



# CARLISLE COMMUNITY SCHOOL

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## MINUTES

### CARLISLE COMMUNITY SCHOOL

#### Annual Meeting and Organizational/Regular School Board Meeting

Monday, September 10, 2018, 6:00 p.m.

Carlisle Community School Board Room

## ANNUAL MEETING

President Chambers called to order the annual meeting at 6:00 p.m.

Directors Absent: Kyle Chambers, President  
Art Hill, Vice President  
Jeramie Eginore  
Harry Shipley  
Cody Woodruff

Also Present: Bryce Amos, Superintendent  
Jean Flaws, Board Secretary/Business Manager

Motion by Shipley to approve the agenda as presented. Seconded by Woodruff. Motion carried unanimously.

Motion by Eginore to approve the August 13 minutes as presented. Seconded by Hill. Motion carried unanimously.

### Updates/Information

A. 2017-2018 Annual & Statistical Report - The report included financial information about the revenues and expenditures for 2017-18, tax information, education programs (special education, TAG, homeschool, preschool and building trades), a review of the capital projects funds as well as the nutrition and transportation departments. The report can be found on the District's website, [www.carlislecsd.org](http://www.carlislecsd.org), under the Finance Department.

B. 2017-18 Audit Exit Conference – The audit exit conference was held Aug. 29 with Mr. Amos, President Chambers, Jean Flaws and Mike Stanley (auditor) in attendance. It was a good clean audit with no major findings. The District overspent in the non-instructional area in part due to the pension liability that needs to be recorded on the District's books. The depository resolution needs to be updated to set specific amounts for each depository. This will be addressed later in the meeting. An employment sheet was not on file for an employee who added a position mid-year. This process has been addressed. Mr. Stanley requested that a board member meet with them during their preliminary visit in the summer. Director Hill volunteered. The auditors were appreciative of the office staff's friendliness and willingness to assist them.

### Business/Action Items

A. Presentation of FY18 Bank Statements

A copy of the June 2018 bank statements were provided with a copy of the June 2018 GL report for the board members to examine.

Motion by Shipley to accept the presentation of FY18 bank statements as provided. Seconded by Eginore. Motion carried unanimously.

B. Approval to Transfer Interest Payment from Building Trades Fund to General Fund

The general fund covered the negative balances in the building trades fund during 2017-18. The interest charged to the building trades fund will be \$275.73.

Motion by Hill to approve the transfer of interest payment from building trades fund to the general fund.

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Seconded by Woodruff. Motion carried unanimously.

Motion by Hill to adjourn the annual meeting. Seconded by Eginoire. Motion carried unanimously. The annual meeting adjourned at 6:34 p.m.

## ORGANIZATIONAL/REGULAR MEETING

Board Secretary, Jean Flaws, President pro tem, called to order the organizational/regular meeting at 6:35.

Directors Present: Kyle Chambers  
Art Hill  
Jeramie Eginoire  
Harry Shipley  
Cody Woodruff

Also Present: Bryce Amos, Superintendent  
Jean Flaws, Board Secretary/Business Manager

Motion by Hill to approve the agenda as presented. Seconded by Shipley. Motion carried unanimously.

### Communications

- A. Visitors
- B. Board Communication – An email was received from Phil Jeneary of IASB encouraging school boards to reach out to area candidates to advocate for the extension of the state penny this legislative session. Mr. Amos stressed the importance of extending the statewide penny past 2029 for Carlisle CSD.
- C. IASB Communication – Information was received regarding the IASB 73<sup>rd</sup> Annual Convention Nov. 14-16 starting with the delegate assembly and pre-convention workshops on Nov. 14, convention Nov. 15 and a post-convention workshop for board presidents Nov. 16.

