

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 Joyce Coil in the chair, and the following named Directors: Jim Brown, Susan Lantz, Jenny Leeper, Doug Shaw and David Williams. Others in attendance were: Dr. Andy Pattee, Superintendent, Douglas Nefzger, Director of Business Affairs, Dan Conrad, Director of Secondary Education, Adrian Talbot, Director of Personnel and Pam Zeigler, Director of Elementary Education. Also in attendance: Sarah Eastman, Tammy Stevenson-Wenzel, Theresa Stensland, Roger Stensland, Jamie Petrie, Tom Petrie, Jenna Miller and Dawn AskMartin.

President Coil called the meeting to order and reported that we are here to focus on students and student achievement.

#### Item No.1 – Public Hearing: 2015-2016 School Year Calendar

President Coil reported that she had in her possession an affidavit of publication showing the notice of time and place of the public hearing for the proposed 2015-2016 school year calendar. This notice was published in the Waterloo/Cedar Falls Courier on April 29, 2015. The Board will now hold a public hearing on this project. President Coil asked for public comments. No public comments were offered. No written comments were received. President Coil then declared the public hearing closed.

#### Item No.2 – Approval of the Following Consent Agenda Items:

Director Brown moved and Director Lantz seconded the motion to approve the following items:  
The agenda of the May 11, 2015, Board of Education agenda as presented.

1. Approval of the April 27, 2015 Board of Education Minutes
2. Approval of the bills as presented for payment as reviewed by the designated Board member, Jenny Leeper
3. Approval of Human Resource Report
4. Approval of Agreements:
  - Student Accident Insurance Participation agreement
  - Iowa Association for Educational Purchasing

#### **Human Resources Report May 11, 2015**

##### **New Contracts - Recommended for Approval 2015-16 School Year**

Elizabeth Forcum	Special Education	Holmes	MA	8	(\$49,635)**
Julie Rouse	School Counselor	Holmes	MA	11	(\$53,472)**
Elaina Loyd	French	Senior High	BA	3	(\$38,923)**
Ashley Cardamone	Art	Holmes	BA	4	(\$40,123)**

\*\*NOTE: Salary amounts are projections based on placement on the 2014-15 CFEA Total Salary Schedule; actual salary will be finalized once the 2015-16 schedule is determined through collective bargaining.

*Employment with the Cedar Falls Community School District is contingent upon confirmation of medical examination required by the Iowa Department of Education, and acceptable verification of employment, licensure, reference, education, criminal background, child abuse registry, release from current contract (if applicable), and other pre-employment checks deemed necessary.*

##### **Resignations - Recommended for Approval**

Peter Larson	6 <sup>th</sup> Grade	Cedar Heights	EOSY 2014-15
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##### **Coach Resignations – Recommended for Approval**

Adam Reilly	Asst. Sophomore Football	Senior High	2015-16 Season
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*\*\*Pursuant to Iowa Code 279.19A (8) any and all coaching contracts in effect with this teacher shall automatically terminate at the end of the current school year.*

**Human Resources Report – Addendum 1 05/11/2015 11:27 a.m.  
May 11, 2015**

***New Contracts - Recommended for Approval***  
**2015-16 School Year**

Erin Blasberg	Special Education	Cedar Heights	BA 9	(\$46,118)**
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\*\*NOTE: Salary amounts are projections based on placement on the 2014-15 CFEA Total Salary Schedule; actual salary will be finalized once the 2015-16 schedule is determined through collective bargaining.

*Employment with the Cedar Falls Community School District is contingent upon confirmation of medical examination required by the Iowa Department of Education, and acceptable verification of employment, licensure, reference, education, criminal background, child abuse registry, release from current contract (if applicable), and other pre-employment checks deemed necessary.*

**Resignations - Recommended for Approval**

Grace Valdez	Spanish	Senior High	EOSY 2014-15
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Directors voting in favor of the motion: Lantz, Coil, Brown, Williams, Shaw and Leeper. Those voting “no” none. Motion carried.

**Item No. 3 – Public Comment**

Jamie Petrie spoke to the Cedar Falls Community Schools Board of Education concerning the potential elementary boundary line change for the Wild Horse Subdivision. Ms. Petrie stated she has been a resident of the Wild Horse subdivision since January of 2015. She believes the enrollment projections for the Wild Horse development are speculative. Ms. Petrie commented the City of Cedar Falls reported the Wild Horse developer will need to construct a second access to West 12<sup>th</sup> Street from the Wild Horse Subdivision. Ms. Petrie believes the homes in the southwest part of town, Prairie Winds, Prairie West and the Arbors subdivisions, when fully developed, will have approximately 300 homes with approximately 600 total students. Ms. Petrie commented the Wild Horse subdivision was moved from the Lincoln Elementary attendance area to the Hansen attendance area in 2012 and she would not like to see the Wild Horse Subdivision move again should a new school open and over capacity becomes an issue.

The Board thanked Ms. Petrie for her time and dedication to her children.

**Item No. 4 – Secretary’s Monthly Financial Report**

Mr. Nefzger reviewed the April 2015 fund balances for general, schoolhouse, student activity, and food service. President Coil stated that the report would be filed subject to audit.

**Item No. 5 – Communications**

Andrew Stensland, student board member presented the following information concerning the High School:

- Teacher appreciation breakfast was held on May 6, 2015
- Final band concert of the year will be held on May 11, 2015
- Commencement will be held on May 17, 2015
- Future events include:
  - Boys and girls soccer vs Cedar Rapids Xavier May 12, 2015
  - Boys and girls soccer vs Cedar Rapids Prairie on May 15, 2015

Mr. Stensland will be graduating from Cedar Falls High School on May 17, 2015 and took some time to reflect on his three years of being a student representative to the Board of Education. President Coil and the Board thanked Andrew for his dedication and presented him with a certificate of appreciation for his three years as student board member representative.

Dr. Pattee distributed the Iowa Association of School Board recognition certificates to the Board of Education members for school board recognition month and thanked them for their dedication and all they do for their leadership and passion for children.

Item No. 6 – Approval of Resolution Ordering a Special Election on the Issuance of \$35,000,000 General Obligation School Bonds

Jenna Miller presented the petition calling for a special election to construct a new elementary school and to remodel and add additions to Orchard Hill and North Cedar Elementary buildings. A total of 919 signatures were presented. Ms. Miller reported a group of over 20 individuals went around to all neighborhoods and all parts of the Cedar Falls Community School District to collect the signatures on the petition. The Board thanked Ms. Miller for her leadership and enthusiasm in working on the facilities committee and work associated with the Cedar Falls Community School district.

After review of the resolution, Director Shaw moved and Director Lantz seconded the motion to approve the resolution as presented. Directors voting in favor of the motion: Lantz, Coil, Brown, Williams, Shaw and Leeper. Those voting “no” none. Motion carried.

**RESOLUTION ORDERING A SPECIAL ELECTION ON THE ISSUANCE OF  
\$35,000,000 GENERAL OBLIGATION SCHOOL BONDS**

WHEREAS, there has been filed with the President of this Board a Petition of eligible electors of this School District asking that an election be called to submit the question of contracting indebtedness and issuing bonds of the School District in an amount not to exceed \$35,000,000 to provide funds to construct, build, furnish and equip a new elementary building and to improve the site; to construct, build, furnish and equip additions to North Cedar and Orchard Hill elementary buildings, and to remodel, repair, improve, furnish and equip those buildings and improve those sites; and

WHEREAS, this Board has examined the Petition and finds that it is signed by eligible electors of the School District numbering at least 25% of those voting at the last election of school officials and that the purposes set forth in the petition cannot be accomplished within the limit of one and one-quarter percent of the assessed value of the taxable property in the School District; and

WHEREAS, the proposal for the issuance of Bonds or any other proposal incorporating any portion of it has not or will not have been submitted to the qualified electors of the School District for a period of at least six months prior to the date of election being called in these Proceedings;

NOW, THEREFORE, IT IS RESOLVED BY THE CEDAR FALLS COMMUNITY SCHOOL DISTRICT, IN THE COUNTY OF BLACK HAWK, STATE OF IOWA:

That an election is called of the qualified electors of the Cedar Falls Community School District in the County of Black Hawk, State of Iowa, on Tuesday, June 30, 2015. The following Proposition is approved, and the Secretary is authorized and directed to submit and file the Proposition for the Ballot with the Black Hawk County Commissioner of Elections at least 46 days prior to the election:

SHALL THE FOLLOWING PUBLIC MEASURE BE ADOPTED?

YES [ ]

NO [ ]

**Proposition A**

Shall the Board of Directors of the Cedar Falls Community School District in the County of Black Hawk, State of Iowa, be authorized to contract indebtedness and issue General Obligation Bonds in an amount not to exceed \$35,000,000 to provide funds to construct, build, furnish and equip a new elementary building and to improve the site; to construct, build, furnish and equip additions to North Cedar and Orchard Hill elementary buildings, and to remodel, repair, improve, furnish and equip those buildings and improve those sites?

