

The Board of Directors of the Cedar Falls Community School District in the County of Black Hawk, State of Iowa, met in regular session pursuant to the laws and rules of said Board at the City of Cedar Falls City Hall, 220 Clay Street, Cedar Falls, Iowa, at 5:30 p.m. The meeting was called to order by the President and the roll being called there were present Jeff Hassman in the chair, and the following named Directors: Dr. Allan Heisterkamp, Susie Hines, Jeff Orvis, Sasha Wohlpart, also Jenny Leeper and Nate Gruber by teleconference. Others in attendance: Dr. Andrew Pattee, Superintendent, Pam Zeigler, Associate Superintendent, Denelle Gonnerman, Chief Financial Officer, and Dr. Adrian Talbot, Executive Director of Human Resources. Also by teleconference: Michelle Droe.

President Hassman stated that a governmental body may conduct a meeting by electronic means only in circumstances where such a meeting in person is impossible or impractical and only if the governmental body provides public access to the conversation of the meeting to the extent reasonably possible. The place of the meeting is the place in which the communication originates and the minutes of the meeting shall include a statement explaining why the meeting in person was impossible or impractical as pursuant to Iowa Code 21.8. The reason for the meeting being held by electronic means: The Iowa Governor recommended social distancing due to the Coronavirus (COVID-19) pandemic.

Item No. 1 – Approval of the Following Consent Agenda Items:

Director Hines moved and Director Orvis seconded the motion to approve the following items:

1. The agenda of the September 14, 2020 Board of Education meeting
2. Approval of the August 10, 2020 Board of Education minutes
3. Approval of the bills as presented for payment and reviewed by Director Sasha Wohlpart
4. Approval of Human Resource Report
5. Approval of Open Enrollment requests
6. Approval of Auction items
7. Approval of Agreements:
 - HCC Field Experience
 - Waterloo Schools 28E agreement for PLTW Class
 - Iowa Vocational Rehabilitation Services (IVRS) Agreement

Open Enrollment Report

September 14, 2020

Ava Woock	5 th Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2020-2021 – C
Ethan Woock	6 th Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2020-2021 – C
Jayden Woock	8 th Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2020-2021 – C
Mia Woock	7 th Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2020-2021 – C
Leland Roy Gladson	Kindergarten
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2020-2021
Calean Patrick Cox	1 st Grade
Current resident district:	Cedar Falls
District requested:	Waverly-Shell Rock
Effective date:	2020-2021 – C

Ryleigh Nicole Cox	3 rd Grade
Current resident district:	Cedar Falls
District requested:	Waverly-Shell Rock
Effective date:	2020-2021 – C
Carter Anderson Pontasch	3 rd Grade
Current resident district:	Cedar Falls
District requested:	Janesville
Effective date:	2020-2021 – C
Lillian Elizabeth Pontasch	6 th Grade
Current resident district:	Cedar Falls
District requested:	Janesville
Effective date:	2020-2021 – C
Mason Walter Pontasch	2 nd Grade
Current resident district:	Cedar Falls
District requested:	Janesville
Effective date:	2020-2021 – C
Nickyah Welter	2 nd Grade
Current resident district:	Cedar Falls
District requested:	Waterloo
Effective date:	2020-2021 – C
Isaiah Shepard	5 th Grade
Current resident district:	Cedar Falls
District requested:	Waterloo
Effective date:	2020-2021 – C
Conner Robert James Pullen	2 nd Grade
Current resident district:	Cedar Falls
District requested:	Waterloo
Effective date:	2020-2021 – C
Kaiden Pullen	5 th Grade
Current resident district:	Cedar Falls
District requested:	Waterloo
Effective date:	2020-2021 – C

Human Resources Report
September 14, 2020
2020-21 School Year

New Contracts* - Recommended for Approval

Teacher:

Dan Bower	Senior High/ALC	Special Education	MA 3	SOSY 2020-21	\$46,731
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Directors voting in favor of the motion: Gruber, Hassman, Heisterkamp, Hines, Leeper, Orvis and Wohlpart. Those voting “no” none. Motion carried.

