

**CHARLES CITY COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION
Special Meeting and Work Session
Monday, March 24, 2014
7:00 P.M. Middle School Cafeteria**

District Mission: To be a caring educational organization that strives to meet the needs of every student, and provides an environment in which students and employees can achieve their maximum potential.

- (1) Call to Order by Chairperson:
James Frisbie, President
Robin Macomber, Vice President
Scott Dight, Board Member
Joey Patten, Board Member
Lorraine Winterink, Board Member

- (2) Approval of Agenda Action

- (3) Welcome Visitors: Public Comment

Board policy allows for 20 minutes of public comment. Citizens are asked to use the microphone provided, state their name prior to commenting, and limit comments to 2 minutes.

- (4) Comments by Board Members and Superintendent Information

This agenda item provides board members and the superintendent time to share comments with other directors and the public.

- (5) Enrollment Planning Information Information
Exhibit

Dr. David Stoakes from RSP & Associates will present information about an enrollment planning process that could be helpful to board members as we locate a site for the proposed MS/HS and finalize the grade configuration of the building (5-12 vs. 6-12).

- (6) PBIS Presentation (Lincoln Elementary Staff) Information

Marcia DeVore, Principal of Lincoln Elementary School, and some of her staff members will share information about the Positive Behavior Interventions & Supports program. Lincoln and Washington Elementary Schools recently were named as “Emerging PBIS Schools” by the Iowa Department of Education.

- (7) Enrollment Planning Information Information
Exhibit

David Gaus from Iowa School Finance Information Service (ISFIS) will present information about an enrollment planning process that could be helpful to board members as we locate a site for the proposed MS/HS and finalize the grade configuration of the building (5-12 vs. 6-12).

- (8) Needs Assessment Planning Information
- Iowa Code requires that school districts conduct a comprehensive needs assessment at least once every five years. Our last needs assessment was completed in May of 2009. Kay Schmalen, AEA 267 consultant and CCHS graduate, is assisting Administration in designing a survey for this process that will be available to stakeholders both electronically and in print form.
- (9) Set the Date & Time for the 2014-15 Certified Budget Hearing Action
- The proposed budget will be reviewed later in this agenda. Administration recommends setting the public hearing concerning the 2014-15 certified budget for Monday, April 14, 2014, at 7:00 p.m. in the Middle School cafeteria.
- (10) Public Hearing on the Hearing on an Early Start Date for 2014-15 School Year Public Hearing
- Chapter 279.10 of the Iowa Code states “school shall begin no sooner than a day during the calendar week in which the first day of September falls...” The Director of the Department of Education may allow for an earlier start provided that district officials have determined that starting school on the earliest starting date under Chapter 279.10 would have a serious negative educational impact.
- This is the time when anyone may speak to the Board in support of or against this proposed action. Written comments will also be considered if received prior to the closing of the public hearing
- (11) Orange Plan Items Discussion/Action
- Board members will discuss and potentially take action on the location of the District Offices, Carrie Lane HS, Technology Department, and Transportation Center. This item was tabled during the February 24, 2014 board work session.
- Administration recommends having BLDD Architects provide a possible floor plan and cost estimate for the north wing of Comet Drive that would include District Offices, a space for board meetings and teacher training, Carrie Lane HS, and the Technology Department.
- Administration also recommends having BLDD Architects provide a possible floor plan for the same items using the south wing of Comet Drive instead.
- Administration recommends tabling further discussion on the Transportation Center/Bus Barn until April.
- (12) 500 North Grand Revitalization Team Action Exhibit
- The Board will discuss any additional names to be added or removed to the team and set the date for the first meeting.
- (13) Neumann Monson 3D Images of 500 North Grand Bldg Information
- The firm prepared three 3D images as requested. Board members will review and discuss the images showing the reception hall, second floor meeting chambers, and the fitness center.
- (14) BLDD Architects Action
- Jean Underwood and Sam Johnson from BLDD Architects will be present to talk about the design process for the new MS/HS.

- (15) **Schedule a Special Meeting** Action
Exhibit
- The finance committee (Scott Dight, Lorraine Winterink, Dr. Dan Cox, and Terri O'Brien) had a conference call with Matt Gillaspie from Piper Jaffray on Tuesday, March 18 to discuss various funding options. Since the Board discussion with Matt may take several hours, the finance committee would like to schedule a special meeting with Mr. Gillaspie on Thursday, March 27 at 11:00 a.m. The Zastrow room at the public library is available. The board will discuss which of the options they would like Mr. Gillaspie to present in detail.
- (16) **eRate Contracts** Action
Exhibit
- Each year the District receives discounts on certain services thru the federal erate program. As part of the requirements for this program the District must bid out and enter into contracts with providers. April Hanson, technology coordinator, has bid out the services for web hosting and local/long distance telephone services. The internet and cell phone services are still under contract from last year. Administration recommends approval of the contracts for telephone, local and long distance with Centurylink, and web hosting with SharpSchool.
- (17) **Graduation Lists** Action
Exhibit
- Administration recommends that the Board approve the 2014 Charles City High School and Carrie Lane High School seniors as listed in the corresponding exhibits contingent upon the successful completion of all required coursework.
- (18) **Financial Report for February of 2014** 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 February 2014.
- (19) **Special Education Deficit Adjustment** Action
Exhibit
- In September 2013 the Board approved the 2012 – 13 special education supplement and requested allowable growth and supplemental aid for the negative balance of \$422,041.96. The state found an error in their program which made the deficit increase to \$423,539.56. The Board will consider action to seek allowable growth and supplemental aid for the adjusted negative special education balance of \$423,539.56 which is an increase of \$1,137.60.
- (20) **Review of the 2014-15 Budget** Action
Exhibit
- The proposed 2014-15 certified budget has been developed after several discussions of the Board regarding various options available.
- Administration is recommending publishing a budget as following:
- Property tax rate \$13.51 (increase of .89 cents or 7%)
 - Surtax rate 6% (same as prior year)
- The recommended budget includes \$881,370 cash reserve levy, \$550,000 management fund levy and generating 100% of the PPEL \$1.34 levy thru property tax (no surtax). Administration recommends the Board direct administration to publish the 2014-15 certified budget, \$13.51 property tax rate and 6% surtax.

(21) Budget Guarantee Resolution

Action

Administration recommends approval of the Fiscal Year end June 30, 2015 budget resolution: “Resolved, that the Board of Directors of the Charles City Community School District, will levy property tax for the fiscal year 2014-2015 for the regular program budget adjustment as allowed under section 257.14, Code of Iowa.” In order to receive the budget guarantee, eligible districts must adopt a local board resolution. Even though currently the District would not qualify for a budget guarantee under current scenarios the Dept of Management advises to approve the resolution each year. The budget guarantee is available for districts with declining enrollment to “guarantee” funding does not drop below 101% of the FY 2014 regular program budget.

(22) Important Upcoming Dates

Information

- March 27th – Special Meeting @ 11 AM
- April 2nd – Macbeth Performance
- April 10th – Parent Teacher Conferences @ HS
- April 10th – Career Fair @ HS
- April 12th – Prom
- April 14th – Parent Teacher Conferences @ MS
- April 14th – Regular Session
- April 28th – Special Meeting/Work Session

(23) Adjournment