

August 13, 2012

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 James L. Robinson Administrative Center, 1002 West First Street, Cedar Falls, Iowa, at 7:00 p.m. The meeting was called to order by the President and the roll being called there were present Deon Senchina in the chair, and the following named Directors: Jenny Leeper, Joyce Coil, Jim Brown, Susan Lantz, David Williams and James Kenyon. Others in attendance were: Michael Wells, Superintendent, Douglas Nefzger, Director of Business Affairs, Dan Conrad, Director of Secondary Education, Pam Zeigler, Director of Elementary Education and Dr. Adrian Talbot, Director of Human Resources. Also in attendance Emily Christensen.

President Senchina called the meeting to order and reported that the business and action to be taken at tonight's meeting will be focused on student achievement.

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

Director Coil moved and Director Lantz seconded the motion to approve the following items:

1. The agenda of the August 13, 2012, Board of Education meeting
2. Approval of the July 23, 2012 Board of Education minutes
3. Approval of the bills as presented for payment as reviewed by Director Susan Lantz
4. Approval of open enrollment requests
5. Human Resource report
6. Approval of Agreements:
 - Transportation Services with Community United Child Care Services
 - School Administrators of Iowa - SAM Training
 - Black Hawk County Nursing

Open Enrollment
August 13, 2012

Noah A Anderson	1 st Grade
Current resident district:	Hudson
District requested:	Cedar Falls
Effective date:	2012-2013 – C
Hope A Fisher	2 nd Grade
Current resident district:	Hudson
District requested:	Cedar Falls
Effective date:	2012-2013
Leiana J Gil	2 nd Grade
Current resident district:	Hudson
District requested:	Cedar Falls
Effective date:	2012-2013
Bella M Mabon	2 nd Grade
Current resident district:	Hudson
District requested:	Cedar Falls
Effective date:	2012-2013 – C
Jaxon H Mabon	6 th Grade
Current resident district:	Hudson
District requested:	Cedar Falls
Effective date:	2012-2013 – C

Ruby M Mabon	1 st Grade
Current resident district:	Hudson
District requested:	Cedar Falls
Effective date:	2012-2013 – C
Samuel I Remley	3 rd Grade
Current resident district:	Hudson
District requested:	Cedar Falls
Effective date:	2012-2013 – C
Eric J Cox	4 th Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013 – C
Katie T Do	1 st Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013 – C
Daniel J Jesse	5 th Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013 – C
Alexa S McFadden	7 th Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013 – C
Degan Mincks	2 nd Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013 – C
Dominic Mincks	5 th Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013 – C
Benjamin Pajazetovic	5 th Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013 – C
Alexa R Poppy	10 th Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013 – C

Addison E Rains	Kindergarten
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013
Breiona Woods	3 rd Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013 – C
FaLeShia Woods	4 th Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013 – C
Nigewl Woods	Kindergarten
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013
NaVahn S Wright	Kindergarten
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013
*Kaitlyn Winkelpleck	9 th Grade
Current resident district:	Hudson
District requested:	Cedar Falls
Effective date:	2012-2013

*** This will be denied**

Human Resources Report

August 13, 2012

****New Contracts - Recommended for Approval***

2012-13 School Year

Kimberly Smith	Cedar Heights/Southdale/ Peet	Orchestra	MA Step 3	\$40,790
Viridiana Barnard	North Cedar	Kindergarten	BA Step 3	\$36,747

Directors voting in favor of the motion: Brown, Leeper, Kenyon, Coil, Williams, Lantz and Senchina. Those voting “no” none. Motion carried.

Item No. 2 – Secretary’s Monthly Financial Report

Mr. Nefzger reviewed with the Board the July 2012 fund balances for general, schoolhouse, student activity, and food service. President Senchina stated the report would be filed subject to audit.

Item No. 3 – Communications

- Director Senchina reminded the Board of the IASB workshop on “Federal Sequestration” on September 12th in Summer.
- Director Leeper updated the Board on Blue Zone activities, including items necessary for the District to become Blue Zone certified.
- Board members commented positively on the opening day address to staff by Superintendent Wells.

