

Regular and Annual Meeting – September 14, 2020

Unapproved

The Charles City Board of Education met in regular session on Monday, September 14, 2020 in the High School (HS) Library. The meeting was open to the public by attending in person or watching live at Facebook.com/CharlesCityCSD. President Mack called the meeting to order via zoom at 6:20 p.m. Present via zoom: Board members Freund, Dight, and Rottinghaus. Absent: Board member Bergland. Staff members present included Superintendent Fisher, Board Secretary O'Brien, and Communication Director DeVore. Five others in attendance.

The Mission/Vision statement was read by Director Rottinghaus.

(Dight/Rottinghaus) to approve the agenda as amended. Item 17, Appointment of Student Board Member was tabled to allow additional time for interviews. Motion carried 4-0.

There was no public comment.

Superintendent Fisher reported District progress on the three Strategic goals: equity and achievement, culture and climate and facilities and infrastructure.

Goal 1: It is exciting to see teachers challenging their student's problem solving ability. They own their learning.

Goal 2: It is good to see students and staff back in the classroom. Superintendent Fisher is back in his regular cadence visiting the classrooms.

Goal 3: We have new signage and rugs in the District. Also there has been a lot of painting done over the summer.

A Communications and Public Relations committee report was received from Director Freund.

Chris Rygh, Long View Facilitation, Todd Forsyth, Activities Director and several student leaders, Jeremiah Chapman, Mario Hoefler and Cole White were on hand to share their work and answer questions concerning the conference alignment task force work completed. The purpose of the task force was to evaluate whether to remain in the Northeast Iowa Conference. Superintendent Fisher explained there is not an appetite for bold change in the current conference and it may be healthier to step away. There was much discussion and questions. Superintendent Fisher will be making a recommendation to the Board concerning whether to form a new conference, Northeast Iowa River Conference, within the next two years.

Superintendent Fisher provided an update on COVID. There is constantly new guidance being released that required vetting by District personnel before implementation. The District has a COVID dash board for the community to get up to date information. School lunch is again free for all families through continued participation in the state program. Sports are back up and running.

(Dight/Rottinghaus) to approve the 2020-21 strategic plan and board goals as presented. Superintendent Fisher explained there is a 15-page document along with an At-A-Glance summary

page. This is a living document. Strategies may change during the year, but the goals will not. Motion carried 4-0.

(Rottinghaus/Freund) to approve the Storm Lake Community School District equity partnership agreement as presented. This is an official partnership between the two schools to share resources and obtain understanding of our unique needs. Motion carried 4-0.

(Freund/Rottinghaus) to accept the School Improvement Advisory Committee (SIAC) nominees as presented.

Name	Position	Term End Date
To be Named in Sept	Student Board Member	2021
	Student	2021
	Student	2021
Brandi Johnson	Parent	2021
Veronica Litterer	Parent	2021
Thad Johnson	Parent	2021
James Cavanaugh	Parent	2021
Katelyn Stultz	Staff	2021
Michelle Williams	Staff	2021
Dave Bahe	Staff	2021
Sandy Thomson	Staff	2021
Carter Melrose	Community	2021
Kris Wegner	Community	2021
Michael Fisher	Superintendent	NA
Kara Shannon	Principal	NA
Missy Freund	School Board	NA
Scott Dight	School Board	NA
Katie Jarvill	IC Teacher	NA

Motion carried 4-0.

Annual Meeting

(Rottinghaus/Dight) to nominate Josh Mack for 2020-21 Board President. There were no other nominations. Motion carried 4-0. Board Secretary O'Brien administered the oath of office to Board President Josh Mack.

(Freund/Dight) to nominate Patricia Rottinghaus for 2020-21 Board Vice President. There were no other nominations. Motion carried 4-0. Board Secretary O'Brien administered the oath of office to Board Vice President Pat Rottinghaus.

(Dight/Freund) to appoint Terri O'Brien as the District Secretary and Treasurer for 2020-21. Motion carried 4-0. The oath of office was administered by President Mack.

(Rottinghaus/Freund) to appoint Ahlers & Cooney as legal counsel for 2020-21. It was noted that Dallas & Lynch was voted as alternative counsel for 2020-21. Motion carried 4-0.

(Freund/Rottinghaus) to approve the Charles City Press as the District's official publication. Motion carried 4-0.

(Freund/Dight) to name Marcia DeVore as the District's Level I investigator for the 2020-21 school year. The level II investigator is a liaison from the local police department. Motion carried 4-0.

