

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: Jim Brown, James Kenyon, Susan Lantz, Joyce Coil, Jenny Leeper, and David Williams. Others in attendance were: Dr. David Stoakes, Superintendent, Dan Conrad, Director of Secondary Education, Douglas Nefzger, Director of Business Affairs, Pam Zeigler, Director of Elementary Education and Adrian Talbot, Director of Human Resources. Also present Jim Young, Erin Sheets, Crystal Perez, Megan McAfee, Dick Vander Kieft and 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 the Board approves the following items:

1. The agenda of the November 14, 2011 Board of Education as presented.
2. Approval of the October 31, 2011 Board of Education meeting minutes as presented.
3. Approval of the bills as presented for payment as reviewed by the designated Board member, Jenny Leeper
4. Hawkeye Community College field experience agreement
5. Approval open enrollment request

**Open Enrollment Report
November 14, 2011**

<p>Isabella J Harper Current resident district: District requested: Effective date:</p>	<p>8th Grade Waterloo Cedar Falls 2011-2012 – C</p>
<p>Evan M Potter Current resident district: District requested: Effective date:</p>	<p>Kindergarten Waterloo Cedar Falls 2011-2012 – C</p>
<p>Abigail MA Smith Current resident district: District requested: Effective date:</p>	<p>Kindergarten Waterloo Cedar Falls 2011-2012 – C</p>
<p>Alice L Zhang Current resident district: District requested: Effective date:</p>	<p>2nd Grade Waterloo Cedar Falls 2011-2012 – C</p>
<p>Frank Zhang Current resident district: District requested: Effective date:</p>	<p>4th Grade Waterloo Cedar Falls 2011-2012 – C</p>

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

Item No. 2 – Secretary’s Monthly Financial Reports

Mr. Nefzger reviewed the monthly balances for October 2011 for the general fund, schoolhouse, student activity, and food service. President Senchina reported that the report would be filed subject to audit.

Item No. 3 – Communications

Dr. Stoakes reminded the Board that Governor Branstad and Lt. Governor Reynolds are scheduled to appear along with the Iowa Department of Education Director Jason Glass at the educational reform forum that is scheduled at the Cedar Falls High School auditorium on November 15, 2011 at 4:30 p.m.

Item No. 4 – Adoption of the American Education Week Proclamation

Jim Young, President Elect of the Cedar Falls Education Association presented the following proclamation for the 90th anniversary of American Education Week, which will be observed on November 13-19, 2011. Director Leeper moved and Director Coil seconded the motion to approve the following American Education Week proclamation as presented. Directors voting in favor of the motion: Senchina, Brown, Coil, Leeper, Kenyon, Lantz and Williams. Those voting “no” none. Motion carried.

WHEREAS, public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility and equality; and

WHEREAS, by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future; and

WHEREAS, education employees, be they substitute educators, custodians, teachers, bus drivers, or librarians, work tirelessly to serve our children and communities with care and professionalism; and

WHEREAS, schools encourage community, bringing together adults and children, educators and volunteers, business leaders, and elected officials in a common enterprise.

NOW, THEREFORE, I, Dee Senchina, serving as Board President of the Cedar Falls Community School District, Cedar Falls, Iowa, do hereby proclaim November 13-19 as the 90th annual observance of American Education Week.

Signed this 14th day of November 2011.

Item No. 5 – Discussion: Proposed IASB By-Law Amendment

President Senchina introduced IASB Treasurer, Richard Vande Kieft. Mr. Vande Kieft reviewed the agenda for the upcoming IASB delegate annual meeting and amendments that will be voted on by the Delegate Assembly at the annual meeting. These amendments include:

- Article III, Section 7 Vacancy
- Article IX, Section 2 Executive Committee
- Article IX, Section 2A Executive Committee Terms
- Article IX, Section 2D Meetings and Quorum

Item No. 6 – Approval of the Certified Annual Report

Mr. Nefzger reviewed the certified annual report and special education supplement for the Cedar Falls Community School District for the 2010-2011 school year. A considerable amount of data was presented in a Power Point presentation showing trends and performance of the District's individual funds over the past seven years and detailed information of miscellaneous income and federal funds received over the previous two years. Mr. Nefzger reviewed the special education supplement for the certified annual report showing trend lines over the past seven years for revenue, expenditures and special education fund balances. Director Leeper moved and Director Kenyon seconded the motion to approve the 2010-2011 certified annual report, special education supplement, and submit a request to the school budget review committee to seek allowable growth and supplemental aid for the negative special education balance as presented: Directors voting in favor of the motion: Senchina, Brown, Coil, Leeper, Kenyon, Lantz and Williams. Those voting "no" none. Motion carried.

Item No. 7 – Approval of Substantial Completion of Holmes Junior High Construction Project

Mr. Nefzger reviewed the Holmes Junior High School construction project and recommended that the Board accept substantial completion of the project. Mr. Nefzger also reviewed the preliminary final budget for the project, indicating that the project as of October 24, 2011 is approximately \$275,000 under the total budget. Director Coil moved and Director Williams seconded the motion that the Cedar Falls Board of Education to accept as complete the Holmes Junior High construction project and all claims for materials furnished, labor performed and service on this contract must be filed within the next 30 days. Directors voting in favor of the motion: Senchina, Brown, Coil, Leeper, Kenyon, Lantz and Williams. Those voting "no" none. Motion carried.

