

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, Jenny Leeper and Joyce Coil. Others in attendance were: Dr. David Stoakes, Superintendent, Douglas Nefzger, Director of Business Affairs, Adrian Talbot, Director of Human Resources, Dan Conrad, Director of Secondary Education and Pam Zeigler, Director of Elementary Education. Also in attendance: Darrell Smith, Dale Port, MaraBeth Soneson, Lindsey Humpal and Mike Brocka.

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:

MaraBeth Soneson reviewed the Resolution for the Cedar Falls Blue Zone application

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

1. The agenda of the January 23, 2012 Board of Education agenda as presented
2. Approval of the January 9, 2012 Board of Education meeting minutes as presented
3. Approval of the bills as presented for payment as reviewed by the designated Board member, Susan Lantz
4. Quarterly Transportation report
5. Human Resources report
6. Open Enrollment
7. Approval of Resolution Supporting Cedar Falls Blue Zone Application

Human Resources Report
January 23, 2012

**New Contracts - Recommended for Approval*

Coach

Jacob Grafenberg	Peet JH	Assistant 7 th Grade Boys Basketball	\$1,161
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Resignations - Recommended for Approval

Martha Van Hemert	Kindergarten	Hansen EOSY	Reason: Retirement
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Open Enrollment Report

January 23, 2012

Lucie Adam (moved from France)	7 th Grade
711 Eagle Ridge Rd, Cedar Falls	
Current resident district:	Cedar Falls
District requested:	Malcolm Price Lab
Effective date:	2011-2012

*Antoine Adam (moved from France)	3 rd Grade
711 Eagle Ridge Rd, Cedar Falls	
Current resident district:	Cedar Falls
District requested:	Malcolm Price Lab
Effective date:	2011-2012

Alexandra Williams	2 nd Grade
Current resident district:	Cedar Falls
District requested:	Waterloo
Effective date:	2011-2012 – C

Connor Williams	10 th Grade
Current resident district:	Cedar Falls
District requested:	Waterloo
Effective date:	2011-2012 – C
Spencer Williams	8 th Grade
Current resident district:	Cedar Falls
District requested:	Waterloo
Effective date:	2011-2012 – C
Haley N Anderson	5 th Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2011-2012 – C
Kylee Anderson	3 rd Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2011-2012 – C
MicKayla M Anderson	7 th Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2011-2012 – C

*Will be denied – does not live in attendance zone.

BOARD RESOLUTION
of the
CEDAR FALLS COMMUNITY SCHOOL DISTRICT
SUPPORT FOR THE BLUE ZONES PROJECT

DULY PASSED ON January 23, 2012

WHEREAS, the Board has determined that the tenets of the Blue Zones Project promote greater health and well-being in our community, and

WHEREAS, the Blue Zones Project approaches greater well-being for citizens of all ages and seeks to impart life-long skills for well-being, and that such tenets are consistent with our mission, and

WHEREAS, the Blue Zones Project enables both individuals and the community to make decisions in the direction of greater health and well-being, and

WHEREAS, the Blue Zones Project offers the community the opportunity to discuss and develop healthier communities and lifestyles,

RESOLVED that the Cedar Falls Community School Board supports the Blue Zones Project efforts within the City of Cedar Falls, and urges all citizens to join with their support in pursuing healthy behaviors and a community supportive of greater well-being.

We, the undersigned, hereby certify that the Cedar Falls Community School Board is comprised of seven members, of whom four constituting a quorum, were present at a meeting duly and regularly called, noticed, and convened and held on Monday, January 23, 2012, and that the foregoing Resolutions was duly adopted at said meeting by the affirmative vote of “six” members, and opposed by “no” members, and the said Resolution has been duly recorded in the Minutes and in full force and effect.

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

Item No. 2 – Communications

A thank-you card from Marlene Behn was passed around to all the Board members.

Dr. Stoakes reported on the following:

- IASB Lobby Days are scheduled on February 14th and March 6th, 2012.
- Meetings have been scheduled with Representative Bob Kressig on January 27th and Representative Walt Rodgers on February 3rd.

