

June 10, 2013

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, Jim Brown, James Kenyon, David Williams and Susan Lantz. Others in attendance were Douglas Nefzger, Director of Business Affairs, Pam Zeigler, Director of Elementary Education, Dan Conrad, Director of Secondary Education, Dr. Adrian Talbot, Director of Human Resources and student representative Andrew Stensland. Also in attendance was Larry Burger and Sarah Eastman.

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 Kenyon moved and Director Brown seconded the motion to approve the following items:

1. The agenda of the June 10, 2013, Board of Education meeting
2. Approval of the May 13, 16, 20, 21, 22, 23, 28 and June 1, 2013 Board of Education minutes.
3. Approval of the bills as presented for payment as reviewed by Director Williams
4. Approval of Human Resource Report
5. Approval of Accounts Payable
6. Approval of Open Enrollment
7. Approval of the following agreements
 - a. Ultimate Nursing Services
 - b. Intradyn Support and Maintenance Agreement
 - c. EPI, CFCS and INTRTC Transportation Services
 - d. Black hawk County Emergency Management - Buses
 - e. Student Accident Insurance

**Human Resources Report
June 10, 2013**

****New Contracts - Recommended for Approval
2013-14 School Year***

Kara Hulse	Senior High	Special Education	MA Step 8	(\$46,780**)
LuAnne Bibler	Holmes JH	FCS (.9 FTE)	BA Step 6	(\$36,103**)
Lisa Dumler	Southdale	Third Grade	BA Step 16	(\$48,796**)
Whitney Aldrich	North Cedar	Special Education	BA Step 6	(\$40,115**)
Katherine Decker	Southdale	Second Grade	BA Step 5	(\$38,992**)
Joe Graf	Lincoln	Fifth Grade	MA Step 10	(\$49,176**)
Eric Lins	Peet JH	Music - Band (.8 FTE)	BA Step 5	(\$31,194**)
Katie Zylstra	Southdale	Second Grade	MA Step 13	(\$52,770**)
Kristin Poppen	Hansen	First Grade	BA Step 4	(\$37,870**)
Kristen Brunner	Lincoln	Second Grade	BA15 Step 5	(\$40,191**)
Jennifer Seery	North Cedar	Special Education	MA Step 3	(\$40,790**)
Briana Goodenbouer	Senior High	Mathematics	MA Step 6	(\$37,726**)

**NOTE: Salary amounts are projections based on placement on the 2012-13 CFEA Total Salary Schedule; actual salary will be finalized once the 2013-14 schedule is determined through collective bargaining.

Resignations - Recommended for Approval

Ashley McCarty	North Cedar	Vocal Music	EOSY	Reason: Relocation
Jessica Lammers	Cedar Heights	Fourth Grade	EOSY	Reason: Other

Open Enrollment Report

June 10, 2013

Taylor Christian King	12 th Grade
Current resident district:	Cedar Falls
District requested:	Iowa Falls - Alden
Effective date:	2013-2014
Lincoln Thomas Beckman	Kindergarten
Current resident district:	Cedar Falls
District requested:	Denver
Effective date:	2013-2014
Noah D Palmer	3 rd Grade
Current resident district:	Hudson
District requested:	Cedar Falls
Effective date:	2013-2014 – C
Alyssa B Palmer	Kindergarten
Current resident district:	Hudson
District requested:	Cedar Falls
Effective date:	2013-2014

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

Item No. 3 – Secretary’s Monthly Financial Reports

Mr. Nefzger reviewed the monthly balances for May 2013 for the general fund, schoolhouse, student activity and food service. President Senchina reported that the report would be filed subject to audit.

Item No. 4 – Communications

As per the agenda:

1. The annual board retreat is scheduled for Wednesday, June 12, 2013 at 9:00 a.m.
2. The next regular school board meeting will be Monday, July 22

Item No. 5 – Approval of the Facility Master Planner

President Senchina introduced Kent Pilcher from Estes Construction. Mr. Pilcher reviewed the process for requesting qualifications in the selection for the facilities master planner for the Cedar Falls Community School District. A total of four firms were invited to participate and submit a request for qualifications. The following three firms submitted a request for qualifications: DLR Group with an office in Des Moines Iowa, SHW Group with an office in Michigan and Fielding Nair International with an office in Minneapolis, Minnesota. After review of the proposals it is the recommendation of Estes Construction to select Fielding Nair International as the Cedar Falls Community School District facilities master planner. All three firms presented extensive qualifications and Fielding Nair International distinguished themselves through the experience of integrating with local firms, as well as their overall approach to a streamlined master planning process. The estimated fee for Fielding Nair International to perform the work is between \$40,000 and \$55,000. Director Lantz moved and Director Williams seconded the motion to select Fielding Nair International as the District’s facilities master planner. Directors voting in favor of the motion: Leeper, Brown, Williams, Kenyon, Lantz and Senchina. Those voting “no” none. Motion carried.

Item No. 6 – Financial Revenue Bond Discussion

President Senchina introduced Larry Burger from Speer Financial. Mr. Burger distributed information on the upcoming revenue bond sale. The proposed sale of bonds would be for \$10,000,000 and for 10 years in length. The purpose for the sale of revenue bonds is to complete the financing for both the Southdale and Hansen elementary schools construction projects that are currently underway. Although the new proposed \$10,000,000 (10 year bond sale) is more than the original \$7,000,000 (16 year bond sale) that was first discussed on January 28th, 2013, Mr. Burger estimated the District would save approximately \$699,000 in interest with the \$10,000,000 bond sale over 10 years versus the \$7,000,000 16 year bond sale. Mr. Burger reviewed a tentative timeline for the process of the bond sale. At the July 22, 2013 board meeting the Board will set a tentative date of sale of bonds for August 20, 2013 and at the September 9, 2013 board meeting the Board will approve the bond sale official documents and electronic bidding requirements. The Board would approve the official documents with a closing date tentatively scheduled for September 23, 2015. All information presented was informational and no action was taken. The Board of Education thanked Mr. Burger for his time and presentation.

Item No. 7 – Approval of Substantial Completion of the North Cedar ADA Additions and Remodeling Project

Mr. Nefzger reviewed the substantial completion of the North Cedar ADA additions and remodeling project. The total original budget was \$557,562 and the total spent is \$530,378, for a total of \$27,184 under budget. Director Williams moved and Director Kenyon seconded the motion that the Cedar Falls Community School District Board of Education accept as complete the North Cedar ADA additions and remodeling project for all claims, materials furnished, labor performed and service on this contract must be filed within the next 30 days. Directors voting in favor of the motion: Kenyon, Senchina, Leeper, Williams, Brown and Lantz. Those voting “no” none. Motion carried.

Item No. 8 – Approval for Authorization of Payment for Year-end Claim

Director Kenyon moved and Director Williams seconded the motion that the Board of Directors of the Cedar Falls Community School District give authorization to the Director of Business Affairs for payment of year end claims before Board approval. A list of year end claims will be submitted to the Board at the first school board meeting of the new fiscal year. Directors voting in favor of the motion: Leeper, Brown, Coil, Williams, Kenyon, Lantz and Senchina. Those voting “no” none. Motion carried.

Item No. 9 – Approval of Bids

Mr. Nefzger reviewed the bids for bread products and milk for the 2013-2014 school year.

The following two quotes were received. The recommendation is to accept the low quote from Bimbo Bakeries for bakery needs and the low quote from Anderson Erickson Dairy for dairy products for the 2013-2014 school year. Director Kenyon moved and Director Williams seconded the motion to approve the bread bid from Bimbo Bakeries and the dairy products bid from Anderson Erickson for the 2013-2014 school year as presented. Directors voting in favor of the motion: Leeper, Brown, Williams, Kenyon, Lantz and Senchina. Those voting “no” none. Motion carried.