Item No. 8 – Approval of Substantial Completion of the 2011 Hansen Elementary Portable Classroom Relocation Project – General Contractor

Mr. Nefzger reviewed the general contractor portion of the 2011 Hansen Elementary portable classroom relocation project and recommended acceptance of completion by the Board. Director Williams moved and Director Coil seconded the motion that the Cedar Falls Board of Education to accept as complete the general contractor portion of the 2011 Hansen Elementary portable classroom relocation project and all claims for materials furnished, labor performed and service on this contract must be filed within the next 30 days. Directors voting in favor of the motion: Senchina, Brown, Coil, Leeper, Kenyon, Lantz and Williams. Those voting "no" none. Motion carried.

Item No. 9 – Approval of Substantial Completion of the 2011 Hansen Elementary Portable Classroom Relocation Project – Electrical Contractor

Mr. Nefzger reviewed the electrical contractor portion of the 2011 Hansen Elementary portable classroom relocation project and recommended acceptance of completion by the Board. Director Lantz moved and Director Kenyon seconded the motion that the Cedar Falls Board of Education to accept as complete the electrical contractor portion of the 2011 Hansen Elementary portable classroom relocation project and all claims for materials furnished, labor performed and service on this contract must be filed within the next 30 days. Directors voting in favor of the motion: Senchina, Brown, Coil, Leeper, Kenyon, Lantz and Williams. Those voting "no" none. Motion carried.

Item No. 10 – Approval of Computer Hardware Purchase

Mr. Nefzger reviewed the bids for the 2011-2012 school year computer refresh purchase. This years' computer refresh bid consists of 257 netbooks, 75 laptops, 9 net book carts, 10 tablet PCs, 95 desktop computers and miscellaneous peripheral items. There were four bids received and the recommendation is to accept the low quote from CDW-G from Vernon Hills, Illinois in the amount of \$221,052.15. Payment for the purchase of this equipment will be approximately \$180,000 to \$190,000 from the Instructional Support Levy and the balance from Physical Plant and Equipment fund. Director Coil moved and Director Kenyon seconded the motion that the Cedar Falls Board of Education to accept the low quote from CDW-G in the amount of \$221,052.15 for computer equipment for the 2011-2012 school year. Directors voting in favor of the motion: Senchina, Brown, Coil, Leeper, Kenyon, Lantz and Williams. Those voting "no" none. Motion carried.

Item No. 11 – Approval of 2011-2012 Calendar Revision

Dr. Stoakes reviewed the proposed revision to the 2011-2012 school-year calendar. The revision would change spring parent/teacher conferences from March 27th and 28th to February 7th and 9th for this spring. Director Brown moved and Director Kenyon seconded the motion to approve the revision in the 2011-2012 school-year calendar as presented. Directors voting in favor of the motion: Senchina, Brown, Coil, Leeper, Kenyon, Lantz and Williams. Those voting “no” none. Motion carried.

Cedar Falls Community Schools

2011-2012 Calendar

<p style="text-align: center;">July 2011</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p style="text-align: center;">August</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <p style="text-align: center;">September</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table> <p style="text-align: center;">October</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p style="text-align: center;">November</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table> <p style="text-align: center;">December</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							S	M	T	W	T	F	S			1	2	3	4	5	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				S	M	T	W	T	F	S						1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				S	M	T	W	T	F	S						1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>Aug. 9-11 New Teacher Orientation Aug. 15 & 17..... Teacher Workshop Aug. 16 Professional Development Aug. 18 First Day of School</p> <p>Sept. 5 Labor Day: No School Sept. 16 Professional Development</p> <p>Oct. 21 End 1st 9 weeks - 45 days Oct. 28 Professional Development</p> <p>Nov. 1 K-12 Evening P/T Conf Nov. 3 K-6 No School - P/T Conf Nov. 3 7-12 Evening P/T Conf Nov. 4 K-12 No School Nov. 23-25 Thanksgiving: No School</p> <p>Dec. 22-Jan 2 Winter break: No School</p> <p>Jan. 3 School Reconvenes Jan. 12 End 2nd Quarter - 47 days Jan. 13 7-12 No School - Tchr Wkday Jan. 16 MLK Jr. Day: No School Jan. 17 Begin 2nd Semester</p> <p>Feb. 3 PD/Elem Conf Writing Feb. 7 K-6 Evening P/T Conf Feb. 9 K-6 No School - P/T Conf Feb. 10 K-6 No School Feb 20 President's Day: No School Snow Make-up Day</p> <p>March 2 Professional Development March 12-16 Spring Break: No School March 23 End 3rd Quarter - 41 days</p> <p>April 3 & 5 7-12 Evening P/T Conferences April 6 7-12 No School April 13 No School/ Snow Make-up Day</p> <p>May 23 K-6 Noon Dismiss/Conf Writing May 27 Commencement May 28 Memorial Day: No School May 30 End 4th 9 weeks - 46 days May 31 Teacher Workday</p> <p>K-6 Wednesday dismissal at 1:30 p.m.</p> <p>7-12 90 minute late arrival: Tuesdays</p> <p>*****</p> <p>□ Vacation ○ Holidays ● Professional Development ◈ Workshop/Workday</p> <p>*****</p> <p>February 20 and April 13 are designated snow make-up days. Additional make-up days, if necessary, will be scheduled on subsequent week days at the end of the school year.</p>	<p style="text-align: center;">January 2012</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> <p style="text-align: center;">February</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td><td></td></tr> </table> <p style="text-align: center;">March</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> <p style="text-align: center;">April</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p style="text-align: center;">May</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> <p style="text-align: center;">June</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					S	M	T	W	T	F	S					1	2	3	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29				S	M	T	W	T	F	S						1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						S	M	T	W	T	F	S						1	2	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			S	M	T	W	T	F	S							1	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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Item No. 12 – Approval of Board Policies