[END OF BALLOT LANGUAGE]

That the notice of the election and ballot form used at the election shall be prepared in accordance with the provisions of the Iowa Code and Iowa Administrative Rules. The District requests the polls will open at 7:00 A.M. and close at 8:00 P.M.

That the Election Board for the voting precinct or precincts be appointed by the County Commissioner of Elections, not less than 15 days before the date of the election, a certified copy of which appointment must be officially placed on file in the office of the Secretary.

The Commissioner of Elections is requested and directed to make publication of the Notice of Election at least once, not less than four days nor more than twenty days prior to the date of the election, in a legal newspaper, printed wholly in the English language, as defined by Iowa Code Section 618.3.

The *Waterloo Courier*, a legal newspaper, has substantial circulation within the District and is hereby designated to make the publication of the Notice of Election.

Black Hawk County, Iowa is the control county of this School District; this election will be conducted by the County Auditor as Commissioner of Elections.

That the County Commissioner of Elections shall prepare all ballots and election registers and other supplies as necessary for the proper and legal conduct of this election and the Secretary of the Board is authorized and directed to cooperate with the Commissioner of Elections in the preparation of the necessary proceedings.

That the Secretary is directed to file a certified copy of this Resolution in the Office of the County Commissioner of Elections to constitute the "written notice" to the County Commissioner of Elections of the election date, required to be given by the governing body under the provisions of Iowa Code Chapter 47.

PASSED AND APPROVED this 11th day of May, 2015.

Item No. 7 – Approval of Robotics Trip to China

Dr. Pattee reviewed the Robotics team proposed trip to Shenzhen, China for in August 2015. High School teacher Kenton Swartley will be taking approximately 10 students to Shenzhen, China for robotics training and scrimmage. In addition to the 10 students 10-12 chaperones and volunteers will be accompanying the students to China. The groups' itinerary is to leave on August 12<sup>th</sup> and return on August 21<sup>st</sup>, 2015. Director Brown moved and Director Leeper seconded the motion to approve the robotics trip to Shenzhen, China in August 2015. Directors voting in favor of the motion: Coil, Brown, Leeper, Williams, Lantz and Shaw. Those voting "no" none. Motion carried.

Item No. 8 – Approval of 2015-2016 Student Fees

Mr. Nefzger reviewed the following fee recommendations for the 2015-2016 school year.

1. Increase of \$2.00 per month for round trip, \$1.50 per month for one way and .25 for single day one way transportation fees
2. Increase of .20 for elementary, secondary and adult breakfast and lunch fees

After discussion, Director Lantz moved and Director Leeper seconded the motion to approve the proposed 2015-2016 student fee schedule as presented. Directors voting in favor of the motion: Coil, Brown, Leeper, Williams, Lantz and Shaw. Those voting "no" none. Motion carried.

Item No. 9– Approval of 2015-2016 School Year Calendar

Dr. Pattee reviewed the process in developing the calendar for the 2015-2016 school year. The Cedar Falls School Board of Education approved the 2015-2016 school year calendar at the April 13, 2015 meeting. However, on April 15, 2015 the District received guidance from the Iowa Department of Education stating that, included in the bill signed by the Governor on April 10, 2015, all school districts must hold a public hearing before approving their calendar. The hearing was held earlier at this board meeting. The calendar remains unchanged from the original calendar that was approved on April 13, 2015. Director Lantz moved and Director Brown seconded the motion that the Cedar Falls Community School District Board of Education re-approve the 2015-2016 school year calendar as presented. Directors voting in favor of the motion: Coil, Leeper, Williams, Lantz, Brown and Shaw. Those voting “no” none. Motion carried.



## Cedar Falls Community Schools 2015-2016 Calendar



July 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 14, 17, 18	New Teacher Orientation
August 20-21	Teacher Workshop
August 24	First Day of School
September 7	Labor Day - No School
September 18	Professional Development
October 30	End of First Quarter (48 days)
November 3	7-12 Evening P/T Conferences
November 5	7-12 Evening P/T Conferences
November 6	7-12: No School
November 20	End of First Trimester (63 days)
November 25	Professional Development
November 26-27	Thanksgiving: No School
December 1	PK-6 Evening P/T Conferences
December 3	PK-6 Noon Dismiss/PT Conferences
December 4	PK-6: No School
December 24-31	Winter Break: No School
January 1	PK-12 No School: Holiday
January 4	PK-12 Students Return to School
January 14	End of Second Quarter (44 days)
January 15	7-12: No School - Teacher Workday
January 18	MLK Jr. Day: No School
February 25	End of Second Trimester (58 days)
February 26	Professional Development
March 8	PK-6 Evening P/T Conferences
March 10	PK-6 Noon Dismiss/PT Conferences
March 11	PK-6: No School
March 14-18	Spring Break
March 25	End of Third Quarter (43 days)
March 29	7-12 Evening P/T Conferences
March 31	7-12 Evening P/T Conferences
April 1	7-12: No School
April 15	Professional Development
May 11	PK-6 Noon Dismiss/Performance Writing
May 22	Graduation
May 27	End of Fourth Quarter (44 days)
May 27	End of Third Trimester (59 days)
May 30	Memorial Day
May 31	Teacher Work Day



Days missed due to inclement weather will be made up on subsequent week days at the end of the school year.

January 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March

S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				







June

S	M	T	W	T	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## 2015-2016 School Calendar

Start – Finish  
August 24 – May 27

### CALENDAR LEGEND

Start	
Professional Development	
Quarter	
Trimester	
Holidays	
No Student Day	

### Student Contact Days:

August	6
September	20
October	22
November	18
December	17
January	18/19
February	20
March	18
April	20
May	20

### Quarters:

October 30 – 48 days
January 14 – 44 days
March 25 – 43 days
May 27 – 44 days

### Trimesters:

November 20 – 63
February 25 – 58
May 27 – 59

August					Student /Teacher Days	
M	T	W	Th	F		
03	04	05	06	07		
10	11	12	13	14		
17	18	19	20	21		2
24	25	26	27	28	5	7
31						
September						
	01	02	06	04	10	12
07	08	09	10	11	14	16
14	15	16	17	18	21	21
21	22	23	24	25	23	26
28	29	30				
October						
			01	02	28	31
05	06	07	08	09	33	36
12	13	14	15	16	38	41
19	20	21	22	23	43	46
26	27	28	29	30	48	51
November						
02	03	04	05	06	53	56
09	10	11	12	13	58	61
16	17	18	19	20	63	66
23	24	25	26	27	65	69
30						
December						
	01	02	03	04	70	74
07	08	09	10	11	75	79
14	15	16	17	18	80	84
21	22	23	24	25	83	87
28	29	30	31			
January						
				01		
04	05	06	07	08	88	92
11	12	13	14	15	93	97
18	19	20	21	22	97	101
25	26	27	28	29	102	106
February						
01	02	03	04	05	107	111
08	09	10	11	12	112	116
15	16	17	18	19	117	121
22	23	24	25	26	121	126
29						
March						
	01	02	03	04	126	131
07	08	09	10	11	131	136
14	15	16	17	18		
21	22	23	24	25	136	141
28	29	30	31			
April						
				01	141	146
4	05	06	07	08	146	151
11	12	13	14	15	150	156
18	19	20	21	22	155	161
25	26	27	28	29	160	166
May						
02	03	04	05	06	165	171
09	10	11	12	13	170	176
16	17	18	19	20	175	181
23	24	25	26	27	180	186
30	31					187
June						
		01	02	03		

### 180 Day/1080 Hours Calendar

Date	Events
August 7, 10	High School Registration
August 11	Holmes Jr. High Registration
August 12	Peet Jr. High Registration
<b>August 24</b>	<b>School Start</b>
September 7	Labor Day – No School
September 18	Professional Development
October 30	End of First Quarter (48 days)
November 3	7-12 Evening P/T Conferences
November 5	7-12 Evening P/T Conferences
November 6	7-12 No School
November 20	End of First Trimester (63days)
November 25	Professional Development
Nov 26-27	Thanksgiving – No School
December 1	PK-6 Evening P/T Conferences
December 3	PK-6 Noon Dismiss/PT Conf
December 4	PK-6 No School
Dec 24-31	Winter Break
January 1	PK-12 No School
January 4	PK-12 Students Return to School
January 14	End First Semester (92 days)
January 15	7-12 No School/Teacher W'day
January 18	MLK Jr. Day – No School
February 25	End of 2 <sup>nd</sup> Trimester (58 days)
February 26	Professional Development
March 8	PK-6 Evening P/T Conferences
March 10	PK-6 Noon Dismiss/PT Conf
March 11	PK-6 No School
March 14-18	Spring Break
March 25	End of Third Quarter (43 days)
March 29	7-12 Evening P/T Conferences
March 31	7-12 Evening P/T Conferences
April 1	7-12 No School
April 15	Professional Development
May 11	PK-6 Noon Dismiss/ Performance Writing
May 22	Graduation
May 27	Last Day of School
May 30	Memorial Day (No School)
May 31	Teacher Work Day

Item No. 10 – Approval of Technology Purchase

Mr. Nefzger reviewed the technology purchase request for the upcoming 2015-2016 school year. The first request is for 800 Chromebooks for students in grades 7<sup>th</sup> and 10<sup>th</sup>. There were three bids received and it is the recommendation of the Administration to accept the low bid from CDWG from Vernon Hills, Illinois at a total cost of \$207,200. This includes 800 Chromebooks with management licenses and 18 carts for use with the Chromebooks.