Item No. 4 – Approval of 2012-2013 School Board Calendar

Mr. Wells presented the 2012-2013 School Board calendar for Board review. The calendar includes meeting dates and reports that will be presented to the Board. Director Brown moved and Director Williams seconded the motion to approve the 2012-2013 School Board calendar as follows. Directors voting in favor of the motion: Coil, Leeper, Brown, Senchina, Kenyon, Williams and Lantz. Those voting “no” none. Motion carried.

Board of Education
 School Year 2012-2013

<u>Date</u>	<u>Day</u>	<u>Agenda</u>
July 2	Monday	First day of 2012-2013 Fiscal Year
July 9	Monday	Annual Meeting: a) Approve annual report of secretary and depository report of treasurer b) Approve depository banks c) Appoint and administer oath of office to secretary d) Appoint and administer oath of office to treasurer
July 12	Thursday	Board Work Session – Mary Jane Vens (IASB)
July 23	Monday	Regular Meeting
August 13	Monday	Regular Meeting
August 27	Monday	Regular Meeting Information Reports: a) World Class Schools
September 10	Monday	Regular Meeting
September 24	Monday	Organizational Meeting of Board: a) Nomination and election of Board Officers b) Oath of office to elected officers Information Reports: a) Annual Progress Report (APR) b) River Hills School

October 8	Monday	Regular Meeting: a) Superintendent: 90-day Review
October 22	Monday	Regular Meeting Information Reports: a) High School Building Considerations b) K-12 Language Arts
November 12	Monday	Regular Meeting
November 14-16	Wed – Friday	IASB Convention – Des Moines, Iowa
November 26	Monday	Regular Meeting Information Reports: a) TAP/Alternative Education b) Professional Learning Communities
December 10	Monday	Regular Meeting Information Reports: a) Present Enhancement Plans (K-6) b) Bilingual Programs
January 14	Monday	Regular Meeting
January 28	Monday	Regular Meeting Information Reports: a) Industrial Technology b) Family & Consumer Science c) Mid-Year Superintendent Evaluation
February 11	Monday	Regular Meeting: a) Audit b) School Finance
February 25	Monday	Regular Meeting Information Reports: a) Leader in Me
March 11	Monday	Regular Meeting: a) Preliminary Budget Information Reports: a) K-12 Special Education
April 12-15	Fri – Monday	NSBA Conference in San Diego, CA

April 8	Monday	Regular Meeting: a) Budget Hearing
April 22	Monday	Regular Meeting Information Reports: a) Hawkeye C.C. Partnerships b) Technology
May 13	Monday	Regular Meeting Information Reports: a) 7-12 Enhancement Plans
June 10	Monday	Regular Meeting: a) Superintendent Evaluation
June 13	Thursday	Board/Administrative Council Retreat
June 28	Friday	Fiscal year officially closes

This agenda may be modified and/or special meetings called as determined by the President of the Cedar Falls Board of Education.

Item No. 5 – Approval of Board Policy

Mr. Conrad reviewed the second reading of board policy 605.4 – Electronic Technology Acceptable Use by Students. Director Coil moved and Director Lantz seconded the motion to approve the second reading of board policy 605.4 – Electronic Technology Acceptable Use by Students. Directors voting in favor of the motion: Leeper, Brown, Coil, Kenyon, Williams, Lantz and Senchina. Those voting “no” none. Motion carried. The Board thanked Mr. Conrad for all his preparation in developing this policy.

