



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

Regular Meeting  
Monday, November 23, 2020  
6:15 PM

**Charles City High School  
Library - Use North door entrance**

1 Comet Drive  
Charles City, Iowa

*The meeting will be held at the High School. Persons wanting to make comments are welcome to attend. The community can watch the school board meeting by attending in person or watching live at [Facebook.com/CharlesCityCSD](https://www.facebook.com/CharlesCityCSD).*

1. Call to Order by Chairperson Roll Call

Josh Mack, President  
Pat Rottinghaus, Vice President  
Scott Dight  
Missy Freund  
Janiece Bergland  
Cael Ruzicka, Student Board Member

2. Reading of the District Mission/Vision Statement by Director **Freund**

*Our Mission: Regardless of who you are or what your story is, you can learn and be loved here.*

*Our Vision: Creating compassionate competent problem solvers.*

*Our Operating Principles: Information for one is information for all, no surprises, verify facts, think ahead, disagree (explain your thinking) and then commit*

3. Approval of Agenda Action

4. Welcome Visitors: Public Comment

Equity and Achievement Culture and Climate Facilities and Infrastructure
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*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.*

*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.

<b>Committee</b>	<b>Chairperson</b>	<b>Report (Yes/No)</b>
Facilities	Dight	No
Communications & Public Relations	Bergland	No
Finance	Mack	Yes - 11/13
Negotiations & Compensation	Rottinghaus	No
Policy	Freund	No
Equity & Achievement	Rottinghaus	No
County Conference Board	Mack	No
SIAC	Supt Fisher	Yes - 10/2020
Job Shadowing Report	Board Members	No

**Aligned with Strategic goals: Equity and Achievement; Culture and Climate, and Facilities and Infrastructure**

7. COVID update Information

Superintendent Fisher will share information and provide an update on COVID.

**Aligned with Strategic goals: Equity and Achievement, and Culture and Climate**

8. High School 2020 Vision Presentation

Bryan Jurrens, HS Principal, will present information on the High School 2020 vision.

## 9. Healthy Campus Metrics

Presentation  
Exhibit

Superintendent Fisher and April Hanson, Technology Director, will present information on how we are doing as a school district.

## 10. Technology Security Assessment

Action  
Exhibit

A presentation was given to the Board at their Nov. 9th meeting on Technology assessments. The Board will consider whether to approve the agreement. The estimated cost is \$20,850 if both the information security risk assessment, \$17,000 and the security program roadmap \$3,850 are completed. If the District does not receive a second round of COVID funding, the general fund would have to pay through the flexibility funds since there are no general fund technology funds to cover this expense. This expense would require the use of carryover flexibility funds below the \$100,000 minimum balance target.

**The recommendation of the superintendent is:**

“to approve the FRSecure LLC Master Services agreement for the information security risk assessment for \$17,000 and security program roadmap for \$3,850.

**Aligned with Strategic goals: Facilities and Infrastructure.**

## 11. Instructional Support Levy Resolution

Discussion/Action  
Exhibit

The Board of Directors wishes to consider continued participation in the Instructional Support Program for a period of 5 years commencing the fiscal year beginning July 1, 2022, at an amount not to exceed 10% of the total regular program district cost to be used for any general fund purpose.

**The recommendation of the superintendent is:**

“to approve a resolution to consider continued participation in the Instructional Support Program and authorizing and directing the secretary to give notice of a public hearing to be held in the HS Library on December 14, 2020 at 6:15 p.m.

**Aligned with Strategic goals: Equity and Achievement, Culture and Climate and Facilities and Infrastructure.**

## 12. Notice of Public hearing on the Proposed Issuance of Approximately \$8,900,000 School Infrastructure Sales, Services and Use Tax Revenue Refunding Bonds

Discussion/Action  
Exhibit

The Finance Committee met with Matt Gillaspie, Piper Sandler, on Friday November 13th to discuss the possible refinancing of the Sales Tax Bonds issued in 2013 and 2015 to finance the Middle School project. These bonds become callable in 2021. Savings from refinancing range from \$359,379 to \$557,041 depending upon the interest rate sold. At this meeting the debt coverage rate and the possibility of future debt were discussed and weighed into the discussion. The committee directed administration and Piper Sandler to proceed. The papers were drawn up by Ahlers and Cooney law firm. The resolution includes the approximate amount of the bonds and the intended use of the bond proceeds, and sets the time, date, and location for the public hearing on the proposed issuance.

**The recommendation of the superintendent is:**

“to approve the resolution setting the date for a public hearing on the proposed issuance of approximately \$8,900,000 school infrastructure sales, services and use tax revenue refunding bonds for December 14, 2020 at 6:15 p.m. in the High School Library.