Item No. 2 – Public Comment

No public comments.

Item No. 3 – Communications

Janelle Darst reported on the following events from the District newsletter:

- Aldrich Elementary social distancing, outdoor spaces
- Thank you to staff students and community
- North Cedar Elementary
- Virtual Campus Facebook page
- Free meal service
- Six students made National Merit Scholarship finalist
- Store front: Mask up Tiger T-shirts
- CAPS developing new design
- Homecoming week – Movie Marathon
- Smack Pack- 22 school districts
- Return to Learn website
- Rough Riser Kiwanis Club book donations
- Class of 1970 donation to Cedar Falls School Foundation of \$53,775
- R26 Website
- COVID-19 communication

Item No. 4 – Secretary’s Monthly Financial Report

Mrs. Gonnerman reviewed the August 2020 monthly balances for the general fund, schoolhouse, student activity and food service. President Hassman reported that the report would be filed subject to audit.

Item No. 5 – Set Public Hearing for Instructional Support Levy (ISL) Renewal

Director Wohlpert moved and Director Heisterkamp seconded the motion that the Cedar Falls Community School District Board of Education approve the Resolution to Consider Continued Participation in the Instructional Support Program (ISL) and set October 12, 2020 at 5:30 p.m. at the City of Cedar Falls Council Chambers as the date, time and location to hold a public hearing. All Board members were present. Directors voting Hassman-Aye, Wohlpert-Aye, Heisterkamp-Aye, Hines-Aye, Gruber-Aye, Leeper-Aye and Orvis-Aye. Those voting nay, none. Motion carried.

RESOLUTION TO CONSIDER CONTINUED PARTICIPATION IN THE INSTRUCTIONAL
SUPPORT PROGRAM

WHEREAS, the Board of Directors has determined that to continue the current level of services and to fund the ongoing programs of the School District, continuation of participation in the Instructional Support Program for a period of five years is necessary and in the best interests of the District and its residents and students; and

WHEREAS, the Board of Directors wishes to consider continued participation in the Instructional Support Program as provided in Sections 257.18 through 257.21, Code of Iowa; and

WHEREAS, the authorization for the current Instructional Support Program will expire on June 30, 2022; and

WHEREAS, this Resolution sets forth the proposal of the Board of Directors, including the method that will be used to fund the program; and

WHEREAS, notice of the time and place of a public hearing must be published:

NOW, THEREFORE, it is resolved:

1. The Board of Directors wishes to consider continued participation in the Instructional Support Program as provided in Sections 257.18 through 257.21, Code of Iowa, for a period of five years, commencing with the fiscal year ending June 30, 2023.

2. The additional funding for the Instructional Support Program for a budget year shall be determined annually and shall not exceed ten percent (10%) of the total regular program district cost for the budget year and moneys received under Section 257.14, Code of Iowa, as a budget adjustment for the budget year.

3. Moneys received by the District for the Instructional Support Program may be used for any general fund purpose.

4. The Instructional Support Program shall be funded by instructional support state aid and a combination instructional support property tax levied annually upon the taxable property within the School District commencing with the levy of property taxes for collection in the fiscal year ending June 30, 2023, and an instructional support income surtax imposed annually, the percent of income surtax to be determined by the Board for each budget year to be imposed upon the state individual income tax of each individual income taxpayer resident in the School District on December 31, 2022, and each year thereafter.

5. The Secretary is authorized and directed to give notice of a public hearing to be held in the City of Cedar Falls City Hall, 220 Clay Street, Cedar Falls, Iowa, on October 12, 2020, 5:30 P.M.

6. Following the public hearing the Board intends to take action on the question whether to continue participation in the Instructional Support Program.