Policy Title: *Electronic Technology Acceptable Use by Students* Code No. *605.4*

In making decisions regarding access to the school district computers, computer network, the Internet, and other information resources, the Cedar Falls Community School District (CFCSD) considers the educational mission, goals, and objectives of the district. Electronic and print information research skills are now fundamental to the preparation of citizens and future employees. Access to the school district computers, computer network, the Internet, and other information resources allows student access to thousands of materials, libraries, databases, bulletin boards, and other resources while exchanging creative ideas and images with people around the world. The CFCSD expects that faculty will blend thoughtful use of the school district computers, computer network, the Internet, and other information resources throughout the curriculum and will provide guidance and instruction to students in their use.

All CFCSD students will receive an electronic account that includes access to an email account. Students in lower elementary classes may be provided access through a classroom account. This account should primarily be used for educational purpose. As with all interactions on the Internet, students are expected to use these tools in a safe, legal, and ethical manner. CFCSD also provides student network wireless access in all buildings. Once the infrastructure is in place, and specific policies and procedures have been determined, students will be allowed to bring their own devices on to the CFCSD network. CFCSD will not be responsible for any damage or loss of any student personal device. These are the expectations for this use of the CFCSD network with personal devices:

1. All students will use their own secure wireless login to access the network.
2. All student or non-CFCSD devices attached to the CFCSD network will have up to date security software that includes anti-virus and anti-malware programs.
3. Students who bring their own devices onto CFCSD property and use a non-CFCSD network to access the Internet is still bound by this policy.

Below is a list on unacceptable and unsafe behaviors for students. This list is not intended to be inclusive of all misuses.

1. Students will not access, review, upload, download, store, print, post, or distribute pornographic, obscene, sexually explicit material or that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption while on school property or while using school resources.
2. Students will not access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination while on school property or while using school resources without an approved educational/instructional purpose.
3. Students will not knowingly or recklessly post false or defamatory information about a person or organization, to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks while on school property or while using school resources.
4. Students will not engage in any illegal act or violate any local, state, or federal statute or law while on school property or while using school resources.
5. Students will not vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means will not tamper with, modify, or change the CFCSD Network software, hardware, or wiring.
6. Students will not take any action to violate the CFCSD Network's security, and will not disrupt the use of the system by other users nor gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct consent of that person.
7. Students will not post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes, or passwords and will not repost a message that was sent to the user privately without permission of the person who sent the message.
8. Students will not violate copyright laws, usage licensing agreements, or another person's property without the author's prior approval or proper citation, including, but not limited to the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet or other information resources.

9. Students will not use the CFCSO Network for the conduct of a business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the CFCSO Network to offer or provide goods, services, or product advertisement. Students will not use the CFCSO Network to purchase goods or services for personal use without authorization from the appropriate school district official.

CFCSO will provide ongoing age-appropriate instruction for students on current safety, legal and ethical use best practices as part of our 21st Century Skills curriculum. The training will be designed to promote the district's commitment to:

- The standards and acceptable use of Internet services;
- Student safety with regards to:
 - Safety on the internet;
 - Appropriate behavior while online; on social networking Web sites, and
 - In chat rooms, and
 - Cyber bullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act

As a public organization, CFCSO is subject to open records laws for both student and staff email and network accounts. These accounts carry no expectation of privacy. Parents have the right at any time to investigate or review the contents of their child's accounts. Parents also have the right to request the termination of their child's individual account at any time. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies.

The CFCSO defines intellectual property rights as a general term that covers copyright, registered designs and trademarks. Information users need to understand that authors resort to legal action when their works are infringed.

Plagiarism is the presentation of the thoughts, ideas, or words of another without crediting the sources. It is a form of academic dishonesty and may be grounds for academic sanctions. Students are expected to cite all sources they use. Copyright is a legal issue governed by federal law. Copyright extends to all forms of intellectual property, including print resources, web pages, database articles, images, and other works found on the Internet. The ability to legally use another's work depends on the following justifications: (1) the work is in the public domain; (2) the researcher has received permission from the copyright holder; or (3) the researcher asserts a right for fair use. Under the fair use doctrine of the U.S. copyright statute, it is permissible to use limited portions of a work including quotes, for purposes such as commentary, criticism, news reporting, and scholarly reports. Fair use is determined on a case-by-case basis. Individuals are expected to make educated, good faith decisions in determining whether fair use applies in a given situation.