**Aligned with Strategic goals: Equity and Achievement, Culture and Climate and Facilities and Infrastructure.**

13. Ahlers & Cooney Engagement Agreement Discussion/Action  
Exhibit
- If the Board approves the sale of approximately \$7,904,000 sales tax refunding bonds, the Board will discuss engaging Ahlers & Cooney law firm to handle the legal issues and documentation needed with the sale. This is for the refinancing of the two Middle School sales bonds issued in 2013 and 2015. The fees are estimated not to exceed \$17,500 plus related fees for copying, printing and other related expenses estimated not to exceed \$500.
- The recommendation of the superintendent is:**  
“to approve the engagement agreement with Ahlers & Cooney PC to serve as bond counsel for the issuance of approximately \$7,904,000 School infrastructure sales, Services and Use Tax Revenue Bonds.
- Aligned with Strategic goals: Equity and Achievement, Culture and Climate and Facilities and Infrastructure.**
14. Piper Sandler & Co Engagement Letter Action  
Exhibit
- If the Board approves the sale of approximately \$7,904,000 sales tax refunding bonds, the Board will discuss engaging Piper Sandler to serve as placement agent or underwriter for the proposed issuance. This is for the refinancing of the two Middle School sales bonds issued in 2013 and 2015. The fees will depend upon the type of sale, by placement agent or underwriter.
- The recommendation of the superintendent is:**  
“to approve the engagement letter with Piper Sandler & Co to serve as placement agent or underwriter for the issuance of School infrastructure sales, Services and Use Tax Revenue Bonds.
15. Facilities Plan Action  
Exhibit
- The facilities plan was presented to the Board on 10/12/20. The Board will consider action on approval of the 5-year plan.
- The recommendation of the superintendent is:**  
“to approve the 5-year facilities plan as presented.
- Aligned with Strategic goals: Facilities and Infrastructure.**
16. IASB Convention Discussion
- The Iowa Association of School Board (IASB) convention was completely digital. The Annual Convention kicked off on Nov. 17 with the Delegate Assembly. On Nov. 18–19, the general session allowed the Board to choose from multiple education sessions, networking time and innovative learning opportunities with your peers. The shift away from a face-to-face event was well-researched and vetted, with your health and safety top of mind. The Board will share their experience.
- Aligned with Strategic goals: Equity and Achievement, Culture and Climate and Facilities and Infrastructure.**
17. IASB workshop Action  
Exhibit
- Harry Heiligenthal asked us to reflect on the October 26, 2020 workshop with him regarding governance and management roles and responsibilities. A summary letter and related information from the recent board workshop was shared. We will take a few minutes for the board to reflect about key insights from the workshop. Each board member will identify/share 1-2 insights or key take-a-ways from the attached information or from memory.

**Aligned with Strategic goals: Equity & Achievement; Culture & Climate, and Facilities & Infrastructure**

18. Suburban Purchase Action  
Exhibit

The District has received a quote from Karl Chevrolet for a 2021 Chevrolet Suburban 4WD 4dr vehicle to be used by and paid for from Special Education funds. The competitive bid process was completed and performed by the State of Iowa who awarded 2021 Model year SUVs, Trucks and Vans to Karl Chevrolet.

**The recommendation of the superintendent is:**

“to approve the purchase of a 2021 Chevrolet Suburban for \$42,886.70 from Karl Chevrolet as recommended.”

**Aligned with Strategic goals: Equity & Achievement; Culture & Climate, and Facilities & Infrastructure**

19. Early Retirement Policy Discussion/Action  
Exhibit

Minor changes are recommended to policy 407.6E3, the early retirement application form. Policy 407.6 is not changing. The changes require the retiree to select the option they wish to retire, option 1 or 2. At the December meeting the Board will consider whether to offer the program for option 1 fiscal year retirement 2022. Option 2 fiscal year 2021 retirements were approved in November when the policy was changed.

**The recommendation of the superintendent is:**

“to approve the first reading of Employee Early Retirement Application, 407.6E3 and waive the second reading.”

**Aligned with Strategic goals: Equity and Achievement; Culture and Climate, and Facilities and Infrastructure**

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 Personnel: Resignations Action

Name	Position	Date Effective
Karleen Sickman	Girls Basketball Mentor Coach	11/23/2020

Administration recommends that the Board approve the personnel resignations.

b. Approval of Personnel: Appointments Action

Name	Position	Amount	Start Date
Karleen Sickman	Assistant Girls Basketball Coach	\$4,012	11/23/2020
Brady Girken	Assistant HS Bowling Coach	\$2,173	11/23/2020

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.

c. Volunteer Coach Action

Administration recommends approval of Kevin Clipperton as volunteer High School boys basketball coach effective 11/23/2020.

d. TAP Contract Amendment Action

Administration recommends approval of the Transition Alliance Program (TAP) contract amendment for the period 10/1/20 to 9/30/21 decreasing the overall budget \$15,570.00.

21. Big Ideas Discussion

The Board will discuss big ideas from the meeting.

22. Correspondence/Miscellaneous Information

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23. Important Upcoming Dates Information

- December 11                      Communications & Public Relations Committee - 7:00 a.m zoom
- December 14                      School Board meeting - 6:15 p.m. Charles City High School

24. Adjournment