Dr. Stoakes and the Board reviewed board policies 100.1, 200.1, 201.1, 201.2, 201.3, 202.0, 202.1, 202.2, 203.1, 203.2, 204.1, 204.2, 204.3, 204.4, 204.5, 205.1, 205.2 and 205.3.

Director Leeper moved and Director Williams seconded the motion to approve the first and final reading of board policies 200.1, 201.1, 201.2, 201.3, 202.0, 202.2, 203.2, 204.2, 204.3, 204.4, 204.5, 205.1, 205.2 and 205.3 as presented. Directors voting in favor of the motion: Senchina, Brown, Coil, Leeper, Kenyon, Lantz and Williams.

Policy Title: *Statement of Guiding Principles* Code No. 200.1

It is the policy of the Board of Directors to organize and maintain the distinction between those activities which are appropriate to the Board of Directors as the legislative governing body of the school district, and those administrative activities which are to be performed by the superintendent of schools and the staff in the exercise of a delegated administrative authority. The function of the Board can be described as policy-making, appraisal, and evaluation.

The Board of Directors shall have the further duty of allocating financial means as provided by state statute and/or federal allocation. They shall also ensure that the community be informed of the needs, purposes, values, and status of the schools.

Policy Title: *Duties of the Board of Directors* Code No. 201.1

The Board of Directors shall provide for a school system and shall establish general policies in keeping with the wishes of the community, the rules and regulations of the Iowa Department of Education, and the requirements of law as stated in the Code of Iowa. In carrying out this function, the Board has three general duties: formulating and interpreting education policies, delegating administrative duties, and making a continuous appraisal of progress. In fulfilling these three general duties, the Board of Directors has other specific responsibilities:

1. To select a superintendent and support the discharge of duties.
2. To elect, upon approval, school personnel nominated and recommended by the superintendent.
3. To delegate to the superintendent responsibility for all executive functions, to refrain from handling directly administrative details, and to give the superintendent authority commensurate with assigned responsibilities.
4. To approve compensation programs.
5. To consider and act upon policies for the school program. Any policy change initiated by the board, staff, or the general public shall be submitted to the superintendent for consideration and recommendation.
6. To require and evaluate the reports of the superintendent concerning the progress of the financial status of the school district.
7. To consider and adopt an annual school budget recommended by the superintendent of schools.
8. To consider and decide upon professional recommendations for changes of school services, school buildings and school facilities.
9. To assist in presenting to the public the needs and progress of the educational system.
10. To provide by the exercise of its legal powers the funds necessary to finance the operation of its schools.
11. To perform the specific duties imposed upon the board by the statutes of the State of Iowa.
12. To refer all applications, complaints, and other communications, oral and written, to the superintendent, except when such may come to the board in a meeting or on appeal from decisions of the superintendent.

13. To provide adequate safeguards for the superintendent and other personnel so that they may perform their proper functions on a professional basis. This involves, particularly, supporting the superintendent's efforts to protect the personnel and the schools from individuals and organizations seeking to exploit the district.
14. If, after fair and impartial appraisal and due admonishment, the board is convinced that the superintendent's services do not meet with its approval, to notify the superintendent as far in advance as possible that a change must be made; and to replace the superintendent with a carefully selected new superintendent.

Policy Title: ***Membership of Board*** **Code No 201.2**

The Board of Directors of the Cedar Falls Community School District, Black Hawk County, in the State of Iowa, shall consist of seven members elected at large by the qualified electors of the district. This is pursuant to the Code of Iowa, Section 277.23, which specifies that in any district including all or part of any city of 15,000 or more population, the board shall consist of seven members.

All members represent the district as a whole and each member shall reside at the time of election in the district as provided by law. A member relinquishes his/her position on the board upon changing residence to another district. Each member shall be elected for a term of four years at the regular election held on the second Tuesday in September of odd numbered years. A vacancy occurs when a board member resigns, forfeits or otherwise leaves the office. A vacancy also includes, but is not limited to, the following: failure to be properly elected, failure to qualify within the time fixed by law, failure to reside in the school district, a court order declaring the seat vacant, conviction of a felony, three violations of the open meetings law, or conviction of a public offense in violation of the oath of office.