SUCCESSFUL BREAD BIDDER'S LIST

	Bimbo Bakeries USA	
Bread, whole grain	\$1.35	24 slices
Hamburger Buns, whole grain	\$1.45	24 oz
Blunt Coney Bun, whole grain	\$1.82	24 oz
Steak Roll, whole grain	\$1.36	18 oz
Dinner Rolls, whole wheat	\$1.22	17 oz
French Bread	\$1.90	16 oz
Hoagie Bun	\$4.89	72 oz

SUCCESSFUL MILK BIDDER'S LIST

ESCALATOR PRICES

	Anderson-Erickson Maximum		
White Homogenized			
L.F. (Skim)	0.2700	-----	
Chocolate Homogenized			
L.F. (Skim)	0.2880	-----	
Strawberry Homogenized			
L.F. (Skim)	.2180 paper	-----	
White Homogenized			
1% B.F.	0.2780	-----	
	<u>Anderson- Erickson Firm BID PRICE</u>		<u>Anderson- Erickson Escalator BID PRICE</u>
Sour Cream, Grade A Homogenized, 5#	\$6.50		\$6.20
Sour Cream with Chives, Grade A Homogenized, 5#	\$6.50		\$6.20
Light Sour Cream, Grade A Homogenized, 1#	\$1.30		\$1.25
Cottage Cheese, low fat, 5#	\$8.00		\$7.50
Orange Juice - 100% juice, 8 oz. carton	\$0.2900		\$0.2800
Orange Juice - 100% juice, 4 oz. Carton	\$0.1650		\$0.1600
Yogurt - low fat, Grade A, 1% milk fat. 6 oz. carton, assorted flavors	\$0.4900		\$0.4800
Yogurt - low fat, Grade A, 1% milk fat. 5 # container, assorted flavors	\$4.9000		\$4.7500

Item No. 10 – Appoint FEMA Storm Shelter Applicant Authorized Representative

Director Kenyon moved and Director Lantz seconded the motion that the Cedar Falls Board of Education authorize Dr. Andrew Pattee to be the Cedar Falls Community School District's official FEMA storm shelter applicant authorized representative effective July 1, 2013. Directors voting in favor of the motion: Leeper, Brown, Williams, Kenyon, Lantz and Senchina. Those voting "no" none. Motion carried.

Item No. 11 – Approval of 2013-2014 Calendar Modification

Mr. Conrad reviewed a slight change in the 2013-2014 school calendar. The change is moving the 7-12 grade parent teacher conferences from October 22 and 24, 2013 to October 21 and 22, 2013 due to a conflict with the UNI Dome for the home football game on October 24, 2013. Director Williams moved and Director Kenyon seconded the motion to approve a calendar modification to the 2013-2014 school year. Directors voting in favor of the motion: Leeper, Brown, Williams, Kenyon, Lantz and Senchina. Those voting "no" none. Motion carried.

Item No. 12 – Approval of 2013-2014 Supervisors, Managers, Coordinators, Transportation, District Media Technicians, 12-month Clerical Salary and Benefit Adjustment Contract

Dr. Talbot reviewed the wage and salary adjustments for non-bargaining employee groups for the 2013-2014 school year. The recommendation is for a 4.23% total percentage increase in salary and benefits for all groups. Director Brown moved and Director Lantz seconded the motion to approve the recommendation as presented. Directors voting in favor of the motion: Brown, Leeper, Kenyon, Senchina, and Lantz. Those voting "no" none. Motion carried.

Item No. 13– Approval of 2013-2014 Administrator Team Salary and Benefit Package

Dr. Talbot reviewed the recommendations for administrative team salary and benefit compensation for the 2013-2014 school year. The superintendent usually makes the recommendation to the Board for salary and benefit changes for administrators, but this year the Executive Cabinet is making the recommendation for a total package increase of 4.10% in salary and benefits for all administrators throughout the District. After discussion, Board members agreed that administrators should receive the same increase as the other groups above. Director Lantz moved and Director Kenyon seconded the motion to approve a 4.23 % increase in administrator salary and benefits package for the 2013-2014 school year. Directors voting in favor of the motion: Brown, Leeper Kenyon, Williams, Senchina, and Lantz. Those voting "no" none. Motion carried.

Item No. 14 – Approval of the Board Policies 400 to 401.16

Dr. Talbot reviewed the second and final reading of board policies 401.1, 401.3, 401.5, 401.9, 401.12, 401.14, 402.2, 402.3, 402.9, 402.14. Mr. Nefzger reviewed the first and only reading of 705.0, 705.1 and 805.1. Dr. Talbot reviewed the first of two readings of policies 401.17, 403.14 and Mr. Nefzger reviewed the first of two readings of policies 807.1 and 807.2. After discussion, Director Kenyon moved and Director Lantz seconded the motion to approve the board policies as presented. Directors voting in favor of the motion: Brown, Leeper Kenyon, Williams, Senchina, and Lantz. Those voting "no" none. Motion carried.

Second and final reading:

Policy Title: *Definitions* **Code No. 401.1**

The following terms shall have the following meanings as used in these Series 400 policies:

Administrators

The term "administrators" shall include professional licensed employees employed under contracts issued pursuant to Iowa Code Section 279.23 and shall include the superintendent of schools, the director of secondary education, the director of elementary education, principals, and associate principals. The term shall also include the director of business affairs and the director of human resources, positions not covered by the stipulations of Iowa Code Section 279.23.

Supervisors and Coordinators

Unless the context otherwise requires, such as by reference to an employee's "immediate supervisor," the term "supervisors" shall include supervisory employees who are not licensed employees, including the supervisor of financial services, the supervisor and the manager of food services, the supervisor of buildings and grounds, the manager of custodial services, the supervisor of transportation, and the supervisor of information technology services. ~~manager of information systems~~ Coordinators provide leadership for a function or area, typically under the direction and guidance of a supervisor or Administrator. Such positions include Coordinator of Student Services, Coordinator of Instructional Services, Coordinator of TAP, Coordinator of ECHOES, Coordinator of Preschool, Coordinator of Juvenile Court Services, and Coordinator of Alternative Program.

Licensed Employees

The term "licensed employees" shall include all professional employees who hold certificates, licenses or statements of professional recognition from the Iowa Department of Education and the Iowa Board of Educational Examiners or a license from the Board of Nursing, whether full-time or part-time, when such certificates, licenses or statements are required for the position the employee is holding, including administrators, teachers, nurses, counselors, librarians, and coaches.

It is solely the responsibility of the employee to file and maintain a valid license with the Human Resources Department. No licensed employee will be employed or permitted to serve without a current and valid license.

Classified Employees

Classified employees are employees who are not administrators, supervisors, or employees in positions which require an Iowa Department of Education license. Classified employees are employed to fulfill their duties on a monthly or hourly basis. The term "classified employees" shall include the following employees, whether full-time or part-time:

- a) transportation employees
- b) clerical employees
- c) custodial and maintenance employees
- d) paraeducators
- e) food service employees
- f) child care employees
- g) information technology employees

Full-time Employees

The term "full-time employees" shall include all employees who are contracted to work a minimum of forty (40) hours per week.

Part-time Employees

The term "part-time employees" shall include all employees who are contracted to work fewer than forty (40) hours per week.

Temporary Employees

The term "temporary employees" shall include all employees who have been employed for a period of time of four consecutive months or less. In addition, all substitute teachers, counselors, teacher librarians and nurses not on continuing contracts shall be deemed temporary employees.