The second request is to purchase 550 laptops for staff use. Mr. Nefzger reviewed the process on how the specifications for the laptops were determined. A survey was sent out to all District staff concerning what specifications they would like to see in the laptops. The survey results were compiled and shared with staff. The final specifications were determined for the laptops from the staff survey results. There were three bids received with one bid discarded, as it did not meet the District's specifications for processors speed or memory. It is the recommendation of the Administration to accept the bid from CDWG from Vernon Hills, Illinois at a total cost of \$400,950. This includes 550 laptops with a solid state hard drive and 8gb of memory.

Mr. Nefzger stated that funding for these technology purchases will come from a combination of the 2015-2016 school year Instructional Support Levy, 2015-2016 Physical Plant and Equipment Levy and the remaining funds the District received from the "Plus 2" money that was distributed to school districts in the 2013-2014 school year. After discussion, Director Brown moved and Director Leeper seconded the motion that the Cedar Falls Community School District Board of Education approves the technology purchases as presented. Directors voting in favor of the motion: Coil, Leeper, Williams, Lantz, Brown and Shaw. Those voting "no" none. Motion carried.

Item No. 11 – Approval of Milk Bids

Mr. Nefzger reviewed the milk bid for the 2015-2016 school year. Mr. Nefzger reviewed the escalator clause process associated with how milk prices are determined each month. Mr. Nefzger explained in the bid presented to Anderson Erickson the calculation between the USDA Federal Market order price per hundred pounds and the cost per carton will remain unchanged from the 2014-2015 school year. Due to Anderson Erickson being the only distributor available to the District that can deliver milk in plastic bottles and the escalator clause calculation has not changed from the 2014-2015 school year to the 2015-2016 school year, it is the recommendation of the Administration to accept the quote from Anderson Erickson for the 2015-2016 school year. After discussion, Director Lantz moved and Director Shaw seconded the motion to approve the milk bid from Anderson Erickson for the 2015-2016 school year as presented. Directors voting in favor of the motion: Coil, Brown, Leeper, Williams, Lantz and Shaw. Those voting "no" none. Motion carried.

Item No. 12 – Approval of First and Final Reading of Board Policies

Dr. Pattee reviewed the first and final readings of board policies, 100.1 Educational Philosophy, Cedar Falls Community School District Organization chart, 200.1 Statement of Guiding Principles, 201.1 Duties of Board Directors, 201.2 Membership of Board, 201.3 Annual and Organizational Meeting, 202.0 Board of Directors' Conflict of Interest, 202.1 Duties of Officers, 202.2 Gifts to Board of Directors, 203.1 Long-Range Needs Assessment, 203.2 Ad Hoc Committees, 204.1 Meetings of the Board, 204.2 Quorum, 204.3 Consent Agendas, 204.4 Order of Business, 204.4.1 Public Participation in Board Meetings, 204.4.1R Public Participation in Board Meetings, 204.5 Minutes, 205.1 Development of Policy, 205.2 Review and Revision of Policy, 205.3 Adoption of Policy, 301.1 Superintendent of Schools, 303.1 Duties and Responsibilities of the Principal, 304.1 Duties & Responsibilities of the Associate Principal, 306.1 Director of Elementary Education, 306.2 Director of Secondary Education, 310.1 Administrative Team, 310.1R Procedures for Administrative Team Administrative Rules & Regulations and 605.4 Electronic Technology Acceptable Use by Students. After review and discussion, Director Shaw moved and Director Brown seconded the motion to approve the first and final readings of board policies presented. Directors voting in favor of the motion: Coil, Brown, Leeper, Williams, Lantz and Shaw. Those voting "no" none. Motion carried.

Policy Title:

***Educational Philosophy***

Code No. ***100.1***

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

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

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

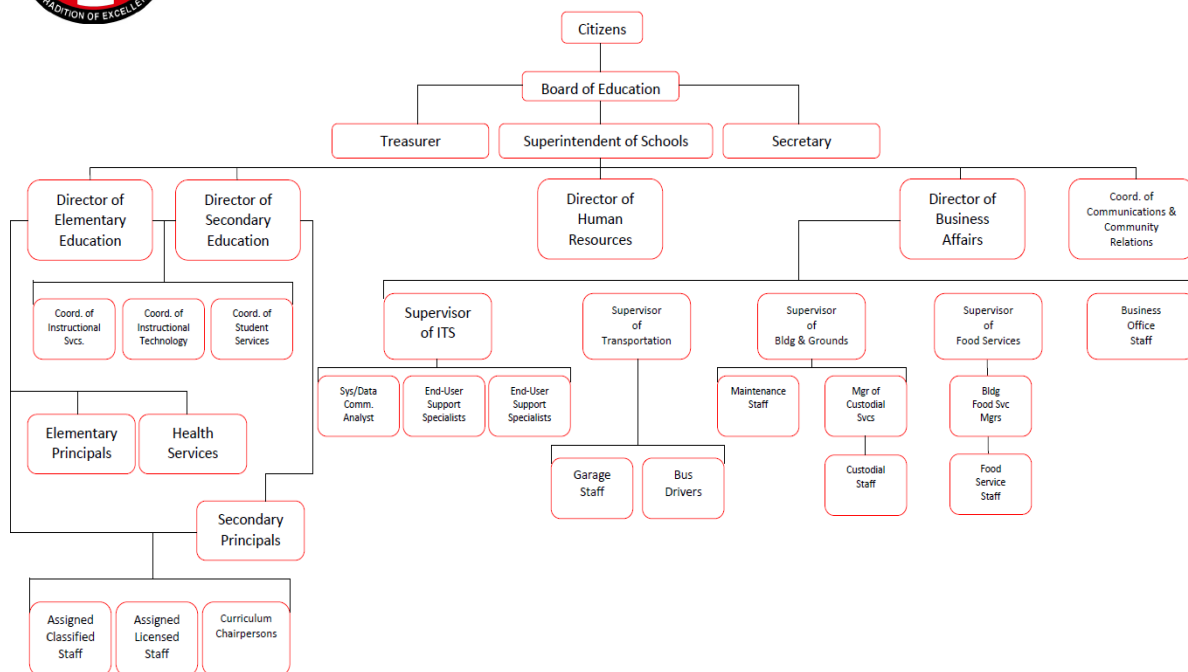
- Competent in essential skills;
- Complex thinkers;
- Effective communicators;
- ~~Competent users~~ **Skilled utilizers** of technology;
- Contributing citizens;
- Lifelong learners; and
- Collaborative workers.

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

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



Cedar Falls Community School District Organizational Chart  
Administrative Organization



Policy Title:

***Statement of Guiding Principles***

Code No. ***200.1***

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

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



Policy Title:

***Duties of the Board of Directors***

Code No. ***201.1***

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

1. To select a superintendent and support the discharge of duties.
2. To elect, upon approval, school personnel nominated and recommended by the superintendent.
3. To delegate to the superintendent responsibility for all executive functions, to refrain from handling directly administrative details, and to give the superintendent authority commensurate with assigned responsibilities.
4. To approve compensation programs.
5. To consider and act upon policies for the school program. Any policy change initiated by the board, staff, or the general public shall be submitted to the superintendent for consideration and recommendation.
6. To require and evaluate the reports of the superintendent concerning the progress of the financial status of the school district.
7. To consider and adopt an annual school budget recommended by the superintendent of schools.
8. To consider and decide upon professional recommendations for changes of school services, school buildings and school facilities.
9. To assist in presenting to the public the needs and progress of the educational system.
10. To provide by the exercise of its legal powers the funds necessary to finance the operation of its schools.
11. To perform the specific duties imposed upon the board by the statutes of the State of Iowa.
12. To refer all applications, complaints, and other communications, oral and written, to the superintendent, except when such may come to the board in a meeting or on appeal from decisions of the superintendent.
13. To provide adequate safeguards for the superintendent and other personnel so that they may perform their proper functions on a professional basis. This involves, particularly, supporting the superintendent's efforts to protect the personnel and the schools from individuals and organizations seeking to exploit the district.
14. If, after fair and impartial appraisal and due admonishment, the board is convinced that the superintendent's services do not meet with its approval, to notify the superintendent as far in advance as possible that a change must be made; and to replace the superintendent with a carefully selected new superintendent.

Policy Title:

***Membership of Board***

Code No. ***201.2***

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

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

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

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

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

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

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

Policy Title: ***Annual and Organizational Meeting*** Code No. ***201.3***  
Each year after August 31<sup>st</sup>, the Board of Directors shall meet and organize at the next regularly scheduled meeting. The meeting shall be held at a time and location designated by the secretary.