Item No. 6 – Approval of the First Reading of Board Policies

Dr. Pattee presented on policy revisions. After discussion, Director Hines moved and Director Wohlpart seconded the motion that the Cedar Falls Community School Board of Education approve the first of two readings of Board Policies 202.0 Board of Directors Conflict of Interest, 401.2 Equal Employment Opportunity/Affirmative Action, 401.3 Harassment, 500 Objectives for Equal Educational Opportunities for Students and 504.5 (504.5.1) Anti-Bullying/Harassment: Students. Directors voting in favor of the motion: Gruber, Hassman, Heisterkamp, Hines, Leeper, Orvis and Wohlpart. Those voting “no” none. Motion carried.

Policy Title: ***Board of Directors’ Conflict of Interest*** Code No. ***202.0***

Board members must be able to make decisions objectively. It is a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in **law** or this policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member will not act as an agent for a school textbook or school supply company during the board member’s term of office. It will not be a conflict of interest for board members to receive compensation from the school district for contracts **for the to purchase goods or services which benefits a board member, or to compensation for part-time or temporary employment which benefits a board member, if the benefit to the board member does not exceed \$6,000 in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.** ~~if the benefit to the board member does not exceed \$2,500 in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.~~

The conflict of interest provisions do not apply to a contract that is a bond, note or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract, or to a contract in which a director has an interest solely by reason of employment if the contract was made by competitive bid, in writing, publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily competitively bid.

It will also be a conflict of interest for a board member to engage in any outside employment or activity which is in conflict with the board member’s official duties and responsibilities. In determining whether outside employment or activity of a board member creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist includes, but are not limited to, any of the following:

- (1) The outside employment or activity involves the use of the school district’s time, facilities, equipment and supplies or the use of the school district badge, uniform, business card or other evidence of office to give the board member or member of the board member’s immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not “similarly situated” merely by being related to a board member.

- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the board member or a member of the board member's immediate family from anyone other than the state or the school district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the school district.
- (3) The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the board member, during the performance of the board member's duties of office or employment.

If the outside employment or activity is employment or activity in (1) or (2) above, the board member must cease the employment of or activity. If employment falls under (3), then the board member must:

- Cease the outside employment or activity; or
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

It is the responsibility of each board member to be aware of an actual or potential conflict of interest. It is also the responsibility of each board member to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, a board member should not participate in any action relating to the issue from which the conflict arose.

Policy Title: *Equal Employment Opportunity/Affirmative Action* Code No. **401.2**

Selection for Employment and Assignments

The Cedar Falls Community School District will select for employment qualified applicants for each position without improper discrimination on the basis of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information. Persons with disabilities who can perform the essential functions of an assignment with or without reasonable accommodations shall be considered qualified applicants. The District shall take affirmative action in the recruitment, appointment, assignment, and advancement of personnel to accomplish the goals of equal employment opportunity. In keeping with the law, the District shall consider the veteran status of applicants.

Employment Conditions

The Cedar Falls Community School District will not unlawfully discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information.

Complaints of Discrimination

Any applicant or employee alleging discrimination on the basis of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information may follow the complaint procedures set forth in Policy 401.4. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, whose decision may be appealed to the superintendent or designee. Inquiries or complaints may also be directed to federal and state agencies including the Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, and the Office of Civil Rights of the United States Department of Education.

The complainant may be required to complete a complaint form and turn over copies of evidence of discrimination including, but not limited to, recordings, memoranda, letters, and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigation report shall be completed, and a summary of the report (including a finding that the complaint was founded, unfounded, or inconclusive) will be forwarded to the complainant and to the alleged perpetrator.

Compliance Officer

The **executive** director of human resources shall be designated as the District's compliance officer to insure that applicants and employees are treated in accordance with this policy. In the event the **executive** director of human resources is the alleged perpetrator, the ~~director of secondary education~~ **associate superintendent for teaching and learning** shall be the alternate compliance officer. The compliance officer shall also be responsible for coordinating the preparation, implementation, evaluation, and updating of written equal employment opportunity and affirmative action plans, with systematic input from diverse racial/ethnic groups, women, men, and persons with disabilities.