Formatted: Normal, Justified, Indent: Left: 0", First line: 0", Line spacing: single, Tab stops: 0.25", Left + 0.88", Left

Formatted: Indent: Hanging: 1.5", Line spacing: single, Tab stops: 0.5", Left + 0.88", Left

Policy Title: *Harassment* **Code No. 401.3**

Purpose

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

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

Sexual Harassment

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

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

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

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

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

Harassment Complaint Procedures

Any employee who alleges improper harassment by any person in the District may follow the complaint procedures set forth in Policy 401.3-4. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer.

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

Compliance Officer

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

Confidentiality

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

No Retaliation

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

Corrective Actions

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

Notification

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

Staff Development

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

Policy Title: *Recruitment, Qualifications, and Selection of Personnel* **Code No. 401.5**

The superintendent shall be responsible for recruiting personnel for the various positions within the district, with the assistance of other employees as the superintendent may so determine. The superintendent shall take affirmative action to encourage persons to apply in accordance with the District's affirmative action plan.

The superintendent shall use such methods, advertising media or other sources as may be appropriate to recruit personnel. Vacant positions requiring licensed employees not filled via transfer shall generally be advertised in at least one print or electronic publication having state-wide circulation. All applicants shall be required to complete a written application. Applicants who provide false, inaccurate, or incomplete information in their application form or resume or who fail to disclose information requested in the application form may not be eligible for employment.

Employees who have provided false, inaccurate or incomplete information in their application form or resume or who have failed to disclose information requested in the application form will be subject to disciplinary action up to and including termination of employment. This policy applies to all employees regardless of the date on which the individual was employed and applies to all violations regardless of the date on which the District discovers the violation of this policy.

Applications for employment may be obtained and completed online at the District's web site or applicants may contact the Human Resources Department for assistance in completing an application. Administrators and supervisors will follow district hiring practices to fill positions in their work area and will make recommendations to the superintendent or designee concerning employment and assignment.

Selection and assignment of staff shall be based upon the following:

- a. All professional employees shall be properly certificated, authorized or licensed as required by statute, the Iowa Department of Education and the Iowa Board of Educational Examiners and as required by the District's job descriptions.
- b. All classified employees shall be properly licensed by the State if a license is required by law or by the District's job description.
- c. Educational and other training where such training is necessary or appropriate for the position.
- d. Needs of the District.
- e. Demonstrated ability to fulfill all aspects and essential duties of the position.
- f. Demonstrated rapport with children, fellow workers, and others.

- g. Ability to exercise discretion and good judgment.
- h. Diligence and dependability.
- i. Honesty and integrity.
- j. Ability to follow instructions and suggestions of supervisors.
- k. Degree of being well-informed on all essentials relating to the position.
- l. Compatibility with the District's philosophy and programs.
- m. Adherence to professional ethics.
- n. Personal qualities advantageous to the position.
- o. History of past successful job experiences.
- p. Impact on the school and or department from which an employee is requesting an internal transfer, as well as the "fit" with the existing staff in the school and or department into which an internal transfer has been requested.
- oq. Other qualities as may be determined from time to time by the administrative and supervisory staff.

The District shall carefully consider the facts relating to any applicant who has a known history of a criminal conviction or other of a conviction or judicial or administrative finding of child, dependent adult, or sexual abuse.
[Note: need policy on The District shall perform criminal and abuse background checks as required by law or as deemed necessary by the administration. Do you do checks on all employees?]

Employment of administrators and teachers shall require Board approval. The Superintendent, or designee, will have the authority to employ:

- licensed employees, other than administrators and teachers
- supervisors and coordinators
- classified employees

Policy Title: *Employees at Will* **Code No. 401.9**

Classified employees, licensed employees, supervisors, and coordinators may have letters of appointment or may be issued written contracts stating the salary or hourly wage rate. However, all Classified employees, licensed employees, supervisors, and coordinators are not guaranteed a minimum number of days or hours of employment. All classified employees, licensed employees (with the exception of teachers and administrators), supervisors, and coordinators whether they do or do not have written contracts are considered "at will" employees who may be terminated at any time for any reason. The superintendent or designee has the authority to hire classified employees, ~~other than supervisors,~~ licensed employees (with the exception of teachers and administrators), supervisors, and coordinators without advance Board approval. The superintendent or the superintendent's designee has authority to discipline and discharge classified employees, licensed employees, supervisors, and coordinators without advance Board approval, subject to the right of the employee to appeal such decision ~~to the Board~~ under the complaint procedure of Code No. 401.4, or as otherwise specified by law. Classified employees, licensed employees, supervisors, and coordinators are not automatically re-employed.

Policy Title: *Discipline and Discharge* **Code No. 401.12**

Expected Behavior

All employees shall perform their assigned duties cooperatively and competently and in accordance with District policies, rules, regulations and directives. All employees are also expected to obey the laws, to adhere to professional ethics, and to abstain from behavior which adversely affects their job performance or the performance of others.

Sanctions

The superintendent or designee may impose disciplinary sanctions for circumstance which include, but are not limited to, breach of expected behavior, failure to meet performance expectations, failure of an employee to return to work on the specified date following a leave of absence or vacation, failure to communicate in a timely manner an inability to return to work on the specified date following a leave of absence or vacation, or failure to provide a legitimate reason for failing to return on the specified date following a leave of absence or vacation, insubordination, neglect of duties, abusive or offensive language, dishonesty, or failure to comply with Board policy. Insubordination includes, but is not limited to, disobedience, failure or refusal to follow the written or oral instructions of a supervisor or representative of the District, failure or refusal to carry out work assignments, public display of disrespect for a supervisor, or the use of abusive language toward a supervisor. Neglect of duties includes, but is not limited to, failure to perform duties as outlined in the employee's job description or carry out reasonable assignments or instructions, failure to follow the proper procedures or policies of the District, working on personal jobs or carrying on secondary employment on District time, or negligence in the operation of or care of any equipment or vehicle which results in either damage to the equipment or vehicle or results in injury to the employee or others.

Disciplinary sanctions which may be imposed include: verbal or written warnings or reprimands, disciplinary probation, disciplinary reassignment, disciplinary suspensions not to exceed ten (10) work days (with or without pay), and/or termination of employment. The nature and duration of the disciplinary sanction shall depend upon the seriousness of the offense, extenuating or exacerbating circumstances, and the employee's prior work record. The sanctions listed in this policy are not intended to provide a rank ordering of sanctions, and probation, reassignment or suspension may be imposed without first imposing a warning, or an employee may be discharged without first applying any of these sanctions.

Procedures

Prior to imposing a disciplinary sanction, the employee shall be orally told of the charges and given a summary of the evidence supporting the charges. The employee shall be given an opportunity to respond to the charges. No delay need be given between notice of the charges and the chance to respond. Written notice of the terms of the disciplinary action shall be given to the employee other than for oral warnings or reprimands. If the employee believes that the disciplinary sanction is unwarranted, the employee may file a complaint utilizing the employee complaint procedures of [policyCode No. 401.34](#). At any step of the complaint procedure, the person hearing the complaint may impose a less severe or more severe disciplinary sanction.

Suspensions Pending Action

An employee may be suspended by the superintendent or the superintendent's designee pending an investigation into charges against an employee or pending the commencement of discharge proceedings. This shall not be deemed a disciplinary suspension and shall not be covered by the procedures set forth in the prior paragraph.

Discharge

The Board of Directors may terminate the contract of a licensed teacher or administrator in accordance with applicable provisions of Chapter 279 of the Code of Iowa. Sanctions specified in this policy need not be first utilized. The Board of Directors may terminate the employment of an individual who holds a coaching contract but not a teaching contract with the District or who is authorized but not licensed to coach at any time or in accordance with the terms of the contract.

The superintendent or designee may terminate the employment of a classified employee, licensed employee not covered by the provisions of Chapter 279 of the Code of Iowa, supervisor or coordinator immediately for any reason. Such an employee may appeal the action utilizing the employee complaint procedures of [policyCode No. 401.34](#).

