snacks/MS IA Assessment Testing	\$ 98.50
Heartland Paper Co	Cleaning Supplies/B & G	\$ 1,288.94
Holub, Julie	Mother Memorial	\$ 30.00
Hy Vee	Supplies	\$ 422.40

IAAE	Spring Conf/Betts	\$ 175.00
IC Schools	Reimb Mileage/SDE Conf	\$ 171.14
Iowa Association Of Ag Educators	Summer Conf Reg/HS/Spurgin	\$ 765.00
Iowa Department Of Human Services	March 2019 Non Federal Share Of Medicaid	\$ 35,244.18
Iowa High Schl Music Asn	Reg/Large Group Orchestra	\$ 240.00
Iowa Safe Schools	IA Governor's Conf/HS/Roth	\$ 1,215.00
Iowa School Nurse Organization	Conf Reg/K Landers	\$ 155.00
Iowa State University	Participation Fee/Homeschool	\$ 80.00
Jendro Sanitation	March Services	\$ 384.00
John Deere Financial	Supplies	\$ 515.62
Johnson, Jodie	Reimb Supplies	\$ 6.00
K-Log	(2) Desks/Wash Office	\$ 2,220.67
Kelvin	Inst Supp/MS/Spurgin	\$ 48.95
Keystone Laboratories Inc	Wash Water Test	\$ 12.50
Kirkwood Community College	Pediatric First Aid/Heartsaver AED/Preschool	\$ 528.00
Kwik Trip	Diesel/Fuel	\$ 5,088.66
L & J Welding	Inst Supp/HS/Spurgin	\$ 943.00
Lessin Supply Company	Supplies/B & G	\$ 368.15
Marco, Inc	Staples/Copier Maint True Up	\$ 7,485.81
Mediacom	Internet/Alt HS	\$ 129.95
Mid American Energy Company	Electric/Natural Gas	\$ 14,092.03
Midwest Bus Parts, Inc	Parts	\$ 448.69
Mohawk	Motor/B & G	\$ 374.91
N.I.A.C.C - Mason City	Bus Certification	\$ 100.00
Napa Of New Hampton	Parts	\$ 378.84
National Catholic Educational Association	NCEA Conf Reg/IC	\$ 650.00
New Holland Credit	Parts	\$ 2,275.00
O'Reilly Auto Parts	Parts	\$ 464.72
Parliamentary Procedure	Inst Supp/HS/Spurgin	\$ 75.00
Parts Town, LLC	Supplies	\$ 646.11
Performance Foodservice TPC	Groceries/HS Home Ec/Comet Café	\$ 850.59
Perma Bound	Books/Wash Library	\$ 258.72

Perry Novak Electric	Bulbs/B & G	\$ 143.30
Pitney Bowes	Postage For Meter Machine	\$ 2,501.36
Pitney Bowes	Red Ink For Meter Machine	\$ 113.04
Powerschool Group, LLC	Training/Moen	\$ 1,800.00
Premier Furniture & Equipment, LLC	(3) Loveseats/Linc	\$ 1,107.00
Prichard, Ann	Reimb National History Day Reg	\$ 40.00
Rainbow Resource	Books/Homeschool	\$ 164.84
School Bus Sales Company	Parts	\$ 213.34
School Fix	Tack Strip/MS	\$ 219.73
School Speciality Inc	Inst Supp/Linc/Finder	\$ 7.79
Schueth Ace Hardware	Supplies	\$ 425.19
Sherwin-Williams Company	Paint Supplies/B & G	\$ 70.33
Staples Advantage	Supplies	\$ 249.58
Stock Glass	Glass/B & G	\$ 564.60
Stoll, Shari	Reimb Supplies	\$ 49.28
Storey Kenworthy/Matt Parrott	Inst Supp/Wash/Bogges	\$ 87.72
Superior Lumber Inc	Supplies	\$ 586.32
Swank Movie Licensing USA	District Movie Licensing	\$ 480.00
Teachers Pay Teachers.Com	Inst Supp/MS/Anderson	\$ 40.23
Treasurer, State Of Iowa	2019 Carnival Raffle Sales Tax	\$ 490.98
Triumph Surplus	UPS/Milk Moola	\$ 49.74
US Games	Inst Supp/IC	\$ 1,666.24
Van Meter Inc	Batteries/B & G	\$ 37.54
Wilson, Jeremy	Reimb Supplies	\$ 98.36
Wood River Energy LLC	Natural Gas	\$ 16,598.04
Youth Frontiers, Inc	2019-2020 Leadership Conf/Freshman Retreat Deposit	\$ 1,045.00
Student Activity Fund:		
Alexander, Timothy	Soccer Official	\$ 104.90
Atlantic Cocoa-Cola	Concessions	\$ 394.10
Central Rivers Area Education Agency	Save The Date Cards/Athletics	\$ 56.40
Decker Sporting Goods	Supplies/Baseball	\$ 1,360.60
Decorah High School	Entry Fee/Wrestling	\$ 40.00

