



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

Regular Meeting  
Monday, February 8, 2021  
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 **Dight**

*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	No
Negotiations & Compensation	Rottinghaus	No
Policy	Freund	No
Equity & Achievement	Rottinghaus	Yes 2-5
County Conference Board	Mack	No
SIAC	Supt Fisher	No
Job Shadowing Report	Board Members	No

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

7. National School Counseling Week Information

National School Counseling Week (NSCW) was February 1-5, 2021. To recognize the hard work of our School counselors Ray Cole (MS), Scotti Hagensick (Lincoln), Chealsey Moen (HS) and Sandy Thomson (Washington) we Proclaim:

- 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 1–5, 2021, as National School Counseling Week.

8. Appointment of Student Board Member Discussion/Action

Superintendent Fisher will share the process to select a Junior class student board member for 2020-21. The Junior class nominee will serve through the last regular meeting in May and then start up in September as the Senior class representative. The student board member is eligible to participate in discussion, but not vote, at all regular board meetings held in open session. The student school board representative shall be responsible for communicating board decisions and information to the student body.

**The recommendation of the superintendent is:**

“I move to appoint Michellle Jones as the junior student board member for 2020-21.”

If the student is present, Terri O’Brien, Board Secretary, will administer the oath of office to the student board member.

9. COVID update Information/Discussion  
Exhibit

Superintendent Fisher will share information and provide an update on COVID. A revised matrix will be presented for discussion.

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

10. School Board Equity Learning Presentation

Superintendent Fisher will present the seventh of a series of professional development sessions on English Language Learners. There will be no homework for the session. A presentation will be shared with reflective questions afterward.

**Aligned with Strategic goals: Equity and Achievement**

11. Campus Healthy Metrics Presentation  
Exhibit

Marcia DeVore and April Hanson will present information on our new metrics.

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

12. Culture and Climate Presentation  
Exhibit

Superintendent Fisher will present information on our culture and climate.

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

### 13. Digital Content Delivery

Presentation

Bryan Jurrens, HS Principal, and team will share information on digital content delivery.

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

### 14. High School Plasma Cutter Purchase

Action  
Exhibit

Byran Jurrens, HS Principal, has submitted a request to purchase a computer numerical controller (CNC) plasma cutter which would allow HS students the opportunity to explore, learn, and utilize skills that are used in current manufacturing practices across the nation. Currently their only source of CNC technology is a broken plasma cutter that was donated, for which parts are no longer available to fix. As they continue to increase opportunities for students and increase career opportunities it is important that they match the current technology that is being utilized by the current workforce.

The CNC plasma cutter includes a software package that gives students the opportunity to design products and utilize coding to transfer the designed product into the system. This will give students not only the opportunity to use and maintain a CNC plasma cutter but also the opportunity to program and troubleshoot different projects.

Due to the software package that is included and integrated with the CNC plasma cutter this makes this specific product unique, and therefore they are requesting waiver of the bidding process. Other CNC plasma cutters are harder to get parts for and harder to utilize as well as requiring us to search for an aftermarket “3rd Party” solution to incorporate design and coding/programming into the curriculum. Perkins funding will be used to make the purchase.

**The recommendation of the superintendent is:**

“to approve the purchase of a Lincoln Electric CNC plasma table with accessories and software for \$28,971.02 and waive the bidding requirement for the purchase as recommended.”

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

### 15. Food Service Ad Hoc Committee

Action  
Exhibit

The Board will discuss whether to create a Food Service ad hoc committee. Per board policy, 208.1, an ad hoc committee may be formed by board resolution which will outline the duties and purpose of the committee. The committee is advisory in nature and has no duty or responsibility other than that specifically stated in the board resolution. The committee will automatically dissolve upon the delivery of its final recommendation to the board or upon completion of the duties outlined in the board resolution.