Policy Title:

Formal Evaluations

Code No. *401.14*

Evaluation of Superintendent

The primary purposes of formal evaluation of the superintendent are to improve and enhance the performance of the superintendent, to communicate to the superintendent the Board's perception of his/her performance, and to provide written documentation of the superintendent's level of performance to provide a basis for contract decisions.

The Board of Directors shall be responsible for the formal evaluation of the superintendent. The Board may utilize relevant information from other persons as it so desires. Each Board member shall have an opportunity to complete a written evaluation of the superintendent on a form adopted by the Board. The form shall provide evaluation on how well the superintendent performs the duties of the superintendent's job description and how well the superintendent has met goals established for the superintendent. The Board president or designee shall then prepare a written composite evaluation. The superintendent shall be given a copy of the composite evaluation and shall have the opportunity to discuss the evaluation with the Board. The superintendent may respond in writing to the evaluation. The written composite evaluation and any response shall be filed in the superintendent's confidential personnel file.

The Board will formally evaluate the superintendent at least one time each contract year. A conference to review progress towards meeting professional goals and District goals shall be held as frequently as the Board deems necessary.

Evaluation of Other Administrators and of Supervisors

The primary purposes of formal evaluation of the administrators and supervisors are to improve and enhance the performance of each administrator and supervisor and to provide written documentation of the individual's level of performance to provide a basis for contract decisions.

The superintendent shall be responsible for evaluating the performance of all other administrators and of supervisors in the District. The superintendent may delegate this authority and duty to other persons to evaluate the performance of individuals. The evaluator may utilize other individuals to assist in the formal evaluation process and may utilize relevant information from other individuals.

Each administrator and supervisor shall be formally evaluated at least one time each contract year. A conference to review progress towards meeting professional goals shall be held annually.

A copy of the completed formal evaluation will be given to the evaluated administrator or supervisor and a conference shall be held. The evaluated individual may respond in writing to the evaluation. The written evaluation and any response shall be filed in the individual's confidential personnel file.

Evaluation of Licensed Employees Other Than Administrators

The primary purposes of formal evaluation of licensed employees are to improve and enhance the performance of each employee and to provide written documentation of the employee's level of performance to assist in making employment decisions.

Licensed employees of the District shall be formally evaluated by the administrative staff of the District. Administrative staff may utilize relevant information from other individuals in the performance of this duty. Licensed employees shall be evaluated in accordance with the procedures set forth in the negotiated agreement with their bargaining representative.

Evaluation of Classified Employees (Other Than Supervisors)

The primary purposes of formal evaluations of classified employees are to improve and enhance the performance of each employee and to provide written documentation of the employee's level of performance to assist in making employment decisions.

The superintendent shall be responsible for the evaluation of classified employees of the District. The superintendent may delegate this authority and duty to other administrators or supervisors of the District. The evaluator may utilize relevant information from other individuals in the performance of this duty.

The superintendent shall approve evaluation forms for evaluation of classified employees. Classified employees, except temporary employees, shall be formally evaluated at least once during their first year of employment and at least once triannually thereafter. A copy of the completed formal evaluation will be given to the evaluated employee and a conference shall be held. The evaluated individual may respond in writing to the evaluation. The written evaluation and any response shall be filed in the individual's confidential personnel file.

Classified employees of the District shall be formally evaluated using the criteria specified in the evaluation form.

Board of Education Minutes
June 10, 2013
Page 12

Other

Nothing in this policy shall preclude other methods of evaluation in addition to those prescribed herein, which may include self-evaluation, peer-evaluation, or student evaluation and the use of verified comments from individuals from outside the District, including comments from parents and students, as long as such additional sources of evaluation are related to the employee's performance as an employee of the District.

Any person formally evaluating the performance of licensed employees (except Board members when evaluating the superintendent) shall obtain and maintain an evaluator's license from the Board of Educational Examiners.

Policy Title: Vacations and Holidays Code No. 402.2

Vacation days and holidays shall be set forth in a collective bargaining agreement, employee handbook or individual contract approved by the Board of Education. Vacation days will be prorated for employees who are not contracted for or who do not work a full contract year.

Vacation

Eligibility for employees not covered by a collective bargaining agreement: All regular full time and part time twelve (12) month, supervisory and classified employees shall accrue paid vacation. Part time twelve (12) month employees shall earn vacation which is prorated based on full time equivalency (fte). Administrators shall be eligible for vacation as specified in individual employment contracts and agreements.

Vacation accruals: Existing employees shall begin accruing on July 1st each year and shall be credited on the last day of each month. Vacation shall be available for use, subject to supervisory approval, in the month immediately following the month in which it was accrued. Upon initial employment new employees shall have vacation accrual prorated from the date of employment through June 30th of the initial year of employment, credited on the last day of each month. Thereafter vacation accrual shall begin on July 1st and be credited on the last day of each month.

Vacation shall accrue as follows:

Service Period	Date	Annual Total (Weeks Or Hours)
Year 0	Start date through June 30 th	Proration of 1 week; i.e. 40 hours
Year 1	July 1 st - June 30 th	1 week
Years 2-7		2 weeks
Year 8-14		3 weeks
Years 15 and above		4 weeks

Note: The Superintendent, or designee, may grant a deviation from this accrual schedule under circumstances deemed appropriate. Under no circumstances shall an employee, other than administrators, accrue more than a total of four (4) weeks of vacation per year, excluding any amount which may have rolled over from a prior year.

Paid sick leave, vacation, personal leave and other paid leave are considered as time worked for the purpose of vacation accrual. Accrual shall be based on a regular 40 hour week and shall not include over time hours. Unpaid time, including workers' compensation leave, shall not be included for purposes of accrual computation.

Vacation Rollover: As of June 30th of any school year, any vacation balance over the total vacation hours accrued during that school year, with the exception of administrators, will be forfeited.

Rate of Pay: Vacation shall be paid at the employee's regular straight time rate of pay per hour.

Board of Education Minutes
June 10, 2013
Page 13

Holiday's During Vacation: If a recognized holiday falls within a period of paid vacation that day shall be treated as a holiday and shall not be debited from the employee's vacation balance.

Vacation Scheduling: Approval of requests to take vacation rests with the immediate supervisor or designee with managerial authority. Vacations may be scheduled at any time during the contract year. Vacation may be taken in one (1) hour increments by Classified employees who are considered Non-Exempt employees under the Federal Fair Labor Standards Act and as such are compensated on an hourly wage basis. All other groups of employees are considered Exempt employees under the Fair Labor Standards Act and as such shall take vacation and all other paid time off in one half (0.5) or whole (1.0) day increments.

Termination: Employees who provide a minimum of fourteen (14) calendar day's notice of intent to terminate employment shall be paid for all accrued but unused vacation earned as of the final day of paid employment. Any employee who has taken more vacation than has been either rolled over or accrued by the date of termination, shall have his/her final pay adjusted accordingly.

Discipline: Failure on the part of the employee to follow procedures for requesting vacation, failure of an employee to return to work on the specified date following vacation, failure to communicate in a timely manner an inability to return to work on the specified date, or failure to provide a legitimate reason for failing to return on the specified date, may be grounds for disciplinary action, including dismissal.

HOLIDAYS

Holidays for employees not covered by a collective bargaining agreement: All regular full and part-time twelve (12) month Administrators, Supervisory and Classified employees shall be eligible for the following paid holidays, which shall be prorated for part time employees based on full time equivalency:

July 4 th	Two days at Christmas time
Labor Day	Two days at New Year's time
Thanksgiving Day	Martin Luther King, Jr. Day
Friday after Thanksgiving	Memorial Day

For individuals employed on a basis of less than twelve (12) months, paid holidays are as follows, (provided that the holiday falls during an employee's effective period of employment):

July 4 th	New Years (1 day)
Labor Day	Martin Luther King, Jr. Day
Thanksgiving Day	Memorial Day
Christmas (1 day)	

If an emergency situation requires an employee to work on a holiday, the employee if regularly compensated on an hourly wage basis shall receive holiday pay at straight time plus double time pay for time worked.

