



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

Regular Meeting
Monday, April 26, 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
Michellle Jones, Student Board Member

2. Reading of the District Mission/Vision Statement by Director Pat Rottinghaus

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

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| Equity and Achievement Culture and Climate Facilities and Infrastructure |
|--|

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.

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 | Dight | No |
| Communications & Public Relations | Bergland | No |
| Finance | Mack | No |
| Negotiations & Compensation | Rottinghaus | Yes 4/16 |
| Policy | Freund | No |
| Equity & Achievement | Rottinghaus | No |
| 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. COVID update

Information/Discussion

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

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

8. The Learning Center update

Presentation

Pam Ost, TLC Director, will present an update.

Aligned with Strategic goals: Equity and Achievement; Facilities and Infrastructure

9. Food Service Survey Results Presentation
Exhibit
- Jenna Brumm, Heidi Osterhaus, and Jayme Sundby, Taher, will present the results of the food service survey, and provide a summer food service program update.
- Aligned with Strategic goals: Equity and Achievement; Culture and Climate**
10. Hiring Presentation
Exhibit
- Mike Fisher, Superintendent, will provide a hiring update.
- Aligned with Strategic goals: Equity and Achievement; Culture and Climate**
11. Class of 2021 graduates Action
Exhibit
- The high school has submitted a list of 2021 graduates for Charles City High School and Carrie Lane for approval.
- The recommendation of the superintendent is:**
“to approve the 2021 graduates of the Charles City High School and Carrie Lane as presented.”
- Aligned with Strategic goals: Equity and Achievement**
12. Athletic Trainer Agreement Action
Exhibit
- Tom Harskamp has sent a request for bids to two athletic training service providers. One bid was received. This agreement would be paid out of covid money and the activities fund.
- The recommendation of the superintendent is:**
“to approve the bid from Synergy Physical Therapy and Sports Medicine as presented in the bid.”
- Aligned with Strategic goals: Equity and Achievement; Culture and Climate; and Facilities and Infrastructure**
13. Food Service Management Company Extension Action
Exhibit
- Taher Inc. and the district have come to an agreement for 2021-2022 food management service. This is the third extension to the fixed price agreement which was originally approved in 2018.
- The recommendation of the superintendent is:**
“to approve the third extension to the Food Service Management Company agreement with Taher Inc for \$3.57 per meal.”
- Aligned with Strategic goals: Culture and Climate**
14. School Infrastructure Sales, Services and Use tax Revenue Refunding Bonds,
Series 2021 Action
Exhibit
- At the April 12 Board meeting the Board approved the bid from First Security Bank and Trust of Charles City for the refinancing of the 2013 and 2015 Middle School bond debt. These are the supporting documents that need approval related to the refinancing.

The recommendation of the superintendent is:

“to approve a resolution appointing paying agent, bond registrar, and transfer agent, approving the paying agent, bond registrar and transfer agent agreement and authorize the execution of same, and approval of form of tax exemption certificate, and approval of the resolution for the issuance and providing for and securing the payment of the bonds.”

Aligned with Strategic goals: Facilities and Infrastructure

15. Levi Architecture Agreement Action
Exhibit

Dan Levi, Levi Architecture, has been consulting with The Learning Center for work on North Grand Building (NGB) modifications. After some careful consideration by Jerry Mitchell, the recommendation of the leadership is to put the NGB utility and HVAC work out to full bid and we have requested an agreement for their professional design and bidding services. The District has committed to setting aside \$150,000 for five years or a total of \$750,000 for structural improvements and essential maintenance to the 1970 section of the NGB.

The recommendation of the superintendent is:

“to approve the agreement with Levi Architecture for professional services on the North Grand Building renovation project at \$30,000 as presented.”

Aligned with Strategic goals: Facilities and Infrastructure

16. Appoint Board Secretary/ Board Treasurer Action

Evan Marten has started work as the new Director of Finance for the District. Director O’Brien will work with the new director until June 30, her last contract date. The role of Board Secretary/Board Treasurer will be discussed.

The recommendation of the superintendent is:

“to appoint Evan Marten as Board Secretary/Treasurer replacing Terri O’Brien for the remainder of the 2020-21 school year effective April 27, 2021.”

Aligned with Strategic goals: Facilities and Infrastructure

17. High School Track Improvement Project Action
Exhibit

The HS Track improvement project was approved by the Board. Veenstra & Kimm, who was approved as the engineer on the project, have developed the plans, specifications and estimated cost on the project. The project includes all labor, materials and equipment necessary to construct the existing HS track under two contracts. Project to include excavation, earthwork and grading as needed, removal of approximately 4,950 SQ of existing synthetic rubber surfacing, approximately 600 LF of crack repairs, and miscellaneous associated work, including cleanup. The budget for the project is \$250,000.

The recommendation of the superintendent is:

“to approve the resolution setting dates for public hearing and bid letting and the proposed plans and specifications, form of contract, and estimate of cost for the High School Track Improvement Project.”

Aligned with Strategic goals: Facilities and Infrastructure

18. 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 |
|----------------|-------------------------------|----------------|
| Katelyn Stultz | Assistant Middle School Drama | 04/26/2021 |
| | | |

Administration recommends that the Board approve the personnel resignations.

b. Approval of Personnel: Appointments

Action

| Name | Position | Amount | Start Date |
|------------------|--|------------|------------|
| Shantel Rimmer | Middle School Track Student Supervisor | \$15.00hr | 4/26/2021 |
| Amy Peterson | FT Paraeducator | \$15.09 hr | 4/27/2021 |
| Michelle Dohlman | Elementary School Counselor | * | 8/12/2021 |
| Kyle Staudt | 10th Grade Football | * | 8/01/2021 |
| Bethany Borklund | Special Education Nurse | * | 8/12/2021 |

* 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.

c. Approval of Personnel: Transfers

Action

| Name | From | To | Amount | Start Date |
|------|------|----|--------|------------|
| | | | | |
| | | | | |

d. Approval of summer worker assignments

Action

Administration recommends that the Board approve the following summer workers at \$9.00 per hour effective May 15, 2021: Kylie Adams, Wendy Labarge, Tim Labarge, Julie Tjabring, Bobbie Shultz, Jane Offerman, Kim Carman, and Sonja Cotton

e. Turning Leaf Counseling

Action
Exhibit

Administration recommends approval of assessment/counseling/ therapy agreement with Turning Leaf Counseling for the 2021-22 school year as presented.

19. Big Ideas

Discussion

The Board will discuss big ideas from the meeting.

20. Correspondence/Miscellaneous

Information

- Student basketball hoop request letter

21. Important Upcoming Dates

Information

- April 30 Equity and Achievement Committee - 7:00 a.m.
- May 10 School Board meeting - 6:15 p.m. Charles City High School
- May 12 Senior Recognition day- 5:30 p.m. North Grand Auditorium
- May 24 School Board meeting - 6:15 p.m. Charles City High School
- May 30 Graduation- 1:30 p.m. Comet Gym

22. Adjournment