Duties: Review the status and health of our food service program

Purpose: Create a report, with recommendation for future food service delivery plans in the District

Committee members: Josh Mack, Pat Rottinghaus, Mike Fisher, Jerry Mitchell and Paige Elsbernd.

**The recommendation of the superintendent is:**

“to create an ad hoc food service committee for the duties, purpose and committee members as presented.”

**Aligned with Strategic goals: Culture and Climate and Facilities and Infrastructure**

16. Central Services Relocation

Action  
Exhibit

At the January 25, 2021 board meeting Director Jerry Mitchell presented a plan for the Central Services office to move to a remodeled area of the Transportation Center. The City has approved the plans to begin construction. Since most of the work will be done internally, there will be no change orders prepared for board approval, however, the plans may change slightly as new ideas or concerns are addressed with the current design. The Board approved funding for the project as part of the 2021-22 facility projects.

The District must move its Central Services offices out of the North Grand Building within the next 6 - 9 months since Shawn Foutch will be starting renovation work this fall.

**The recommendation of the superintendent is:**

“to approve the Central Services office design, in a remodeled area of the Transportation Center, as presented.”

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

17. Roofing Contract

Action  
Exhibit

At the January 11, 2021 board meeting the board approved a bid from Midwest Roofing Company for \$62,800 to replace the HS section M roof. This is part of the 2020-21 facilities project. The Board will consider approval of the contract with Midwest Roofing Company.

**The recommendation of the superintendent is:**

“to approve the contract with Midwest Roofing as presented.”

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

18. Early Retirement Applications & Resignations

Action

The Board Secretary received four (4) resignations and applications for early retirement from licensed staff members employed by the District for option 1 retirements at June 30, 2022. Option 1 retirements entitle the eligible retiree to receive 50% of their 2021-22 base salary. There were no option 2 applications for June 30, 2021 retirements, 25% of base salary.

Name	Position	Year of retirement	Years of Service
Don Betts	Carrie Lane Teacher	6/30/22	27
Mary Catherine Blanchard	English Language Learner Teacher	6/30/22	27
Melinda Masters	Lincoln Elementary Teacher	6/30/22	36
Larry Wolfe	High School Associate Principal	6/30/22	10
<b>Total Years of Service at Retirement</b>			<b>100</b>

On behalf of the board, community, and administration, we express deep gratitude and appreciation to the staff members for their tireless work on behalf of the students of the Charles City Community School District.

**The recommendation of the superintendent is:**

“to accept the resignations and applications for early retirement as recommended.”

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

19. Financial Report for January 2021

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 2021.

**The recommendation of the superintendent is:**

“to accept the January 2021 financial reports as presented.”

**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 Minutes of the Regular Meetings held on January 11, 2021 and January 25, 2021

Exhibit

- b. Approval of Monthly Bills for February 2021

Action  
Exhibit

- c. Approval of Personnel: Resignations

Action

Name	Position	Date Effective
Kim Usher	HS paraeducator	2/1/21

Administration recommends that the Board approve the personnel resignations.

- d. Approval of Personnel: Appointments

Action

Name	Position	Amount	Start Date
Danielle Vance	Washington paraeducator	\$15.09/ hr	2/9/21
Allison Kuehn	Music Lesson assistant	\$13.25/ hr	2/9/21
Jenna Haglund	Asst Varsity Girls Track Coach	\$3,130	2/8/21
Bryan Bjorklund	HS Computer Science Teacher	*	8/1/21
Bryan Bjorklund	Head Football Coach	*	8/1/21

\* amount and start date to be determined after the 2021-22 collective bargaining agreement is approved.

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.

21. Big Ideas

Discussion

The Board will discuss big ideas from the meeting.

22. Correspondence/Miscellaneous

Information

- Enrollment Summary

23. Important Upcoming Dates

Information

- February 19 Policy Committee meeting - 7:00 a.m.
- February 22 School Board meeting - 6:15 p.m. Charles City High School
- March 5 Finance Committee meeting - 7:00 a.m.

24. Adjournment