### Updates/Information

- A. Preschool & Kindergarten Home Visits – Preschool is required by the preschool grant to do home visits. Kindergarten has done parent meetings prior to first day at the school but this year decided to do home visits. Hayley Hudson (preschool teacher) and Katie Schnoor (kindergarten teacher) spoke about the process and benefits of the home visits. It helps build relationships with the students and families right away. Meeting students and families before school starts helps make the first day of school a little easier. The teachers sent a questionnaire prior to visiting. The teachers received positive feedback from the parents. The board members thanked the teachers.
- B. District Performance Progress Monitoring Schedule for 2018-2019 School Year – Mr. Amos presented the progress monitoring schedule for 2018-2019. A request was made to include math data, if possible, with the FAST literacy data. A question was asked if it would be possible to measure the impact of having an SRO in the District this year. Mr. Amos will see what type of data would be available to use for this.
- C. Vision 2020 Progress Monitoring Report – Mr. Amos reviewed the four goals and data available for each of the goals' indicators. The four goals are: 1. Provide a comprehensive educational experience that prepares students to thrive in their chosen pathway after graduation. 2. Cultivate a positive culture, committed to a safe learning environment, based on mutual respect among all district stakeholders. 3. Promote partnerships with parents and community to extend and enrich learning experiences within and beyond the classroom. 4. All members of the learning community commit to collaborative practices that ensure continuous improvement and progress.
- D. Phase II Projects Update – Mr. Amos showed before and after pictures of the industrial tech area. The roof top air conditioning unit is being installed this week. There is a punch list to be completed for this project. There was a pre-construction meeting for the activity center. The foundation work begins in Sept with a

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ground breaking ceremony Sept. 20 at 5:30 p.m. The first steps will be moving utilities, installing footers and foundation. Building committees for classroom furniture will meet this fall. The planning for elementary energy efficiencies will begin in November.

### Business/Action Items

#### A. Election of Board President/Oath of Office

Board secretary called for nominations for board president. Art Hill nominated Kyle Chambers for board president. Nominations ceased. Motion by Shipley for Kyle Chambers to be board president. Seconded by Eginore. Motion carried unanimously. The oath of office was administered to Kyle Chambers by the board secretary.

#### B. Election of Vice-President/Oath of Office

Board secretary called for nominations for board president. Kyle Chambers nominated Art Hill for vice-president. Nominations ceased. Motion by Woodruff for Art Hill to be board vice-president. Seconded by Eginore. Motion carried unanimously.

President Chambers assumed leadership of the meeting.

#### C. Set monthly meeting date and time

Motion by Hill to set the second Monday at 6:00 p.m. as the monthly meeting date and time. Seconded by Eginore. Motion carried unanimously.

#### D. Appoint legal counsel

Drew Bracken, Ahlers & Cooney has been the District's general legal counsel. Dorsey & Whitney has served as the District's bond counsel. The District also uses Stuyvesant, Benton & Judisch. Motion by Shipley to appoint Drew Bracken, Ahlers & Cooney as general legal counsel, Dorsey & Whitney as bond counsel, Stuyvesant, Benton & Judisch as legal counsel. Seconded by Eginore. Motion carried unanimously.

#### E. Board Policy Review Committee Schedule and Selection of Board Member Representation

Mr. Amos presented the board policy review committee schedule for 2018-19. Series 600, Part II, 700, 800 and 900 will be reviewed. He asked for two board members to sit on the committee.

Motion by Hill for Jeramie Eginore and Harry Shipley to be the board member representatives on the board policy review committee. Seconded by Woodruff. Motion carried unanimously.

Motion by Shipley to approve the board policy review committee schedule. Seconded by Eginore. Motion carried unanimously.

#### F. Selection of SIAC Members

The list of SIAC members was presented. The list includes Amber Clapper, Mindy Donavon, Ralph Edwards, Jenny Foster, Hillary Gardner, Michael Lose, Jen Merschbrock, Tracy Nissen, Rhonda Ray, Harry Shipley, Jenny Sinclair, Tricia Smith, Jessica Zondervan, Randall Zondervan, Nathan Rowray, 2 student representatives who are to be determined along with Dana Lillis and Bryce Amos.

Motion by Hill to approve the list of SIAC members as presented. Seconded by Eginore. Motion carried unanimously.

#### G. Approve Depository and Authorized Signers Resolution 0918-001

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The depository and authorized signers resolution has been updated to reflect maximum deposit dollar amounts for each financial institution and to extend the expiration date for the authorized signers of Bryce Amos, Jean Flaws and Kyle Chambers to 9/30/2018.

Motion by Hill to approve the depository and authorized signers resolution 0918-001. Seconded by Shipley. Motion carried unanimously.

H. Approve Contract with DDVI for HS Indoor Activity Center Project

Motion by Woodruff to approve the contract with DDVI for the HS indoor activity center project. Seconded by Eginoire. Motion carried unanimously.

I. Approve Construction Services Agreement with Hilsabeck Schacht, Inc.

The agreement with Hilsabeck Schacht, Inc. (HSI) is in the amount of \$7,420.00 for additional acoustic wall panels in the new band room as they were low bid. Two bids were received, HSI (\$7,420) and Heartland Finishes (\$7,900). The District sold old panels to help pay for the new ones.

