

June 11, 2012

The Board of Directors of the Cedar Falls Community School District in the County of Black Hawk, State of Iowa, met in regular session pursuant to the laws and rules of said Board at the James L. Robinson Administrative Center, 1002 West First Street, Cedar Falls, Iowa, at 7:00 p.m. The meeting was called to order by the President and the roll being called there were present Deon Senchina in the chair, and the following named Directors: Jenny Leeper, Jim Brown, Joyce Coil, James Kenyon, David Williams and Susan Lantz by tele-conference. Others in attendance were: Dr. David Stoakes, Superintendent, Douglas Nefzger, Director of Business Affairs, Pam Zeigler, Director of Elementary Education, and Dr. Adrian Talbot, Director of Human Resources. Also in attendance were Vicky Ecker and Emily Christensen.

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.

A governmental body may conduct a meeting by electronic means only in circumstances where such a meeting in person is impossible or impractical and only if the governmental body provides public access to the conversation of the meeting to the extent reasonably possible. The place of the meeting is the place in which the communication originates and the minutes of the meeting shall include a statement explaining why a meeting in person was impossible or impractical as pursuant to Iowa Code 21.8. The reason for the meeting done by electronic mean is due to out of town travel.

Item No. 1 – Public Hearing: Elementary School Boundary Line Change

President Senchina stated that she has in her possession an affidavit of publication showing that the notice of time and place of hearing for the proposed elementary school boundary line change. This notice was published in the Waterloo/Cedar Falls Courier on March 29, 2012. The Board will now hold a hearing. No written or public comments were offered.

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

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

1. The agenda of the June 11, 2012, Board of Education meeting
2. Approval of the May 24, 2012 Board of Education minutes.
3. Approval of the bills as presented for payment as reviewed by Director Leeper
4. Approval of Human Resource Report
5. Approval of Open Enrollment
6. Approval of the following agreements
 - a. EPI, CFCSD, and INRTC Transportation Services
 - b. IASB GASB 45 Services

**Human Resource Report
June 11, 2012**

****New Contracts - Recommended for Approval***

2012-13 School Year

Sadie Terpstra-Schwab	Hansen	Special Education	BA30 Step 10	(\$47,005)
Abigail Fliehler	Southdale	Talented & Gifted	BA Step 7	(\$41,239)
Elizabeth Hartogh	Holmes	Special Education	BA Step 8	(\$42,362)
Danielle Clark	Southdale	Special Education	BA Step 3	(\$36,747)
Samantha Moore	Lincoln	Elementary Education	BA Step 3	(\$36,747)

Coach

Stephanie Pickett	Peet	Asst. 7 th Gr Volleyball	Step 1	\$1,198
Megan Grafe	Peet	Assistant 8 th Gr Volleyball	Step 1	\$1,498

Resignations - Recommended for Approval

Adel Kessler	North Cedar	Special Education	Reason: Other opportunities
Linda Plakke	Cedar Heights	Reading Title 1	Reason: Retirement

Coach Resignations – Recommended for Approval

Jeff Hartman	Senior High	Head Track Mens
Rich Strike	Senior High	Head Men’s Golf
Lynn Griffin	Senior High	Sophomore Volleyball Coach
Larry Bockes	Peet	Assistant 7 th Gr Football
Larry Bockes	Peet	Head JH Wrestling

Open Enrollment Report

June 11, 2012

Cassandra Rose Diggins	12 th Grade
Current resident district:	Cedar Falls – Cedar Falls High
District requested:	Iowa Connections Academy - CAM
Effective date:	2012-2013
Maya Douglas	9 th Grade
Current resident district:	Cedar Falls – Peet Junior High
District requested:	Iowa Connections Academy - CAM
Effective date:	2012-2013
Zachary N Gerken	6 th Grade
Current resident district:	Cedar Falls – Homeschooling
District requested:	Iowa Connections Academy - CAM
Effective date:	2012-2013
Katie M Gerken	7 th Grade
Current resident district:	Cedar Falls – Homeschooling
District requested:	Iowa Connections Academy - CAM
Effective date:	2012-2013
Kenneth M Lind	7 th Grade
Current resident district:	Cedar Falls – Holmes Junior High
District requested:	Iowa Connections Academy - CAM
Effective date:	2012-2013
Cullen McRae	9 th Grade
Current resident district:	Cedar Falls – Peet Junior High
District requested:	Iowa Connections Academy - CAM
Effective date:	2012-2013

