



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

Regular Meeting  
Monday, July 20, 2020  
6:15 PM

**Charles City High School  
Commons / Study Hall**

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  
Missy Freund, Vice President  
Scott Dight  
Pat Rottinghaus  
Janiece Bergland

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

*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

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	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. School Registration Informational

Building registration has been moved from August 4th to August 6th. The date was moved due to some administration training dates getting rescheduled due to COVID – 19.

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

8. Athletic Sportsmanship Incident Update Informational

Superintendent Fisher will provide an update on action steps concerning the recent sportsmanship issue which occurred at a summer sporting event.

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

9. Re-Entry Task Force Presentation/Discussion

Marcia DeVore and members of the re-entry task force will give a presentation on our Return to Learn plan due to the COVID pandemic. The board will be invited to ask questions and give feedback during the presentation.

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

10. Future Board Meeting Format Discussion

Superintendent Fisher will lead a discussion concerning the format, in person or electronic, for future board meetings per guidance from our legal counsel.

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

11. 2021 Legislative Priorities Discussion  
Exhibit

Although the 2020 legislative session is just adjourned the Iowa Association of School Boards (IASB) is planning for the 2021 session and wants to hear from us as we begin the work of setting legislative priorities. They are requesting them by August 10th. The Board will discuss the method they will use in identifying their priorities and possibly identifying a point person to serve as our delegate to the IASB assembly.

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

12. Baseball & Softball Field Change order 4 Action  
Exhibit

Veenstra & Kimm, engineers for the baseball & softball field project are recommending approval of Change Order 4 with Woodruff Construction to change the contract completion date from 12/14/19 to 4/25/20 which extends the substantial completion of the project to May 22, 2020.

**The recommendation of the superintendent is:**

“to approve the baseball & softball field project change order 4 with Woodruff construction amending the contract completion date to 4/25/20 as presented.”

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

13. Baseball & Softball Field Change order 5 Action  
Exhibit

Veenstra & Kimm, engineers for the baseball & softball field project are recommending approval of Change Order 5 with Woodruff Construction to adjust final contract price to match final quantities installed, (\$2,921.64) reduction to contract price.

**The recommendation of the superintendent is:**

“to approve the baseball & softball field project change order 5 with Woodruff Construction, \$2,921.64 deduction to contract price as presented.”

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

14. Baseball & Softball Field Final Pay Estimate Action

Veenstra & Kimm, engineers for the baseball & softball field project are recommending approval of pay estimate #10 - final pay estimate for Woodruff Construction in the amount of \$13,839.41. The retainage amount \$97,682.22 is recommended for payment 31 days after owner acceptance of the work in accordance with the terms of the contract, providing all punch list items are complete.

**The recommendation of the superintendent is:**

“to approve pay estimate #10 - final pay estimate for Woodruff Construction in the amount of \$13,839.41 with final retainage to be paid within 31 days of acceptance of work and providing all punch list items are completed.”

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

15. Resolution For Final Acceptance and Close Out: Woodruff Construction Contract Action  
Exhibit

Veenstra & Kimm, engineers for the baseball & softball field project prepared a resolution accepting work from Woodruff Construction LLC on the Baseball & Softball Field Improvement Project with substantial completion on June 12, 2020. The original contract was dated August 26, 2019. The final contract amount with change orders totaled \$1,953,644.33. The resolution for final acceptance and closing final project costs for the Baseball & Softball Field Improvement Project was prepared by Ahlers Law Firm.

**The recommendation of the superintendent is:**

“to approve the Resolution For Final Acceptance and Closing Final Project Costs For the Public Improvement Contract Known As: Baseball and Softball Field Improvement Project and attaching the Engineer’s close out report and recommendations summary in support of final acceptance.”

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

16. Financial Report for June 2020 Action  
Exhibit

Business Manager Terri O’Brien will briefly highlight some of the monthly financial reports during the meeting. Administration recommends approval of the financial report for June 2020.

**The recommendation of the superintendent is:**

“to accept the June 2020 financial reports as presented.”

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

17. 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 the Minutes of the Regular Meetings held on June 8, 2020 and June 22, 2020 and Work Session on June 9, 2020 Action  
Exhibit

- b. Approval of Monthly Bills for July 2020 Action  
Exhibit
- c. Approval of Personnel: Resignations Action

<b>Name</b>	<b>Position</b>	<b>Date Effective</b>
Darren Bohlen	7-12 Business Education Teacher	7/20/20
Hailey Brown	HS Counselor	7/20/20
Hailey Brown	Varsity Volleyball Coach	7/20/20

Administration recommends that the Board approve the personnel resignations.

- d. Approval of Personnel: Appointments Action

<b>Name</b>	<b>Position</b>	<b>Amount</b>	<b>Start Date</b>
Erica DeBruyn	Assistant Drama coach	\$2,173	8/1/20
Brittany Brewer	7th grade volleyball coach	\$2,675	8/1/20
Shelby Crane	Assistant Spirit team coach	\$1,003	8/1/20
Sarah Blickenderfer	Assistant Spirit team coach	\$1,003	8/1/20

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.

- e. Approval of Personnel: Transfer Action

<b>Name</b>	<b>From</b>	<b>New Position</b>	<b>Amount</b>
Keisha Cummings	Pom Squad Coach	Head Spirit Team Coach	\$2,247

Administration recommends that the Board approve the personnel transfer.

- f. Approval of contract modification Action

Administration recommends approval of a contract revision for Todd Forsyth, Activities Director to begin August 1, 2020 and run thru June 30, 2021 rather than July 1, 2020 start previously approved. His 2019-20 runs thru July 31, 2020. The 2020-21 amount will be prorated for 11 months.

- g. Approval of Memorandum of Understanding CCCEA Action  
Exhibit

Administration recommends approval of a memorandum of understanding with the Charles City Community Education Association to add an assistant varsity cross country coach at level H. This is due to the number of students out for the activity.

- h. Approval of Juvenile Court School Liaison Action  
Exhibit

Administration recommends approval of the contract with Iowa Department of Human Services and Juvenile Court Services, for the shared Juvenile Court School Liaison position. The contract runs 8/15/20 to 6/30/21 with the option to extend up to 5 additional 1-year extensions.

i. Consideration of Avalon Agreement renewal Action  
Exhibit  
Administration recommends renewing the agreement with Avalon for 2020-21 to provide assessment, counseling and therapy services for students, \$164.00 per day for each therapist.

j. Consideration of Turning Leaf Agreement renewal Action  
Exhibit  
Administration recommends renewing the agreement with Turning Leaf Counseling for 2020-21 to provide assessment, counseling and therapy services for students. The cost would be picked up by the families insurance.

18. Big Ideas Discussion  
The Board will discuss big ideas from the meeting.

19. Correspondence/Miscellaneous Information  
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20. Important Upcoming Dates Information  
• August 7      Communications & Public relations Committee - 7:00 a.m.  
• August 10     School Board meeting - 6:15 p.m.  
• August 13- 14 New Teacher Days  
• August 18- 24 Professional Learning, Staff Work Days  
• August 21     Facilities Committee - 7:00 a.m.  
• August 24     School Board meeting - 6:15 p.m.  
• August 25     First Day of Classes

21. Adjourn to Closed Session as Per Iowa Code 21.5.1(i) Action  
The Board will adjourn to closed session as per Iowa Code 21.5.1(i) “to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requests a closed session.” The Board will discuss Superintendent Fisher’s final evaluation.

22. Adjournment