

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 6:15 p.m. The meeting was called to order by the President and the roll being called there were present Deon Senchina in the chair, and the following named Directors: Jim Brown, Joyce Coil, Susan Lantz, and Jenny Leeper. Others in attendance were: Dr. David Stoakes, Superintendent, Dan Conrad, Director of Secondary Education, Douglas Nefzger, Director of Business Affairs, Pam Zeigler Director of Elementary Education and Adrian Talbot, Director of Human Resources. Also present Jim Young, Bri Bergstrom, Katie Evans, Emily Christensen, Shelby Overmohle and Romney Hall.

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

Item No. 1 – Closed Session of the Board of Education Under Iowa Code Section 21.5(a)

Director Brown moved and Director Lantz seconded the motion to move that the Cedar Falls Board of Education enter into closed session to review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for that governmental body's possession or continued receipt of federal funds 2009 Code of Iowa 21.5 (a). Directors voting in favor of the motion: Brown, Lantz, Senchina, Coil, and Leeper. Those voting "no" none. Motion carried.

Board room cleared at 6:17 p.m.

Board entered closed session at 6:17 p.m.

Board returned to open session at 6:48 p.m.

Item No. 2 – Approval of Board Recommendation

Director Coil moved and Director Leeper seconded the motion that the Cedar Falls Board of Education approve the re-admittance of Student A to Peet Junior High School effective November 30, 2011. Student A is to attend regularly scheduled meetings with Peet Junior High School guidance counselors, attend ECHOES after-school program until 4:00 p.m. and attend small group study hall until the end of the first semester of the 2011-2012 school year. Directors voting in favor of the motion: Lantz, Senchina, Coil, Leeper and Brown. Those voting "no" none. Motion carried.

Board recessed at 6:50 p.m. and returned to regular session at 7:00 p.m.

Director Kenyon arrived at 7:00 p.m.

Item No. 3 – Approval of the Following Consent Agenda Items:

Director Coil moved and Director Lantz seconded the motion the Board approves the following items:

1. The agenda of the November 28, 2011 Board of Education agenda as presented.
2. Approval of the November 14, 2011 Board of Education meeting minutes as presented.
3. Approval of the bills as presented for payment as reviewed by the designated Board member, Jenny Leeper

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

Item No. 4 – Informational Report: Mimeo Demonstration by Southdale Staff and Students

Ms. Zeigler introduced Briana Richter, kindergarten teacher at Southdale Elementary, and two of her students, Hayden Riley and Kaydence Turner, along with Emily Guetzlaff, second grade teacher at Southdale, and her two students Carson Berry and Conner Jacobsen. The teachers and their students gave a demonstration of the Mimeo interactive system. Teachers and students demonstrated everyday use of the system in both kindergarten and second grade classrooms. The teachers reviewed training, user support, and other advantages of using the Mimeo display system with their students. Teachers described interactions between teachers and the students by using the new technology in their classrooms. Ms. Zeigler and Board members thanked the students and teachers for their presentation to the Board.

Item No. 5 – Informational Report: Enrollment Projection and Analysis

Rob Schwartz from RSP & Associates presented to the Board an updated five year enrollment analysis and projections of student enrollment within the Cedar Falls Community School District. The report reviewed the following:

- Current elementary, junior high, and high school boundaries
- Subdivided the entire school district into planning areas
- Projected future residential home growth within the district
- Plotted student migration both in and out of the district
- Displayed student population density and changes in density over the last five school years throughout the district
- Projected population of children ages 0 to 4 in 2015
- Changes in student count over the last five years in grades k-12
- Projected residential and overall attendance enrollment by building for years 2012-2013 through 2016-2017

The report concluded:

1. Based on current students that reside within the school district RSP & Associates projects that using the mid-point projection the overall enrollment will increase within the Cedar Falls Community School District by approximately 25 to 26 students per year annually for the next five years
2. That mid-point data indicates the district's k-12 enrollment will increase
3. The majority of the enrollment increase will happen at elementary schools
4. Student enrollment is currently greater at the elementary schools and smaller at the high school
5. The greatest potential for an increase is between grades 8 and 9
6. Enrollment increases have occurred in some of the older developed areas of the community
7. Currently, there is limited elementary capacity available throughout the district

After a question and answer period from the Board members President Senchina thanked Mr. Schwartz and his team for their work in preparing the report for the school district.