Confidentiality

The right of confidentiality, both of the complainant and of the alleged perpetrator, will be respected to the extent possible consistent with the District's legal obligations to investigate allegations of misconduct and to take corrective action when misconduct has occurred. Complaints of discrimination shall not be filed in the complainant's personnel file.

No Retaliation

No person shall retaliate against another person because the person has filed a discrimination complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith.

Corrective Action

The District will take action to halt any improper discrimination or retaliation and will take other appropriate corrective actions to remedy all violations of this policy. This may include disciplinary measures, including discharge of a perpetrator.

Notice

In order to effectively communicate and interpret the District's policy to all levels of the administration and to all other employees, applicants, educational agencies and to the public, a statement of the District's policy shall be distributed to all applicants for employment and shall be disseminated annually to employees, students, parents, and recruitment sources. District employees involved in the hiring or supervision of personnel shall be trained on proper equal employment opportunity procedures.

Title IX: Discrimination and Harassment Based on Sex Prohibited

The District has separate procedures for reports or complaints of sexual harassment governed by Title IX of the Education Amendments Act of 1972. The policy governing such instances is Code No. 504.5.2: **Discrimination and Harassment Based on Sex Prohibited**. Procedures for addressing such reports or complaints are available as follows:

Electronically on the District website at www.cfschools.org/about-us/TitleIX

Paper copies are available in the administrative office and school counselor's office at each school as well as in the Human Resource Department in the Robinson Administration Center.

Policy Title:

Harassment

Code No. **401.3**

Purpose

The District is committed to promoting positive intercultural, intergroup relationships. The District, therefore, prohibits acts of intolerance or harassment toward others because of race, color, religion, creed, ethnic background, national origin, age, disability, sex, sexual orientation, gender identity, genetic information, or other factors that are likewise not reasonably related to the individual's employment.

Employees are expected to conduct themselves at all times in a manner which fosters an atmosphere of tolerance, mutual respect, and collaboration. The following will not be tolerated: verbal, nonverbal, physical or other acts, gestures, statements, and the like which place another employee in reasonable fear of harm to the employee or his/her property; has a detrimental effect on the employee's physical, emotional, or mental health; has the effect of substantially interfering with the employee's work performance; or creates an intimidating, offensive or hostile environment.

Sexual Harassment

General – It is the policy of the Cedar Falls Community School District to maintain a learning and working environment that is free from sexual harassment. Because of the District’s strong disapproval of offensive or inappropriate sexual behavior at work, all employees, officials and visitors must avoid any action or conduct which could be perceived as sexual harassment. It shall be a violation of this policy for any employee, official or visitor of the District to harass others through conduct or communications of a sexual nature as defined below.

Definition – Sexual harassment shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
3. Such conduct is so sufficiently severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with an individual’s employment or creates an intimidating, hostile, or offensive employment environment.

Sexual harassment may include, but is not limited to the following:

- verbal or written harassment or abuse
- pressure for sexual activity
- repeated remarks to or about a person with sexual or demeaning implications
- unwelcome touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s job
- the telling or showing of offensive jokes and stories
- display of sexually graphic pictures

Harassment Complaint Procedures

Any employee who alleges improper harassment by any person in the District may follow the complaint procedures set forth in Policy 401.4. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, whose decision may be appealed to the superintendent or designee. Inquiries or complaints may also be directed to federal and state agencies including the Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, and the Office of Civil Rights of the United States Department of Education.

The complainant may be required to complete a harassment complaint form and to turn over copies of evidence of harassment, including, but not limited to, letters, recordings, and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigation report shall be completed, and a summary of the report “including a finding that the complaint was founded, unfounded, or inconclusive” will be forwarded to the complainant and to the alleged perpetrator.