If a vacancy occurs prior to the expiration of a term of office, the vacancy will be filled by board appointment within 30 days of the vacancy. The newly-appointed board member will hold the position until the next scheduled school election.

If the board is unable to fill a vacancy by appointment within 30 days after the vacancy occurs, the board secretary will call a special election to be held no sooner than 60 days and not later than 70 days after the vacancy occurred. A board member elected at the special election will serve the remaining portion of the unexpired term.

Any person who shall, at the time of election, be an eligible elector of the district may become a candidate for the place on the Board of Directors by filing nomination papers with the secretary of the board not later than 65 days nor less than 40 days prior to the election. Nomination petitions shall be filed not later than 5:00 P.M. on the last day of filing. Each candidate shall be nominated by petition signed by not less than 50 eligible electors of the district. To each such petition shall be attached the affidavit of an eligible elector of the District that all of the signers thereof are electors of the district and that the signatures thereto are genuine.

At a regular or special meeting of the board held prior to or on August 15, the board shall appoint a secretary and a treasurer. These officers shall be appointed from outside the membership of the board for terms of one year beginning with the date of appointment, and that their appointment and qualification shall be entered of record in the minutes of the secretary. They shall qualify within ten days following appointment by taking the oath of office in the manner required by Section 277.28 of the Code of Iowa and filing a bond as required by Section 291.2 of the Code of Iowa and shall hold office until their successors are appointed and qualified.

The board will employ a superintendent of schools, who shall be the executive officer of the board and shall have such powers and duties as may be prescribed by policies adopted by the board or by law.

Policy Title: *Annual and Organizational Meeting* **Code No. 201.3**

Each year after August 31st, the Board of Directors shall meet and organize at the next regularly scheduled meeting. The meeting shall be held at a time and location designated by the secretary.

Such organization shall be affected by the election of the president and vice president by the members of the board, who shall be entitled to vote as members.

The organizational meeting of the Board of Directors shall be called to order by the immediate past president. In the event that person is no longer a member of the board, the immediate past vice president shall act as temporary chairperson.

If a quorum is present, the first order of business shall be to swear into office any new members. The board shall elect from its membership a president and vice president. The elections shall be conducted by first obtaining written nominations. The two members whose names appear most frequently as nominees for an office shall be the candidates. The election to office shall be by written ballot.

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 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 to purchase goods or services 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: *Gifts to Board of Directors* Code No. 202.2

Board members may receive a gift on behalf of the school district. Board members will not, either directly or indirectly, solicit, accept or receive a gift, series of gifts or an honorarium unless the donor does not meet the definition of “restricted donor” stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A “restricted donor” is defined as a person or other entity which:

- Is seeking to be or is a party to any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the board member’s official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district’s jurisdiction.

A “gift” is the giving of anything of value in return for which something of equal or greater value is not given or received. However, “gift” does not include any of the following:

- Contributions to a candidate or a candidate’s committee;
- Information material relevant to a board member’s official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the board recipient;
- Items received from a charitable, professional, educational or business organization to which the board member belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member’s status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;
- Actual expenses of a board member for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public service;
- Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting;

- Items or services received by members or representatives of members as a part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Funeral flowers or memorials to a church or nonprofit organization;
- Gifts which are given to a public official for the public official's wedding or twenty-fifth or fiftieth wedding anniversary;
- Payment of salary or expenses by a board member's employer or the firm in which the board member is a member for the cost of attending a meeting of a subunit of an agency when the board member whose expenses are being paid services on a board, commission, committee, council or other subunit of the agency and the board member is not entitled to receive compensation or reimbursement of expenses from the school district;
- Gifts other than food, beverages, travel and lodging received by a board member which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the board member; or
- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by, or on behalf of, a board member as consideration for an appearance, speech or article. An honorarium does not include any of the following:

- Actual expenses of a board member for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;
- A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the department of general services; or
- A payment made to a board member for services rendered as part of a private business, trade or profession in which the board member is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as a board member but, rather, because of some special expertise or other qualification.

It is the responsibility of each board member to know when it is appropriate to accept or reject gifts or honorariums.

Policy Title: *Ad Hoc Committees* Code No. 203.2

Whenever the Board deems it necessary, the Board may appoint a committee composed of community members, employees and/or students to assist the board. Committees formed by the board are ad hoc committees.

An ad hoc committee may be formed by board action which will outline the duties and purpose of the committee. The committee is advisory in nature and has no duty or responsibility other than that specifically stated in the board action. The committee will automatically dissolve upon the delivery of its final recommendation to the Board or upon completion of the duties outlined in the board action. The Board will receive the report of the committee for consideration. The Board retains the authority to make a final decision on the issue. The committee will be subject to the open meetings law.

The method for selection of committee members will be stated in the board action. When possible, and when the necessary expertise required allows, the committee members will be representative of the school district community and will consider the various viewpoints on the issue. The Board may designate a board member and the superintendent to serve on an ad hoc committee. The committee will select its own chairperson, unless the board designates otherwise.

Policy Title: *Quorum* Code No. 204.2

The majority of the Board of Directors shall be necessary to constitute a quorum for the transaction of business. A majority vote of those present shall be necessary and sufficient to pass any motion or to take any action of the board unless the vote of a greater number with respect to the particular subject matter shall be required by law or other board policy.

