

The Board of Directors of the Cedar Falls Community School District in the County of Black Hawk, State of Iowa, met in regular session pursuant to the laws and rules of said Board at the James L. Robinson Administrative Center, 1002 West First Street, Cedar Falls, Iowa, at 7:00 p.m. The meeting was called to order by the President and the roll being called there were present Deon Senchina in the chair, and the following named Directors: Jim Brown, Susan Lantz, James Kenyon, Jenny Leeper, and David Williams. Others in attendance were: Superintendent Mike Wells, by conference call, Douglas Nefzger, Director of Business Affairs, Dan Conrad, Director of Secondary Education, Dr. Adrian Talbot, Director of Human Resources and Pam Zeigler, Director of Elementary Education. Student council representative Andrew Stensland. Also in attendance were Katlin Cullen, McKenzie Gerlach, Shauna Ducharme, Emily Pavell, Paige Mooney, Gail Zehr, David Ball, Lisa Newgard, Emily Christensen, Liz Kressig, Jenna Schetter, Sarah Eastman and Jim Moody.

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 – Public Hearing on the Robinson Dresser Storm Shelter Project

President Senchina reported that she had in her possession an affidavit of publication showing the notice of time and place of the public hearing for the proposed Robinson Dresser storm shelter project. This notice was published in the Waterloo/Cedar Falls Courier on April 10, 2013. The Board will now hold a public hearing on this project. President Senchina asked for public comments. No public comments were offered. No written comments were received. President Senchina then declared the public hearing closed.

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

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

The agenda of the April 22, 2013 Board of Education agenda as presented.

1. Approval of the April 8, 2013 Board of Education Minutes
2. Approval of the bills as presented for payment as reviewed by the designated Board member, Joyce Coil
3. Approval of Open Enrollment Requests
4. Quarterly Transportation Report
5. Approval of Human Resource Report
6. Approval of Agreements:
 - Tri County Child and Development Council, Inc.
 - 2013-2014 Activity Sharing Agreement
 - UNI Cooperative Agreement for Pre-Service Clinical Placement
 - Iowa Association for Educational Purchasing

Open Enrollment Report

April 22, 2013

2013-2014 School Year (OUT):

Olivia Clausen	4 th Grade
Current resident district:	Cedar Falls
District requested:	CAM CSD (Iowa Connections)
Effective date:	2013-2014
Currently Attends:	Private

William Clausen	7 th Grade
Current resident district:	Cedar Falls
District requested:	CAM CSD (Iowa Connections)
Effective date:	2013-2014
Currently Attends:	Private

Simon S Lonning	12 th Grade
Current resident district:	Cedar Falls
District requested:	CAM CSD (Iowa Connections)
Effective date:	2013-2014
Currently Attends:	Cedar Falls High School

Shawn Murray
 Current resident district: Cedar Falls
 District requested: CAM CSD (Iowa Connections)
 Effective date: 2013-2014
 Currently Attends: Holmes Junior High

Abigail F Shamrell
 Current resident district: Cedar Falls
 District requested: CAM CSD (Iowa Connections)
 Effective date: 2013-2014
 Currently Attends: Hansen Elementary

Anthony C Shamrell
 Current resident district: Cedar Falls
 District requested: CAM CSD (Iowa Connections)
 Effective date: 2013-2014
 Currently Attends: Hansen Elementary

Eliza C Shamrell
 Current resident district: Cedar Falls
 District requested: CAM CSD (Iowa Connections)
 Effective date: 2013-2014
 Currently Attends: Kindergarten

Lukas W Shamrell
 Current resident district: Cedar Falls
 District requested: CAM CSD (Iowa Connections)
 Effective date: 2013-2014
 Currently Attends: Hansen Elementary

Human Resources Report

April 22, 2013

*New Contracts - Recommended for Approval

2012-13 School Year

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

Resignations - Recommended for Approval

Sharon Terwilliger	Orchard Hill	Kindergarten	05/31/2013	Reason: Retirement
Kelsey Schmitz	Southdale	Third Grade	04/16/2013	Reason: Family
Susan Croatt	Senior High	Special Education	EOSY	Reason: Other

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

Item No. 3 – Communications

Mr. Conrad reported that Cedar Falls High School and Union High School in La Port City will be the first schools in Iowa to be awarded matching “Leading by Example” national grants funded by Waitt Institute for Violence Prevention, Futures Without Violence and the Kind World Foundation to implement mentors in Violence Prevention and coaching boys into men programming.