Holiday pay eligibility: An employee must be in an active paid status on the work day immediately preceding a holiday to receive holiday pay.

Holiday pay rate: Shall be at the regular straight time hourly rate for the employee, and shall be prorated on the basis of time worked per forty (40) hour week.

Policy Title: *Leaves of Absence* **Code No. 402.3**

Employees covered by collective bargaining agreements shall receive leaves of absence in accordance with the appropriate collective bargaining agreement provisions. This policy delineates leaves of absence for employees not covered by a collective bargaining agreement.

Sick Leave

Employees, except temporary employees, shall be granted eighteen (18) days of paid leave of absence for personal illness, injury, or associated treatment each year. However, employees beginning after July 1, 2005, shall receive paid sick leave as follows:

- 1st full school year: Twelve (12) days
- 2nd full school year: Thirteen (13) days
- 3rd full school year: Fourteen (14) days
- 4th full school year: Fifteen (15) days
- Thereafter: Eighteen (18) days

Unused sick leave days may be accumulated to a maximum of ninety-five (95) contract days, including the current year allocation. Accrued but unused sick leave is not "paid out" upon termination of employment.

Sick leave days will be prorated for employees who are not contracted for or who do not work a full contract year. Part-time employees shall be granted a pro-rata amount of sick leave based upon the ratio of the number of hours they work to 40 hours. A new employee to the District must report for work at least thirty (30) work days prior to receiving the full paid sick leave benefit

Up to a maximum of six (6) days of paid sick leave may be approved under the following circumstances; such days will be deducted from the employee's personal sick leave balance:

- Leave for the parent of a new born or newly adopted child
- Illness, injury, or medical treatment for a member of the employee's immediate family.

"Immediate family" is defined as: a spouse, parent (including step relationships), or child (including step, adopted, foster, and legal guardian).

(NOTE: Elective and cosmetic surgery and related procedures, including but not limited to cosmetic treatments, orthodontic consultation or treatment, lasik surgery, periodic physicals and preventative health check-ups, etc. do not qualify for paid sick leave.

An employee making a claim for paid sick leave, either for the employee's own illness or that of a family member, shall provide a medical report from a doctor confirming the necessity for such a leave of absence upon request of the superintendent or the superintendent's designee. A report may also be required to confirm fitness to return to duty.

Workers' Compensation

An employee injured or disabled on the job may be eligible to receive a weekly benefit under the Iowa workers' compensation law. If an employee receives workers' compensation benefits, the employee's accumulated sick leave will be reduced proportionate to the amount the workers' compensation benefits are to the employee's regular salary. At such time, the employee may also elect to have the workers' compensation benefits supplemented from the District by using either sick leave, vacation leave, personal leave, and/or earned compensatory time. If supplemental payments are elected, leave time will be reduced by one full day for each day of absence. When all leave time is exhausted, supplemental payments will cease.

An employee who, in the course of employment, suffers a personal injury resulting from an episode of violence toward that employee for which workers' compensation is payable, shall be entitled to have workers' compensation benefits supplemented in order for the employee to receive full salary and benefits for the shortest of (a) one year from the date of the disability or (b) the period during which the employee is disabled and incapable of employment. Supplementation in such situations shall not be charged against sick leave, vacation time, personal leave, or earned compensatory time.

Extended Disability Leaves of Absence

An administrator, supervisor or classified employee, except a temporary employee, who is unable to work because of personal illness or injury, and who has exhausted all paid leave available, may be granted an unpaid leave of absence and may continue all available fringe benefits at his/her own expense, except that the District shall provide benefits in accordance with the Family and Medical Leave Act.

Family and Medical Leave Act

Federal law requires the District to grant up to 12 weeks of leave per year to employees who have been employed at least 12 months and who have worked at least 1,250 hours during the preceding 12 months for the purpose of (1) the employee's personal serious health condition, (2) caring for the employee's newly born child, (3) caring for a child placed for adoption or placement of a foster child, (4) caring for the employee's parent, spouse, or child (under 18 years of age, or 18 years of age or older and incapable of self-care because of a physical or mental disability) with a serious health condition, and (5) a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on active duty or has been notified of an impending call to active duty in the Armed Forces in a foreign country. In addition, federal law requires the District to grant eligible employees up to 26 weeks of leave during a single twelve-month period to care for a covered service member with a serious illness or injury incurred or aggravated in the line of duty on active duty.

During FMLA the District requires an eligible employee to first utilize any earned paid vacation time or other leave provided by policy or by a collective bargaining agreement to the extent the purpose is covered by and consistent with requirements for the paid leave time. Any FMLA leave in excess of available paid leave shall be unpaid.

At the employee's option, the District shall continue the District's contributions towards health insurance on behalf of the employee for up to twelve (12) (or 26, if applicable) weeks as if the employee were still at work. If the employee has more than 12 (or 26, if applicable) weeks of paid leave available, the District shall continue the District's contribution until the paid leave is exhausted. The employee shall remit the employee's contribution towards health insurance by the date the District makes payment to the insurance carrier or within 30 days thereafter. Failure to make contributions when due may result in the employee losing coverage during the period of the leave. If the employer makes the employee-owed payments, the employee authorizes the District to offset such sums advanced against any sums owed to the employee. If the employee does not return to work at the end of the leave (except for reasons specified in the Act), the employee will be required to reimburse the District for all contributions made by the District while the employee was on unpaid leave.

Employees may request leave under the Family Medical and Leave Act for up to a total of 12 weeks per year (or a total of 26 weeks to care for a covered service member with a serious health condition). "Year" shall be defined as a 12-month period measured forward from the date an employee's first FMLA leave begins. Leave to care for a newly-born, adopted or foster child must conclude within 12 months of the birth or placement of the child. Spouses, both of whom are employed by the district, may take a combined 12-week allotment for the birth or placement of a child and/or spouses may take a combined 26-week allotment to care for a covered service member with a serious illness or injury incurred or aggravated in the line of duty. The District may require an employee to provide written certification from a health care provider when an employee requests family and medical leave for the employee's own serious health condition or to care for the employee's parent, spouse, or child with a serious health condition, or to care for a covered service member with a serious illness or injury.

Bereavement Leave

Employees, except temporary employees, may be granted up to five (5) days paid leave per occurrence in the event of the death of a member of the employee's immediate family. The "immediate family" shall include spouse, child (including step, adopted, foster or legal guardian relationship), parent, step-parent, brother, or sister of the employee.

Emergency Leave

Employees, except temporary employees, shall be granted up to a total of three (3) days of paid emergency leave per contract year in the event of a death or a serious health condition in the extended family or of a close friend, where sick leave or bereavement leave provisions do not apply.

"Serious health condition" is defined as: an illness, injury, impairment, or physical/mental condition that involves:

- A. either, inpatient (at least one overnight stay), non-elective treatment in a hospital, hospice, or residential care facility including any period of subsequent related outpatient treatment delivered in a hospital, hospice, or medical treatment facility in connection with the initial inpatient condition;
- B. or, the actual day an immediate family member undergoes outpatient surgery (or other invasive procedure) at a hospital or medical treatment facility, including doctor's office when the doctor deems it medically appropriate, where the presence of the employee is medically required by the patient's doctor.

"Extended family" for purposes of leave for a serious health condition is defined as grandparent, grandchild, sister, brother, in-law relations (i.e. father, mother, sister, brother, son, daughter) or close friend.