Compliance Officer

The **executive** director of human resources shall be designated as the District’s compliance officer to insure that applicants and employees are treated in accordance with this policy. In the event the **executive** director of human resources is the alleged perpetrator, the director of secondary education shall be the alternate compliance officer.

Confidentiality

The right to confidentiality, both of the complainant and of the alleged perpetrator, will be respected to the extent possible consistent with the District’s legal obligations to investigate allegations of misconduct and to take corrective action when misconduct has occurred. Complaints of harassment shall not be filed in the complainant’s personnel file.

No Retaliation

No person shall retaliate against another person because the person has filed a harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith.

Corrective Actions

The District will take action to halt any improper harassment or retaliation and will take other appropriate corrective actions to remedy all violations of this policy. This may include disciplinary measures, including discharge of a perpetrator.

Notification

Notice of this policy will be circulated on an annual basis and incorporated into staff handbooks.

Staff Development

Periodic training shall be provided all staff regarding the nature and prohibition of harassment.

Title IX: Discrimination and Harassment Based on Sex Prohibited

The District has separate procedures for reports or complaints of sexual harassment governed by Title IX of the Education Amendments Act of 1972. The policy governing such instances is Code No. 504.5.2: *Discrimination and Harassment Based on Sex Prohibited*. Procedures for addressing such reports or complaints are available as follows:

Electronically on the District website at www.cfschools.org/about-us/TitleIX

Paper copies are available in the administrative office and school counselor’s office at each school as well as in the Human Resource Department in the Robinson Administration Center.

Policy Title:

*Objectives for Equal Educational
Opportunities for Students*

Code No. 500

This series of the board policy manual is devoted to the board's goals and objectives for assisting the students of the school district in obtaining an education. Each student will have an opportunity to obtain an education in compliance with the policies in this series.

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, creed, sex, marital status, socio-economic status, national origin, religion, sexual orientation, gender identity or disability. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual means the legal parents, the legal guardian or custodian of a student, and students who have reached the age of majority or are otherwise considered an adult by law.

Nondiscrimination

No student in the school district shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in district programs on the basis of race, color, creed, sex, religion, marital status, national origin, disability, sexual orientation, gender identity, or socio-economic status. The district prohibits unlawful discrimination against students, including discriminatory harassment on the basis of any protected class identified in state or federal civil rights laws, which has the purpose or effect of creating an intimidating, hostile, or offensive education environment, unreasonably interferes with academic performance or affects educational opportunities.

Sexual Harassment

It is the policy of the school district to maintain a learning environment that is free from sexual harassment. All employees, visitors and students must avoid any action or conduct which could reasonably be perceived as sexual harassment. It shall be a violation of this policy for any person to harass a student through conduct or communications of a sexual nature as defined in this policy. “Sexual harassment” shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when (i) submission to such conduct is made either explicitly or implicitly a term or condition of the student’s educational opportunities or benefits; (ii) submission to or rejection of such conduct by a student is used as the basis for educational

decisions affecting that student; or (iii) such conduct has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile, or offensive educational environment. Sexual harassment may include, but is not limited to the following: requests or pressure for sexual activity; unwelcome touching; other verbal or physical conduct of a sexual nature, such as inappropriate jokes, symbols, signs or posters of a sexual nature; repeated remarks to or about a person with sexual or demeaning implications.

Complaint Procedure

Any person alleging a violation of this policy may **make a report or file a formal complaint by contacting one of the District's designated Equity Coordinators:**

Equity Coordinator: Students
Ms. Tara Estep, Executive Director of Enrichment
and Special Programs
Cedar Falls Community School District
1002 West First Street
Cedar Falls, IA 50613
Phone: 319-553-3000
Email: tara.estep@cfschools.org

Equity Coordinator: Staff
Dr. Adrian Talbot, Executive Director of Human
Resources
Cedar Falls Community School District
1002 West First Street
Cedar Falls, IA 50613
Phone: 319-553-3000
Email: Adrian.talbot@cfschools.org

~~with the school district's equity coordinator, Dr. Adrian Talbot, Director of Human Resources, 1002 West First St, Cedar Falls, IA, phone: (319) 553-3000, or by email Adrian.talbot@cfschools.org.~~ The complainant may be required to complete a written complaint form and to turn over copies of evidence of discrimination including, but not limited to, letters, emails, tapes, signs, and pictures. The complainant shall receive assistance in completing the complaint form as needed.