Shawn J Murray Current resident district: District requested: Effective date:	9 th Grade Cedar Falls – CPI Dual-Enrolled Iowa Connections Academy - CAM 2012-2013
Lorraine Schofield Current resident district: District requested: Effective date:	9 th Grade Cedar Falls – Holmes Junior High Iowa Connections Academy - CAM 2012-2013
Jordan B Allen Current resident district: District requested: Effective date:	1 st Grade Waterloo Cedar Falls 2012-2013 – C
Corbin J Burr Current resident district: District requested: Effective date:	7 th Grade Waterloo Cedar Falls 2012-2013 – C
Brooklyn K Danielsen Current resident district: District requested: Effective date:	3 rd Grade Waterloo Cedar Falls 2012-2013 – C
Owen C Hackman Current resident district: District requested: Effective date:	Kindergarten Waterloo Cedar Falls 2012-2013
Brayden J Hanson Current resident district: District requested: Effective date:	1 st Grade Waterloo Cedar Falls 2012-2013 – C
Taylor A Jirak Current resident district: District requested: Effective date:	9 th Grade Waverly-Shell Rock Cedar Falls 2012-2013
Anthony D Lindgren Current resident district: District requested: Effective date:	3 rd Grade Waterloo Cedar Falls 2012-2013 – C
Skyler P Miller Current resident district: District requested: Effective date:	7 th Grade Waterloo Cedar Falls 2012-2013 – C
Andrea Rivas Current resident district: District requested: Effective date:	5 th Grade Hudson Cedar Falls 2012-2013

Bryan Rivas	3 rd Grade
Current resident district:	Hudson
District requested:	Cedar Falls
Effective date:	2012-2013
Kiara Smith	1 st Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013 – C
Zachary G Simon	10 th Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013 – C
Drew W Stanek	Kindergarten
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013
Kasey R Stanek	2 nd Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013 – C
Trenton EW Willison	10 th Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013 – C
Lonnie Wolff	1 st Grade
Current resident district:	Hudson
District requested:	Cedar Falls
Effective date:	2012-2013

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

Item No. 3 – Secretary’s Monthly Financial Reports

Mr. Nefzger reviewed the monthly balances for May 2012 for the general fund, schoolhouse, student activity and food service. President Senchina reported that the report would be filed subject to audit.

Item No. 4 – Communications

1. Dr. Stoakes reminded the Board of the annual board retreat scheduled for Thursday, June 14, 2012 at 9:00 a.m.
2. President Senchina reported that this is Dr. Stoakes last regular school board meeting as Superintendent of the Cedar Falls Community School District and stated that Dr. Stoakes has given so much to the District and his contributions to the District are greatly appreciated. Dr. Stoakes thanked the Cedar Falls Community Schools Board of Education for six great years.

Item No. 5 – Set Public Hearing for the Sale of Property on Rownd Street

RESOLUTION

RESOLUTION SETTING DATE OF PUBLIC HEARING AND DIRECTING NOTICE OF PUBLIC HEARING ON THE PROPOSED SALE AND REMOVAL OF THE SINGLE FAMILY DWELLING FROM THE REAL ESTATE OWNED BY THE CEDAR FALLS COMMUNITY SCHOOL DISTRICT LOCATED AT 3815 ROWND STREET, CEDAR FALLS, IOWA; SETTING DATE FOR RECEIPT OF BIDS AND DIRECTING NOTICE TO BIDDERS.

WHEREAS, the Board of Directors of the Cedar Falls Community School District proposes to sell the single family dwelling from the real estate located at 3815 Rownd Street, Cedar Falls, Iowa, and legally described as follows:

The South One Hundred Fifteen (115) feet of the North Two Hundred Three (203) feet of the West One Hundred Sixty-three (163) feet of the East One Hundred Ninety-six (196) feet of the South One-half of Lot No. Twenty-five in Orchard Hill Plat, in the City of Cedar Falls, Black Hawk County, Iowa,

subject to the requirement that the buyer remove said single family dwelling from the real estate on terms established by the Board of Directors;

WHEREAS, as required by §297.22 of the Code of Iowa, a public hearing is to be held by the Board of Directors of the Cedar Falls Community School District to consider the proposed sale of the single family dwelling from said real estate; and

WHEREAS, the Board of Directors intends to receive bids for the purchase and removal of the single family dwelling from the real estate and to publish notice to interested bidders.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CEDAR FALLS COMMUNITY SCHOOL DISTRICT, that a public hearing be held on the 9th day of July, 2012, at 7:00 p.m., in the Board Room at the James L. Robinson Administrative Center, 1002 West First Street, Cedar Falls, Iowa, to consider the proposed sale of the single family dwelling from the real estate owned by the Cedar Falls Community School District located at 3815 Rownd Street, Cedar Falls, Iowa, and legally described as follows:

The South One Hundred Fifteen (115) feet of the North Two Hundred Three (203) feet of the West One Hundred Sixty-three (163) feet of the East One Hundred Ninety-six (196) feet of the South One-half of Lot No. Twenty-five in Orchard Hill Plat, in the City of Cedar Falls, Black Hawk County, Iowa; and

BE IT FURTHER RESOLVED that the Secretary of the Board of Education shall publish notice of said public hearing in accordance with legal requirements in the Waterloo-Cedar Falls Courier; and

BE IT FURTHER RESOLVED that bids shall be received from parties interested in the purchase and removal of the single family dwelling from the real estate on or before the 12th day of July, 2012, at 2:00 o'clock p.m. at the James L. Robinson Administrative Center, 1002 West First Street, Cedar Falls, Iowa, and notice of the deadline for receiving bids shall be published in the Waterloo-Cedar Falls Courier in accordance with legal requirements; and

BE IT FURTHER RESOLVED that bids shall be opened at the James L. Robinson Administrative Center at 2:00 o'clock p.m. on July 12, 2012, and a report of the bids received shall be made to the Board of Directors at the regular meeting of Board of Directors on July 23, 2012, at 7:00 p.m., immediately following the public hearing described above.

Director Leeper moved and Director Brown seconded the motion to approve the resolution for the sale of property located at 3815 Rownd Street, Cedar Falls, Iowa. Directors voting in favor of the motion: Leeper, Brown, Coil, Williams, Kenyon, Lantz and Senchina. Those voting "no" none. Motion carried.

Item No. 6 – Set Public Hearing for the Sale of Property on Hawthorne Street

RESOLUTION

RESOLUTION SETTING DATE OF PUBLIC HEARING AND DIRECTING NOTICE OF PUBLIC HEARING ON THE PROPOSED SALE AND REMOVAL OF THE SINGLE FAMILY DWELLING FROM THE REAL ESTATE OWNED BY THE CEDAR FALLS COMMUNITY SCHOOL DISTRICT LOCATED AT 2420 HAWTHORNE DRIVE, CEDAR FALLS, IOWA; SETTING DATE FOR RECEIPT OF BIDS AND DIRECTING NOTICE TO BIDDERS.

WHEREAS, the Board of Directors of the Cedar Falls Community School District proposes to sell the single family dwelling from the real estate located at 2420 Hawthorne Drive, Cedar Falls, Iowa, and legally described as follows:

The North One Hundred Fifty (150) feet of the South One Hundred Seventy-five (175) feet of the West Eighty-nine and three tenths (89.3) feet of the East One Hundred Eighty-seven and Nine tenths (187.9) feet of Tract No. One Hundred One (101) in Auditor's Whitney Road Plat in Section 18-89-13, in the City of Cedar Falls, Black Hawk County, Iowa,

subject to the requirement that the buyer remove said single family dwelling from the real estate on terms established by the Board of Directors;

WHEREAS, as required by §297.22 of the Code of Iowa, a public hearing is to be held by the Board of Directors of the Cedar Falls Community School District to consider the proposed sale of the single family dwelling from said real estate; and

WHEREAS, the Board of Directors intends to receive bids for the purchase and removal of the single family dwelling from the real estate and to publish notice to interested bidders.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CEDAR FALLS COMMUNITY SCHOOL DISTRICT, that a public hearing be held on the 9th day of July, 2012, at 7:00 p.m., in the Board Room at the James L. Robinson Administrative Center, 1002 West First Street, Cedar Falls, Iowa, to consider the proposed sale of the single family dwelling from the real estate owned by the Cedar Falls Community School District located at 2420 Hawthorne Drive, Cedar Falls, Iowa, and legally described as follows:

The North One Hundred Fifty (150) feet of the South One Hundred Seventy-five (175) feet of the West Eighty-nine and three tenths (89.3) feet of the East One Hundred Eighty-seven and Nine tenths (187.9) feet of Tract No. One Hundred One (101) in Auditor's Whitney Road Plat in Section 18-89-13, in the City of Cedar Falls, Black Hawk County, Iowa; and

BE IT FURTHER RESOLVED that the Secretary of the Board of Education shall publish notice of said public hearing in accordance with legal requirements in the Waterloo-Cedar Falls Courier; and

BE IT FURTHER RESOLVED that bids shall be received from parties interested in the purchase and removal of the single family dwelling from the real estate on or before the 12th day of July, 2012, at 2:00 o'clock p.m. at the James L. Robinson Administrative Center, 1002 West First Street, Cedar Falls, Iowa, and notice of the deadline for receiving bids shall be published in the Waterloo-Cedar Falls Courier in accordance with legal requirements; and

BE IT FURTHER RESOLVED that bids shall be opened at the James L. Robinson Administrative Center at 2:00 o'clock p.m. on July 12, 2012, and a report of the bids received shall be made to the Board of Directors at the regular meeting of Board of Directors on July 23, 2012, at 7:00 p.m., immediately following the public hearing described above.