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

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

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

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

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

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

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

- (1) The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district badge, uniform, business card or other evidence of office to give the board member or member of the board member's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to a board member.
- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the board member or a member of the board member's immediate family from anyone other than the state or the school district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the school district.
- (3) The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the board member, during the performance of the board member's duties of office or employment.

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

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

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

Policy Title:

*Duties of Officers*

Code No. **202.1**

1. **President** — The president of the Board of Directors presides at all of its meetings, signs all warrants and drafts, respectively, drawn upon the treasurer for money apportioned and taxes collected and belonging to the school corporation, and all orders on the treasurer drawn as provided by law, signs all contracts made by the board, and appears on behalf of the school corporation in all actions brought by or against it. The president shall be entitled to vote as a member.
2. **Vice President** — In the absence of the president, the vice president shall serve, and, in so doing, shall exercise all the powers and bear all the responsibilities of the president.
3. **Treasurer** — The treasurer shall receive all monies belonging to the school corporation, pay the same out only upon the order of the president, countersigned by the secretary, keeping an accurate account of all receipts and expenditures. The treasurer shall register all orders drawn and reported to the treasurer by the secretary, showing the number, date, to whom drawn, the fund upon which drawn, the purpose and the amount.

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

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

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

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

Policy Title:

***Gifts to Board of Directors***

Code No. **202.2**

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

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

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

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

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

- Gifts which are given to a public official for the public official's wedding or twenty-fifth or fiftieth wedding anniversary;
- Payment of salary or expenses by a board member's employer or the firm in which the board member is a member for the cost of attending a meeting of a subunit of an agency when the board member whose expenses are being paid services on a board, commission, committee, council or other subunit of the agency and the board member is not entitled to receive compensation or reimbursement of expenses from the school district;
- Gifts other than food, beverages, travel and lodging received by a board member which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the board member; or
- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

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

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

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

Policy Title: ***Long-Range Needs Assessment***

Code No. ***203.1***

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

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

- provisions for collecting, analyzing and reporting information derived from local, state and national sources;
- provisions for reviewing information acquired on the following:
  - state indicators and other locally determined indicators,
  - locally established student learning goals,
  - specific data collection required by state and federal programs;
- provisions for collecting and analyzing assessment data on the following:
  - state indicators
  - locally determined indicators,
  - locally established student learning goals.

The Board of Education will annually appoint a School Improvement Advisory Committee. The purpose of the committee is to:

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

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

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

Policy Title: *Ad Hoc Committees* Code No. **203.2**  
Whenever the Board deems it necessary, the Board may appoint a committee composed of community members, employees and/or students to assist the board. Committees formed by the board are ad hoc committees.

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

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

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

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

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

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

6. **Notice of Meetings** — The notice shall state the time, date, and place of the meeting and its tentative agenda. The notice shall be given to the media who have filed a request with the board secretary, and the notice shall be posted on the bulletin board at the central administration office. Usually such notice shall be at least 24 hours prior to the meeting unless otherwise provided by law. If a meeting is held on shorter notice, as much notice as is reasonably possible shall be given, and the nature of the good cause justifying departure from normal requirements shall be stated in the minutes. Notice of regular and special Board of Education meetings shall be given by the board secretary. Notice of all committee meetings shall be given by the officially appointed board designee.
7. **Minutes** — The Board and the duly appointed committees shall keep minutes of all of their meetings showing the date, time and place, and members present, and the action taken at each meeting. The minutes at a minimum, should contain the motion, the second, and the vote by individual members on each issue. The minutes of open meetings will be kept on file as the permanent official records of school legislation. The secretary will act as custodian of the minutes and will make them available to any citizen to examine during the district's office hours.
8. **Closed Session** — Closed sessions take place as part of an open meeting. The item for discussion in the closed session will be listed as part of the tentative agenda on the public notice. The motion for a closed session, stating the purpose for the closed session, will be made and seconded during the open meeting. A minimum of two-thirds of the board, or all of the board members present, must vote in favor of the motion on a roll call vote. Closed sessions will be audio recorded and have detailed minutes kept by the board secretary. Final action on matters discussed in the closed session will be taken in an open meeting.

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

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

- a. To review or discuss records which are required or authorized by state or federal law to be kept confidential, or be kept confidential as a condition for continuation of federal funds;
- b. To conduct hearings to suspend or expel a student, or to discuss whether to conduct such a hearing, unless an open session is requested by the student or a parent or guardian of the student if the student is a minor; if an open session is held, consent shall be obtained from the individual to discuss the individual's confidential records;
- c. To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session;
  - (1) If an open session is held, consent shall be obtained from the individual to discuss the individual's confidential records.
  - (2) A teacher termination hearing per Chapter 279.15(2), a meeting to hear the superintendent's recommendation on teacher termination per Chapter 279.16, and a private hearing upon the question of the termination of an administrator's contract per Chapter 279.24 are not subject to Chapter 21, the open meetings law.
- d. To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation;
- e. To discuss the purchase or sale of particular real estate, but only when premature disclosure could be reasonably expected to increase the price the board would have to pay for the property, or in case of a sale reduce the price the board could receive for the property.
- f. Other exceptions in the Iowa Code relate to letters patent, law enforcement, licensing examinations, and state agency administrative hearings.

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

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

Policy Title:

***Quorum***

Code No. **204.2**

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

Policy Title:

***Consent Agendas***

Code No. **204.3**

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

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

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

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

Policy Title:

***Order of Business***

Code No. **204.4**

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

1. Roll Call and Call to Order
2. Consent Agenda
  - a. Approval of Agenda
  - b. Approval of Minutes
  - c. Approval of Accounts Payable
  - d. Open Enrollment
  - e. Routine Contracts
  - f. Human Resource Report
  - g. Quarterly Transportation Report



Policy Title:

***Order of Business***

Code No. ***204.4***

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

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

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

A citizen wishing to make a brief statement, express a viewpoint, or ask a question regarding an item on the agenda should secure permission from the board president and/or superintendent prior to the meeting as outlined in Board Policy titled *Public Participation in Board Meetings*. The president and/or superintendent will determine the time allocation.

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

Policy Title:

***Public Participation in Board Meetings*** Code No. ***204.4.1***

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board may set time aside for citizen participation, either at a specific time during the meeting or during the discussion of agenda items. Citizens wishing to address the board, or wishing to bring a petition to the board, must notify the Board President and/or superintendent prior to the board meeting. Those wishing to address the board, or bring a petition to the board, will follow the same procedures outlined in the regulations. The board has the discretion to limit the amount of time set aside for public participation.

If the pressure of business or other circumstances dictate, the board president may decide to suspend this practice. The board president will recognize these individuals to make their comments at the appropriate time. The orderly process of the Board meeting will not be interfered with or disrupted. Only those speakers who follow regulations and are recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual causing disruption may be asked to leave the board meeting.

Policy Title: ***Public Participation in Board Meetings*** Code No. ***204.4.1R***  
**Public Comment will:**

- Be held at the beginning of the Board meeting, following roll call of members, and prior to the Consent Agenda.
- Be limited to three (3) minutes in length, per person.
- Be allowed for individuals who have contacted and received approval to speak, from the Board President and/or Superintendent by 4:00 p.m. the day of the Board meeting.
- Be allowed for interested citizens to present comments, suggestions or concerns, even if they are not on the agenda. However, an item must be included on the agenda before the board can officially act upon it. If not on the agenda, a community member will need to follow the regulations for an item to be placed on the agenda and contact the Board president and/or the Superintendent no later than Thursday prior to a regular meeting of the Board. Citizens are encouraged to communicate with Cedar Falls educators and school board members. If you have a concern, the best place to begin is with those directly involved and responsible, usually at the specific school: the teacher and/or principal. It is there that most problems can be quickly and productively resolved. If questions still remain, please contact the superintendent, or designee.
- Not be a dialogue, simply a time individuals can provide comments to the Board.

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

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

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

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

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

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

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

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

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

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

Policy Title:

***Adoption of Policy***

Code No. **205.3**

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

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

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

Policy Title:

***Superintendent of Schools***

Code No. **301.1**

**Executive Officer**

The superintendent shall be the executive officer of the board and have such powers and duties as may be prescribed by policies adopted by the board or by law. The superintendent may delegate responsibility for the operation of various segments of the school system but is ultimately responsible to the board for the results produced. The board relies on the superintendent for advice and information and for carrying out the official actions of the board.

The basic principle underlying the orderly operation of the school system shall be that policies are adopted by the Board of Education and executed by the superintendent of schools.

**I. Functions (Superintendent of Schools as Executive Officer for the Board of Education)**

The superintendent shall be the chief executive officer of the Board of Directors and the administrative head of all divisions and departments of the school system. The superintendent shall develop plans to ensure that each organizational component of the district is a logical, integral part of the whole organization having commensurate responsibility, authority and accountability for results within defined limits.

The superintendent shall define and clarify the functions, responsibilities, authority, and relationships of each administrative position. The superintendent shall plan and administer studies to determine the soundness and the adequacy of the organization plan, functions, and procedures of the school district. The superintendent shall formulate recommendations for desirable changes to better accomplish district objectives, direct preparation and publication of administrative position descriptions, and execute necessary action and controls to carry out organization plans in an effective manner.