“Extended family” leave for a death is defined as in-law relations (i.e. father, mother, sister, brother, son, daughter), grandparent and grandchild, or close friend.

Board of Education Minutes

June 10, 2013

Page 16

In the event of death of a student or employee of the Cedar Falls Community School District, the principal of the appropriate building may grant to an appropriate number of employees sufficient time to attend the funeral.

Personal Leave

Employees, except temporary employees, are allowed up to two (2) days of paid leave per year for personal leave. Personal leave may be granted for routine doctor or dental appointments including physicals, dental visits, well-baby appointments, preventive health checkups; visits with financial or legal advisors; or such other purposes as the employee may determine. Personal leave days may be accumulated up to three (3) days, including the current year allotment. Personal leave shall be taken by Classified Employees in one (1) hour, one-half (1/2) day, one (1) day, or two (2) day allotments. The unused personal leave days will be added to the allotment of sick leave and may be in excess of the established sick leave maximum.

Personal leave may be granted for use at a time that extends a vacation or holiday in case of emergency or other exceptional circumstances, provided that such use has been reviewed and approved by the superintendent or the superintendent’s designee.

Military Leave

Leaves for military service will be granted in accordance with applicable law which provides that employees (other than employees employed temporarily for six months or less) who are members of the national guard, organized reserves or any component part of the military, naval, or air force or nurse corps of Iowa or of the United States, or who may be otherwise inducted into the military service shall, when ordered by proper authority, be entitled to a leave of absence for the period of such service, and without loss of pay for the first 30 calendar days of such leave of absence.

Jury Duty and Subpoena Leave

Employees called for jury service, or subpoenaed in a civil or criminal court proceeding on a matter related to their employment with the District, shall be permitted to be absent from duties. Pay received for jury or witness service, except travel expense, shall be remitted to the District. In order to receive payment, the employee must give at least two days' prior notice of the summons for service or subpoena, and must furnish satisfactory evidence that such service was performed on the days for which payment is claimed. An employee not required to perform duty all day shall return to work.

Conference Leave

An employee appointed by the appropriate director to represent an area of service or instruction or the District, will be granted leave with pay to attend educational conferences or conventions. All approved costs will be borne by the District.

An employee approved by the appropriate director to attend an educational conference or convention directly or closely related to the employee’s area of service shall be eligible for leave with pay. In such instances, the District shall provide a substitute, if necessary, and may partially or wholly reimburse the employee for approved expenses (depending upon factors which include, but are not limited to, the nature of the conference, the number of persons attending, and the costs related to the attendance).

An employee who is an officer or participant of a curriculum specialty event, conference, or convention may attend with pay if approved by the appropriate director. In such instances, the district shall pay for the cost of any required substitute, but will not reimburse the employee for any conference/convention-related expenses.

Requests for approval for leaves described in paragraphs two and three of this section must be made to the appropriate director at least two (2) weeks before the beginning of the leave.

Public Office Leave

Leaves of absence for service in an elected municipal, county, state or federal office shall be granted in accordance with applicable law. The leave of absence shall be without pay or benefits and shall not exceed six years. The employee may continue all fringe benefits in effect for the duration of the leave at his/her own expense. In addition, an employee who becomes a candidate for elective public office shall be granted a leave commencing within 30 days prior to a contested primary, special, or general election and continuing until the day after the election. The employee shall first use any earned compensatory time, then vacation and personal leave time and then unpaid leave.

Other Absences

Leaves of absence for reasons other than those listed above, or in excess of the number of days allowed, may be granted by the superintendent or his/her designee. The employee shall have deducted from his/her salary an amount equal to one day's pay for each day of absence. The District shall not continue fringe benefits, but the employee may continue the fringe benefits for the

duration of the leave at his/her own expense, except that the District shall provide benefits in accordance with the Family and Medical Leave Act.

Board of Education Minutes
June 10, 2013
Page 17

Discipline

Absences for reasons other than those provided for in this policy or in a negotiated agreement, or failure on the part of the employee to follow procedures for requesting leave of absence, failure of an employee to return to work on the specified date following the leave of absence, failure to communicate in a timely manner an inability to return to work on the specified date following the leave of absence, or failure to provide a legitimate reason for failing to return on the specified date following the leave of absence, may be grounds for disciplinary action, including dismissal.

Policy Title: *Employee Health: Occupational Exposure
to Bloodborne Pathogens* **Code No. 402.9**

The superintendent shall be responsible to insure that the District implements, and reviews and updates at least annually an exposure control plan to eliminate or minimize employees' occupational exposure to bloodborne pathogens in accordance with OSHA requirements. The plan shall designate a response team at each building. Failure of an employee to comply with the plan shall be grounds for disciplinary action, up to and including discharge.

Data and records regarding communicable diseases shall be maintained separately from general personnel files to protect the privacy of the employee. This shall not be construed to prevent appropriate administrative and nursing staff from being informed of which employee has a communicable disease.

The District shall provide at no cost to the employees necessary supplies, personal protective devices, and training for employees to comply with the exposure control plan. Training shall include a discussion of universal precautions.

Employees identified as having reasonably anticipated occupational contact with blood or infectious materials shall receive the Hepatitis B vaccine at District expense or shall sign a written waiver declining the vaccine.

Following a report of an exposure incident, the District shall make immediately available to the exposed employee a confidential medical examination and follow-up.

Medical records shall be maintained for each employee with occupational exposure. Such records shall be kept confidential and shall not be disclosed without the employee's express written consent to any person within or outside the workplace except as required by law.

Policy Title: *Personnel Files; Release of Information* **Code No. 402.14**

A confidential file of employment records shall be maintained for each employee in the central administration office. Included in the file shall be the following, without limitation: licenses and transcripts if required, employment application, references, contracts of employment, formal evaluations, disciplinary reports, and wage information. Information on leave usage may be maintained separately.

Confidential health information, shall be maintained separately, such as:

- medical forms,
- sick or long-term disability leave days,
- worker's compensation claims,
- emergency information,
- family and medical leave request forms, and
- reasonable accommodations of an employee's disability.

Except in limited instances, only the superintendent, the director of human resources, the employee's supervisors, the building principals, the board secretary, the employee, and authorized representatives of the District or of the employee shall have access to the confidential employee files without the employee's consent or a valid subpoena. However, information for tax purposes, for qualification for benefits, and for wage garnishment may be released.

Employees who have listed the District as a place of employment or who have listed a District employee as a reference shall be deemed to have granted permission to the District to release information which may be included in the personnel file.

Board of Education Minutes

June 10, 2013

Page 18

Information from confidential health records shall not be released, however, without permission of the employee. This does not preclude release of leave usage information to a prospective employer, however.

The following information only will be confirmed to any entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be released without prior written notice to the employee. Confidential information about the employee will not be released to an inquiring creditor without a written authorization from the employee.

Each employee shall have the right to review the contents of his/her own confidential personnel file maintained in the central administration office, except for confidential credentials or reference letters. An employee desiring to view the contents of his/her file shall make a request to the director of human resources. No papers may be removed from the file, but copies may be obtained. The District may charge a reasonable fee for copies. The employee shall have the right to respond in writing to materials contained in the file.

All employee records, except payroll and salary records, shall be maintained for a minimum of seven years after termination of employment with the District. Applicant records shall be maintained for a minimum of three years after the position was filled.

First and only reading:

Policy Title: *School Transportation of Students* **Code No. 702.1**

Transportation by school bus shall be available without cost, in accordance with the Code of Iowa and this policy, for:

- Students in grades 9-12 residing more than three miles from the attendance center.
- Students in grades 7-8 residing more than two miles from the attendance center.
- Students in grades PK-6 residing more than two miles from the attendance center, except that the distance limitation may be reduced by the administration to one mile in instances where traffic and/or walking conditions are adjudged to warrant the reduction.