Director Leeper moved and Director Coil seconded the motion to approve the resolution for the sale of property located at 2420 Hawthorn Street, Cedar Falls, Iowa. Directors voting in favor of the motion: Leeper, Brown, Coil, Williams, Kenyon, Lantz and Senchina. Those voting "no" none. Motion carried.

Item No. 7 – Approval of Out –of-District Mileage Reimbursement

Mr. Nefzger reviewed historical mileage reimbursement for employees that take their personal vehicles for out of town travel and compared it to the historical comparison with the IRS mileage reimbursement rate. After discussion it was moved by Director Coil and Director Kenyon seconded the motion to accept the administration's recommendation to increase the out of town mileage reimbursement rate from .36 to .40 per mile, effective July 1, 2012. Directors voting in favor of the motion: Leeper, Brown, Coil, Williams, Kenyon, Lantz and Senchina. Those voting "no" none. Motion carried.

Item No. 8 – Approval of Permanent Transfer of Funds

Mr. Nefzger reviewed the requests for two permanent transfers of funds. The first transfer request is in the amount of \$1,852.48 from the management fund to the general fund for reimbursement of labor expenses due to the cleanup from a frozen pipe at Peet Junior High School in January 2012. The second transfer request is in the amount of \$500 from the general fund to the activity fund for funds received for the use of the District's trademark logo. Director Coil moved and Director Kenyon seconded the motion approving the permanent transfers for the 2011-2012 school year of \$1,852.48 from the management fund to the general fund for reimbursement of labor expenses due to the cleanup from a frozen pipe at Peet Junior High School in January 2012 and \$500 from the general fund to the activity fund for funds received from the use of the District's logo. Directors voting in favor of the motion: Leeper, Brown, Coil, Williams, Kenyon, Lantz and Senchina. Those voting "no" none. Motion carried.

Item No. 9 – Approval for Authorization of Payment for Year-end Claim

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

Item No. 10 – Approval of Bids

Mr. Nefzger reviewed the bids for bread products, milk and computers.

The following two quotes were received for Bread products. The recommendation is to accept the low quote from Interstate Brands for bakery needs for the 2012-2013 school year .

	Sara Lee Bakery	Interstate Brands
Bread, whole grain	\$1.10	\$1.22
	16 slices	24 slices
 Hamburger Buns, whole grain	 \$1.33	 \$0.91
	24 oz.	12 oz.
 Blunt Coney Bun, whole grain	 \$1.66	 \$0.90
	24 oz.	12 oz.
 Steak Roll, whole grain	 \$1.30	 \$3.82
	18 oz.	58 oz.
 Dinner Rolls, whole wheat	 \$1.10	 \$1.10
	17 oz.	18 oz.

Based on an award of all or none, Interstate Brands is the low bidder.

Recommend acceptance of bid by Interstate Brands.

The following quotes were received for Milk. The recommendation is to accept the low quote from Anderson Erickson out of Des Moines Iowa for the escalator pricing bid for the 2012-2013 school year.

	Anderson- <u>Erickson</u>	Prairie Farms <u>Swiss Valley division</u>
White Homogenized L.F. (Skim)	0.2970	-----
 Chocolate Homogenized L.F. (Skim)	 0.3150	 -----
 Strawberry Homogenized L.F. (Skim)	 0.2450 paper	 -----
 White Homogenized 1% B.F.	 0.3040	 -----