The superintendent may delegate responsibility for the operation of various segments of the school system but shall be responsible to the Board of Directors for the results produced.

The superintendent shall be responsible for designating the specific instructional and supervisory assignments at the various levels of the school system. The superintendent shall provide opportunities for principals and teachers to discuss instructional problems with members of the central administrative staff and shall develop leadership in providing a variety of evaluative activities for the purposes of assisting teachers toward a better understanding of the needs and abilities of children.

**II. Responsibilities**

- A. To administer the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board of Directors. Be expected to take the lead in matters of educational policy and to make definite recommendations therein; to keep abreast of the best educational developments and advise the board regarding the changes in policy.

- B. To be the responsible executive head of the entire school system in charge of both educational and business administration in directing the activities of all employees of the school district.
- C. To recommend policies on organization, finance, instruction, school planning, and other functions of the school program.
- D. To recommend the number and type of positions required to provide proper personnel for the operation of the educational system.
- E. To recommend for employment, to assign, and define the duties of all teachers, building level administrators, and central office directors subject to the approval of the Board.
- F. To conduct a continuous study of developments and long range needs of the schools and to keep the public so informed.
- G. To keep the Board of Directors continually informed of the progress and conditions of the schools.
- H. To assume responsibility for such budgetary controls and transfers of funds as authorized by the Board of Directors.
- I. To exercise leadership in directing necessary studies of sites and buildings considering the population trends and the cultural needs of the district to assure timely decisions by the Board of Directors regarding construction and renovation projects.
- J. To visit the sites of proposed new school buildings, to develop concrete statement of needs to be met by new buildings, to supervise the preparation of time schedules for the preparation of plans; to obtain and organize the service of educational specialists for cooperative evaluation of preliminary plans developed by the architect.
- K. To serve as liaison officer between the school district and the state and federal agencies cooperating in financing facilities, equipment and programs.
- L. To assist the directors in appraising the effectiveness and outcome of instruction.
- M. To direct the preparation of an annual budget showing the estimated needs of the ensuing fiscal year and the annual appropriation measure, and to submit them to the board in accordance with the requirements of the law. This responsibility shall be discharged with the involvement and the cooperation of the administration team.
- N. To assume responsibility for the development and implementation of a positive public relations program based on community-district dialogue.
- O. To assume responsibility and authority for the development of policies related to the administration of the salary schedules and related benefits of the district.
- P. To be the representative of the Board of Directors to the staff and a representative of the staff to the Board of Directors.
- Q. To direct the administrative staff in developing and recommending the boundaries of school attendance areas.
- R. To interpret system-wide instructional policies and plans to directors, principals, teachers, supervisors, and other staff members.
- S. To keep informed of all statutory and legislative matters pertaining to the schools and to keep the board advised of legislative proposals and their effect upon the local educational program.
- T. To attend all meetings of the board and its committees, except those concerned with the superintendent's contract status (when the board acts to exclude the superintendent), and be granted the privilege to take part in the deliberations but shall not vote.

U. To serve as a representative of the District before regulatory agencies.

III. Specific enumeration of the duties of the superintendent as detailed in Section II shall not act to limit the broad authority and responsibility of the office of the superintendent.

Policy Title: *Duties and Responsibilities of the Principal* Code No. **303.1**

The principal shall, as part of the administrative team, be directly responsible to either the director of secondary education or the director of elementary education. The principal shall meet licensure qualifications for the position.

**The principal has four main areas of responsibility:**

- To facilitate the improvement of instruction.
- To provide instructional leadership for staff.
- To promote the best possible teaching and learning conditions for students and staff.
- To function as an integral part of the administrative team in implementing the philosophy and goals of the Cedar Falls Community School District.

**The principal's primary responsibility is to facilitate the improvement of instruction.**

- I. As the educational leader of the staff, the principal shall:
  - A. Assist all instructional personnel in exploring and understanding the total educational program of the district.
  - B. Direct, supervise, and evaluate the instructional and student support programs and staff of his/her school.
  - C. Utilize effectively the services of special education personnel.
  - D. Interpret the school's program to parents and patrons of the school.
  - E. Encourage positive public relations between school and community.
  - F. Engage in continual professional growth through reading, attendance at professional meetings and seminars, and keeping abreast of current innovations in education.
- II. The principal shall promote the best possible teaching and learning conditions for students and staff. To this end, the principal shall:
  - A. Supervise the operation and maintenance of the building, grounds, and other school property assigned to his/her care.
  - B. Help the beginning teacher adjust to the school, the students, and the community of Cedar Falls.
  - C. Assist student adjustment in interpersonal relationships with adults and other students.
- III. Direct and evaluate the work of all assigned personnel under the policies set forth by the Board of Education.
  - A. Promote involvement in district-wide professional development.
  - B. Plan with staff Professional Development programs that are needed in the individual schools.
  - C. Act as supervising principal and assist in the execution of instructional policies by:

1. Familiarizing himself/herself with existing courses of study and participating in the planning of new and innovative practices in curriculum studies and experiments.
2. Collaborating with teachers to develop courses of study, curriculum functions, and administrative bulletins necessary to carry out their work in the classroom, and by helping teachers secure instructional materials to carry out the prescribed curriculum.
3. Obtaining clearance from the appropriate director before initiating changes in courses of study, pupil reporting or curriculum innovations.
4. Utilizing, when advisable, any administrative or special service personnel for the improvement of instruction.

IV. The principal shall function as an integral part of the administrative team:

- A. Be involved in the recruitment and employment of teachers and all other staff members.
- B. Administer approved requirements of the business office, be held accountable for all school materials and funds under his/her control.
- C. Direct all pupil accounting for the assigned attendance area.
- D. Participate in the interpretation and execution of the policies of the Cedar Falls School District as determined by the Board of Directors, the superintendent of schools and directors of elementary and secondary education.
- E. Work cooperatively with other administrative personnel.
- F. Coordinate activities with those of other schools in the system.
- G. Keep accurate school records and make timely statistical and other reports as required by the director of elementary education, the director of secondary education or the business office.
- H. Assume such other duties and responsibilities as may be assigned by the director of elementary education, the director of secondary education or the superintendent.

Policy Title: ***Duties & Responsibilities of the Associate Principal*** Code No. ***304.1***

Associate principals shall perform such duties as may be assigned by the principal. In the absence of the principal, an associate principal, as determined by the appropriate director, shall assume all duties and responsibilities of the principal.

Policy Title: ***Director of Elementary Education*** Code No. ***306.1***

**General Responsibilities**

The director of elementary education will report directly to the superintendent with the specific assignment and responsibility of planning, organizing, and evaluating and executing the elementary education program.

**Specific Responsibilities**

1. Provide leadership and coordination of the activities of elementary school principals and all other personnel whose efforts primarily and directly affect the elementary pupil services and instructional programs of the district.
2. Develop and coordinate all assigned state and federal programs involving the elementary education program.

3. Organize and assist staff committees in the development and revision of curriculum, direct and assist elementary staff personnel in the appraisal of and recommendation for the study and adoption of elementary textbooks and other instructional materials and for the development of instructional guides and handbooks.
4. Evaluate elementary school principals and assist in the evaluation of elementary teachers and special personnel at the elementary school level. Reading consultants, elementary coordinators, department chairs or supervisors of media, art, music, PE, guidance, talented and gifted coordinator, and district technology coordinator are responsible to the director of elementary education when these personnel are functioning at the elementary school level.
5. Organize and direct staff activities concerned with research and development of the elementary school program.
6. Coordinate and supervise all elementary pupil services and other programs to ensure that these programs and services will become an integral part of the total program.
7. Coordinate and assist in the development of plans and the execution of plans for the continuous evaluation of the effectiveness of the total elementary education program.
8. Serve as central office administrative contact on all questions concerning the administration and supervision of the elementary education program.
9. Provide leadership and assistance in the development of all policy affecting the administration and/or supervision of the elementary schools.
10. Work with the director of human resources in the recruitment and screening of new staff members. The director of elementary education will approve the selection and assignment of all elementary instructional and support personnel, administrative personnel and paraeducators directly involved with the instructional program.
11. Develop and supervise staff development programs for the improvement of elementary instructional services.
12. Plan, direct and delegate responsibility for the elementary summer school program.
13. Make recommendations to the superintendent concerning elementary school programs, teaching positions, teacher loads, number and size of class sections, changes in instructional organizations and attendance areas.
14. Plan with principals and staff members, including teachers, all aspects of elementary school building and remodeling projects.
15. Develop and control the instructional, capital outlay and building maintenance portions of the budget which are related to the elementary school program.
16. Approve all requisitions originating in and for elementary buildings, including work orders which require expenditures which have not been budgeted.
17. Be responsible for compliance with State standards as they are applicable to the elementary schools.
18. Maintain membership and active participation in various civic and professional associations and committees.
19. Assist in a positive public relations program pertinent to the creation and continuation of a good public image.
20. Maintain liaison and active participation with educational leaders in elementary education at state, regional and national levels.
21. Work with the director of secondary education in the coordination and articulation of the K-12 curriculum programs.
22. Serve as a Level I investigator to investigate complaints regarding abuse of elementary students by school employees and volunteers.