Item No. 3 – Approval of Plans, Specifications and Set Public Hearing Date for North Cedar Elementary Project Design

Mr. Nefzger introduced Dale Port from Struxture Architects and Mike Brocka from Modus Engineering. Mr. Port and Mr. Brocka reviewed the plans and specifications for the upcoming North Cedar Elementary ADA additions and remodeling project. The project will include installation of a handicap lift between the main and lower east wing of the building, renovating two existing restrooms, add an addition to the mechanical room and install a new electrical and water service to the building. The total budget is estimated to be \$446,000 with another \$92,375 in contingency and professional fees for a total project construction cost of \$558,375. Director Coil moved and Director Kenyon seconded the motion that the Cedar Falls Community School District Board of Education approve the proposed plans, specifications, proposed form of contract, and set February 27, 2012 at 7:00 p.m. as the date and time to hold a public hearing for the North Cedar Elementary School 2012 ADA Additions & Remodeling project. Directors voting in favor of the motion: Lantz, Brown, Coil, Leeper, Kenyon and Senchina. Those voting “no” none. Motion carried.

Item No. 4 – Approval of Plans, Specifications and Set Public Hearing Date for the Summer 2012 Roof Project

Mr. Nefzger introduced Darrell Smith from VJ Engineering. Mr. Smith reviewed the plans and specifications for the upcoming 2012 summer roof projects. Roof projects for this summer include replacement of roof above the office area, northwest wing and the locker room area of Peet Junior High. The total estimated cost for this project is \$246,877. The second summer roof project includes the replacement of the shingled roof on the Educational Support Center. The total estimated cost for this project \$68,356. Total estimated cost for both projects is \$315,233. Director Kenyon moved and Director Lantz seconded the motion that the Cedar Falls Community School District Board of Education approve the plans, specifications and form of contract and set March 26, 2012 at 7:00 p.m. as the date and time to hold a public hearing for the 2012 Summer Roof replacement project. Directors voting in favor of the motion: Lantz, Brown, Coil, Leeper, Kenyon and Senchina. Those voting “no” none. Motion carried.

Item No. 5 – Final Acceptance of Educational Support Center Project

Mr. Nefzger reviewed the final budget for the Educational Support Center project. Mr. Nefzger reported the original budget for the project was \$821,300 and the actual final cost for the project was \$808,317 and recommended final acceptance of the project. Director Lantz moved and Director Brown seconded the motion that the Cedar Falls Community School District Board of Education accept as complete the Educational Support Center 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: Lantz, Brown, Coil, Leeper, Kenyon, and Senchina. Those voting “no” none. Motion carried.

Item No. 6 – Approval of Professional Development School Articulation Agreement

Dr. Stoakes reviewed the proposed Professional Development School Articulation agreement between the Cedar Falls Community School District, University of Northern Iowa and Waterloo Community Schools. Mr. Conrad stated that currently the school district serves 75-100 potential new teachers each semester from the University of Northern Iowa and the agreement formalizes the professional development school partnership that was initiated in 2007. The cost to the District to be a part of the agreement would be \$400 per school per semester. Director Coil moved and Director Kenyon seconded the motion to approve the Professional Development School Articulation agreement with the University of Northern Iowa. Directors voting in favor of the motion: Lantz, Brown, Coil, Leeper, Kenyon and Senchina. Those voting “no” none. Motion carried.

Item No. 7 – Approval of 700 Series Board Policies

Dr. Stoakes reviewed the first and final reading of board policies 701.1, 702.1, 702.2, 702.3, 704.5, 705.0, 705.1, and 705.2. Director Coil moved and Director Lantz seconded the motion to approve the changes in the following board policies. Directors voting in favor of the motion: Lantz, Brown, Coil, Leeper, Kenyon, and Senchina. Those voting “no” none. Motion carried.

Policy Title: *School Food Program* **Code No. 701.1**

The school district will operate a school lunch and breakfast program in each attendance center. School food program services will include meals prepared through participation in the National School Lunch Program and supplementary foods provided to students during the school day. Participation is on a voluntary basis.

School food service facilities are provided to serve students and employees when school is in session and during school-related activities. Other organizations and individuals in accordance with board policy may also use these facilities.

The school, food program is operated on a nonprofit basis. The revenues of the school food program will be used only for paying the regular operating costs of the school food program. Supplies of the school food program will only be used for school food program.

The board will set, and periodically review, the prices charged for school meals. It is the responsibility of the superintendent to make a recommendation regarding the prices of school meals and milk.

Management and supervision shall be under the direction of the director of business affairs that shall perform such duties as may be required by policy.

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.

Bus routes and the stops for loading and unloading of students shall be established annually by the administration.