ESCALATOR PRICES

	Anderson- <u>Erickson</u> Maximum	Prairie Farms <u>Swiss Valley division</u> Maximum	
White Homogenized L.F. (Skim)	0.2570 -----	0.1895 -----	
Chocolate Homogenized L.F. (Skim)	0.2750 -----	0.2085 -----	
Strawberry Homogenized L.F. (Skim)	.2050 paper -----	0.2100 -----	
White Homogenized 1% B.F.	0.2640 -----	0.1965 -----	
	Anderson- <u>Erickson</u> Escalator <u>BID PRICE</u>	Anderson- <u>Erickson</u> Firm <u>BID PRICE</u>	Prairie Farms <u>Swiss Valley</u> <u>Div.</u> Escalator <u>BID PRICE</u>
Sour Cream, Grade A Homogenized, 5#	\$6.00	\$6.30	\$6.00
Sour Cream with Chives, Grade A Homogenized, 5#	\$6.00	\$6.30	Not available
Cottage Cheese, 4% milk fat, semi-dry, 5#	\$7.50	\$8.00	\$7.50
Orange Juice - 100% juice, 8 oz. carton	\$0.2800	\$0.2900	\$0.3000
Orange Juice - 100% juice, 4 oz. Carton	\$0.1600	\$0.1650	\$0.1850
Yogurt - low fat, Grade A, 1% milk fat. 6 oz. carton, assorted flavors	\$0.4700	\$0.4800	\$0.5000
Yogurt - low fat, Grade A, 1% milk fat. 5 # container, assorted flavors	\$4.6500	\$4.8000	\$4.6500

The following quotes were received for computer bids. The recommendation is to accept the low quote from CDW-G from Vernon Hills, Illinois in the amount of \$237,188.52. Payment for the computer equipment will be funded through the Physical Plant and Equipment fund and the Instructional Support Levy.

Quantity	Unit	Description	CDW-G Vernon Hills, IL		Softchoice Corporation Chicago, IL	
			<i>Each</i>	<i>Total</i>	<i>Each</i>	<i>Total</i>
245	Each	Laptop	\$559.87	\$137,168.15	\$698.99	\$171,252.55
245	Each	Laptop Carry Case	\$33.00	\$8,085.00	\$12.03	\$2,947.35
245	Each	Universal Docking Station	\$110.00	\$26,950.00	\$114.29	\$28,001.05
245	Each	Mouse	\$6.99	\$1,712.55	\$12.05	\$2,952.25
13	Each	Tablet PC	\$1,191.94	\$15,495.22	\$897.69	\$11,669.97
13	Each	Tablet Carry Case	\$25.00	\$325.00	\$12.03	\$156.39
68	Each	All in One Desktop	\$587.95	\$39,980.60	\$597.22	\$40,610.96
16	Each	Desktop	\$467.00	\$7,472.00	\$375.23	\$6,003.68
TOTAL				\$237,188.52		\$263,594.20

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

Item No. 11 – Approval of Board Policies

Dr. Stoakes reviewed the first of two readings of board policies 502.7, 605.4 and 1006.1. Director Kenyon moved and Director Leeper seconded the motion to approve the first reading of board policies 502.7, 605.4 and 1006.1. Directors voting in favor of the motion: Leeper, Brown, Coil, Williams, Kenyon, Lantz and Senchina. Those voting “no” none. Motion carried.

Policy Title: ~~Video~~ **Security Camera Supervision** **Code No. 502.7**

The Board supports the use of ~~video~~ security cameras as a means to monitor and maintain a safe environment for students and employees, as deemed necessary by administration. The contents of a videotape or its digital equivalent may be used as evidence in a student disciplinary proceeding.

~~Video data, whether in digital or analog form, is not a student record subject to Board policy and administrative regulations regarding confidential student records unless the video data is used for a student specific purpose such as discipline. The Superintendent/Designee will determine those persons with a legitimate purpose to view video data.~~

~~The District may review video data when necessary due to a reported incident. A written log will be kept of those individuals reporting and/or viewing the video data and the date the video data was viewed.~~

~~Video data may be erased at the discretion of the District.~~

The content of the video recordings are a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the recordings. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, transportation director, bus driver and special education staffing team. A parent may view the video recordings without consent from any student or parent also shown in the video if the other students are just bystanders. But if there is an altercation between multiple students, then all parents of students involved in the altercation must give consent in order for the video to be viewed by parents.

A video recorded during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the video recording becomes the subject of a student disciplinary proceeding, it will be treated like other evidence in the proceedings.

Students are prohibited from tampering with the ~~video~~ security cameras. Students found in violation of this regulation shall be disciplined in accordance with the District's discipline policy, will be reported to the police, and shall reimburse the District for any repairs or replacement necessary as a result of the incident.