Each year as part of the annual meeting/reports, the treasurer will present the year end affidavits of School Depositories. The Board received and examined the statements from the depository banks as of June 30, 2020.

- C US Bank \$6,380,595.26
- C US Bank \$ 56,013.03 Certificates of Deposit
- UMB Bank \$1,490,185.67
- Fidelity Bank \$ 145,500.00 Certificates of Deposit

(Dight/Rottinghaus) to approve the 2019-20 certified annual report as submitted. Director of Finance Terri O'Brien provided a summary of the year end June 30, 2020 financial information as reported to the state. This report is due September 28th as extended by the state. The two measurements in the financial target policy were discussed. The unspent balance target is 12% of the regular program budget, minimum of 10% and maximum of 15%. The June 30, 2020 unspent balance is 13% but trending down towards the target. The second financial target undesignated unreserved general fund balance, is between 10% and 15% of expenses. The June 30, 2020 measurement is 6.66% and trending down. The conditions and remedies for the decline were discussed. A Power point summarizing year end results as per the certified annual report were presented. Motion carried 4-0.

End of Annual Meeting

(Rottinghaus/Freund) to adopt the resolution authorizing expenditure of the Governor's Emergency Education Relief (GEER) Grant for the 2020-21 school year as recommended. The Iowa Department of Education and Governor Kim Reynolds have made available to Districts money to increase connectivity for students' preschool thru 12th grade for the 2020-21 school year beginning on September 1, 2020. Districts may use GEER funds to lease hotspots, provide a discount on broadband internet service to student households with need, or loan devices to qualifying households. If all funds cannot be spent on connectivity, they may be spent on devices to ensure that students can access content when they are learning away from school. The GEER budget includes \$13,765 for connectivity and \$72,635 for devices. The District will amend the Chromebook lease with HP financing to purchase some chrome books using GEER funds. Motion carried 4-0.

(Freund/Rottinghaus) to accept the August 2020 financial reports as presented. A short term interfund loan will not be needed in September. Motion carried 4-0.

(Dight/Freund) to approve the consent agenda as presented.

- Approval of the minutes of the regular meetings held on August 10, 2020 and August 24, 2020 and work session on September 4, 2020 as presented.
- Approval of the September 2020 bills.
- Approval of the resignations of Kady Korbel as 9th grade softball coach effective 9/14/20 and Brenda Bailey as assistant High School speech effective 9/4/20.
- Approval of the following personnel appointments contingent upon completion of positive background checks.

Name	Position	Amount	Start Date
Jeanine Tudor	COVID customer service coordinator	\$17.00/ hr	8/24/20
Lynn Bauer	COVID customer service coordinator	\$17.00/ hr	8/24/20
Timothy LaBarge	Route Driver - Care Route	\$16.95 Rte & \$15.41 activity	9/2020
Ray Cole	Compassionate customer service specialist	\$17.00/ hr	9/2020
Dana Sullivan	Compassionate customer service specialist	\$17.00/ hr	9/2020
Dan Caffrey	Compassionate customer service specialist	\$17.00/ hr	9/2020
Karleen Sickman	Compassionate customer service specialist	\$17.00/ hr	9/2020
Joshua Dean	Compassionate customer service specialist	\$17.00 /hr	9/2020
Laura MacKay	Compassionate customer service specialist	\$17.00 /hr	9/2020
Ann Hanes	Compassionate customer service specialist	\$17.00 /hr	9/2020
Brenda Marpe	Compassionate customer service specialist	\$17.00 /hr	9/2020
Annick Beaver	Compassionate customer service specialist	\$17.00 /hr	9/2020
Kim Carman	Compassionate customer service specialist	\$17.00 /hr	9/2020
Mary Cross	Compassionate customer service specialist	\$17.00 /hr	9/2020
Julie Tjabring	Compassionate customer service specialist	\$17.00 /hr	9/2020
Christina Eaves	Compassionate customer service specialist	\$17.00 /hr	9/2020
Angie Parsons	Compassionate customer service specialist	\$17.00 /hr	9/2020

Motion carried 4-0.

