



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

Regular Meeting
Monday, June 22, 2020
6:15 PM

Charles City Community School District

Charles City, Iowa

Join by Phone: 312 626 6799 Meeting ID: 922 3954 4022

The meeting is being held with electronic options as well as in-person due to heightened public health risks and the need to limit large gatherings during the COVID-19 outbreak. The meeting is open for public comment by calling in at the zoom meeting. The community can watch the school board meeting live at Facebook.com/CharlesCityCSD. This is a short term solution to our open meeting requirement during the COVID-19 outbreak. In the interest of public health and social distance protocols, we do encourage you to join electronically.

1. Call to Order by Chairperson Roll Call

Josh Mack, President
Missy Freund, Vice President
Scott Dight
Pat Rottinghaus
Janiece Bergland

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

Our vision: Creating compassionate competent problem solvers.

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

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

Equity and Achievement Culture and Climate Facilities and Infrastructure
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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	Yes 7-12
Negotiations & Compensation	Rottinghaus	Yes 7-12
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. Flexibility Fund Expenditures

Public Hearing

This is the time when anyone may speak to the Board in support of, or against, any portion of the public hearing on the resolution to expend funds from district's Flexibility Account for classroom furnishings for 2nd grade and preschool, 5th grade classroom library, 6th and 7th grade big ideas math, High School AP history books, HS tool storage cage for wood shop, HS literature, HS dust collector for new ducting, football scoreboard repair, seven radios, 3 microphones, district wide beautification, PowerSchool performance matters one time setup, election fact communication, and Superintendent research and development projects. These funds, in the amount of \$57,286.76 were unexpended and unobligated from Professional Development funds.

All persons interested are invited to attend this hearing and be heard. Written comments may be submitted to Terri O'Brien, Board Secretary on or before June 22, 2020 at 3:00 p.m.

8. Flexibility Funds Expenditures Action Exhibit

After the public hearing, the School will consider the approval of the resolution to expend funds from the district's flexibility account to expend funds from the district's Flexibility Account in the amount of \$57,286.76 which were unexpended and unobligated from Professional Development funds.

Washington Elementary	Furnish additional 2 nd grade classroom	\$ 6,788.18
Washington Elementary	Furnish preschool classroom	\$ 2,906.50
Middle School	5 th grade classroom library – Lucy Calkins	\$ 4,174.70
Middle School	6 th & 7 th grade – Big ideas math	\$ 4,730.89
High School	AP History Books	\$ 4,248.34
High School	Tool storage cage for wood shop	\$ 4,992.00
High School	Literature that is modernized, relevant & engaging	\$ 1,271.00
High School	Dust Collector system with new ducting	\$5,620.66
Building & Grounds	Football scoreboard repair	\$ 1,115.00
Communication	Seven radios & base station & antenna	\$ 2,003.25
Board of Education	Microphone for local channel audio	\$ 297.00
Board of Education	Consultant fee - community information	\$6,250.00
Public Relations	Beautification projects – districtwide	\$ 546.88
Technology	PowerSchool – Performance Matter set up	\$ 5,775.00
Superintendent	Research and Development projects	<u>\$ 6,567.36</u>
	Total	\$57,286.76

The recommendation of the superintendent is:

“to approve the resolution to expend funds from district’s flexibility account for expenses listed in the amount of \$57,286.76 which were unexpended and unobligated from Professional Development as presented.”

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

9. COVID Update Discussion

Superintendent Fisher will provide a COVID update.

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

10. Strategic Plan Presentation Presentation Exhibit

Superintendent Fisher will present information on the District’s 2019-20 Strategic Goals and progress report card.

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

11. Other Licensed Staff Contract Action Exhibit

The Negotiation & Compensation Committee has reviewed the 2020-21 Other Licensed contract recommendation. A list of other licensed staff contracts is included for approval. Health premiums increased 8% and Dental premiums 1.2%.

The recommendation of the superintendent is:
“to approve the 2020-21 other licensed staff contracts as listed.”

Aligned with Strategic goals: Culture and Climate.

12. Senior Leadership 2020-21 Contract Action
Exhibit

The Negotiation & Compensation Committee has reviewed the 2020-21 Senior Leadership contract recommendation. A list of senior leadership contracts amounts is included for approval. Health premiums increased 8% and Dental premiums 1.2%. This recommendation includes salary adjustments due to the transition from a principal and assistant principal model to co-principals at the Middle School. Activities Director Todd Forsyth’s senior leader contract was approved at the last Board meeting. His contract was transitioned to a 260 day senior leader contract from an extended teaching contract.

The recommendation of the superintendent is:
“to approve the 2020-21 senior leadership staff contracts as listed.”

Aligned with Strategic goals: Culture and Climate.

13. Terms and Conditions of Employment Handbooks Action
Exhibit

Superintendent Fisher will discuss changes to the terms and conditions of employment handbooks, as is recommended by the task force, for Administrative Support and the Senior Leadership Team. One of the changes include increasing the vacation carryover for Administrative Support from 10 days to 20 days to coincide with the Senior Leadership Team handbook and making the change retroactive to 6/1/20.

The recommendation of the superintendent is:
“to approve the 2020-21 Administrative Support and Senior Leadership Team terms and conditions of employment and making the vacation carryover for administrative support retroactive to June 1, 2020 due to COVID as recommended.”