Policy Title: ~~Acceptable Computer Use of OnLine Services~~ **Code No. 605.4**
Electronic Technology Acceptable Use by Students

~~Internet access is available to students and staff of Cedar Falls Community School District, providing the ability to access information that cannot easily be found any other way. The Internet is becoming the main delivery system of basic reference resources. The goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.~~

~~Because of the breadth, scope, and "free" nature of the Internet, not all materials are appropriate for schools. The constantly evolving nature of the network makes it virtually impossible to predict and control what users may locate. The use of the Internet is a privilege, not a right, and carries with it certain responsibilities. All computer use may be monitored. Users must adhere to the following guidelines:~~

~~The Internet will be available to all students and staff. The amount of time will depend on the number of available terminals and the curricular demands of each terminal.~~

~~Computers may be used to access e-mail. All e-mail use must adhere to this policy.~~

~~Material accessed must be educationally appropriate. Material or language that is threatening, obscene, vulgar, sexually explicit, or otherwise inappropriate for an educational setting is strictly prohibited for all users.~~

~~Real time conference features such as chat and instant messaging are to be used only as approved by a supervising teacher.~~

~~All users must adhere to current copyright and license agreements when using material found on the Internet.~~

~~Information given over the Internet is not confidential. Disclosure of personal information (name, phone number, address) of the user or of other people is prohibited for students.~~

~~Students may not download files without permission of the supervising teacher.~~

~~If a user gains access to any service that has a cost involved, Cedar Falls Community School District is not responsible for that cost. The individual user will be responsible for any costs incurred.~~

~~Cedar Falls Community School District makes no guarantees as to the accuracy of information received over the Internet. All illegal activity is prohibited.~~

~~Failure to comply with any of the guidelines presented in this policy may result in one or more of the following consequences:~~

~~Loss of Internet privileges for a specified amount of time,~~

~~Loss of credit for the Internet assignment or unit,~~

~~Referral to the building administration for discipline.~~

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 a Google account that includes access to an email 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. Students are encouraged 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:

All students will use their own secure wireless login to access the network.

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.

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.

Users 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.

Users 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 without an approved educational/instructional purpose.

Users 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.

Users will not engage in any illegal act or violate any local, state, or federal statute or law while on school property.

Users 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.

Users 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.

Users 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.

Users 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.

Users 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. Users 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 instruction for students on current safety, legal and ethical use best practices as part of our 21st Century Skills curriculum. Being a public organization, CFCSD 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, 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.

The Internet Use Agreement form must be read and signed by all users (student, employee, or other non-CFCSD employed users) as well as by the parent or guardian of student users. The form must then be filed at the school office.

Policy Title: Public Conduct on School Premises and at School Activities Code No. 903.2 1006.1

The board expects that students, employees, and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

~~School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.~~

~~Spectators are permitted to attend school sponsored or approved activities only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but also embarrassing to the students, the school district and the entire community.~~

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district, and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the sponsors and school officials, employees and activity sponsors and officials of sponsored or approved activities to perform their duties without interference or disruption, the following provisions are in effect:

Abusive, verbal or physical conduct of individuals, ~~spectators~~ directed at ~~participants~~ students, school officials, employees, officials and activity ~~or~~ sponsors of sponsored or approved activities or at other ~~spectators~~ individuals will not be tolerated. Verbal or physical conduct of ~~spectators~~ individuals, that interferes with the performance of ~~participants~~ students, school officials, employees, officials and activity ~~or~~ sponsors of sponsored or approved activities will not be tolerated. The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated. ~~or sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.~~

If a ~~spectator~~ individual at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way ~~impedes the performance of~~ interrupts an activity, the ~~spectator~~ individual may be removed from the event by the individual in charge of the event, and school officials may recommend the exclusion of the ~~spectator~~ at future sponsored or approved activities. Law enforcement may be contacted for assistance.

Individuals removed from school premises have the ability to follow the board's chain of command and complaint procedures should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in policy also includes students and employees.

In the event the spectator does not comply with the directives of school officials, the District shall cause a notice of exclusion from sponsored or approved activities to be sent to the spectator involved. The notice shall advise the spectator of the school district's right to exclude the individual from school district activities and events and the duration of the exclusion. If the spectator disobeys the school official or district's order, law enforcement authorities may be contacted and asked to remove the ~~spectator~~. If a ~~spectator~~ individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the ~~spectator~~ individual shall will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

Dr. Stoakes reviewed the minor changes to board policies 1001.1, 1001.2, 1001.3, 1002.1, 1003.2 and 1005.1. In accordance with Board policy 205.2 there will be only one reading of these board policies. Director Williams moved and Director Lantz seconded the motion to approve the first and only reading of board policies 1001.1, 1001.2, 1001.3, 1002.1, 1003.2, and 1005.1. Directors voting in favor of the motion: Leeper, Brown, Coil, Williams, Kenyon, Lantz and Senchina. Those voting "no" none. Motion carried.

