

The Board of Directors of the Cedar Falls Community School District in the County of Black Hawk, State of Iowa, met in regular session pursuant to the laws and rules of said Board at the James L. Robinson Administrative Center, 1002 West First Street, Cedar Falls, Iowa, at 7:00 p.m. The meeting was called to order by the President and the roll being called there were present Deon Senchina in the chair, and the following named Directors: Jenny Leeper, Joyce Coil, Jim Brown, David Williams, Susan Lantz and James Kenyon. Others in attendance were: Dr. Andy Pattee, Superintendent, Douglas Nefzger, Director of Business Affairs, Dan Conrad, Director of Secondary Education, Pam Zeigler, Director of Elementary Education and Dr. Adrian Talbot, Director of Human Resources. Also in attendance were Doug Shaw, Franacie, Laurel Shaw, Dawn AskMartin, Fallyn Grubic, Sarah Eastman, Duane Hamilton, Liz Kressig, Jim Young, Carol Ann York, MaKenzie Elmer and Robin Vost.

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

Retiring Board

Item No. 1 – Approval of September 9, 2013 Board of Education Minutes

Director Lantz moved and Director Coil seconded the motion to approve the September 9, 2013 board minutes as presented. Directors voting in favor of the motion: Brown, Kenyon, Leeper, Williams, Coil, Lantz and Senchina. Those voting “no” none. Motion carried.

Item No. 2 – Approval of Accounts Payable

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

Item No. 3 –Official Notification of Election Results from the County Auditor's Office

Mr. Nefzger read the election results of the 2013 school board election canvas as follows:

1. Jim Brown received 1,466 votes
2. Sarah Eastman received 814 votes
3. Deborah Giarusso received 1,062 votes
4. Jozsef Gitta received 458 votes
5. Susan E. Lantz received 1,146 votes
6. Jim Moody received 1,130 votes
7. Doug Shaw received 1,210 votes

Item No. 4 –Adjournment of the Retiring Board

Dr. Pattee presented a clock to President Senchina for her many years of service on the Cedar Falls Board of Education. President Senchina was greeted with a round of applause.

Director Kenyon moved and Director Brown seconded the motion to adjourn. Directors voting in favor of the motion: Coil, Leeper, Lantz, Brown, Williams, Kenyon, and Senchina. Those voting “no” none. Motion carried. The old Board adjourned at 7:03 p.m.

New Board

Item No. 1 – Organizational Regular Board Meeting Call to Order

The new Board was called to order by former Vice-president Coil at 7:04 p.m.

Item No. 2 – Determination of a Quorum

Mr. Nefzger determined that the following Directors were present: Joyce Coil, James Kenyon, Jenny Leeper, Jim Brown, Susan Lantz, David Williams and Doug Shaw. Mr. Nefzger stated seven board members were present, there is a quorum for the Board of Education and the Board may proceed to perfect the permanent organization.

Item No. 3 – Administration of Oath to the Newly Elected Board Member

The oath of office was administered by Mr. Nefzger upon Jim Brown, Susan E. Lantz and Doug Shaw, Directors of the Cedar Falls Community School District Board of Education. All answered the oath in the affirmative

Item No. 4 – Election of the President of the New Board

Mr. Nefzger reviewed the Board of Education Policy 201.3, regarding the election of officers. Mr. Nefzger then distributed and collected the nomination ballots for the office of President. Mr. Nefzger counted the ballots and reported that Director Coil had received all nomination ballots for the office of President. Mr. Nefzger recommended that the Board enter a motion at this time for the election of the Board President. Director Brown moved and Director Lantz seconded the motion that the Board of Education dispense with the written election ballot and cast a unanimous ballot for Director Coil as President of the Cedar Falls Community School District Board of Education. Directors voting in favor of the motion: Coil, Brown, Lantz, Kenyon, Leeper, Williams and Shaw. Those voting “no” none. Motion carried. Mr. Nefzger then administered the oath of office upon Director Coil for the office of President of the Cedar Falls Board of Education. The oath was answered in the affirmative by President Coil.