Motion by Eginoire to approve the construction services agreement with Hilsabeck Schacht, Inc. Seconded by Hill. Motion carried unanimously.

J. Approve Student Teacher Agreement with Iowa State University

Motion by Eginoire to approve the student teacher agreement with Iowa State University. Seconded by Woodruff. Motion carried unanimously.

K. Contracted Service Agreement with Sioux City CSD

A Carlisle resident student is receiving educational services from Sioux City CSD while at a residential PMIC facility.

Motion by Shipley to approve the contracted service agreement with Sioux City CSD. Seconded by Hill. Motion carried unanimously.

L. Select Board Member to serve on the Warren County Conference Board

Motion by Woodruff to have Kyle Chambers serve as the board's representative on the Warren County Conference Board. Seconded by Shipley. Motion carried unanimously.

M. Select Board Member to serve as the Carlisle School Delegate at the 2018 Delegate Assembly, November 14

Motion by Eginoire to have Cody Woodruff serve as the Carlisle School Board Delegate at the 2018 Delegate Assembly. Seconded by Hill. Motion carried unanimously.

N. First Reading of IASB Policy Primer Updates: 215, 402.6, 604.7, 606.5, 705.1, 711.1

Policy codes were updated per recommendations of IASB to comply with federal and state law and Iowa code and also to match current practices of the District.

Motion by Eginoire to approve the first reading of IASB policy primer updates: 215, 402.6, 604.7, 606.5, 705.1, 711.1 and waive the second reading. Seconded by Hill. Motion carried unanimously.

O. First Reading of IASB Policy Primer Updates: 107, 215.1, 705.1R1

The policy codes listed are new policies: 107-Assistance Animals, 215.1-Public Comments, 705.1R1-Suspension and Debarment of Vendors and Contractors Procedure.

Motion by Hill to approve the first reading of IASB policy primer updates 107, 215.1, 705.1R1 with the change to policy 107. Seconded by Shipley. Motion carried unanimously.

P. Resignations for 2018-2019

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a. Sarah Rose MS Cheer Coach

## Q. New Hires for 2018-2019

- |                    |                                      |                |
|--------------------|--------------------------------------|----------------|
| a. Jennifer Brandt | MS Cheer Coach                       |                |
| b. Emily Maruth    | HS Debate Coach                      | Step 0 Group 5 |
| c. Kayla Holtgrewe | MS Ass't Volleyball Coach            | Step 2 Group 6 |
| d. Ken Sadler      | Ass't Var Boys Soccer Coach          | Step 4 Group 4 |
| e. Jordan Buell    | 9 <sup>th</sup> Grade Football Coach | Step 4 Group 4 |

Motion by Hill to approve the resignations and the new hires for 2018-2019 as presented. Seconded by Woodruff. Motion carried unanimously.

Motion by Shipley to approve the presentation of bills in the amount of \$1,164,474.24. Seconded by Eginore. Motion carried unanimously.

Motion by Hill to approve the August, 2018 financial reports. Seconded by Shipley. Motion carried unanimously.

### Mr. Amos's Report

\*School Street completion date is now September 17.

\*Mr. Amos is working on baseball field options and will present them at the October board meeting.

\*Mr. Amos gave an update on the expansion of the Raccoon River Conference to ten teams in 2020-2021. He will present a resolution for the expansion at the October board meeting.

\*The elementary multi-purpose room floor is in need of repair. It is currently unsafe for any athletic activities. Bids are being reviewed and a proposal will be brought to the board at the October board meeting.

\*Mr. Amos updated the board on the Iowa Statewide Assessment of Student Progress (ISASP). Testing will be during the period March-May. It can be completed online or on paper. Training dates and cost have yet to be determined as the test is still being developed. It will include the areas of reading, language/writing, math and science and will be aligned with the Iowa core.

\*The mayor approached Mr. Amos about building a sidewalk at the middle school. When the District agreed to help pay for the Scotch Ridge Road underpass, the City agreed to waive the obligation to build the sidewalk. The mayor was unaware so will do some research.

Public Hearing for Budget Amendment and Regular Meeting will be held October 8, 2018, 6:00 p.m., Carlisle Community School Board Room.

Motion by Woodruff to adjourn the September board meeting. Seconded by Eginore. Motion carried unanimously.

Meeting adjourned at 8:21 p.m.

Kyle Chambers, President  
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Attest: Jean Flaws, Board Secretary/Business Manager

*These minutes will be presented at the October 8, 2018 school board meeting for approval.*

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