The equity coordinator shall designate an investigator to promptly and reasonably investigate the complaint, who shall generally be the building administrator or designee. In the event the investigator is the alleged perpetrator, or otherwise has a conflict of interest, an alternate investigator shall be designated. The investigator shall commence an investigation and proceed to completion no later than 30 days following receipt of the complaint. If the investigator needs more time to process the complaint, he/she shall notify the parties and keep them apprised of the status of the investigation. Both the complainant and the alleged perpetrator will be given an opportunity to be interviewed or give a statement. Witnesses may also be interviewed. District employees, students and volunteers shall fully and fairly cooperate in the investigation. The investigation shall be confidential to the extent consistent with the District's legal obligations and the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

The investigator shall prepare a written report of findings and conclusions, which shall be submitted to the equity coordinator. If, after investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If, after investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If, after investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds. Other corrective actions may be taken as appropriate.

No person shall retaliate against a student or other person because the student or other person has filed a discrimination complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, or termination of employment/service.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Iowa Department of Education, and/or the Iowa Civil Rights Commission. This inquiry or complaint to the federal or state office may be submitted instead of, or in addition to, an inquiry or complaint at the local level.

The Board recognizes that conduct which is alleged to violate this policy may violate other policies as well. Therefore, to the extent that a report or complaint of discrimination involves an allegation of sexual or other harassment toward a student, the matter will also be processed in accordance with Code No. 504.4 regarding abuse of students and/or Code No. ~~504.5~~ **504.5.1** regarding anti-bullying/harassment, as applicable.

Title IX: Discrimination and Harassment Based on Sex Prohibited

The District has separate procedures for reports or complaints of sexual harassment governed by Title IX of the Education Amendments Act of 1972. The policy governing such instances is Code No. 504.5.2: *Discrimination and Harassment Based on Sex Prohibited*. Procedures for addressing such reports or complaints are available as follows:

Electronically on the District website at www.cfschools.org/about-us/TitleIX

Paper copies are available in the administrative office and school counselor's office at each school as well as in the Human Resource Department in the Robinson Administration Center.

Policy Title: *Anti-Bullying/Harassment: Students*

Code No. ~~504.5~~
504.5.1

Harassment and bullying are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, staff, and/or volunteers, who have regular significant contact with students, will not be tolerated in the school or school district.

The Board of Education prohibits harassment, bullying, hazing, or any other victimization of a student based on any of the following actual or perceived traits or characteristics of a student, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. (Pursuant to Code No. 500.0) The District also prohibits unlawful discrimination against its students, including discriminatory harassment on the basis of race, color, creed, sex, marital status, religion, national origin, disability, sexual orientation, gender identity, socio-economic status, or any other protected class identified in state or federal civil rights laws, which has the purpose or effect of creating an intimidating, hostile, or offensive education environment, unreasonably interferes with a student's academic performance, or affects a student's educational opportunities.

Pursuant to Code 504.5.2 *Discrimination and Harassment Based on Sex Prohibited* the District has separate procedures for reports or complaints of sexual harassment governed by Title IX of the Education Amendments Act of 1972. The policy governing such instances is Code No. 504.5.2: *Discrimination and Harassment Based on Sex Prohibited*. Procedures for addressing such reports or complaints are available as follows:

Electronically on the District website at www.cfschools.org/about-us/TitleIX

Paper copies are available in the administrative office and school counselor's office at each school as well as in the Human Resource Department in the Robinson Administration Center.)