Item No. 5 – Election of the Vice-president of the New Board

Mr. Nefzger distributed and collected the nomination ballots for the office of Vice-president. Mr. Nefzger counted the ballots and announced that Director Williams received all nomination ballots for the office of Vice-president. Nefzger recommended the Board enter a motion at this time for the election of the Board Vice-president. Director Kenyon moved and Director Lantz seconded the motion that the Board of Education dispense with the written election ballot and cast a unanimous ballot for Director Williams as Vice-president of the Cedar Falls Community School District Board of Education. Directors voting in favor of the motion: Brown, Coil, Leeper, Kenyon, Lantz, Williams and Shaw. Those voting “no” none. Motion carried. Mr. Nefzger then administered the oath of office upon Director Williams for the office of Vice-president of the Cedar Falls Board of Education. The oath was answered in the affirmative by Director Williams.

Item No. 6 – Adoption of Written Policies, Rules, Regulations, and Procedures

Superintendent Pattee reported that under Iowa Code 279.8 that the Board of Education may establish the policies, rules, regulations, and procedures that govern the organization. Director Kenyon moved and Director Lantz seconded the motion to approve the policies, rules, regulations, and procedures in place for the school district for the 2013-2014 school year. Directors voting in favor of the motion: Brown, Coil, Leeper, Kenyon, Lantz, Williams and Shaw. Those voting “no” none. Motion carried.

Item No. 7 – Approval of the Following Consent Agenda Items:

Director Lantz moved and Director Williams seconded the motion to approve the consent agenda as presented:

1. Open enrollment report
2. Human Resource Report
3. Agreements:
 - Contract for transportation Services – CUCCC
 - 28E Agreement with CUCCC
 - Auction items for October 12, 2013
 - 2014 Summer Tuckpointing Project – Engineering
 - Transitional Alliance Program Contract for FY14
 - School Administrators of Iowa – SAM Training

Open Enrollment Report

September 23, 2013

Lillian Waters	Kindergarten
Current resident district:	Cedar Falls
District requested:	Waverly-Shell Rock
Effective date:	2013-2014
Brevenn LaBeaux	6 th Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2013-2014 – C
TreyShawn LaBeaux	8 th Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2013-2014 – C

Open Enrollment Report

September 23, 2013

Coaching Contracts

Melissa Breddin	Senior High	Assistant Women’s Swimming	\$3,064
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Coach Resignations – Recommended for Approval

Tom Bardal	Senior High	Head Men’s Basketball	09/16/2013
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Directors voting in favor of the motion: Brown, Coil, Leeper, Kenyon, Lantz, Williams and Shaw. Those voting “no” none.
Motion carried.

Item No. 8 – Communications

Student Board member Andrew Stensland updated the Board on activities at the High School. Mr. Stensland stated it has been a very busy week at the High School, as it is homecoming week. There is a volleyball game scheduled for Tuesday evening, football game on Friday, homecoming dance is on Saturday and the annual powder puff football game is scheduled for Sunday. Mr. Stensland stated the food drive campaign will begin at the High School in early October.

Superintendent Pattee reported the Cedar Falls Board of Education had received a letter from Jim Moody, a candidate for school board election. In Mr. Moody’s letter he stated that he would not be contesting the election results as presented by the Black Hawk County Auditor’s Office.

- Any information shared via social media regarding the business of the District, whether using personal or District equipment, may be considered a public record. All information communicated through or maintained on the District's system is subject to being monitored or inspected at any time.
- Employees must comply with District policy on *Use of Information Resources*.
- Absent parent permission, staff members may not share, send, or post pictures, text messages, e-mails or other material that personally identifies district students. Employees may not use images of students, e-mails, or other personally-identifiable student information for personal gain, profit, or any other non-school related purpose.
- Do not submit or post confidential information about the District, its students, alumni, or employees. Assume that most information about a student is protected from disclosure by both federal law (the Family Educational Rights and Privacy Act) and state law (Iowa Code Section 22.7(1)). Disclosures of confidential or protected information may result in liability for invasion of privacy or defamation.
- Keep in mind that, by their very nature, social media forms such as social networking websites and web pages or blogs are not truly private. To minimize unintended disclosure of information, set and maintain social networking privacy settings at the most restrictive level.
- Internet search engines can find information years after it was originally posted. Comments can be forwarded or copied and archival systems can save information even if a post was deleted. Assume that a message or image which is posted or communicated can never be completely deleted.