23. Maintain responsibility for directing all elementary special education programs.
24. Coordinate district health services.
25. Supervise and coordinate the District Preschool Program in conjunction with community preschool providers.
26. To perform such other duties as may be assigned by the Superintendent of Schools.

Policy Title: *Director of Secondary Education* Code No. **306.2**  
The director of secondary education will report directly to the superintendent with the specific assignment and responsibility of planning, organizing, and executing the secondary education program.

### **Specific Responsibilities**

1. Supervises, coordinates, and evaluates the school system's program of secondary education.
2. Provides leadership and assistance in the development of all policy affecting the administration and/or supervision of the secondary schools.
3. Provides leadership to and coordinates the activities of secondary school principals and all other personnel whose efforts primarily and directly affect the secondary instruction program of the district.
4. Serve as central office administrative contact on all questions concerning the administration and supervision of the secondary education program.
5. Organize and direct staff committees in the development and revision of curriculum, direct and assist secondary staff personnel in the appraisal of and recommendation for the study and adoption of secondary textbooks and other instructional materials and for the development of instructional guides and handbooks.
6. Assesses the certified and other staff needs of the secondary schools and makes recommendations to the superintendent of schools.
7. Works with the human resource director in the recruitment, selection and assignment of secondary school personnel. The director will also assist in the evaluation of secondary personnel.
8. Develops and coordinates all assigned state and federal programs involving the secondary education program.
9. Organizes and directs staff activities concerned with research and development of the secondary school program.
10. Is responsible in the development, coordination and control of the sections of the budget that pertain to secondary education.
11. Assesses the educational needs of each secondary school and makes recommendations accordingly.
12. Recommends selection and assignment of secondary administrative personnel.
13. Evaluates and reviews the performance of secondary school administrative personnel.
14. Makes recommendations to the superintendent concerning individual secondary school schedules, number of teaching positions, teacher load, number and size of class sections, and changes in instructional organization.
15. Shares responsibility with principals for employment of paraeducators and work study persons involved in instruction.
16. Encourages the use of promising innovations in the secondary school program.
17. Responsible for meetings of secondary principals and building curriculum chairpersons.



18. Responsible for the professional development of secondary principals and building curriculum department chairpersons.
19. Assists in the development of educational specifications for remodeling projects or new secondary school construction and reviews plans with the superintendent and architect.
20. Coordinates and supervises all secondary guidance activities, special services, and programs.
21. Assist in the planning, supervision, and implementation of professional development for the improvement of secondary instructional services.
22. Approves all requisitions originating in and for secondary buildings. This includes work orders which require expenditures which have not been budgeted.
23. Assist in the planning and direction of the secondary after-school and summer program.
24. Be responsible for the compliance with State standards as they are applicable to the secondary schools.
25. Maintain membership and active participation in various civic and professional associations and committees.
26. Assist in a positive public relations program pertinent to the creation and continuation of a good public image.
27. Maintain liaison and active participation with educational leaders in secondary education at state, regional, and national levels.
28. Direct the secondary school district Activities Council.
29. Work with the director of elementary education in the coordination and articulation of the K-12 curricular programs.
30. Maintain responsibility for the district's equity education plan and advisory council.
31. Serve as the district's truancy officer, and homeless liaison.
32. Direct the secondary special education programs.
33. Serve as a Level I investigator to investigate complaints regarding abuse of secondary students by school employees and volunteers.
34. Supervise and coordinate the district's alternative education programs.
35. Supervise and evaluate the District Technology Coordinator in cooperation with the Director of Elementary Education.
36. To perform such other duties as may be assigned by the Superintendent of Schools.

Policy Title:

***Administrative Team***

Code No. ***310.1***

The administrative team recognizes the need for cooperation, understanding, and mutual support to operate an effective program of education.

Philosophy

The efficient management of a school system must be a team effort. Joint participation by administrators in the management of a school system can only result in a more effective educational program. The degree of cooperation and the quality of input by each member are directly related to the quality of the "product."

#### Principles of Team Management

Team management shall be considered primarily as a procedure for achieving better management decisions.

The foundation for an effective team lies in the development of interpersonal communication skills, as well as skills in handling intragroup differences.

The superintendent of schools is recognized as the leader of the administrative team. Other team members include all building administrators and central office administrators.

In order to attain maximum efficiency and effectiveness, the administrative team must be guided by sound management principles:

1. Goals and purposes of the school district must be cooperatively determined and clearly understood by those responsible for carrying out the purposes and achieving the goals.
2. All team members should know their responsibilities and to whom they are responsible.
3. When a responsibility is delegated to a team member, that person should also be given the necessary authority to carry out the responsibilities. All team members should be held accountable for the efficient execution of the responsibilities delegated to them.
4. Each team member should make every effort to understand and respect the role of others, including the right to exercise judgment on matters for which they are responsible.
5. Organizational procedures should be developed that will ensure involvement and encourage close and cooperative relationships among team members. Team members should be allowed to function in a framework that will provide each individual with a feeling of security and that will promote feelings of mutual faith and trust.
6. Decisions to resolve issues or problems should be made as close to the source of the issues or problems as is feasible and is consistent with established district policies and procedures.
7. Team management involves varying degrees of participation and levels of decision-making, from consultation to absolute control over final decisions. Team members to be affected by decisions should be involved in the decision-making process.
8. Individual members of the administrative team should be responsible and accountable for supporting and/or implementing management decisions.
9. Human Resource policies and practices should provide for the recruitment and selection of competent team members and to provide for their professional development.
10. Maximum efficiency and effectiveness will result only if the functions, assignments, interests, and activities of the district are coordinated.

Policy Title:

***Procedures for Administrative Team  
Administrative Rules & Regulations***

Code No. **310.1R**

#### Communication

The foundation for an effective team lies in the development of interpersonal communication skills, as communication is the process by which information is gathered, exchanged, digested and tested.

Information for planning, decision making, or evaluating is widely dispersed within the administrative team structure. No one person within the team possesses or acquires the information necessary to make most decisions or formulate most plans. Within the administrative team are individual members or groups of members who represent areas of responsibility. These special groupings include individuals, the Cabinet, Administrative Council, elementary principals, secondary principals, and task forces and committees. Certain plans and decisions are unique to each of these groups and are accomplished accordingly, and should be shared with the total administrative team as a paramount effort for maintaining successful communication.

Within the total team, it is recognized individual members make decisions that are required within their jurisdiction and for which the individual is responsible. Occasionally situations arise which might involve the jurisdiction of individual team members or extend to the total team. It is in such situations that information must be shared. Final plans, and decisions, then, may become an individual's prerogative or joint action may become imperative.

Within the total team, then, the roles of responsibility extend from the individual, to specified groups, to the total administrative team. It is imperative that good lines of communication be maintained if the team is to be effective.

### Decision-Making

Decision-making is the heart of the process of administration. All other functions of administration can be interpreted in terms of the decision-making process. Real collaboration in administration is impossible without participating in the decision-making process. Administrators, at all levels, must play a part in decision-making if participative decision making is to be meaningful. However, this point of view must be accompanied by a willingness to participate fully in other administrative processes as well. All administrative processes are so interlaced with decision-making that failure of line administrators to participate in other processes can severely circumscribe their individual effectiveness and that of the team. There are a number of sequential steps inherent in the decision-making process.

The following list of possible methods of arriving at a team decision is not intended to be all inclusive, but rather to suggest some of the options available to a creative team. The administrative team may be engaged in defining the problem; a committee or task force can identify alternatives, identify consequences, and seek advice; and, then, after considering the report, the administrative team may come to a decision by majority or consensus. Obviously, then, any combination of administrator or staff participation in the several options is possible. The decision-making model to be utilized is dependent upon the nature of the overall task, the expertise and capabilities of team members, the impact of decisions on the several administrative jurisdictions, the time and resources available and the accountability involved. As previously indicated, team management does involve varying degrees of participation and levels of decision-making, from consultation to final control over decisions.

Perhaps most fundamental to the success of a management team is a clear understanding of the decision-making process. The goal of any decision-making process should be to keep the quality of decision-making constant while varying the dimensions of time, motivation and degree of participation such that the optimal decision-making mode is being utilized.

The crux of an effective administrative team lies in adjusting the proper decision-making mode to the circumstances which surround the decision.

The several decision-making modes utilized in the Cedar Falls Community School District are:

**Individual:** Each member of the administrative team makes decisions within that member's sphere of responsibility and accountability in accordance with the specific job descriptions. Such decisions may be with or without consultation. In making individual decisions, the administrator should always give consideration to the impact of the decision on other administrative jurisdictions.

**Cabinet:** The Cabinet is comprised of the superintendent of schools and the directors of business affairs, elementary education, secondary education and human resources. The Cabinet routinely meets on Monday mornings in the superintendent's office located in the Administrative Center. Minutes of said meetings are distributed to each member of the administrative team. The Cabinet may make decisions within their administrative jurisdiction with or without consultation.