This policy is in effect while students are on property within the jurisdiction of the board; while on school-owned, leased or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures including, but not limited to, suspension, exclusion, and expulsion. If, after an investigation, an employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures including, but not limited to, termination of employment. If, after an investigation, a volunteer is found to be in violation of this policy, the volunteer shall be disciplined by appropriate measures including, but not limited to, exclusion from school grounds. All reports of bullying/harassment will be documented and reported to the Iowa Department of Education as required by law.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct which is based on any actual or perceived trait or characteristic and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the person in reasonable fear of harm to the person or property
- Has a substantially detrimental effect on the person's physical or mental health
- Has the effect of substantially interfering with the person's academic or work performance, or
- Has the effect of substantially interfering with the person's ability to participate in, provide or benefit from the services, activities, or privileges provided by a school

Electronic includes, but is not limited to, communication via electronic mail, internet-based communications, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, any of the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that has the purpose or effect of causing injury, discomfort, fear, or suffering to the targeted student
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the targeted student
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the targeted student
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury discomfort, fear, or suffering to the targeted student
- Unreasonable interference with a person's performance or creation of an intimidating, offensive, or hostile environment

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits.
- Submission to, or rejection of, the conduct by the student is used as the basis for academic decisions affecting that student.
- The conduct has the purpose or effect of substantially interfering with the student's education by creating an intimidating, hostile, or offensive education environment. In situations between students and school officials, faculty, staff, or volunteers who have contact with students, bullying and harassment may also include the following behaviors:
- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

School employees, volunteers, parents or guardians, and students will assist with the enforcement of this policy, including, but not limited; to assisting with educational and preventative measures, reporting, and investigations of harassment or bullying. Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official or supervisor shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint or give false statements in an investigation may be subject to appropriate disciplinary action.

Retaliation against any person who filed a bullying or harassment complaint or who assisted or participated in a bullying or harassment investigation or proceeding is also prohibited. Any person found to have retaliated in violation of this policy shall be subject to appropriate disciplinary action.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or designee will be responsible for handling all complaints by students alleging bullying or harassment. Investigators will consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment or bullying. The District will take action to halt any improper discrimination, harassment or bullying and will take other appropriate corrective actions, including disciplinary measures which may include discharge, suspension, expulsion, or exclusion of a perpetrator to remedy all violations of this policy. It is the responsibility of the superintendent or designee, in conjunction with the investigator and principals, to develop procedures regarding this policy. The Board will annually communicate this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in registration materials
- Inclusion on the school or district websites
- Readily accessible in the principal and counselor offices
- Other

Item No. 7 – Approval of New High School Commissioning

Dr. Pattee provided an update on the new high school and the building commissioning services requested. Commissioning include HVAC and Building Envelope. After extensive discussion, Director Heisterkamp moved and Director Hines seconded the motion to approve the HVAC Systems Commissioning Contract with Systemworks, West Des Moines, IA for \$150,000. In addition, approve the Building Envelope Commissioning Contract with Resource Building Envelope Specialists, Pierce City, Missouri in the amount of \$106,845. Directors voting in favor of the motion: Gruber, Hassman, Heisterkamp, Hines, Leeper, Orvis and Wohlpert. Those voting "no" none. Motion carried.

Director Wohlpart inquired about the fund raising efforts specific to the new High School athletics, pools etc. Dr. Pattee advised fundraisers will begin September 2020.

Item No. 8 – Approval of 2020-2021 Board of Education Goals

Directors Leeper, Wohlpart and President Hassman reviewed the following Board of Education goals as presented for the 2020-2021 school year. After discussion, Director Wohlpart moved and Director Orvis seconded the motion that the Cedar Falls Board of Education approve the 2020-2021 Board goals as presented. Directors voting in favor of the motion: Gruber, Hassman, Heisterkamp, Hines, Leeper, Orvis and Wohlpart. Those voting “no” none. Motion carried.