Policy Title: *School Publications* **Code No. 1001.1**

The Board is cognizant of the value of school-sponsored publications as an opportunity for the expression of students' points of view and as an effective means of communication with parents and the community. It is recognized that the school system's image is reflected in the publications that are released by individuals within the staff. The school is often judged by the content of these publications.

The principal is accountable for the release of all publications from his/her building; however, he/she may delegate to one of the professional staff the responsibility to produce or supervise certain publications. Staff members, including administrators, proposing a publication or news release that includes an interpretation of school district policies or an official district position shall have the content of such publications approved by the superintendent or his/her designee before they are released.

Students' rights to free expression of facts and opinions are protected unless the materials in question are libelous or obscene or unless there is clear evidence that disruption of school activities would occur as the result of publishing particular material. Student publications shall be free from restrictions beyond the normal rules for responsible journalism.

Policy Title: *Distribution of Literature* **Code No. 1001.2**

Materials submitted by outside organizations (parent-teacher associations are considered school agencies) are not to be distributed to the pupils or sent to the homes unless authorization has been granted by the superintendent or his/her designee and appropriate arrangements have been made to have the materials prepared and delivered to that school. Such a request would only be approved when it is for the best interests of the pupils and school and not a commercial venture.

Policy Title: *Students as Carriers of Communications* **Code No. 1001.3**

The Board of Education recognizes that effective communications are frequently a part of worthwhile civic and community projects. However, occasionally the type of project or the frequency of requests may interfere with the effective and efficient use of school time.

It shall be the policy of the Board of Education to prohibit the use of students as carriers of commercial and/or non-school messages, except in those cases judged by the superintendent of schools or designee as directly related to the educational tasks of the school system. This policy is in coordination with policy 1005.1, Teacher and Student Involvement in Sales, Money-Raising and Charitable Activities.

Policy Title: ***Public Examination of School District Records*** **Code No. 1002.1**

The examination and copying of public records should be done under the supervision of the lawful custodian of the records or the custodian's authorized designee. The lawful custodian shall not require the physical presence of a person requesting or receiving a copy of a public record and shall fulfill requests for a copy of a public record received in writing, by telephone, or by electronic means. Fulfillment of a request for a copy of a public record may be contingent upon receipt of payment of expenses to be incurred in fulfilling the request and such estimated expenses shall be communicated to the requester upon receipt of the request. The lawful custodian may adopt and enforce reasonable rules regarding the examination and copying of the records and the protection of the records against damage or disorganization. The lawful custodian shall provide a suitable place for the examination and copying of the records, but if it is impracticable to do the examination and copying of the records in the office of the lawful custodian, the person desiring to examine or copy shall pay any necessary expenses of providing a place for the work.

All expenses of the work shall be paid by the person desiring to examine or copy. The lawful custodian may charge a reasonable fee for the services of the lawful custodian or the custodian's authorized designee in supervising the examination and copying of the records during the work. If copy equipment is available at the office of the lawful custodian of any public records, the lawful custodian shall provide any person reasonable number of copies of any public record in the custody of the office upon the payment of a fee. The fee for the copying service as determined by the lawful custodian shall not exceed the actual cost of providing the service. Actual costs shall include only those expenses directly attributable to supervising the examination of and making and providing copies of public records. Actual costs shall not include charges for ordinary expenses or costs such as employee benefits, depreciation, maintenance, electricity, or insurance associated with the administration of the office of the lawful custodian.

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. Persons wishing to view the school district's public records will contact the board secretary and make arrangements for the viewing. The board secretary will make arrangements for viewing the records as soon as practicable, depending on the nature of the request.

Persons may request copies of public records in writing, including electronically. The school district may require pre-payment of the costs prior to copy and mailing.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of information may be assessed a fee for the time of the employee to compile the requested information. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

Pursuant to Iowa law, the board has determined certain records need to be confidential as their disclosure could jeopardize the safety of persons or property and include, but are not limited to, the following:

- Security procedures
- Emergency preparedness procedures
- Evacuation procedures
- Security codes and passwords

It is the responsibility of the board secretary to maintain accurate and current records of the school district. It is the responsibility of the board secretary to respond in a timely manner to requests for viewing and receiving public information of the school district.

Policy Title: *Parent Involvement* **Code No. 1003.2**

The school district will assist in developing and implementing continued programs for active parental involvement in a variety of roles at all grade levels. In order to promote a close relationship between school and home and enable teachers and parents to cooperate in the education of children and youth, the schools are committed to supporting parents as decision-makers and developing their leadership in governance, advisory, and advocacy roles. The Cedar Falls School District supports and promotes communication between school and family regarding programs, policies, and student progress and will help parents develop skills and techniques designed to assist their children in learning at home.

