



**MINUTES  
CARLISLE COMMUNITY SCHOOL  
Regular Board Meeting  
Monday, July 13, 2015, 6:00 p.m.  
Carlisle Community School Board Room**

President Joiner called to order the July 13 regular board meeting at 6:02 p.m.

Directors Present: Rob Joiner, President  
Susan James, Vice President  
Jenny Foster  
Michelle Tish  
Director Absent: John Judisch  
Also Present: Bryce Amos, Superintendent  
Jean Flaws, Board Secretary/Business Manager

Motion by Tish to approve the agenda. Seconded by James. Motion carried unanimously.

Motion by James to approve the minutes of the June 8, 2015 regular board meeting. Seconded by Tish. Motion carried unanimously.

Visitors - None

Board Communication – Heartland AEA has a vacant position on its board of directors for District #1, Carlisle’s district. It is a four-year term. If a school board member is interested in the position, an application needs to be submitted by August 15.

IASB Communication – The IASB Convention is November 18-20 with the Delegate Assembly November 18. IASB is also offering a Needs Assessment Survey at the cost of \$1,200.00. Mr. Amos will find out more information about the survey.

**Updates/Information**

A. Office Referrals (Gr. K-12) – Mr. Norton spoke about K-5 office referrals. In the elementary (K-3), approximately 40% of all referrals were from three students. Third grade had the largest number of referrals but also had the most students including several with identified behavioral needs. Noncompliance is the main cause for referrals overall and most of the incidents happened in the classroom. The next steps are: 1) Clarify level 1 and level 2 to ensure consistency when inputting data. 2) Continue to teach common behavior expectations. 3) A committee will be formed to build a school-wide system of behavioral intervention supports. 4) A behavior team meets monthly to examine office referral data. 5) Continue to award Wildcat Wows.

At Hartford Upper Elementary, the majority of discipline is handled by classroom teachers. The RTI team meets weekly to help support struggling students. Four additional teachers will attend RTI training in October. Most of the referrals happen in the classroom. The next steps are 1) to continue to monitor less structured areas. 2) work with students on respecting all adults. 3) to have more consistency in recording behaviors in Infinite Campus.

Referrals at the middle school are up from the first semester. Three out of five types of offenses decreased though. Eighth grade had the most referrals. Detentions increased but out of school suspensions were cut in half. The next steps are: 1) Staff will be educated and trained in the K-



12 Discipline Code Procedure process. 2) Grade level meetings will take place at the beginning of the school year regarding student behavior with a positive theme/concentration on "How Low Can We Go?". 3) Student management data will be used to address student behavior concerns. 4) The RTI process and PBIS will proactively address student behavior.

At the high school, the most referrals were in 9<sup>th</sup> grade. The majority of the consequences were lunch detention, during the school day. The out of school suspensions dropped from 31 to 4. Promoting involvement in school activities helps hold down student behavior incidents. The next steps are: 1) K-12 Discipline Code Procedures for 2015-16. 2) Using behavioral data to identify and address areas of concern/need in the high school. 3) Moving to four minute passing times between periods. 4) Will continue to build on the Wildcat Way to promote a positive and safe climate in the high school.

B. Iowa Assessments (Gr. 3-12) – Mr. Amos and Mrs. Lillis presented data from the Iowa Assessments. Cohort data was shown for grades 3-11 in reading and math. 94% of the groups showed an increase in total proficiency in both reading and math over the years. 81% of 16 groups showed an increase in the advanced level. The next steps will be to look at the impact of the advanced classes, monitor pre-AP instructional practices, monitor benchmark assessments (every 4-6 weeks) and progress monitor non-proficient students. The cohort data was shown for the subgroups of low SES (represented by 18% of the student population), IEP status (represented by 30% of the student population and talented and gifted. The biggest achievement gap is with the IEP status students. The district is going to perform an in-district special education audit to collect data to determine the biggest needs and review delivery of instruction and programming models used. The district is above the Heartland AEA group average in 7 of 8 areas. Overall the district is doing a good job but need to go deeper into the data to improve and increase achievement.

C. Student Attendance (Gr. K-12) – The goal for Average Daily Attendance is 95% which district-wide was met. K-12 district attendance rates are at or above the statewide averages. Student illness accounts for 59% of the absences and doctor's appointments account for 13% of absences. The overall district attendance rated dropped .47% from last school year.

D. Hiring Protocol – All available positions are posted on Teach Iowa. For administrative positions, criteria for the position and a timeline are created. Applications are reviewed, reference checks are made and the field is narrowed down to approximately 8-9 applicants for the first round. Then the field is narrowed for a more detailed interview process. The board would like to have a minimum of 3 finalists and would like this added to the hiring protocol. They would also like to add that the committee groups would have a meeting prior to the interviews to go over questions. There was concern expressed about being able to attract diverse applicants. The district does currently advertise in a diversity publication.