Policy Title: *Consent Agendas* Code No. 204.3

Very often the board must consider agenda items which are noncontroversial or similar in content. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school buildings and grounds, open enrollment requests or approval of various schedules.

In order for a more efficient administration of board meetings, the board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

The superintendent, in consultation with the board president and board secretary, shall place items on the consent agenda. By using a consent agenda, the board has consented to the consideration of certain items as a group under one resolution. Items may be removed from the consent agenda at the request of a board member.

Nothing in this policy is to be construed as an attempt to avoid full compliance with laws dealing with open meetings or public notice of the agenda and meeting.

Policy Title: *Order of Business* Code No. 204.4

The order of business at all meetings, insofar as practicable except as otherwise directed by the board or by the president when not objected to, shall be as follows:

1. Roll Call and Call to Order
2. Consent Agenda
 - a. Approval of Agenda
 - b. Approval of Minutes
 - c. Approval of Accounts Payable
 - d. Open Enrollment
 - e. Routine Contracts
 - f. Human Resource Report
 - g. Quarterly Transportation Report
3. Public Hearings
4. Secretary's Monthly Financial Report
5. Communications
6. Approval of Bids
7. Administrative Reports
8. Superintendent's Monthly Report
9. Board Discussion Items
10. Adjournment

A community member wishing to have an item considered for inclusion on the agenda should request same of the superintendent and/or board president no later than Thursday prior to a regular meeting of the board.

A citizen wishing to make a brief statement, express a viewpoint, or ask a question regarding an item on the agenda should secure permission from the board president prior to the meeting. The president will determine the time allocation.

The board, in conducting its business in an orderly manner, can best proceed without undue interruptions or other interference. The presiding officer has the right and obligation to terminate any prolonged or irrelevant speeches or discussions.

Policy Title: **Minutes** **Code No. 204.5**

The official minutes are to remain in the care and custody of the board secretary, but any citizen desiring to examine them may do so during the usual office hours of the Board of Education office. Copies of the minutes may also be reviewed on the district website at www.cfschools.org.

Policy Title: **Development of Policy** **Code No. 205.1**

The board has jurisdiction to legislate policy for the school district with the force and effect of law. Board policy provides the general direction as to what the board wishes to accomplish while allowing the superintendent to implement board policy.

The written policy statements contained in this manual provide guidelines and goals to the citizens, administration, employees and students in the school district community. The policy statements are the basis for the formulation of regulations by the administration. The board will determine the effectiveness of the policy statements by evaluating periodic reports from the administration.

Policy statements may be proposed by a board member, administrator, employee, student or member of the school district community. Proposed policy statements or ideas will be submitted to the superintendent's office for possible placement on the board agenda. It is the responsibility of the superintendent to bring these proposals to the attention of the board.

Policy Title: **Review and Revision of Policy** **Code No. 205.2**

The board shall, at least once every five years, review board policy. Once the policy has been reviewed, even if no changes were made, a notation of the date of review is made on the face of the policy statement.

It is the responsibility of the superintendent to keep the board informed as to legal changes at both the federal and state levels. The superintendent will also be responsible for bringing proposed policy statement revisions to the board's attention.

If a policy is revised because of a legal change over which the board has no control or a change which is minor, the policy may be approved at one meeting at the discretion of the board. All other policy revisions will be placed on the agenda of two board meetings.

Policy Title: **Adoption of Policy** **Code No. 205.3**

The Board will give notice of the adoption of new policies by placing the item on the agenda of two board meetings. The proposed policy will be presented and public comment will be allowed at both meetings prior to final board action. This procedure will be required except for emergency situations. If the Board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy will be included in the minutes. The Board will have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy will be approved by a simple majority vote of the Board. The policy will be effective on the date of adoption or the date stated in the motion.

In the case of an emergency, a new policy may be adopted by a majority vote of a quorum of the Board. The emergency policy will expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

Director Lantz moved and Director Coil seconded the motion to approve the first of two readings of board policies 100.1, 202.1, 203.1 and 204.1 as presented. Directors voting in favor of the motion: Senchina, Brown, Coil, Leeper, Kenyon, Lantz and Williams.

Policy Title: *Educational Philosophy* Code No. *100.1*

The mission of the Cedar Falls Community Schools is educating each student to be a lifelong learner and a caring, responsible citizen. The schools shall provide a comprehensive curriculum which reflects the essential and delicate balance of excellence and equity, together with meaningful instructional programs based upon realistic standards.

Students shall be provided both the opportunity and the expectation through a sequentially coordinated guaranteed and viable curriculum, to acquire those skills, attitudes and personal values which contribute to their functioning as lifelong learners, responsible individuals and group members. Therefore, emphasis shall remain on the concepts of human worth and dignity, and the ideal that each person shall find his or her role as an effective member of society in a world community of continual change and accelerating complexity.

As graduates from the Cedar Falls Community Schools students will be:

- 1.Competent in essential skills;
- 2.Complex thinkers;
- 3.Effective communicators;
- 4.Competent users of technology;
- 5.Contributing citizens;
- 6.Lifelong learners; and
- 7.Collaborative workers.