Goal 1 Student Achievement: The Board will focus on student achievement and undertake a culture of learning and participate in the following:

- Explore options and needs regarding future facility upgrades, efficiencies and expansions to serve PreK-12 students into the future.
- Initiate a survey of graduates who are 1 year and 5 years removed from high school. The focus will be on preparation, programs, and supports that helped prepare (or not) for college and career readiness.
- Support continued improvement of the quality and efficacy of virtual learning opportunities as viable options for students, families, and teachers.

Goal 2 Culture/Climate: The Board will “model reflective learning” tolerance, shared understanding and collaboration in support of a positive climate and culture across out District and community.

- Continue to promote positive social change and inclusion in the District through support of community-wide initiatives, membership on and updates from the District Equity Committee, and participation in a book study.
- Develop and support collaborations with the City of Cedar Falls, UNI and CFU that build on existing synergies.

Goal 3 Professional Learning Communities (PLC): The Board will support District initiatives, seeking intentional opportunities for engagement, interaction, transparency and communication.

- Create a bi-annual opportunity to interact with PTO/PTA groups to share information, goals, and needed supports to enhance educational opportunities.
- Engage regularly with staff and students to enhance awareness and understanding of key initiatives and areas of growth, with these efforts intended to support Board goals.

Item No. 9 – Approval of Superintendent Goals

Dr. Pattee reviewed the 2020-21 Superintendent goals. Director Orvis moved and Director Hines seconded the motion to approve the 2020-2021 Superintendent goals as presented. Directors voting in favor of the motion: Gruber, Hassman, Heisterkamp, Hines, Leeper, Orvis and Wohlpart. Those voting “no” none. Motion carried.

Student Achievement:

- Create a state sanctioned online learning framework that allows for Cedar Falls CSD students and other regional students a robust online learning experience.
- Continue to grow and enhance the CAPS experience and program through additional strands and deeper partnerships.
- Deeper Learning Opportunities and exploration:
 - Personalized Learning
 - Project/Magnet Elementary School Exploration/Options

Professional Learning Communities (PLC)

- Refining and refocusing the work at Admin Council to explore and create building collective commitments, mission, vision and goals
- Work with state groups to grow my learning and explore best practice
 - Executive Leaders
 - IASB Advisory Board
 - Chamber and Alliance
 - SAI Statewide Conference Planning
- Undertake group learning activities with the Administrative Council regarding leadership, culture and change process:
 - Student Centered Coaching professional development and discussion with instructional coaches on student and staff impact
 - Article reflection and discussion
 - Best Practice Discussion and Implementation

Culture/Climate

- Finalize the design development for a new Cedar Falls High School and start construction
- Develop goals and practices to enhance staff culture and climate
- Continue to expand District Equity Committee and enhance changes across the District to enact positive social change.
- Increase Community and Parent Engagement/Knowledge
 - Parent University
 - Partners in Education Development

Item No. 10 - Superintendent's Report

Dr. Pattee reported on the following:

- September 28, 2020 - Sr. Year Plus, Virtual Campus and New High School update
- October 12, 2020 - Certified Annual Report (CAR)
- UNI announcement - extended winter break and no spring break. No changes to Cedar Falls CSD 2020-21 calendar

Item No. 11– Questions, Comments, and Concerns

Dr. Hines inquired on COVID guidance for students traveling over break. Dr. Pattee reported we work with the Black Hawk County Health Department for guidance.

Director Gruber thanked Tara Estep and staff on the positive experience his children have through virtual learning.

Director Orvis reminded everyone to participate in the 2020 Census.

Item No. 12 – Adjournment

Director Hines moved and Director Heisterkamp seconded the motion to adjourn. Directors voting in favor of the motion: Gruber, Hassman, Heisterkamp, Hines, Leeper, Orvis and Wohlpart. Those voting “no” none. Motion carried.

The meeting was adjourned at 6:45 p.m.

Secretary

President