ICCA	Membership/Rima	\$ 190.00
Iowa Association Of FCCLA	State Leadership Reg/FCCLA	\$ 555.00
Iowa High Schl Music Asn	Solo/Small Ensemble Festival	\$ 848.00
Iowa Sports Supply	Comet Choice Awards/Athletics	\$ 323.00
Iowa State University	Behind The Scene Reg/FCCLA	\$ 30.00
John Deere Financial	Supplies/FFA	\$ 16.98
Lloyd, Ben	Soccer Official	\$ 113.15
Mason City Community Schools	Boys Swimming Sharing Agreement 18-19	\$ 348.00
Mat Club	30% Concessions Stand Profit	\$ 101.85
Osage High School	Entry Fee/Girls Track	\$ 160.00
Prom Nite	Supplies/Prom	\$ 1,028.09
Rschool Today	Scheduler Renewal/Athletics	\$ 499.00
S & S Locker	Pork Processing/FFA	\$ 276.81
Spurgin, Bret	Reimb Supplies	\$ 124.02
Staples Advantage	Sanitizing Wipes/Athletics	\$ 135.84
Superior Lumber	Supplies/Drama/Conklin	\$ 81.19
Synergy Physical Therapy And Sports	Athletic Trainer/Wrestling & Basketball	\$ 3,095.00
Varsity Group	Media Backdrop/Athletics	\$ 920.00
Watkins, Brian	Soccer Official	\$ 190.00
Watkins, Kim	Soccer Official	\$ 190.00
Waverly Shell Rock HS	Entry Fee/Girls Track	\$ 165.00
Athletic Complex Project Dev Project:		
Skott & Anderson Architects	Athletic Complex Project	\$ 1,500.00
Treasurer, State Of Iowa	2019 Athletics Complex Raffle Sales Tax	\$ 2,265.31
Physical Plant & Equipment:		
Apple Computer Inc	(165) Laptops/Tech Dept	\$ 103,835.00
Bank Iowa	PPEL Capital Loan-Principal/Interest	\$ 634,455.00
First Congregational Church	Carrie Lane Rent/April 2019	\$ 420.00
Skott & Anderson Architects	Track Resurfacing Project	\$ 9,550.00

School Nutrition Fund:		
Fein Brothers	Serving Station/Wash	\$ 17,757.37
Lokenvitz, Lindsay	Reimb Lunches	\$ 7.50
Marco, Inc	Printer Maint/True Up	\$ 35.21
Vetter, Georgena	Reimb Lunches	\$ 8.00
Health Insurance Fund:		
Blue Cross Blue Shield Of IA	March Billing	\$ 282,859.35
Group Benefit Partners, LLC	Consulting Services	\$ 7,500.00
Agency Fund:		
Central Rivers Area Education Agency	Posters/IBN	\$ 154.00
Hy Vee	Supplies/IBN Meeting	\$ 59.95
Quade, Tammy	Reimb Spirit Shop Start Up Cash	\$ 800.00
Sunset Distributors	Clay Targets/Shooting Comets	\$ 6,116.40

The Board discussed other important upcoming dates. The next regular Board meeting is scheduled for Monday, April 22nd.

President Macomber adjourned the meeting at 7:00 p.m.

Terri O'Brien, Board Secretary