The Cedar Falls Community School District is dedicated to the perpetuation of a free democratic society. The survival of a democratic society is dependent upon active involvement by its citizens. Therefore, through the curriculum, instruction, and assessment process, the Cedar Falls Community School District will seek to develop those skills and attitudes which will contribute to the continuing development of the democratic system.

As one manner of discharging its duties and responsibilities, the Board of Directors has established this body of written policies; policies which are based on the Constitution, federal and state laws, federal and state regulations, and the specific needs of this school district.

Policy Title: *Duties of Officers* Code No. *202.1*

1. President — The president of the Board of Directors presides at all of its meetings, signs all warrants and drafts, respectively, drawn upon the treasurer for money apportioned and taxes collected and belonging to the school corporation, and all orders on the treasurer drawn as provided by law, signs all contracts made by the board, and appears on behalf of the school corporation in all actions brought by or against it. The president shall be entitled to vote as a member.

2. Vice President — In the absence of the president, the vice president shall serve, and, in so doing, shall exercise all the powers and bear all the responsibilities of the president.

3. Treasurer — The treasurer shall receive all monies belonging to the school corporation, pay the same out only upon the order of the president, countersigned by the secretary, keeping an accurate account of all receipts and expenditures. The treasurer shall register all orders drawn and reported to the treasurer by the secretary, showing the number, date, to whom drawn, the fund upon which drawn, the purpose and the amount.

At a regular or special meeting held prior to or on August 15, the board shall meet, examine the books of and settle with the secretary and treasurer for the year ending on the thirtieth day of June preceding. At such settlement, the treasurer shall furnish the board with a sworn statement from each depository showing the balance then on deposit in such depository. The treasurer shall also make an annual report to the board which shall show the amount of the general fund and schoolhouse fund held over, received, paid out, and on hand, the several funds to be separately stated.

4. Secretary — The major duties of the secretary of the Board of Education are as follows:

a. ——— Nomination papers for all candidates for election to office in each school district shall be filed with the secretary of the school board. The secretary of the school board shall deliver all nomination petitions to the County Commissioner of Elections not later than 5:00 P.M. on the day following the last day on which nomination petitions can be filed.

b. ——— At a regular or special meeting held prior to or on August 15, the board of each school corporation shall meet, examine the books of and settle with the secretary and treasurer for the year ending on the thirtieth day of June preceding.

c. ——— Prepare and publish the annual and monthly financial reports for the district.

d. ——— Mail itemized statements to the secretary of debtor districts on or before February 15 and June 15 of each year.

e. ——— File and preserve copies of all reports made and all papers transmitted pertaining to the business of the school corporation.

f. ——— It is the responsibility of the board secretary to keep the minutes of the board meetings. The minutes of each board meeting will include, at a minimum, the following items: a record of the date, time, place, members present, action taken and the vote of each member, and the schedule of bills allowed will be attached. This information will be available within two weeks of the board meeting and forwarded to the newspaper designated as the official newspaper for publication. The information does not need to be published within two weeks. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

g. ——— Keep an accurate, separate account of each school fund with the treasurer, charge him/her with all warrants and drafts drawn in his/her favor, and credit him/her with all orders drawn on each fund.

h. ——— Keep an accurate record of bills and present them to the board for audit and approval for payment.

i. ——— Make and file with the board monthly financial reports showing receipts, disbursements, and the remaining balance in each fund, which monthly statements shall be open to public inspection.

j. ——— Countersign all warrants and drafts upon the treasurer drawn or signed by the president. Draw warrants for claims allowed by the board, countersign, using an original or facsimile signature, and keep a record of them showing the fund upon which the warrant is drawn, the date, name of payee, purpose, and the amount.

k. ——— File reports as required by the Director of the Department of Education.

l. ——— Report to the Director of the Department of Education, the County Auditor, and the County Treasurer the name and post office address of the President, the Secretary, and the Treasurer of the School Board as soon as practicable after each such officer has qualified.

m. ——— Request reports from private schools regarding the attendance of pupils between the ages of 7 and 16.

n. ——— Request reports regarding private instruction of pupils between the ages of 7 and 16.

o. ——— Have custody of all records pertaining to compulsory school attendance.

p. ——— Receive reports and notify the President of the Board regarding any violation of the truancy law.

q. ——— Prepare yearly reports of all resident children between the ages of 7 and 16.

r. ——— Be responsible for filing the following claims and reports:

- (1) ——— Sales tax reports & refund requests
- (2) ——— Retirement reports to state and federal agencies
- (3) ——— Such other claims or reports as required by law or practice

- s. ~~Notify the media when regular or special meetings of the Board of Directors will be held.~~
- t. ~~Perform such responsibilities as may be required by Chapter 20 of the Code of Iowa.~~

A board secretary may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter.

It is the responsibility of the board secretary, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the board; to keep complete minutes of special and regular board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after board approval; and collect data on truant students. The board secretary will also be responsible for filing the required reports with the Iowa Department of Education.