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

Policy Title: *Loading and Unloading of School Buses* **Code No. 702.2**

It is the policy of the Cedar Falls Community School District that the ongoing program of school bus safety shall be augmented by the following provisions regarding loading and unloading of students during reduced visibility caused by fog, snow or other weather conditions.

1. If it is determined by the superintendent or the superintendent's designee that unsafe conditions caused by fog, snow or other weather conditions are present throughout the district, buses shall not operate.
2. In instances where fog, snow or other weather conditions are encountered by drivers during the course of operations, each driver is authorized to make decisions regarding whether to make the stops affected by the reduced visibility conditions.

Drivers shall report all stops by-passed as a result of such reduced visibility. Reports are to be made by radio to the bus garage office as soon as is safely possible after the decision to by-pass has been made. If radio contact cannot be made, the report must be made by the earliest and safest other means of communication.

Students who cannot be discharged at regular stops will be returned to a district facility and contact will be made with the parents/guardians.

Policy Title: *Use of School Bus Services by Community Groups* **Code No. 702.3**

All local civic, religious, fraternal, patriotic and community welfare organizations, including any individuals or groups interested in promoting cultural, educational or recreational activities are eligible to use school buses, providing the travel to be conducted is not contrary to the public interest. The Board of Education and/or the school administration reserve the right to refuse rental of the buses for any travel.

Such school bus services may be provided under the following conditions:

1. The service must be provided at a time which will not interfere with student transportation.
2. The travel must be to a location in the Black Hawk County area.
3. The request must have been approved by the director of human resources or the director of business affairs.
4. The contracting party shall pay an amount not to exceed the pro rata cost of transportation, as determined by the district.
5. A properly executed rental contract must have been executed through the business office.
6. All rules and regulations specified on the contract of rental must be followed by the requesting party and all persons being transported.
7. The routes to be traveled and the destination must have been approved in advance by the director of human resources or the director of business affairs.
8. All judgments as to road and weather conditions will be made by school officials. After travel has begun, the driver shall have the necessary authority to cancel any travel because of road or weather conditions.
9. Only regular route drivers or regular substitute drivers employed by the Cedar Falls Community School will be allowed to operate buses during travel under this policy.

All organizations and persons utilizing school bus services under this policy must agree to reimburse the Cedar Falls Community School District for any and all damages to buses and/or equipment arising from the actions of the organizations or persons.

Policy Title: *Student Activities Fund* **Code No. 704.5**

Revenue raised by students from student activities shall be deposited and accounted for in the student activities fund. This revenue is the property of and shall be under the financial control of the board. Students may use this revenue for purposes approved by the superintendent or designee.

Revenue collected from student contributions, club dues, special activities, admissions to special events, or from other fund-raising activities, will be under the jurisdiction of the board and under the specific control of the superintendent or designee. Revenue will be deposited in a designated depository and will be disbursed and accounted for in accordance with instructions issued by the superintendent.

It shall be the responsibility of the board secretary to keep student activity accounts up-to-date and complete.

Any unencumbered class or activity account balances will automatically revert to the activity fund when a class graduates or an activity is discontinued.

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 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.

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.)

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: *Purchasing on Behalf of Employees* **Code No. 705.2**

Generally, the school district shall not purchase items on behalf of employees. The school district may in unusual and unique circumstances do so. It shall be within the discretion of the board to determine when unique and unusual circumstances exist.

No purchase shall be made unless the employee has paid the school district prior to the order being placed and the employee has agreed to be responsible for any taxes or other expenses due.

Item No. 8 – Closed Session of the Board of Education Under Iowa Code Section 21.5(i)

Director Lantz moved and Director Kenyon seconded the motion that the Cedar Falls Board of Education enter into closed session 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 under the 2009 Code of Iowa 21.5 (i). Directors voting in favor of the motion: Lantz, Brown, Coil, Leeper, Kenyon, and Senchina. Those voting "no" none. Motion carried.

Board room cleared at 7:50 p.m.

Board entered closed session at 7:55 p.m.

Board returned to open session at 8:57 p.m.

Item No. 9 – Questions, Comments, and Concerns

None

Item No. 10 – Adjournment

Director Kenyon moved and Director Lantz seconded the motion to adjourn. Directors voting in favor of the motion: Lantz, Brown, Coil, Leeper, Kenyon, and Senchina. Those voting “no” none. Motion carried. The meeting was adjourned at 8:58 p.m.

Secretary

President