E. School Board Election – The school board election is September 8. Director Districts #3 and #4 are open. Candidate packets can be picked up in the administration office. Anyone interested in running will need to pick up a packet in the administration office and return by July 30 at 5:00 p.m. Nomination paperwork will be taken to the county auditor July 31. Two people have picked up paperwork.

There was a short break 8:04 – 8:07 p.m.

#### Business/Action Items

##### A. Teamsters Contract, 2015-2018



A three-year agreement was negotiated with the teamsters with a 3% increase in wages. Language clarifications and changes were as follows: 1) Bus routes are bid every year but custodian jobs are not. 2) Vacation requests submitted after the 20<sup>th</sup> of the month will be approved by the superintendent or human resource director. 3) If an employee is required to testify on behalf of the district, payment will be made at the custodian hourly rate. 4) If a personal day(s) would be lost when rolling over to the next school year, the employee would be paid \$100 per day. 5) Employees will be paid for required training time. The letter of understanding will be phased out over the three year contract period.

Motion by Tish to approve the Teamsters contract with language changes and salary increases for 2015-2018. Seconded by James. Motion carried unanimously.

**B. Approval of Superintendent Contract**

The proposed superintendent's contract is a three-year contract beginning July 1, 2015 with a salary of \$150,000.

Motion by Tish to approve the superintendent contract as presented. Seconded by Foster. Motion carried unanimously.

**C. Parking Lot – Approval of Advertisement of the Public Hearing**

The public hearing on the plans specifications, form of contract and estimated cost of construction for the high school parking lot expansion will be August 10, 6:00 p.m.

Motion by James to approve the advertisement of the public hearing for the parking lot project as presented. Seconded by Tish. Motion carried unanimously.

**D. Parking Lot – Approval of Advertisement to Bid**

Bid documents will be available after July 16 and are to be submitted by Tuesday, August 4 at 2:00 p.m. at the Administrative Office. Bids will be publicly opened and read aloud August 4 after 2:00 p.m. in the District Board Room.

Motion by Tish to approve the advertisement to bid for the parking lot project. Seconded by James. Motion carried unanimously.

**E. Contract with DLR Group**

The contract with DLR Group for the parking lot project is a standard AIA contract that has been reviewed by Ahlers Law Firm.

Motion by Tish to approve the contract with DLR Group. Seconded by James. Motion carried unanimously.

**F. PPEL Resolution**

The resolution is to extend the voted physical plant and equipment tax levy for an additional ten years, commencing with the levy of property taxes to be made for collection beginning July 1, 2018. Mr. Amos will provide information to the public through a flier, community meetings, district website, and newspaper and at Open House. The levy would be an extension of the current voted PPEL levy and would not cause the tax levy to increase.

Motion by Tish to approve the PPEL Resolution 0715-002. Seconded by James. Motion carried unanimously.

**G. Easement with the City of Carlisle**



The easement with the City of Carlisle is in regards to the construction of the Scotch Ridge Nature Trail that will cross over on to part of the Middle School land area. The construction by the middle school will be done by the start of school. The school will be responsible for snow removal and the City will be responsible for maintenance and repair. The trail will eventually connect with the trail by Danamere Farms.

Motion by Tish to approve the easement with the City of Carlisle. Seconded by Foster. Motion carried unanimously.

H. Official Publications Designation, 2015-2016

Motion by James to designate the Carlisle Citizen as the newspaper for official publications of the Carlisle School District. Seconded by Foster. Motion carried unanimously.

I. Official Depositories for 2015-2016, Resolution 0715-001

The official depositories listed in the resolution are Great Western Bank, Peoples Bank, Bankers Trust, ISCAP, and ISJIT with a maximum deposit amount for all institutions combined at \$17,000,000.

Motion by James to approve the official depositories for 2015-2016, resolution 0715-001. Seconded by Tish. Motion carried unanimously.

J. Appointment of Level I and Level II Investigators per Board Policy Code 402.3R1

Motion by Tish to approve Brandon Eighmy as Level I investigator, Barb Niemeyer as the alternate Level I investigator and the Carlisle Police Dept. as the Level II investigator. Seconded by Foster. Motion carried unanimously.

K. Appointment of Board Secretary/Treasurer, 2015-2016

Motion by James to appoint Jean Flaws as Board Secretary/Treasurer for 2015-2016. Seconded by Foster. Motion carried unanimously.