Distances shall be measured in accordance with the procedures specified in the Code of Iowa.

Tickets for use in riding school buses shall be issued to students who qualify for transportation services without cost. Tickets may be purchased by students who live within the distance limitations, provided sufficient space is available during the month for which the ticket is to be used.

All students riding school buses are subject to disciplinary measures, including possible revocation of riding privileges, for failure to follow rules and regulations for orderly conduct while receiving transportation services. All formal referrals of problems of conduct will be made to the principal or associate principal of the student's attendance center.

In the event that transportation by school bus is impractical or not available, provisions of the Code of Iowa regarding reimbursement of parents or guardians for transportation services shall be followed. **The superintendent, or designee, shall have the authority to operate school buses only on established hard surface routes due to weather or other safety considerations**

Bus routes and the stops for loading and unloading of students shall be established annually by the administration. **Parents will be notified of school closings/delays through local media and/or other electronic means. When weather conditions deteriorate students will be returned to their regular drop off sites unless weather conditions prevent it. In that case, students will be kept at or returned to school until they are picked up by the parents.**

For security purposes video cameras are placed in all Cedar Falls Community School District buses.

Policy Title: *Bids & Awards for Construction Grants* **Code No. 705.0**

The Cedar Falls Board of Education supports economic development in Iowa, particularly in the Cedar Falls School District. Construction contracts will be made in the school district or in Iowa from Iowa-based companies if the bids submitted are comparable in quality and can be received without additional cost in comparison to those submitted by other bidders. The board will have the authority to approve or retain construction contracts.

Public, competitive sealed bids are required for construction projects, including renovation and repair, with a cost exceeding the statutory minimums required by law. The public, competitive sealed bid requirement is waived in the case of emergency repairs when the repairs are necessary to prevent the closing of a school. The AEA administrator will certify that the emergency repairs are necessary to prevent the closing of a school. The superintendent will comply with the competitive quote process for those projects subject to the competitive quote law. The superintendent will determine the process for obtaining quotes for projects below the competitive quote limit. The superintendent shall approve the quote for the project.

The award of construction contracts will, generally be made to the lowest responsible bidder. The board, in its discretion, after considering factors relating to the construction, including, but not limited to, the cost of the construction, availability of service and/or repair, completion date, and any other factors deemed relevant by the board, may choose a bid other than the lowest bid. The Board of Education authorizes the Board Secretary, or designee, the duty of receiving and opening bids and announcing the results. Bid results shall be reported to the Board of Directors; Code of Iowa 26.11. The board will have the right to reject any or all bids, or any part thereof, and to enter into contract or contracts deemed to be in the best interests of the school district.

For any construction contract bid that exceeds the statutory minimum required by law, it is the responsibility of the board secretary to communicate the reasons and make a recommendation to the board of education for which bid to accept.

Policy Title: *Non-Construction Purchasing Procedures* **Code No. 705.1**

The Cedar Falls Community School District supports Iowa economic development. Purchases by the district will be made in Iowa for Iowa goods and services from locally-owned businesses, located within the school district or from an Iowa-based company, which offer these goods or services if the cost and other considerations are relatively equal and they meet the required specifications.

The school board and superintendent support women-and-minority owned targeted small businesses that offer goods or services, if the cost and other considerations are relatively equal and they meet the required specifications.

It shall be the responsibility of the superintendent or designee to approve purchases, except those authorized by or requiring direct board action. The superintendent may coordinate and combine purchases with other governmental bodies to take advantage of volume price breaks. Joint purchases with other political subdivisions will be considered when in the opinion of the superintendent it is prudent to do so.

The superintendent shall have the authority to authorize purchases without competitive quotes for goods and services costing under \$25,000, and for good and services costing between \$25,000 and \$50,000 with a minimum of (2) two quotations obtained by the business office using the general guidelines for quoting below, without prior Board approval. For goods and services, except for exempt items listed below, costing more than \$50,000, bids **shall** be taken to the board for approval. The Board of Education authorizes the Board Secretary, or designee, the duty of receiving and opening bids and announcing the results. Bid results, costing more than \$50,000, shall be reported to the Board of Directors.

General Guidelines for Quoting:

1. The individual making the requisition will submit to the Business Office detailed specifications of the item or detailed scope of work required and the names of possible vendors.
2. The Business Office will develop the final quote specifications.
3. Quotes shall require at a minimum the following information:
 - a. Written and signed by person quoting on the form provided by the district.
 - b. Established time and date quote is due.
 - c. An attempt should be made to submit quotes to a minimum of two vendors.

Goods and services exempt from quotes:

- a. The final price is established by published tariff rates of a public regulating body
- b. District purchases from another governmental agency or purchasing contract
- c. The items are copyrighted (e.g. books, software, videos)
- d. There is no end (dues, travel expenses, etc.)
- e. Proprietary items (These are items exclusive with one manufacturer. We may still receive a quote if multiple vendors exist.)

- f. Emergency purchases (e.g. fuel, transmissions.)
- g. Professional services (e.g. auditor, attorney, architect, consultants.)

Board of Education Minutes
 June 10, 2013
 Page 20

Purchases will be made from the lowest responsible bidder based upon total cost considerations including, but not limited to, the cost of goods and services being purchased, availability of service and/or repair, delivery date, and other factors deemed relevant by the board.

Any request for a quote form by a vendor shall be granted unless the vendor has been disqualified for some reason. Anyone may receive a formal quote that has been mailed to prospective vendors.

If there is an apparent mistake in the quotes, the Business Office will call and confirm prices. If error exists, the item or total quoted, if awards are so made, shall be withdrawn.

The board and the superintendent shall have the right to reject any or all quotes, or any part thereof and to re-advertise. The board will enter into such contract or contracts as the board deems in the best interests of the school district.

Policy Title: *Preservation of School District Records* **Code No. 805.1**

School district records shall be kept and preserved according to the schedule below:

Permanently

- | | |
|-------------------------------------|--|
| Annual Statistical Reports | FICA & IPERS Reports |
| Applications of those hired | Individual Payroll Records |
| Articles of Incorporation | Legal Cases |
| Attendance Records | Local Education Agency – Certified Annual Report |
| Audit Reports | Oath of Office for Board Members |
| Board Minutes & Monthly Bills Lists | Resignations & Reasons for Termination |
| Bond & Coupon Register | Student Accident Reports (Challenged in court) |
| Budgets (Certified) | Student Records |
| Certified enrollment | Transportation Reports |
| Easements & Deeds | Treasurer’s Annual Reports |
| Employee Record summary | Union/Association Master Contracts |

Twenty Years

- Payment of Judgments Against School District
- Workers Compensation Injury Report
- Student Accident Reports

Ten Years

- | | |
|--------------------------------|--|
| Bonds and Coupons (Paid) | Iowa Schools Cash Anticipation Program (ISCAP) |
| Check Registers/Vendor Checks | Iowa School Joint Investment Trust (ISJIT) |
| Employee Contracts | |
| Construction Contracts & Files | |

Five Years

- | | |
|--|---|
| Affidavits of Publication | Invoices (Paid) |
| Bank Statements & Cancelled Checks | Investment Records |
| Board Correspondence | Iowa Workforce Reports |
| Budget Estimate Worksheets | Pentamation-Live data for Finance & Human Resources |
| EEO-5 Reports | Phase I, II, and III Reports |
| Federal Program Files | Receipt Copies |
| Financial Correspondence | Sales Tax Refund Claims |
| Flexible Spending Account Enroll. Forms | Secretary’s Monthly Financial Reports |
| Flexible Spending Account Payments | Tuition Applications |
| Fixed Asset Addition & Deletion Cards | Unemployment Claims |
| Food Service Financial Reports | Vandalism Reports |
| Free and Reduced Lunch Applications | Vehicle List Updates |
| Fuel Tax Refund Claims | W-2, W-3, W-4, 941 and 1099 Forms |
| Insurance Policies including fidelity bonds of officials | |