Vendor Name	Invoice Detail Description	Amount
Operating Fund:		
Access Systems Leasing	Copier/Printer Agreement	\$ 4,313.56
Aces	Safety Net Backup/Tech Dept	\$ 501.00

Ag Vantage FS	Millennium/LP Fuel/B & G	\$ 315.17
Agile Mind Educational Holdings	Math Licenses/HS	\$ 40,295.00
Ahlers & Cooney, P.C.	Legal Services	\$ 2,590.00
Airgas USA	Cylinder Rental/HS/Spurgin	\$ 195.39
Amazon	Misc Supplies	\$ 12,818.75
American Association Of School Personnel Administrators	Membership/M Fisher	\$ 225.00
Arnold Motor Supply	Parts/Bus Barn	\$ 2.99
Art Wear	Branded Facemasks/J DeVore	\$ 6,894.00
Bell Piano Service	Piano Tuning/HS/Sturtevant	\$ 510.00
Blanchard, Cathy	Mother Memorial	\$ 30.00
Booksource	NGSS Mentoring Books/Wash/Bogges	\$ 3,196.75
Breitbach Chiropractic	Physical/S Cotton	\$ 75.00
Capstone	Iowa Core Social Studies/Wash	\$ 3,236.85
Carquest Auto Parts	Parts/B & G	\$ 405.39
Cengage Learning	Math Curriculum/MS/Anderson	\$ 4,933.50
Central Preschool	Voluntary 3 & 4 Yr Old Program/August	\$ 4,011.83
Central Rivers Area Education Agency	Misc Supplies	\$ 810.27
Century Link	Long Distance	\$ 93.99
Century Link	Local Phone	\$ 1,177.55
Charles City Press	Registration/Reg Sessions	\$ 1,138.93
Circle K Electronics	Handheld Radios/Chargers/J DeVore	\$ 398.00
City Laundering Co.	Towels/Bus Barn	\$ 73.14
City Of Charles City	Water	\$ 2,857.17
College Board, The	AP Testing/HS	\$ 3,834.00
Curriculum Associates	Math Curriculum/IC	\$ 4,500.00
Decker Sporting Goods	Misc Supplies/Softball & Baseball	\$ 3,986.60
Des Moines Public Schools	Tuition/Level 2	\$ 170.16
Dick Blick Art Materials	Inst Supp/Linc/Hamm	\$ 105.92
Ditch Witch	Repairs/B & G	\$ 1,259.61
Ferguson	Handheld Emists/HS	\$ 7,475.00
Follett School Solutions	Barcode Labels/CO	\$ 186.24
Franklin Covey Client Sales	Habit Signature Guides/Linc	\$ 2,925.44

Gage Plumbing & Heating, Mick	Misc Supplies/B &G	\$ 252.97
Garbanzo	Subscription/HS/Noonan/Holzer	\$ 298.00
Garland Company	White-Knight Plus/B & G	\$ 688.22
GIA Publications	Inst Supp/IC	\$ 110.56
Gordon Flesch Company	Copier Maint/Wash	\$ 27.15
Grabrian, Chris	GASB75 Actuarial Services	\$ 700.00
Grainger	Misc Supplies/B & G	\$ 940.87
Hameray Publishing Group	Inst Supp/Wash/Eiklenborg	\$ 536.36
Heartland Paper	Cleaning Supplies/B & G	\$ 15,075.36
Heeren, Jill	Reimb Supplies	\$ 119.99
Heinemann	Reading/Writing Virtual Resouces	\$ 4,400.00
Hillegas Flooring	Linc Art Room Floor Project	\$ 3,601.32
Hoglund Bus Co.	Parts/Bus 5	\$ 555.48
Hy Vee	Misc Supplies	\$ 157.27
I3Verticals	Data Management/Tech Dept	\$ 1,200.00
Interactive Health Technologies	Heart Monitors/Cases/MS/Rogotzke	\$ 4,410.00
Intrado Interactive Services Corporation	School Messenger	\$ 2,250.00
Iowa Bandmasters Assoc.	Membership/HS/Gassman	\$ 75.00
Iowa Communications Network	July Port Fee	\$ 881.50
Iowa Department Of Human Services	Aug 20 Non Federal Share Of Medicaid	\$ 862.57
Iowa High Schl Music Asn	Membership/HS/Gassman	\$ 25.00
Iowa Schools Building & Grounds Association	Membership/B & G	\$ 300.00
ITech	Repairs/Tech Dept	\$ 569.98
Jendro Sanitation	August & September Services	\$ 1,881.50
John Deere Financial	Misc Supplies	\$ 962.66
Kami Notable	Subscription/MS	\$ 198.00
Keystone Laboratories	Wash Water Test	\$ 28.00
Kwik Trip	Fuel	\$ 1,377.72
Lakeshore Learning Materials	Inst Supp/Wash	\$ 860.07
Larson Co., Gustave A.	Misc Supplies/B & G	\$ 125.08
Learning A-Z	License/Linc/Spieker	\$ 419.90
LeRoy's	Trimmer Tune Up/B & G	\$ 110.15