Parent-teacher organizations at the building and district level constitute an important and desirable aspect of the total effort to accomplish the goals of the Cedar Falls Community School District. Cooperation with such organizations which set forth meaningful programs of action consistent with the philosophy and policies of the district is to be encouraged. Parent-teacher organizations may be established for each attendance unit in the school district. The building administrator for each attendance unit shall serve as the liaison officer representing the school system.

Each attendance unit organization may be a member of a system-wide parent-teacher council whose purpose shall be to coordinate the efforts of the individual units toward common goals.

Policy Title: *Teacher and Student Involvement in Sales, Money-Raising and Charitable Activities* **Code No. 1005.1**

A. *Profit-Making Organizations*

Teachers and students shall not be used for the promotion or sale of services/products of businesses, agencies or organizations operating for profit. The Board of Education specifically forbids such activities as the following:

Distribution by students of pamphlets or other literature urging students, parents, and others to purchase services or products sold primarily for the benefit of a profit-making organization.

The sale by students or teachers of products and/or services, except in relation to production by students as part of the educational program.

When the Board of Education and/or the superintendent of schools feels that said benefits outweigh any promotional purpose, prior approval can be given by the superintendent or designee to an activity.

B. *Distribution — Sales Literature*

No one shall be permitted to solicit any student or teacher, to distribute circulars, handbills, cards or advertisements or take up contributions, except by approval from the superintendent of schools or designee as being in accord with the general philosophy and policies of the Board of Education.

C. *School Fund-Raising Activities*

Building administrators may authorize a limited number of building fund-raising activities. Funds raised through such sales must be expended for school-related projects. Funds should be accounted for as specified by the district business office procedure and in accordance with established auditing policies. Such projects shall have prior approval of the appropriate director.

D. *School-Related Parent Organization Fund Drives*

School-related parent organization fund drives which require the assistance of students and/or other school employed personnel will need to be evaluated under preceding portions of this and other policies.

- E. *Charitable Fund Drives*
Participation by students in activities of charitable organizations are considered to be a desirable part of a student's total education. The Board of Education authorizes the administration to determine the nature and extent of involvement in such activities.
- F. *Principal's Responsibility*
It is incumbent upon the building principal to insure that all such activities are so arranged and scheduled that they do not improperly infringe upon time which should be devoted to formal learning activities.

This policy is in coordination with Policy 507.3, *Student Wellness*

Item No. 12 – Informational Reports

Bullying/Harassment

Ms. Zeigler reviewed the bullying and harassment report for the 2011-2012 school year. The report included founded and unfounded incidence of bullying and harassment both verbal and written. Bullying and harassment reports are categorized into four categories, physical attributes (including student's appearance), real or perceived sexual orientation, race/ethnicity and other. A total of 96 written or verbal bullying/harassment complaints were submitted by students throughout the 2011-2012 school year for all school buildings.

Affirmative Action Plan

Dr. Talbot reviewed the affirmative action plan of the school district. Dr. Talbot reminded the Board the affirmative action plan has an affirmative action goal and is not a ridged quota or set aside of a specific position for a person of a specific race or gender. Dr. Talbot reviewed the comparison of data which is used to determine the district's goals based on the relative labor market area. This gives a geographical area in which candidates for a specific job can reasonably be recruited. Dr. Talbot reviewed the quantitative analysis of employees versus the percentage of minorities across the state. Dr. Talbot reported on the changes from last years report including rewriting of the information technology department staff functions and duties as well as the rewriting of the quantitative evaluation instrument for paraeducators, clerical and supervisory staff. The district has also implemented an electronic employee survey, a revised qualitative analysis, district parity analysis and recommended quantitative and qualitative goals. President Senchina thanked Dr. Talbot for his detailed work in the report.

Student Demographics

Dr. Stoakes reviewed the annual student demographics information. This information included percentage of students that are a minority, detail information on the ethnicity including black, Hispanic, Asians, Indian-Americans, and individuals of two or more races, English language learners information, free and reduced lunch, population, mobility data, open enrollment, Black Hawk County birth data and pre-Kindergarten information.

Item No. 13 – Questions, Comments, and Concerns

Board members thanked Dr. Stoakes for his six years of service and were very appreciative of his systems approach to the management of the District.

Item No. 14 – Adjournment

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

The meeting was adjourned at 8:55 p.m.

Secretary

President