**Elementary Administrators:** The director of elementary education meets monthly with elementary administrators. They may make decisions within their administrative jurisdiction with or without consultation.

**Secondary Administrators:** The director of secondary education meets monthly with secondary administrators. They may make decisions within their administrative jurisdiction with or without consultation.

**Administrative Council:** The Administrative Council is comprised of all administrative team members and meets monthly. The superintendent, or a designee, is responsible for developing the agenda and chairing the meeting. Each administrative team member is encouraged to submit items to be placed on the agenda. Agenda items may be either discussion or decision-making in nature and have either a direct or indirect system-wide impact. Decision-making may be by consensus or majority vote.

In the event a decision from the Administrative Council is to be submitted to the board for consideration and the superintendent does not support the position, he/she shall so inform the Council as to this fact. Also, any recommendation submitted to the board may contain a minority report from the Council.

**Task Force:** The personnel involved with several decision-making modes listed above may wish to appoint a task force to further study an identified concern. The task force shall report findings and make recommendations within the guidelines determined by the administrative unit establishing the task force. A task force does not have decision-making authority.

### Coordinating

The achievement of the process of coordination is one of the basic tasks of any administrative body. Like all administrative processes, coordination is closely related to and dependent upon the other processes. Organization puts people and resources into meaningful relationships, but it is through coordination that the organization is continuously monitored to assure that the components are orchestrated to function as an integrated and harmonious whole.

Cooperation is essential to coordination, but coordination is more than cooperation. Cooperation is the determination to work together toward common goals, while coordination is the process of informing people of the planned behavior of others. Coordination may be thought of as the process of unifying the contributions of people and other resources toward the achievement of the institution's goals. Coordination must continuously monitor all activities to assure the team of an integrated and harmonious relationship.

### Goal Setting

Goal setting is the first task of any endeavor. We believe that the utilization of the administrative team can help to broaden the consideration of more goals, bring deeper understanding of those goals, reduce the conflict between organizational and individual goals, assess the feasibility of achieving the goals and quicken the administrators' commitment to their utilization.

The importance placed upon the process for the development and ultimate adoption of annual goals for the Cedar Falls Community Schools cannot be overemphasized. The goals establish a course of direction for the institution. They also serve as guides in evaluating the degree of success experienced during the year in resolving identified concerns. Goals are a constant reminder in the determination of priorities and in the allocation of the available resources. They also serve as a master plan for members of the administrative team in developing individual goals that are supportive and consistent with the goals of the school district.

**District Goals:** Each year, a preliminary list of proposed goals and/or operational concerns will be generated by staff members. This list of issues, together with a written summary regarding levels of accomplishment of the previous year's goals, will be considered by the administrative council, the Board of Education, and the School Improvement Team annually. Proposed district goals for the following year will then be placed in final draft form for official action by the Board of Directors. Copies of the annual goals will be made available to all staff and to patrons of the school district.

**Building Goals:** Each building will develop annual improvement goals in support of the district's goals.

**Individual Goals:** It is the responsibility of each administrative team member, in cooperation with the designated supervisor, to determine individual goals for the given school year. The goals are to be consistent with the job description for the given position and the district's goals. The finalized copy of the individual goals is to be submitted to the appropriate supervisor and the superintendent of schools prior to August 15.

### Planning

The importance of planning in all types of enterprise is widely recognized. There can be little intelligent direction of activities without planning. Team management involves varying degrees of participation and levels of decision-making, from consultation to final control over decisions. Team members who will be affected by decisions should be involved in the decision making process whenever possible.

Quality planning is essential to success in all phases of administration. Detailed planning in the development of objectives can provide the team with the following advantages: (1) an analytical and logical atmosphere within which the team will function in the future, (2) a commitment toward organizational goals through cooperative planning, (3) a basis upon which to evaluate how well the group is functioning, (4) be proactive, rather than reactive, when encountering conflict and pressure from outside groups, (5) the seeking of opportunities to more effectively utilize human resources, and (6) the fostering of cooperation.

#### Organizing

Organizing involves the orderly distribution of tasks, and the accompanying delegation of authority and responsibility among individuals and/or groups in order to accomplish the goals of the district. Under the organizational plan for the team, all administrators must clearly understand the parameters of their jurisdictions and the nature of their duties and responsibilities.

Individual team members should be thoroughly familiar with the job description of their position and of other administrative positions. Likewise, a good understanding of the district organizational chart and the team decision-making model will assist team members to discharge their responsibilities more effectively.

#### Directing

The directing function of an organization is the heart of executive action. Directing, generally, is not a function of an administrative team. Directing belongs with a single administrator in whose jurisdiction an assigned task may fall. Ideal personal capabilities of such individuals include:

1. To delegate responsibility and exact accountability for the results of all efforts at the local jurisdiction level;
2. To motivate, persuade and inspire people to take desired actions;
3. To coordinate and relate people efforts in the most effective combination;
4. To manage differences, encourage independent thought and initiative, and resolve conflict; and
5. To manage change by stimulating positive creativity and innovation and objectives.

When a directing function is delegated to a team member, that person is also given the necessary authority to carry out that responsibility. This function is usually accomplished by an individual administrator since the process of directing is said to be indivisible.

The directing functions of members of the administrative team as stated in their job descriptions are summarized as follows:

- The superintendent of schools, as the executive officer of the Board of Education, is responsible for directing the total activities of the school system.
- The director of elementary education directs the planning, organizing, evaluating, and executing of the elementary education program. The director is also responsible for services relating to guidance and counseling, special education, testing and research, and health services.
- The director of secondary education directs the planning, organizing, evaluating and executing of the secondary education program. The director is also responsible for services relating to guidance and counseling, special education, and testing and research.
- The director of business affairs is responsible for planning, organizing, and directing the operation and administration of the major functions of the business division, and is responsible for planning, organizing and directing the operation of the transportation division.
- The director of human resources directs the management-employee relations program.
- Building principals direct the improvement of instruction and provide instructional leadership to their staff. It is the responsibility of the principals to implement the philosophy and goals of the school district by promoting the best possible teaching for their students and staff.
- Associate principals assist principals in directing any of the assigned tasks as listed in the preceding paragraph.

### Evaluating

Evaluation is the process of administration that yields evidence on the quality of the achievement of the institution. It is the responsibility of each of the team members to ensure that the work which has been accomplished is consistent with existing plans which have been developed. The evaluation function involves a responsibility to note the need to adapt the organization to changing events, to monitor, and to measure the success of organizational activities which are directed toward the accomplishment of district goals and objectives.

### Evaluating the Administrative Team and the Individual Team Member

All administrative team members accept the premise that they should be held accountable for the efficient execution of the responsibilities delegated to them.

Evaluation of the individual administrator is closely related to the goals setting process. Each administrator sets individual goals for each year which are in addition to tasks which are considered routine.

To determine progress toward meeting the goals, a mid-year conference is held with the immediate supervisor. Principals meet with their respective directors, the directors with the superintendent of schools, and the superintendent meets with the Board of Education. A final evaluative conference is held in June of each year. The major thrust of this conference is an objective analysis of how well the goals were achieved and an in-depth exploration if they were not met.

The evaluation of the team performance should be viewed as team members evaluating one another as well as assessing the overall team operation. An essential ingredient in making the process work is a positive climate which allows the team (individual members and total team) to give structured and constructive feedback about their performance. This feedback requires maintenance of a two-way flow of valid information among members.

In order that the team establishes and maintains a high level of performance, it is imperative that a systematic and quantitative assessment be made of each administrative function as well as of the everyday procedures and techniques employed by the team and by individual team members. This data then must be analyzed in such a way that comparisons can be made regarding the current functioning level and different performance aspects which may be desired.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Item No. 13 – Approval of First Reading of Board Policies (One of Two)

Dr. Pattee reviewed the first of two readings of board policies, 204.6 Public Hearings, 205.4 Administration in the Absence of Policy, 206.1 Board of Director's Legal Counsel, 401.5 Recruitment, Qualifications and Selection of Personnel, 401.18 Notification of Arrest, Criminal Charges, Child or dependent Adult Abuse Complaints, 402.3 Vacations and Holidays and 403.6 Desks, Lockers and Storage Areas. After review and discussion, Director Lantz moved and Director Brown seconded the motion to approve the first of two readings of board policies presented. Directors voting in favor of the motion: Coil, Brown, Leeper, Williams, Lantz and Shaw. Those voting "no" none. Motion carried.

**Policy Title:**

***Public Hearings***

**Code No. 204.6**

Public hearings may be held on school district matters at the discretion of the board. Public notice of a public hearing will be in the same manner as for a board meeting except that the notice will be given at least ten (10) days before the hearing is to be held unless it is impossible or impractical to do so, or the law requires otherwise.

At public hearings, citizens of the district who register at the door will be allowed to speak on the issue for which the public hearing is being held. Others may be allowed to speak at the board's discretion. Speakers are asked to keep their remarks as brief as possible. Prior to the beginning of the hearing, speakers and spectators will be apprised of the rules of order to be followed regarding time limitations, questions, remarks and rebuttals. In no event will a speaker be allowed to take the time of another speaker.