Item No. 6 – Communications

Board members shared comments concerning the 2011-2012 Iowa Association of School Boards convention held in Des Moines on November 16<sup>th</sup> and 17<sup>th</sup>. Discussion between Board members centered on the one on one computer initiative that schools throughout the state are implementing and the “G2” and “Leader in Me” character development initiative taking place at Muscatine Community Schools.

Dr. Stoakes distributed the final Legislative priorities approved by the IASB Delegate Assembly during the convention.

Item No. 7 – Approval of Safe Room Resolutions

Dr. Stoakes reviewed the process for making application to the federal Emergency Management agency for funds to construct a community safe room to be located at Robinson Dresser Sports Complex. The safe room would be used as a refuge in the event of a high wind event taking place while activities are being held at the complex. The application is for \$1,111,042 of which \$140,559 or 15% is a required local match. After review of the three resolutions necessary to submit an application for the funding Director Leeper moved and Director Lantz seconded the motion that the Board of Directors of the Cedar Falls Community School District approves the following resolutions:

Resolution #1, a resolution committing local match funds necessary to secure potential grant funding made available from the Federal Emergency Management Agency through the Iowa Homeland Security Emergency Management division,

Resolution #2, a resolution authorizing David Stoakes, Superintendent of Schools, as the applicants authorized representative for all matters pertaining to the preparation and administration of the Hazard Mitigation Grant program

and

Resolution #3, a resolution authorizing the Board chair to sign a memorandum of understanding with the Iowa Northland Regional Council of Governments for administration of a hazard mitigation grant program (HMGP) application, as presented.

**Resolution #1:**

A RESOLUTION COMMITTING LOCAL MATCH FUNDS NECESSARY TO SECURE POTENTIAL GRANT FUNDING MADE AVAILABLE FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY THROUGH THE IOWA HOMELAND SECURITY EMERGENCY MANAGEMENT DIVISION

WHEREAS, the Cedar Falls School District Board (hereinafter called the “Sub-grantee”) has made an application, through the Iowa Homeland Security Emergency Management Division(IHSEMD), to the Federal Emergency Management Agency (FEMA) for funding from the Hazard Mitigation Grant Program (HMGP). Said Application proposes for constructing a community safe room. The total project budget is \$1,111,042, of which \$140,559 or 15% is local match;

WHEREAS, the Sub-grantee recognizes the fact that the federal share cannot exceed 75% the state share cannot exceed 10%; and the local non-federal share must be at least 15% of the total grant amount.

NOW THEREFORE, it is hereby resolved by the Cedar Falls School District Board that the Sub grantee agrees to both provide and make available \$140,559 (One Hundred Forty Thousand Five Hundred Fifty-Nine Dollars) of local funds to be used to achieve the 15% cash requirement for this mitigation grant application.

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2011

\_\_\_\_\_  
President of the Board  
Cedar Falls Community School District Board

ATTEST:

\_\_\_\_\_  
Superintendent

**Resolution #2**

A RESOLUTION AUTHORIZING DAVID STOAKES, SUPERINTENDENT OF SCHOOLS, AS THE APPLICANTS AUTHORIZED REPRESENTATIVE FOR ALL MATTERS PERTAINING TO THE PREPARATION AND ADMINISTRATION OF THE HAZARD MITIGATION GRANT PROGRAM

WHEREAS, the Cedar Falls School District Board wishes to have their Hazard Mitigation Grant Program Application completed to construct a community safe room;

WHEREAS, it is necessary for the Board to designate an Authorized representative for purposes of pursuing funds, securing funds, and administering the corresponding and essential paperwork associated with such a project;