In the event the board secretary is unable to fulfill the responsibilities set out by the board and the law, the director of human resources will assume those duties until the board secretary is able to resume the responsibility or a new board secretary is appointed. The board secretary will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Policy Title: ***Long-Range Needs Assessment*** Code No. 203.1

The board shall conduct ongoing and in-depth needs assessment, soliciting information from business, industry, labor, higher education, and community members regarding their expectations for adequate student preparation as responsible citizens and successful wage earners.

The superintendent will develop a process for long-range needs assessment, **and the district will provide opportunities for local feedback on an ongoing basis.** The process needs to include three items:

8.provisions for collecting, analyzing and reporting information derived from local, state and national sources;

9.provisions for reviewing information acquired on the following:

- state indicators and other locally determined indicators,
- locally established student learning goals,
- specific data collection required by state and federal programs;

Section 1.provisions for collecting and analyzing assessment data on the following:

- state indicators
- locally determined indicators,
- locally established student learning goals.

~~In conjunction with the in depth needs assessment of the school district, the board shall authorize the appointment of a School Improvement Committee, representing school district personnel, parents, students, and community members, to make recommendations and assist the board in determining the priorities of the school district in addition to the basic skills areas of the education program.~~

~~The district will provide opportunities for local feedback on an ongoing basis. In addition to parent advisory committees and community forums, the superintendent will convene an Annual Progress Report Committee. Membership will include representatives from the community, administration, teachers and students. The primary responsibility of this committee is to monitor, analyze, and interpret district student achievement data and make recommendations to the district School Improvement Council. The School Improvement Council is responsible to make recommendations to the Board regarding district wide prioritized needs. The Board of Education will annually appoint a School Improvement Advisory Committee. The purpose of the committee is to:~~

- a) **gain stake-holder input at key stages of the Comprehensive School Improvement Process,**
- b) **improve communication between the Cedar Falls Community School District and the broader Cedar Falls community,**
- c) **to meet the requirements of Iowa Code § 281-IA12.8(1)(a)(2).**

The charge of the School Improvement Advisory Committee is to make recommendations to the Board of Education in regard to major educational needs, student learning goals, long-range district goals, annual improvement goals for the state indicators that address reading, mathematics, science, and harassment or bullying prevention goals, programs, training, and other initiatives. Membership in the committee will include parents, students, teachers, administrators, and community members.

It shall be the responsibility of the superintendent to: a). ensure the school district community is apprised of the board's policies, programs and goals, as well as students' progress on state and locally determined indicators, and ~~The superintendent~~ shall report to the board about means used to keep the community informed, and b). annually report the school district's progress made under the plan to the committee, community and Iowa Department of Education.

~~As a result of the board and the School Improvement Advisory Committee's work, the board shall determine major educational needs and develop long range goals and plans to meet the needs; establish and implement short range and intermediate range plans to meet the goals and to attain the desired levels of student performance; evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects; and annually report the school district's progress made under the plan to the committee, community and Iowa Department of Education.~~

Policy Title: *Meetings of the Board* Code No. 204.1

1. **Meeting** — A meeting is a gathering in person or by electronic means, formal or informal, of a majority of the members of the Board or a Board-appointed committee where there is deliberation or action upon any matter within the scope of the Board's or a Board-appointed committee's policy-making duties.
2. **Regular Meetings** — Unless otherwise stated and advertised, the regular meetings of the Board of Directors shall be held in the Board of Education Office at 1002 West First Street on the second and fourth Mondays of each month, commencing at 7:00 P.M. If the regular meeting is still in session at 11:00 P.M. and it can be seen that the suggested agenda will require more than fifteen additional minutes, the board may vote for adjournment. The material not covered will form the agenda for the next regular meeting unless a special meeting is called.
3. **Special Meetings** — Special meetings may be held as determined by the Board, or called by the president, or by the secretary upon the written request of a majority of the members of the Board, upon notice specifying time and place, delivered to each member in person, or by registered letter, but attendance shall be a waiver of notice.
4. **Work Sessions** — The Board, as a decision making body, is confronted with a continuing flow of problems, issues and needs which require action. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming and thoughtful discussion without action. Therefore, the Board may schedule work sessions in order to provide its members and the administration with such opportunities. The Board has the authority to hire an outside facilitator to assist them in work sessions.

Topics for discussion and study will be announced publicly, and work sessions will be conducted in open session. No board action will take place at the work session.

5. **Public Meetings** — Regular meetings, special meetings, and ad hoc committee meetings are open to the public. Citizens should have the right to be present at any such meeting. However, any public agency may make and enforce reasonable rules for the conduct of its meetings to assure those meetings are orderly, and free from interference or interruption by spectators.

6. **Notice of Meetings** — The notice shall state the time, date, and place of the meeting and its tentative agenda. The notice shall be given to the media who have filed a request with the board secretary, and the notice shall be posted on the bulletin board at the central administration office. Usually such notice shall be at least 24 hours prior to the meeting unless otherwise provided by law. If a meeting is held on shorter notice, as much notice as is reasonably possible shall be given, and the nature of the good cause justifying departure from normal requirements shall be stated in the minutes. Notice of regular and special Board of Education meetings shall be given by the board secretary. Notice of all committee meetings shall be given by the officially appointed board designee.