Students who violate one or more of the unacceptable uses will be subject to disciplinary action based upon the school's discipline policy. This may include structured/non-independent use of technology while on school property, suspension, reparation for damages, expulsion, and/or referral to local law enforcement.

The Cedar Falls Community School District has a filtering system in place that will monitor and log Internet activity as well as block unacceptable websites as reviewed by faculty, and/or administration. Although the Cedar Falls Community School District is taking reasonable measures to ensure students do not acquire objectionable material, the Cedar Falls Community School District cannot guarantee that a student will not be able to access objectionable material on the Internet. If a student accidentally accesses unacceptable materials or an unacceptable Internet site, the student should immediately report the accidental access to an appropriate school district official.

The proper use of the Internet and other information resources, and the educational value to be gained from proper use of the Internet and other information resources, is the combined responsibility of students, parents and employees of the school district.

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate. An age-appropriate interpretation of this policy will be made available for students and families.

Item No. 6– Approval of Equal Employment Opportunity and Affirmative Action Plan

The Equal Employment Opportunity and Affirmative Action Plan was presented by Dr. Talbot and reviewed by the Board at the July 23, 2012 board meeting. Director Coil moved and Director Lantz seconded the motion to approve the Equal Employment Opportunity and Affirmative Action Plan. Directors voting in favor of the motion: Leeper, Brown, Coil, Kenyon, Williams, Lantz and Senchina. Those voting “no” none. Motion carried. The Board thanked Dr. Talbot for his work in developing this policy.

Item No. 7– 2012-2013 Property Insurance Report

Mr. Nefzger reviewed the liability, property, vehicle, commercial crime, and workers compensation insurance coverage for the 2012-2013 school year. Mr. Nefzger reported the District’s workers compensation insurance premium dropped again from the previous year. The district’s modification factor decreased from 0.79 to 0.71.

Item No. 8– Informational Report: Food Service

Mr. Nefzger gave a brief statistical synopsis of food service activities for the 2011-2012 school year. The report included number of meals served, a break-down of revenue and expenditures and estimated fund balance on June 30, 2012. Mr. Nefzger reviewed the upcoming changes in the USDA nutritional standards within the national school lunch and breakfast program that include:

- Change in the meal pattern to food based only
- Grade groupings changing from K-6 and 7-12 to K-5, 6-8, and 9-12
- Serving sizes
- Types of offerings
- Vegetable sub-groups
- Grain, meat and sodium requirements
- Milk and calorie content

Mr. Nefzger reviewed the additional requirements including availability of water, service lines must offer everything to meet the requirements of that day, new diet modification request forms that are required to be signed by parents and physicians.

Financial perspectives include additional Federal reimbursement when the District becomes “certified” as well as estimated increases in cost of labor and food due to the implementation of the new USDA requirements.

Mr. Nefzger also reported on the additional stress that will be placed on the District’s food service facilities by moving away from prepackaged meals. This puts an additional strain on the District’s already overcrowded food service facilities.

Item No. 9- Superintendent’s Report

Mr. Wells briefly reviewed activities from the all school welcome held earlier today at the High School auditorium.

Item No. 10 – Questions, Comments, and Concerns

None

Item No. 11 – Book Study:

Mr. Wells led the Board on a structured study of the book “Switch” by Chip and Dan Heath. The Board reviewed chapters 1-4. The Board also reviewed chapters 1 and 2 of the book “All Systems Go” by Michael Fullan.

Item No. 12 – Adjournment

Director Kenyon moved and Director Lantz seconded the motion to adjourn. Directors voting in favor of the motion: Williams, Coil, Leeper, Senchina, Brown, Lantz, and Kenyon. Those voting “no” none. Motion carried.

The meeting was adjourned at 9:03 p.m.

Secretary

President