Lessin Supply Company	Parts/Bus Barn	\$ 88.17
Long View Facilitation	Task Force Facilitation	\$ 2,500.00
Mediacom	Internet/Alt HS	\$ 149.99
Mid American Energy Company	Electric & Gas	\$ 15,993.97
Midwest Alarm Services	NGB Service Call/B & G	\$ 507.50
Midwest Bus Parts	Parts/Bus Barn	\$ 425.99
Mike's C & O Tire Service	Tubs/Tires/Bus Barn	\$ 1,422.72
Monk Development	8/1/20-7/31/20 Website/J DeVore	\$ 1,998.00
Mutch, Brandy	Reimb Supplies	\$ 763.35
N.I.A.C.C - Mason City	CDL/Certifications/Bus Barn	\$ 1,445.00
Naumann, Sam	Reimb ASTA Membership	\$ 116.00
NCIBA	Membership/HS/Gassman	\$ 20.00
New Holland Credit	Parts/Skidloader/B & G	\$ 575.00
North Iowa Lawn & Sports	Parts/Mower/Broom/B & G	\$ 462.73
NWEA	Map Growth Science/MS	\$ 8,400.00
O'Keefe Elevator Company	Elevator Maint/B & G	\$ 167.59
O'Reilly Auto Parts	Misc Supplies/Bus Barn	\$ 866.19
One Source The Background Check Company	Background Checks	\$ 138.00
Oriental Trading Co	Inst Supp/Linc	\$ 22.57
Otto's Oasis	Wash Landscape Project Installment	\$ 7,795.37
Paper Corporation	District Copier Paper	\$ 5,926.87
Pepper Of Minneapolis	Inst Supp/HS/Sturtevant	\$ 974.91
Perfection Learning	Inst Supp/HS	\$ 709.79
Pioneer Manufacturing	White Stripe Paint/B & G	\$ 2,121.00
Pitney Bowes	Postage For Meter Machine	\$ 3,209.37
Pizza Ranch	Meals/Strat Op Scrub Training	\$ 104.00
Pollard	Pest Control	\$ 364.00
Postmaster	Annual Fee	\$ 240.00
Rainbow Resource	Inst Supp/Homeschool	\$ 347.51
Ramsey Education	Site License/Support/Webinar/MS	\$ 3,574.99
Really Good Stuff	Inst Supp/Wash	\$ 513.67
Rieman Music	Inst Supp/HS/Gassman	\$ 9.45

Rochester 100	Inst Supp/Wash/Mathews	\$ 135.00
Roffman Band Service	Inst Supp/MS/Boss	\$ 1,537.62
Rottler, Caley	Reimb Supplies	\$ 78.32
Rscool Today	Facilities Scheduler	\$ 1,880.00
SAI	Memberships	\$ 3,275.00
Sandy's Sign Shop	Signs/J DeVore	\$ 5,724.15
Scholastic	Inst Supp/MS/Walker	\$ 420.51
School Bus Sales Company	Parts/Bus Barn	\$ 1,172.78
School Specialty	Inst Supp/MS/Garden	\$ 222.18
School Systems	Elem & MS Conference Scheduler	\$ 450.00
Schoolpay	School Pay Service Fee	\$ 413.71
Schueth Ace Hardware	Misc Supplies/B & G	\$ 1,950.56
Scott's Carpentry & More	5th Gr Studio Wall/MS	\$ 4,815.46
Seesaw	Licenses/Wash	\$ 2,200.00
Servsafe	Inst Supp/HS/Mead	\$ 1,295.70
Sherwin-Williams Company	Misc Supplies/B & G	\$ 2,470.35
Slinger Chiropractic Clinic	Non Contact Thermometers/Athletics	\$ 660.00
Social Thinking	Inst Supp/Wash/Thomson	\$ 28.29
Sportsturf Managers Association	Inst Supp/HS/Spurgin	\$ 207.00
Spurgin, Bret	Reimb Judging Subscription	\$ 237.99
Staples Advantage	Misc Supplies	\$ 112.89
Stitches	Material/Vocal Facemasks	\$ 109.34
Stock Glass	HS Glass/B & G	\$ 366.67
Storey Kenworthy/Matt Parrott	Inst Supp/Wash	\$ 613.45
Stream Line Painting	Wash Paint Project	\$ 3,800.00
Street Smarts	Drivers Ed/Summer 2020	\$ 365.00
Subway Store	Meals/Strat Op Scrub Training	\$ 91.47
Superior Lumber	Fascia/B & G	\$ 19.67
Teachers Pay Teachers	Inst Supp/MS/Dean	\$ 27.98
Teaching Strategies	Gold Online Assessment/Preschool	\$ 1,033.75
Tink, Jesse	Leadership Coaching	\$ 900.00
US Cellular	Cell Phones	\$ 554.31
USIC Locating Services	Iowa Locate/Tech Dept	\$ 231.86
Voves, David	Reimb Supplies	\$ 143.48