Personal Use of Social Media

The District recognizes the prevalence of social media used for personal purposes and acknowledges that its employees have the right under the First Amendment to speak out on matters of public concern. However, the District also has the right to regulate the speech of employees when that speech in certain circumstances, such as the personal use of social media, interferes with the employee's ability to perform his or her duties or affects the District's ability to efficiently provide educational services. Accordingly, it is essential that employees conduct themselves in such a way that their personal use of social media does not adversely affect their position with the District. In addition, employees using social media for such purposes should adhere to the following guidelines:

- If an employee is participating on a social networking website, web page, and/or blog for personal use, the employee may identify himself or herself as an employee of the District. However, the employee must state that he or she is expressing personal opinions, not those of the District.
- If you identify yourself as a District employee, remember that your actions will reflect not only on you, but on the District as well.
- Never pretend to be someone else and submit or post information concerning the District.
- Do not use the District's school logos or mascots, photographs, or any other such graphic representations or images, or link any personal page on a social networking website, or other personal web page to any District website or material.
- If you submit or post information or comments that are not related to the District, your activities may still result in professional repercussions. Such actions include, but are not limited to, posting of photographs or information which violates federal or state law and regulations and/or District policies and rules.
- Keep in mind that you do not have control of what others may submit or post on social networking websites; therefore, be aware that your conduct in your private life may affect your professional life. Be vigilant about what others post about you or on your page and, if necessary, take steps to remove comments that pose a risk to you or the District.

- It could be viewed as inappropriate for District employees to communicate with current students enrolled in the District through social media, such as through electronic messaging or any social networking website. This includes becoming “friends” on such sites or otherwise allowing students to access your site page to communicate. You should refrain from creating personal pages on social networking websites and other personal web pages or electronic messaging that permit social interaction with current students enrolled in the District.
 - Employees may use professional web pages that are created through the District and used solely for school-related purposes. You should notify parents of your intention to use this media to communicate with students and the intended purpose of such communications. All ethical expectations for appropriate employee/student relationships must be followed.
- You should refrain from providing your personal contact information to students currently enrolled in the District. You should only provide your official District email address and/or telephone number as a way to communicate with students or parents regarding District business.
- During the work day, you should refrain from participating on any personal social media, regardless of whether such participation is through District or personal equipment.

Disciplinary Action

Employees who fail to comply with this policy or who make other inappropriate use of social media may be subject to disciplinary action, up to and including discharge. If an employee has any questions about the application of this policy, he or she should consult his or her supervisor.

Policy Title: ***Drug and Alcohol Testing Program for Bus Drivers*** Code No. ***403.15***

It is the policy of the Cedar Falls Community School District to administer a drug and alcohol testing program in compliance with federal transportation regulations.

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs twenty-six thousand, one pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle.

The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing. Employees operating school vehicles will not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy are subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol testing program may contact the school district contact person, Dr. Adrian Talbot, Director of Human Resources, at the James L. Robinson Administration Center, 1002 West First St, Cedar Falls, IA 50613.

Employees who violate the terms of this policy are subject to discipline, up to and, including termination.

It is the responsibility of the superintendent, or designee, to develop administrative regulations to implement this policy in compliance with the law. The superintendent, or designee, will inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment.

The superintendent, or designee, will also be responsible for publication and dissemination of this policy and supporting administrative regulations and forms to employees operating school vehicles. The superintendent, or designee, will also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

Policy Title: *Administrative Policies for Community Use of Facilities* Code No. *1004.1*