The board will conduct public hearings in an orderly fashion. At the beginning of the hearing, statements, background materials and public hearing rules and procedures will be presented by the board president. The board president will recognize the speakers. A board member may ask questions of the speakers after receiving permission from the board president. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the board or the proceedings will be asked to leave.



Policy Title: ***Administration in the Absence of Policy*** Code No. ***205.4***

When there is no board policy in existence to provide guidance on a matter, the superintendent, or designee, is authorized to act appropriately under the circumstances surrounding the situation keeping in mind the educational philosophy and financial condition of the school district.

It is the responsibility of the superintendent, or designee, to inform the board of the situation and the action taken and to document the action taken. If needed, the superintendent, or designee, will draft a proposed policy for the board to consider.

Policy Title: ***Board of Directors' Legal Counsel*** Code No. ***206.1***

It is the responsibility of the board to employ legal counsel to assist the board and the administration in carrying out their duties with respect to the numerous legal issues confronting the school district. The board may appoint legal counsel at its annual meeting.

The superintendent, or designee, and board secretary will have the authority to contact the board's legal counsel on behalf of the board when the superintendent, or designee, or board secretary believes it is necessary for the management of the school district. The board president may contact and seek advice from the school board's legal counsel. The board's legal counsel will attend both regular and special school board meetings upon the request of the board or the superintendent, or designee. Board members may contact legal counsel upon approval of a majority of the board. It is the responsibility of each board member to pay the legal fees, if any, of an attorney the board member consulted regarding matters of the school district unless the board has authorized the board member to consult an attorney on the matter.

It is the responsibility of the superintendent, or designee, to keep the board informed of matters for which legal counsel was consulted, particularly if the legal services will involve unusual expense for the school district.

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.

To the fullest extent permitted by state and federal law, the Employer may consider all information concerning an applicant or an employee in making hiring, termination, and other employment-related decisions. The term "all information" includes information of any kind (verbal, written, photographic, videographic, etc.) that is accessible in any medium (print, electronic, etc.) from any source.

The Employer may consider public information and other information to which it has lawful access. This may include information that is contained in social networking sites, blogs, and other electronic sites such as YouTube. If there is information that pertains to the applicant that requires explanation, interpretation, or clarification when it is considered by the Employer, it is the applicant's obligation to communicate this information to the Employer.

Information that is relevant to the Employer's decisions may be considered regardless of the date on which the Employer obtains the information and regardless of the date on which the information was first published, created, or made accessible to the Employer.

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.
- ~~jk.~~ Degree of being well-informed on all essentials relating to the position.
- ~~kl.~~ Compatibility with the District's philosophy and programs.
- ~~lm.~~ Adherence to professional ethics.
- ~~mn.~~ Personal qualities advantageous to the position.
- ~~no.~~ 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.
- q. Satisfactory outcomes on post-offer pre-employment testing, and where applicable pre-assignment testing including, but not limited to, drug and alcohol testing and physical abilities testing.
- ~~or.~~ 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:** *Notification of Arrest, Criminal Charges, Child or Dependent Adult Abuse Complaints* **Code No. 401.18**

Employees are expected to perform their assigned jobs, respect and follow Board of Education policies, and obey the law. In the event that employees are arrested, have any criminal charges filed against them, receive a disposition of any criminal charges pending against them, and/or any charges relating to operating a motor vehicle while intoxicated, they must notify the Office of Human Resources. Notification of the Office of Human Resources should occur within five (5) business days of notification to the employee. Employees whose duties require possession of a Commercial Driver's License and/or who regularly and frequently operate district vehicles must report all charges and citations, including traffic tickets such as speeding tickets. Employees will be responsible for the payment of a fine, penalty, or ticket incurred while operating a district vehicle. Other employees need not report such traffic tickets.

Employees must notify the Office of Human Resources of any child or dependent adult abuse complaints filed against them. Employees must notify the Office of Human Resources regarding the findings in any complaint against them alleging child or dependent adult abuse. The Office of Human Resources should be notified of any complaints and findings within five (5) business days of notification to employee.

Information relating to arrests, criminal charges and child abuse complaints shall be treated as confidential and maintained as part of the employee's personnel file.

Employees who do not notify the district as required by this policy may be subject to disciplinary action up to and including termination.

**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 1<sup>st</sup> 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 30<sup>th</sup> of the initial year of employment, credited on the last day of each month. Thereafter vacation accrual shall begin on July 1<sup>st</sup> 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 <sup>th</sup>	Proration of <del>1 week; i.e. 40 hours</del> <b>2 weeks; i.e. 80 hours</b>
Year 1- <del>5</del>	July 1 <sup>st</sup> - June 30 <sup>th</sup>	<del>1</del> <b>2</b> weeks
Years <del>2-7</del> <b>6-12</b>		<del>2</del> <b>3</b> weeks
Year <del>8-14</del> <b>13 and above</b>		<del>3</del> <b>4</b> weeks
<del>Years 15 and above</del>		<del>4</del> 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 30<sup>th</sup> 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.

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 days' 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 <sup>th</sup>	Two days at Christmas time
Labor Day	Two days at New Years' 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 <sup>th</sup>	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 Number:

~~*Desks, Lockers and Storage Areas*~~  
*Workplace Inspections*

Code No. 403.6

Employees may be assigned desks, workspaces, lockers or other storage areas, ~~for their personal belongings, computers and electronic communications devices. These desks, workspaces, lockers, storage areas, computers and electronic communications devices are District property.~~ The District retains the right to inspect these areas and devices including accessing, inspecting and reading anything stored in or on them at any time and for any reason, without notice, including checking for damage or for a violation of a District policy or rule. Employees have no expectation of privacy in desks, workspaces, lockers, storage areas, computers and electronic communications devices ~~or equipment, which includes any personal property or information stored in such spaces or on such devices.~~

The District assumes no responsibility or liability for any items of personal property which are placed in or on desks, workspaces, lockers, storage areas, computers and electronic communications devices. Employees are not to store hazardous materials, weapons, controlled substances not validly prescribed for the employee, or alcoholic beverages on District property, except that a small container of spray commonly used for personal protection may be stored on District property if the facility in which it is stored is locked.

Except in cases of emergency, if the District conducts an inspection or examination under the terms of this policy, there will be at least two individuals present at the time of the inspection or examination. Similarly, except in cases of emergency, if it is believed that an employee has a prohibited item inside a personal belonging ~~such as a book bag, purse, or garment,~~ the employee will ~~first be asked~~ required to open the personal belonging when asked.

Directed Lantz commented and thanked Cabinet members for their work in developing and upkeep of the Board policies.

#### Item No.14 – Set Public Hearing: Child Internet Protection Act (CIPA)

Dr. Pattee reviewed the need to set a public hearing in regards to the Federal Internet Child Protection Act (CIPA). CIPA is a part of Board Policy 605.4 and a public hearing is required as a part of the Internet Child Protection Act legislation. Director Williams moved and Director Brown seconded the motion that the Cedar Falls Community School District Board of Education approve June 8, 2015 at 7:00 p.m. as the date and time to hold a public hearing on the provisions of the Children's Internet Protection Act (CIPA) as enacted by Congress at the James L. Robinson Administrative Center, 1002 West First Street, Cedar Falls, Iowa. Directors voting in favor of the motion: Coil, Leeper, Williams, Lantz, Brown and Shaw. Those voting "no" none. Motion carried.

#### Item No.15 – Facilities Update

Dr. Pattee reviewed the facility informational post card that was mailed the week of May 5<sup>th</sup> to all City of Cedar Falls residents concerning the enrollment and upcoming bond vote. James Seaman from Fielding Nair International will be in the District on May 27<sup>th</sup> and 28<sup>th</sup> to continue the work on the facilities. Video segments and questions concerning the upcoming bond vote were taped during the week of May 4<sup>th</sup> and will be available to be seen on the District's website. Dr. Pattee updated the Board on how information will be disseminated concerning the upcoming bond election.

#### Item No.16 – Superintendent's Report

Dr. Pattee reported on the following:

1. Commencement – May 17, 2015, 2:00 p.m. at the University of Northern Iowa McLeod Center with Directors Lantz and Leeper in attendance.
2. Retirement reception for school district employees, May 20, 2015 at 4:00 p.m. at Pheasant Ridge
3. Board and Administrative Council Retreat on June 10, 2015 from 9:00 a.m. to 12:00 p.m.
4. Tentative Board work session concerning the recommendation from the boundary line committee meeting tentatively set for June 1, 2015

Item No. 17 – Questions, Comments, and Concerns

Director Williams commented favorable on the process members of the boundary line committee and RSP and Associates used in developing the proposed changes to the elementary school boundary lines.

Item No. 18 – Adjournment

Director Brown moved and Director Lantz seconded the motion to adjourn. Directors voting in favor of the motion: Coil, Brown, Leeper, Williams, Shaw and Lantz. Those voting “no” none. Motion carried. The meeting was adjourned at 8:15 p.m.

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Secretary

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President