Wartburg College	Choral Certification/S Leeper	\$ 2,630.00
Wilson, Jeremy	Reimb Supples	\$ 228.74
Wood River Energy	Natural Gas	\$ 451.35
Wright Express	Gas Card	\$ 4.00
Student Activity Fund:		
Amazon	Tripod/Mic/Adapter/FFA	\$ 236.87
Armel, Ray	Starter/Xcountry	\$ 100.00
Atlantic Cocoa-Cola	Concessions	\$ 928.32
Becker, Trey	Football Official	\$ 75.00
Central Rivers Area Education Agency	Booster Club Brochures/Athletics	\$ 270.00
Decker Sporting Goods	Misc Supplies/Softball & Baseball	\$ 2,804.50
Gage Plumbing & Heating, Mick	Restroom Rental/Xcountry	\$ 150.00
Henn, Greg	Football Official	\$ 75.00
Iowa Girls HS Athletic Union	Membership	\$ 100.00
Jazz Educators Of Iowa	Reg/HS/Gassman	\$ 20.00
John Deere Financial	Padlocks/Keys/Misc/Athletics	\$ 33.84
Kuennen, Brittany	Volleyball Official	\$ 170.00
KW Electric	Add Up Lights/Football Field	\$ 4,623.07
L & J Welding	Tubing/Football	\$ 67.15
Lasher, Lance	Football Official	\$ 75.00
Lynch, Jack	Volleyball Official	\$ 170.00
National FFA Organization	Degree Pins/FFA	\$ 29.25
New Hampton High School	Varsity Bound Assist/Conference Dues/Athletics	\$ 850.00
Newman Catholic School	Entry Fee/Girls Xcountry	\$ 100.00
NIOA	2020-2021 Official Assignments/Athletics	\$ 600.00
Pepper Of Minneapolis	Supplies/HS/Gassman	\$ 329.58
RSchool Today	Facilities Scheduler/Athletics	\$ 220.00

Sandy's Sign Shop	Handicap Signs/Athletics	\$ 150.00
Schoolpay	School Pay Service Fee	\$ 213.41
Schueth Ace Hardware	Tie Cables/HS/Sturtevant	\$ 73.03
Shannon Wrestling Tournaments	Chip Timing/Xcountry	\$ 100.00
Skretta, Joe	Volleyball Official	\$ 170.00
Stone, Sammy	Volleyball Official	\$ 170.00
Synergy Physical Therapy And Sports	Athletic Trainer	\$ 5,000.00
Management Fund:		
Student Assurance Services	Catastrophic Coverage 2020-2021	\$ 2,685.60
Athletic Complex Project Dev Project:		
Woodruff Construction	Pay Estimate 11	\$ 97,682.22
Physical Plant & Equipment:		
City Of Charles City	NGB Water	\$ 946.28
First Congregational Church	Carrie Lane Rent/September	\$ 420.00
KW Electric	Football Field Lights	\$ 54,416.93
Mid American Energy Company	NGB Sentry Light	\$ 567.64
Wood River Energy	NGB Gas	\$ 140.24
School Nutrition Fund:		
Fisher, Jessica	Reimb Lunches	\$ 32.40
Schoolpay	School Pay Service Fee	\$ 101.59
Taher	Operating Expenses/July	\$ 6,712.52
Health Insurance Fund:		
Blue Cross Blue Shield Of IA	September Billing	\$ 263,342.27
Custodial Fund:		
McKeag, Trudy	Reimb HS Lounge Exp	\$ 26.76
Schueth Ace Hardware	Piping/Hardware/Project Rise	\$ 252.68

The Board identified some of the Big Ideas that came out of the Board meeting.

- The District has a detail approach to COVID and reaching out to families.
- The District is dealing with equity and other issues that will impact the future.
- The Board saw examples of student leadership and creating leaders.

The Board discussed other important upcoming dates. The next regular Board meeting is scheduled for Monday, September 28, 2020.

President Mack adjourned the meeting at 8:14 p.m.

Terri O'Brien, Board Secretary