1. The facilities of the Cedar Falls Community School District are for the primary use of students for curricular and extracurricular activities. The board believes school facilities should be available for the community when such use does not conflict with school activities or maintenance projects.
2. Local civic, religious, fraternal, patriotic and community welfare organizations, including any group interested in promoting cultural, educational or recreational activities, are eligible to use auditoriums, gymnasiums, classrooms and other school properties, providing the activities are not contrary to law.
3. Organizations interested in using school facilities should make such requests through the Office of Business Affairs. The Office of Business Affairs will determine the availability and appropriate usage of the facilities. Completion of a Facility Request Form (see Facility Usage Manual) is required by the organization.
4. The extent of district staff (facility coordinators, building supervisors, custodians, technicians, and food service, etc.) needed by groups reserving school facilities will be determined by the Office of Business Affairs.
5. Permission granted for facility usage by the Office of Business Affairs shall be made in writing through the signing of a contract with the representative of the organization making the request.
 - a. It is the responsibility of the representative to read the Facility Usage Manual and be aware of all guidelines for usage, as well as any specific guidelines set forth by the Office of Business Affairs.
 - b. Two copies of the signed contract shall be required. The Office of Business Affairs will retain one copy and the representative of the group will retain the second copy.
 - c. A signed hold harmless agreement, including proof of insurance (see Facilities Usage Manual) must be submitted to the Office of Business Affairs prior to rental.
 - d. The District reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances, including Class A activities (see Facility Usage Manual). If approval has been given to a group to use facilities and it is later determined that the facilities will not be available, notice of cancellation or change of venue shall be given to the applicant as soon as possible with reasons for the cancellation or change of venue. The designated building supervisors (facility coordinators, building supervisors, custodians, technicians, and food service, etc.) on duty have the right to terminate any activity at any time due to violations of Board policies and rules, or federal, state or municipal laws, or if the activity is deemed to be hazardous to people, buildings, or equipment.

Item No. 13 – Approval of Board Policy 403.7.1 – Electronic Communication Systems

Dr. Pattee reviewed the first and only reading of board policy 403.7.1 – Electronic Communication Systems. Director Kenyon moved and Director Williams seconded the motion to approve the first and only readings of board policy 403.7.1 as presented. Directors voting in favor of the motion: Leeper, Coil, Kenyon, Williams, Kenyon, Lantz and Shaw. Those voting “no” none. Motion carried.

Policy Number: *Electronic Communication Systems* Code No. ~~403.7~~
403.7.1

No Privacy Expectation

All of the District's automated and technology systems, including electronic mail, voice mail, Internet access and electronic storage systems are District property. The District has the right to access, review, copy, modify, and delete any information transmitted through or stored in the system, including e-mail messages. **Files containing personal information or business of an employee are treated no differently than the District's files, and the employee has no expectation of privacy in such materials.**

Computers Owned by the District

Whether being used in the District or in another location:

- Only authorized employees, authorized students, or persons authorized by the administration may use the computer as use by others puts District assets and records in jeopardy. Employees are not to allow unauthorized persons access to District computer equipment whether by allowing use of the computer or by viewing the contents of the computer.
- Only software approved by the District shall be loaded on the computer. All software must be installed by the media department. Individual employees shall not download software, including screen savers. All software installed on district computers must be installed in the District's software inventory. The media department will catalog software and file all licensing agreements.
- Passwords need to be kept in a discreet location.

E-mail Usage Policy

Use of e-mail to engage in any communication in violation of District policies, including transmission of defamatory, obscene, profane, offensive, or harassing messages, or messages that disclose personal information without authorization, is prohibited.

Unauthorized use of another user's name/account to access e-mail or the Internet is prohibited.

Internet Usage

Internet resources may be used only for purposes that effectively support the District's goals and objectives or for non-business purposes that are approved by the administration. Employees are expected to access only educationally appropriate sites. The District has the ability and reserves the right to review records of use of the Internet.

The District will not be responsible for maintaining or payment of personal Internet accounts.

Employees must respect all copyright and license agreements regarding software or publications they access from the Internet. The District will not condone violations of copyright laws and licenses, and employees will be personally liable for any fines or sanctions caused by any license or copyright infringement.

Inappropriate Uses of Internet and/or E-mail

The District prohibits the following inappropriate uses of the Internet (including e-mail):

- Disclosure of confidential or sensitive data known or entrusted to the District to any unauthorized individuals.
- Misuse of copyrighted material or other copyright violations.
- Communicating in ways that disparage the products or services of other entities.
- Communicating information that could be perceived as an official District position or endorsement without proper approval.
- Using confrontational or improper language or making statements that are defamatory.
- Creating, storing, viewing, or transmitting defamatory, pornographic, obscene, profane, illegal or otherwise offensive material.
- Participating in any activity that could be interpreted as harassment.
- Misrepresenting an individual's identity or the source of communications or data.
- Attempting to break into any other Internet server.