WHEREAS, the City of Cedar Falls agreed to the Intergovernmental Cooperative Agreement creating the Iowa Northland Regional Council of Governments and is a member in good standing;

NOW THEREFORE, it is hereby resolved by the Cedar Falls Community School District Board that Dr. David Stoakes, Superintendent of Schools, is hereby authorized to execute, on behalf of Cedar Falls Community School District Board, this project grant and to file it with the Iowa Homeland Security Emergency Management Division (IHSEMD) for the purpose of obtaining financial assistance under the Robert T. Stafford Disaster relief and Emergency Assistance Act (PL 93-288, as amended), the Code of Iowa (Chapter 29C), or the National Flood Insurance Act of 1968 (Section 1366 and 1367).

Passed and approved this \_\_\_\_ day of \_\_\_\_, 2011

\_\_\_\_\_  
President of the Board  
Cedar Falls Community School District Board

ATTEST:

\_\_\_\_\_  
Superintendent

**Resolution #3**

A RESOLUTION AUTHORIZING THE BOARD CHAIR TO SIGN A MEMORANDUM OF UNDERSTANDING WITH THE IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS FOR ADMINISTRATION OF A HAZARD MITIGATION GRANT PROGRAM (HMGP) APPLICATION, AS PRESENTED.

WHEREAS, the City of Cedar Falls is a member in good standing with the Iowa Northland Regional Council of Governments (INRCOG), and

WHEREAS, the Cedar Falls City Council is aware that INRCOG is preparing an application for the School District, through the Iowa Homeland Security Emergency Management Division (IHSEMD), to construct a community safe room and

WHEREAS, INRCOG had the expertise to provide administrative services being sought by the grant application,

NOW THEREFORE, the Cedar Falls School District directs the President of the Board to sign a Memorandum of Understanding with INRCOG to provide grant administration services, should the grant be awarded.

Passed and approved this \_\_\_\_ day of \_\_\_\_, 2011

\_\_\_\_\_  
President of the Board  
Cedar Falls Community School District Board

ATTEST:

\_\_\_\_\_  
Superintendent

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

Item No. 8 – Approval of Application to SBRC for Allowable Growth

Mr. Nefzger reviewed the application School Budget Review Committee application for additional allowable growth for increased enrollment, open enrollment out, and Limited English Proficiency (LEP) instruction for students in the program beyond four years. The total amount for modified allowable growth request is \$270,105. Director Lantz moved and Director Kenyon seconded the motion to approve the application to the School Budget Review Committee for additional allowable growth in the amount of \$270,105 due to increased enrollment, open enrollment out, and Limited English Proficiency (LEP) instruction for students in the program beyond four years. Directors voting in favor of the motion: Lantz, Senchina, Coil, Kenyon, Leeper and Brown. Those voting “no” none. Motion carried.

Item No. 9 – Approval of Board Policies – Second Reading

Dr. Stoakes reviewed the second reading of board policies 100.1, 202.1, 203.1 and 204.1. After discussion and review Director Kenyon moved and Director Brown seconded the motion to approve the second reading of board policies 100.1, 202.1, 203.1 and 204.1 as presented. Directors voting in favor of the motion: Lantz, Senchina, Coil, Kenyon, Leeper and Brown. 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:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9.provisions for reviewing information acquired on the following:

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

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

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

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:** 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.



Item No. 10 – Questions, Comments, and Concerns

President Senchina called a work session for Board members on December 13, 2011 at 5:00 p.m.

Item No. 11 – Adjournment

Director Lantz moved and Director Coil seconded the motion to adjourn. Directors voting in favor of the motion: Lantz, Senchina, Coil, Kenyon, Leeper and Brown. Those voting “no” none. Motion carried. The meeting was adjourned at 8:40 p.m.

---

Doug Nefzger – Board Secretary

---

Deon Senchina –Board President

---

Joyce Coil

---

James Kenyon

---

Susan Lantz

---

Jim Brown

---

Jenny Leeper

---

Dave Williams