7. **Minutes** — The Board and the duly appointed committees shall keep minutes of all of their meetings showing the date, time and place, and members present, and the action taken at each meeting. The minutes at a minimum, should contain the motion, the second, and the vote by individual members on each issue. The minutes of open meetings will be kept on file as the permanent official records of school legislation. The secretary will act as custodian of the minutes and will make them available to any citizen to examine during the district's office hours.

8. **Closed Session** — Closed sessions take place as part of an open meeting. The item for discussion in the closed session will be listed as part of the tentative agenda on the public notice. The motion for a closed session, stating the purpose for the closed session, will be made and seconded during the open meeting. A minimum of two-thirds of the board, or all of the board members present, must vote in favor of the motion on a roll call vote. Closed sessions will be audio recorded and have detailed minutes kept by the board secretary. Final action on matters discussed in the closed session will be taken in an open meeting.

The minutes and audio recording will restate the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended. The board has complete discretion as to whom may be present at a closed session

Reasons for the board entering into a closed session from an open meeting include, but are not limited to, the following:

a. To review or discuss records which are required or authorized by state or federal law to be kept confidential, or be kept confidential as a condition for continuation of federal funds;

b. To conduct hearings to suspend or expel a student, or to discuss whether to conduct such a hearing, unless an open session is requested by the student or a parent or guardian of the student if the student is a minor; if an open session is held, consent shall be obtained from the individual to discuss the individual's confidential records.

c. To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session;

(1) If an open session is held, consent shall be obtained from the individual to discuss the individual's confidential records.

(2) A teacher termination hearing per Chapter 279.15(2), a meeting to hear the superintendent's recommendation on teacher termination per Chapter 279.16, and a private hearing upon the question of the termination of an administrator's contract per Chapter 279.24 are not subject to Chapter 21, the open meetings law.

d. To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation;

~~e. To discuss the purchase of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property.~~

e. To discuss the purchase or sale of particular real estate, but only when premature disclosure could be reasonably expected to increase the price the board would have to pay for the property, or in case of a sale reduce the price the board could receive for the property.

f. Other exceptions in the Iowa Code relate to letters patent, law enforcement, licensing examinations, and state agency administrative hearings.

~~The vote of each member on the question of holding the closed session and the reason for the closed session, as listed in the law, shall be announced publicly at the open session and entered in the minutes. No other business may be discussed in the closed session which does not directly relate to the specific reason announced as justification for the closed session. Final action on any matter shall be taken in an open session unless some other provision of the code expressly permits such actions to be taken in closed session.~~

The detailed minutes and ~~tape~~ recording of a closed session shall be sealed and shall not be public records open to public inspection. Access to these documents will be available only to board members, appropriate administrative personnel and/or judicial review. The sealed records are to be kept for a period of at least one year from the date of the closed session. The board secretary is authorized to destroy the minutes and erase the ~~tape~~ recording after one year from the date of the closed meeting. Minutes and records of a closed session involving real estate purchase are open to the public when the transaction is completed.

~~**9. — Collective Bargaining Session** — The first two negotiation sessions are open to the public and subject to all provisions regarding giving notice, public access, and minutes. The employee organization shall present its initial bargaining position to the employer at the first session and the employer shall present its initial bargaining position to the employee organization at the second session. All other negotiating sessions, strategy meetings of public employers or employee organizations, mediation, and the deliberative process of arbitrators shall be exempt from the provisions of Chapter 21. Hearings conducted by arbitrators shall be open to the public.~~

9. **Exemptions to the Open Meetings Law** — Board meetings at which a quorum is not present, or gatherings of the board for purely ministerial or social purposes when there is no discussion of policy or no intent to avoid the purposes of the open meetings law, are exempt from the open meetings law requirements. Since gatherings of this type are exempt from the open meetings requirements, they can be held without public notice, be separate from an open meeting, be held without taping the gathering or taking minutes, and be held without a vote or motion. The board may also hold an exempt session for the following:
1. negotiating sessions, strategy meetings of public employers or employee organizations, mediation and the deliberative process of arbitration;
 2. to discuss strategy in matters relating to employment conditions of employees not covered by the collective bargaining law;
 3. to conduct a private hearing relating to the recommended termination of a teacher's contract. The private hearing however, in the teacher's contract termination will be recorded verbatim by a court reporter; and
 4. to conduct a private hearing relating to the termination of a probationary administrator's contract or to review the proposed decision of the administrative law judge regarding the termination of an administrator's contract.

Item No.13– Superintendent's Report

Dr. Stoakes reported the following:

IASB Convention is November 16-17, 2011.

Board reports for the next board meeting will include:

Enrollment projection and Analysis

Mimeo Demonstration by Southdale Elementary staff

Item No. 14 – Questions, Comments, and Concerns from Board Members

Director Lantz reported on the Foundation direct mailing that recently took place.

Item No. 15 – Adjournment

Director Kenyon moved and Director Coil seconded the motion to adjourn. Directors voting in favor of the motion: Brown, Leeper, Kenyon, Coil, Senchina, Lantz, and Williams. Those voting “no” none. Motion carried. The meeting was adjourned at 9:12 p.m.

Secretary

President