Aligned with Strategic goals: Culture and Climate.

14. Employment Handbooks Action
Exhibit

Superintendent Fisher will discuss changes to the employee and communications handbooks, and the creation of a talent handbook and staff evaluation policies and procedures.

The recommendation of the superintendent is:
“to approve the 2020-21 employee, communication, and talent handbooks and the staff evaluation policies and procedures as recommended.”

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

15. Second Reading of Early Retirement Policy Changes Discussion/Action
Exhibit

The Policy Committee has reviewed the proposed changes to policy 407.6 Licensed Employee Early Retirement. A committee of staff leadership and administration drafted this policy which was reviewed by the Policy committee. To be eligible licensed staff and senior leaders must be 55 years of age and have 10 years of service in Charles City. There are two options for staff if notice is given by February 1st a year in advance of the year the employee intends to retire the incentive is 50% of the employee salary. During the first year of this policy change, 2021 retirements, the deadline for option 1 application will be November 1st a year in advance of the year the employee intends to retire. If notice is given by February 1st the same year the employee plans to retire the incentive is 25% of the employee salary.

The recommendation of the superintendent is:

“to approve the second reading of policy 407.6 Licensed Employee Early Retirement as recommended.”

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

16. Resolution allowing building budget carryover Discussion/Action
Exhibit

The Middle School is requesting a carryover of their \$17,800 of unencumbered budget balance at 6/30/20. The COVID closure interrupted their plans. A summary of their plans for spending the budget are included.

The recommendation of the superintendent is:

“to approve a resolution allowing the carryover of \$17,800 unencumbered Middle School budget as of 6/30/20 as recommended.”

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

17. Flexibility Funds Transfer Information/Action

Effective with fiscal year 2018, a school district may authorize transfer of all or any portion of unexpended, unobligated amounts remaining at the end of the fiscal year from the following categorical fund to the flexibility account: Preschool foundation aid, professional development supplement and Home School Assistance Program (HSAP). HF 564 and HF 565 included language directing the Department to give deference to decisions of school districts’ boards of directors, promote flexibility for school districts, and minimize intrusions into school district operations. The final transfer amount is pending payment of all bills, however will be approximately \$24,100 from professional development supplement and \$18,000 from HSAP.

The District has unexpended funds in Professional Development and HSAP. The transfer is being requested since we have more than adequate funding for professional development and HSAP, and:

- The school district has met all professional development requirements of Iowa Code chapter 284.
- The district has also met all statutory requirements for use of home school assistance program funding listed in Iowa Code 299A.12(2) and has funded all requests for services and materials from parents or guardians of students eligible to access the program.

The recommendation of the superintendent is:

“to approve the transfer of all but \$20,000 of the unused balance of Professional Development funds and all but \$20,000 of the unused Home School Assistance Program funds, as of 6/30/20.”

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

18. Payment of Second June Bills Informational

Every June a second check run is completed in order to approve the payment of as many bills as possible prior to the end of our fiscal year. The board will approve these bills at the regular meeting in July.

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

19. 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
Jon Marrs	Bus Driver	6/15/20

Administration recommends that the Board approve the personnel resignations.

b. Approval of Personnel: Appointments Action

Name	Position	Amount	Start Date
Abby Wolf	HS Special Education Teacher	\$38,379	8/13/20

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. Employee Transfers Action

Employee	Previous Position	New Position	Effective

d. Approval of 2020-21 Substitute Teacher Rate Action

Administration recommends approval of the 2020-21 substitute teacher rate at \$110 per day, no increase.

e. Iowa State University teacher agreement Action
Exhibit

Administration recommends approval of the cooperative agreement with Iowa State University to provide student teachers a place to participate in clinical experience.

f. Consideration of Transportation Reciprocal Agreements Action

Iowa Code 285.9 requires the Board of Directors of each Area Education Agency to:

- A. review and approve all transportation arrangements between districts in the agency and in all districts in the agency not operating high schools.
- B. approve all bus routes outside the boundary of the district of the school operating buses.

With permission of the impacted district, a school district’s bus may operate beyond its borders to:

- A. reduce a road-related safety concern on a route
- B. create a more efficient/direct route
- C. transport special education students with established tuition in/out agreements
- D. transport private school students

- E. transport open-enrolled students
- F. transport homeless students to district of origin

Administration recommends approval of 2020-21 transportation reciprocal agreements for all six permissible situations at a maximum limit of 2 miles with the following school districts: New Hampton, Osage, Riceville, and Rudd-Rockford-Marble

Administration recommends approval of the 2020-21 transportation reciprocal agreement for letters A, B, C, D, E and F with a maximum limit of 1 mile with the Nashua-Plainfield Community School District.

Administration recommends approval of the 2020-21 transportation reciprocal agreement for letters C, E and F with a maximum limit of 2 miles with the North Butler Community School District. Further, no new students. Only those transported prior to 2017-18. This aligns with a change made by the North Butler CSD in the reciprocal agreement.

20. Big Ideas Discussion

The Board will discuss big ideas from the meeting.

21. Correspondence/Miscellaneous Information

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22. Important Upcoming Dates Information

- July 20 School Board meeting 6:15 p.m.

23. Adjournment