L. Award Bread and Milk Bids, 2015-2016

One bread bid was received from Bimbo Bakeries USA for 2015-2016. The bid was as follows: white and wheat sandwich bread, 24oz./\$1.75; 4" hamburger buns, 12 ct./\$1.66; 6" coney buns, 16 ct./\$2.27. Two milk bids were received, Anderson Erickson and Hiland Dairy Foods. Milk prices decreased from the previous year's bid. Anderson Erickson's bid was as follows: Half-pint strawberry and chocolate skim milk/\$0.2490, half-pint skim/\$0.2350 and half-pint 1%/\$0.2440, 12 oz. skim, strawberry skim and chocolate skim milk/\$0.76. Hiland Dairy's bid was as follows: Half-pint strawberry and chocolate skim milk/\$0.2410, half-pint skim milk/\$0.2230, half-pint 1% milk/\$0.2320, 12 oz. skim, strawberry skim and chocolate skim milk/\$0.76.

Motion by James to award the bread bid for 2015-2016 to Bimbo Bakeries and the milk bid for 2015-2016 to Anderson Erickson. Seconded by Foster. Motion carried unanimously.

M. 2015 Legislative Action Priorities

Mr. Amos recommended that there be no changes to the proposed IASB priorities. He is recommending four of the priorities that the district submitted last year: 1) State Penny for School Infrastructure, 2) Iowa Professional Development Model, 3) Iowa Core, 4) Supplemental State Aid. Motion by James to submit four of the same legislative priorities as last year. Seconded by Tish. Motion carried unanimously.



N. First Reading of Board Policy Codes 604.1, Private Instruction and 604.8, Dual Enrollment Board Policy Codes 604.1 and 604.8 are being updated to comply with changes in the law. Motion by Tish to approve the first reading of board policy codes 604.1, Private Instruction and 604.8, Dual Enrollment and waive the second reading. Seconded by James. Motion carried unanimously.

O. Copier Lease Agreement

The copier lease is for a copier being added because of the activities office's relocation. This does not extend the original copier lease.

Motion by Tish to approve the copier lease agreement for the addition of a copier. Seconded by James. Motion carried unanimously.

P. SAI Mentoring and Induction Program Agreement, 2015-2016

The high school and elementary assistant principal will participate in the mentoring program.

Motion by James to approve the SAI Mentoring and Induction Program Agreement for 2015-2016. Seconded by Foster. Motion carried unanimously.

Q. Under Armour/Graphic Edge Premier Account Agreement

Under the three-year agreement, the district will purchase all uniforms from Graphic Edge at a discount, during the normal rotation cycle. By doing so, the district will receive credits which will be passed on to the Booster Club to be used to purchase apparel for sale. This will allow the Booster Club to have a greater profit margin and be donated back to the District. District counsel reviewed the agreement.

Motion by James to approve the Under Armour/Graphic Edge Premier Account Agreement. Seconded by Foster. Motion carried unanimously.

Mr. Amos introduced Darin Schreck, the new activities director.

R. Resignations for 2015-2016

James Flaws	MS Cross Country	Step 2 Group 5
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Motion by Tish to approve the resignation for 2015-2016. Seconded by Foster. Motion carried unanimously.

S. New Hires for 2015-2016

Kassandra Kellis	HS Special Education Teacher	Step 0 Group 1
Donald Stalter	HS Special Education Teacher	Step 0 Group 1
Jason Vetter	Technology Assistant	
Ben Barry	Hyperstream	
Julie Thompson	Hyperstream	
Tim Schwickerath	Math Coach	

Motion by Tish to approve the new hires for 2015-2016 as presented. Seconded by Foster. Motion carried unanimously.

T. Resignations for 2016-2017

Michael Shetterly	Transportation Director
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## CARLISLE COMMUNITY SCHOOLS

[www.carlisle.k12.ia.us](http://www.carlisle.k12.ia.us)

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Motion by James to approve the resignation for 2016-2017 as presented. Seconded by Tish. Motion carried unanimously.

Motion by Tish to approve the presentation of bills in the amount of \$414,518.72. Seconded by James. Motion carried unanimously.

Motion by Tish to approve the June 2015 financial reports. Seconded by Foster. Motion carried unanimously.

### Mr. Amos's Report

\*The District's domain name will change from [carlisle.k12.ia.us](http://carlisle.k12.ia.us) to [carlislecsd.org](http://carlislecsd.org) by the end of July.

\*This is Michelle Tish's last board meeting. Mr. Amos, on behalf of the district, thanked her for her ten years of service.

The next regular school board meeting will be August 10, 2015, 6:00 p.m., in the Carlisle Community School Board Room.

Motion by Tish to adjourn the July 13 regular school board meeting. Seconded by Foster. Motion carried unanimously.

Meeting adjourned at 9:32 p.m.

Rob Joiner, Board President

Attest: Jean Flaws, Board Secretary/Business Mgr.

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*These minutes will be presented at the August 10, 2015 regular board meeting for approval.*