- Accessing confidential information on computer resources without authorization.
- Promoting political or religious positions.
- Participating or engaging in activities that violate the law, or any District policies or standards.
- Operating a personal business or using the Internet as provided by the District for personal gain.
- Exporting or importing of any governmentally controlled technical data or software (such as software encryption) to or from unauthorized locations or persons, without appropriate licenses or permits.

Employees' e-mail/Internet access may be monitored without prior notice. Users violating any portion of these rules may receive a written warning or other discipline, including immediate discharge, depending upon the seriousness of the violation.

Item No. 14 – Informational Report – Harris Survey

Dr. Pattee presented a Power Point presentation produced by Harris Interactive. Harris Interactive is the company that the District contracts with every three years to engage state quota satisfaction and developing continuous improvement for the school district. The overall observations received from the last survey stated the following:

- Heard from more stakeholders than ever before
- Overall satisfaction has not significantly decreased among any group (though for staff and parents, it is heading downward).
- Many areas among secondary students, including overall satisfaction (as well as O.S. for elementary students) have significantly improved since the district first implemented School Pulse in 1998.
- Overall satisfaction rating from middle school students and middle school parents is significantly up.
- Overall satisfaction ratings are on par with other school district database of ratings Harris has performed for other school districts across the country.
- Some ratings of teachers (by secondary students and parents) have had significant improvement
- With this information, we know what issues are impacting satisfaction and where to focus.
- No glaring issues to address.

Dr. Pattee reviewed the following presentation goals of the Harris survey:

- Review background and understanding of the School Pulse
- Share research findings across audiences in Cedar Falls Community in 2013 at a district level
- Provide observations of trend data and share significant movement in data year to year
- Review how to use the data to identify opportunities for improvement

The following survey results were collected from students, teachers/staff, parents and community:

- 1,399 responses from elementary students, which is 87% participation
- 2,007 responses from secondary students, which is 84% participation
- 438 responses from teachers/staff, which is 63% participation
- 813 responses from parents, which is 29% participation

Overall, the survey heard from more than 4,600 stakeholders

Dr. Pattee reviewed how the data was collected and how to interpret the data received from the poll, as well as looking at specific impact issues that would most greatly effect an improvement in the climate, culture and overall satisfaction of those taking the survey. The survey data that was shared was at district wide level. Dr. Pattee reviewed overall satisfaction for elementary, middle and high school students, teacher/staff and parents. In addition to the general questions that had been a part of the survey since 1998, the following questions were asked.

- What is your preference regarding early release?
- What day of the week should teachers collaborate?
- How much would you be able/willing to pay for a device your student could bring to school on regular basis?
- Would you support a world language program?
- If school offered daycare, which services would you participate in?
- How often have you accessed your child's portal on Infinite Campus?

In summary, overall satisfaction from elementary level rated the district at an 8.2, down slightly from the 8.3 from three years ago, secondary level rating remained the same at a 7.4, teachers/staff district rating rose slightly from 7.2 to 7.4 and the parents overall satisfaction rating of the district dipped slightly from 8.1 to 7.9.

Board members discussed the survey results with Dr. Pattee and Cabinet. Director Leeper commented that she received only one survey for the three children she has in school and would like to see parents with multiple children in the district receive multiple survey opportunities. Clarity and specificity of the questions were discussed. Director Lantz stated that she would like to see more parent participation in the survey.

Item No. 15 - Superintendent's Report

Dr. Pattee reported on the following:

- IASB State Convention is November 20-21, 2013
- Board meetings are scheduled for October 14 & 28, 2013
- IASB workshop : Orientation to Governance is October 23, 2013 in Manchester, Iowa
- October 14th Board meeting will include informational reports on the Annual Yearly Report (AYP), Certified Annual Report (CAR) and Board committee assignments.
- October 2, 2013 there will be a closed session board meeting
- September 30, 2013 there will be a joint Board/facilities committee meeting

Item No. 16– Questions, Comments, and Concerns

None

Item No. 17 – Adjournment

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

The meeting was adjourned at 8:31 p.m.

Secretary

President