Nursing Daily Log and Medication Administration Records

Board of Education Minutes
June 10, 2013
Page 21

Three Years

Administrative Council Minutes	Garnishment Records
Bid Files	Iowa Child Labor Forms (Work Permits)
Cabinet Minutes	Nomination Papers
Citizen Petitions	Rental Contracts
Elementary Field Trip Permission Slips Signed by Parents	

Two Years

Annual Requisitions	Time Sheets
Annuity Company Monthly Invoices	Field Trip Requests
Board Agenda	Work Orders & Supply Requisitions
Payroll Authorizations (Green Sheets)	Bus Pre-Trip Inspection Forms

One Year

Minutes & Audio Recordings of Closed Session Board Meetings
Payroll Job Stream Reports

Six Months

All (staff, student, and Board of Education) electronic communications (email)

Miscellaneous

Board policies – retained until superseded with new policy
Enrollment for insurance, direct deposit – as long as current
Job Applications – minimum one year
Maintenance & Warranty Agreements – life of agreement
Property Accounting Printouts – destroy when superseded by new one
Savings Bond Forms, Sick Leave Bank Forms, Union due Forms –
destroy when superseded by new one
Underground Storage Tank Level Sensor Records – keep one year after life of tank
I-9 Minimum of three years or one year following termination of Employment

Appropriate school officials are authorized to destroy school records when school district records have been preserved in accordance with the above schedule.

First of two readings:

Policy Title:

Dishonesty

Code No. 401.17

Employees of the District serve in a position of public trust, are compensated with public funds, and are entrusted with public property. Employee actions and behavior must be honest and above reproach at all times. This work rule requires complete honesty in the discharge of an employee's duties, and, unless otherwise prohibited by law, it applies to all conduct whether the employee is on duty or off duty.

The conduct which is prohibited by this work rule includes, but is not limited to, the following:

1. Making statements to representatives of the District which the employee knows or has reason to believe are untrue, inaccurate, or incomplete.
2. Stealing cash, funds, or property of any kind belonging to the District, belonging to a fellow employee, or belonging to other persons who are on District property.
3. Failing to report or to transfer to the District any funds or property belonging to the District.
4. Unauthorized use, possession or removal of vehicles, property or equipment belonging to the District, belonging to a fellow employee, or belonging to other persons who are on District property.

5. Falsification of employment applications or any District records, including, but not limited to, work records and time records. Time record violations include, but are not limited to, claiming time for work which was not performed by the employee and reporting/signing another employee in or out.
6. Performing official duties in an unauthorized manner.

Board of Education Minutes
 June 10, 2013
 Page 22

7. Charging items for personal use to a District credit card or account, or making unauthorized withdrawals from a District account using a debit card.
8. Misuse or unauthorized use of accounts or allowance (clothing, mileage, meals, etc.)
9. Converting surplus District property to personal use without authorization, or declaring property to be surplus or junk and then converting it to personal use.
10. Making improper claims for overtime when no overtime was worked, or working slowly to create the need for overtime work.
11. Using sick leave, or any other leave of absence, for any purpose which is not authorized.

Employees who violate this policy are subject to disciplinary action, including termination. ~~Do you do checks on all employees?~~

Policy Title: *Cooperation in Investigations* **Code No. 403.14**

All employees are required to fully cooperate with any representative of the District who is conducting a work-related investigation. Employees will be disciplined for lying to any representative of the District, or providing information to any representative of the District which is dishonest, misleading, inaccurate, or incomplete.

Employees will also be disciplined for impeding, obstructing, or failing to cooperate with an inquiry or investigation conducted by any representative of the District. "Obstructing" includes, but is not limited to, threatening, intimidating, or coercing other individuals who may be contacted by a representative of the District, and discouraging other individuals who may be contacted by a representative of the District from responding to or cooperating with the District. "Failing to cooperate" includes, but is not limited to, failing to provide information, documents, or materials requested by a representative of the District, and providing information, documents, or materials to a representative of the District which are dishonest, misleading, inaccurate, or incomplete.

If an employee is the subject of an investigation, the District will respect the rights afforded to the employee by the Iowa Public Relations Act, the United States Constitution, and any other applicable state or federal law.

Policy Title: *Expenditures for Public Purposes* **Code No. 807.1**

The Board of Directors recognizes and supports the principle that District funds are to be expended only for legitimate public purposes and not for private personal gain for which services of comparable value have not been rendered to the District. The Board of Directors, therefore, believes it is important to designate those expenditures for officers, directors, employees, contractors and volunteers, that are in addition to salaries and benefits authorized and/or specified in Series 300 or 400 and legitimate expense reimbursements which serve a legitimate public purpose.

The Board of Directors authorizes the expenditure of District funds for District officers, directors, employees, contractors and volunteers for the following purposes, as these are commonly-granted benefits which aid in recruitment of personnel, promote improvement of staff morale and cooperation, and assist in building a commitment to the District, thus assisting in creating a more productive learning environment:

- Recognition for employees who have been with the District for ten (10) or more years, with items not to exceed \$100.00 each in cost to the District.
- A plaque, clock or comparable recognition item upon the retirement or end of service of an employee or official, with the plaque or recognition item not to exceed \$100.00 in cost to the District.
- Meals for licensed interviewees (and if the interviewee is an administrative candidate, the interviewee's spouse) and District employees accompanying the interviewee at the time of an interview not to exceed \$25.00 per attendee.

- Meals for newly-hired employees and other District employees accompanying them not to exceed one time per school year to promote understanding of District and community processes, with the cost of the meal not to exceed \$25.00 per attendee.
- Meals on-site during staff-development (in-service) meetings, with the costs of the meals to the District not to exceed \$15.00 per attendee. This is to promote a more efficient day so that staff members do not leave the premises.

Board of Education Minutes
 June 10, 2013
 Page 23

- Meals may also be served to Board members and officers, the administrators, and other school personnel required to be present at Board meetings if the meetings are called prior to 6:00 p.m., or if they go unusually long, in order to enable the Board to continue with business without interruption, with the cost to the District not to exceed \$25.00 per attendee.
- Meals may also be provided to District officials and employees and consultants if the provisions of meals facilitate working time not to exceed \$25.00 per attendee.

The Board of Directors also authorizes the expenditure of District funds for coffee and soft drinks in the school buildings. Coffee, soft drinks, and light refreshments, such as fruit, cookies or pastries, may also be made available to the public at Board and committee meetings to promote a welcoming environment and as a common courtesy for individuals who travel to the District building for attendance at District meetings and conferences.

No District funds will be used to pay the cost of any alcoholic beverage and no alcoholic beverage will be available on school grounds.

Policy Title: *Employee Garnishments* **Code No. 807.2**

It is the responsibility of the Board Secretary to accept service of garnishment orders upon employees of the District (Iowa Code 642.2(5)). In the event the Board Secretary is not available, the Supervisor of Financial Services or the Payroll Specialist will have the authority to accept garnishment orders on behalf of the District.

Item No. 15 – Student Board Member Report

Student Board member Andrew Stensland updated the Board on the summer activities at the High School including baseball, softball and rugby, as well as high school student senate election results.

Item No. 16 – Questions, Comments, and Concerns

Director Kenyon complimented the team of Dr. Talbot, Mr. Conrad and Mr. Nefzger on their presentation during arbitration hearing that was held on May 29, 2013.

Item No. 17 – Adjournment

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

The meeting was adjourned at 8:42 p.m.

 Secretary

President