Ms. Zeigler reported that building principals Tara Estep at Hansen Elementary and Jon Weibers at Cedar Heights Elementary are presenters at the Iowa ASCD conference in Des Moines.

Item No. 4 – Informational Report: Hawkeye Community College Partnerships

Mr. Conrad reviewed the senior year plus offerings available to students at Cedar Falls High School through advanced placement, postsecondary enrollment or concurrent enrollment options. Mr. Conrad gave an overview of opportunities for high school students that were enacted by the Iowa Legislature in 2008. These opportunities help bridge the gap between completing high school and starting college. Most college credit opportunities are offered at little or no cost to the student. Iowa is one of 38 states with policies supporting high school students enrolling in college course offerings. Mr. Conrad reviewed the following:

- Percentage of graduates enrolled in college-level coursework while attending Cedar Falls High School: 76% of Cedar Falls High School graduates enrolled in college-level course work for the 2012-13 school year.
- Advanced Placement offerings: These are college level courses held at the Cedar Falls High School. Current advanced placement offerings are in biology, calculus, chemistry, psychology, U.S. history, language composition and language literature. The total enrollment in advanced placement courses at the high school for the 2011-2012 school year is 408 students or 17.9% of high school students.
- Post Secondary Enrollment Options (PSEO) offered to students: PSEO courses are typically held through the University of Northern Iowa or Hawkeye Community College. There is variety of course offerings through these two institutions as well as enrollment.
- Concurrent Enrollment Options: This option is also known as district to community college sharing classes. History of concurrent classes with Hawkeye Community College started in the 2000-2001 school year. There are 15 concurrent course offerings available to students with an additional 5 for the 2013-2014 school year. In the 2005-2006 school year there were 250 students enrolled in concurrent course offerings, currently there are 679 students enrolled.

Mr. Conrad introduced Mr. David Ball, Director of Admissions and Student Life and Ms. Gail Zehr, Associate Director of Recruitment & High School Relations at Hawkeye Community College. Mr. Ball and Ms. Zehr presented to the Board a brief review of the application and registration process students at Cedar Falls High School partake in, as well as college connection activities that are available through Hawkeye Community College. Mr. Conrad thanked Mr. Ball and Ms. Zehr for their assistance in the smooth transition for students to attend college level courses through Hawkeye Community College.

Item No. 5 – Informational Report: Technology

Mr. Conrad provided an update to the Board on District Technology and reported on the following:

- Vision of the District Technology Committee (DTC): The Cedar Falls Community School District will integrate technology in support of a curriculum which will provide innovative, challenging, and effective learning experiences to enable all students to succeed in the global community
- Mission of the District Technology Committee: To provide leadership, support, and governance for the integration of technology as a vital component of the learning process.
- Philosophy of the DTC
- Membership of District Technology Committee
- Goal of the DTC: By June 2013, recommend a revised District Technology Plan to the Board of Education. This plan will provide guidance for the district regarding technology integration for the next 4-5 school years.

Mr. Conrad reported on the following timelines of the DTC for 2012-2013 school year:

- September – December 2012- focused on acceptable use policy for students, including “kid- friendly” translation, researched 1-to-1 vs. bring your own device (BYOD) initiatives.
- December – April 2013 - Continue to identify, collect and analyze information/data needed to formulate final recommendations to the Board of Education. i.e. current research, school visits, staff surveys, pilot integrations.
- April – May 2013 - Communicate and seek input from buildings regarding the district technology plan and technology access and integration recommendations.

Mr. Conrad reported that representatives from the DTC visited comparable sized schools across the Midwest that have implemented “one on one” and/or “BYOD” initiatives for their students.

Shane Paige, Supervisor of Technology Information Services and Lisa Newgard Media Specialist at Orchard Hill Elementary discussed projects currently being implemented within the District. Teachers and students in each school throughout the district have an opportunity to try the Apple iPads, Google Chromebooks, Kindle Fire, and Windows surface devices and provide input to the DTC. The Board, Mr. Conrad, Mr. Paige and Ms. Newgard discussed student and teacher data that would be received from the questionnaire. Comments during the discussion suggest the district may need multiple devices within an individual school, as one device may not necessarily be the best fit all for curriculum circumstances.

Mr. Conrad reviewed potential funding for any technology implementation, reviewed historical technology purchases through the instructional support, general and Physical Plant equipment levy funds, as well as cost estimates for a district wide one on one initiative, district wide BYOD or a hybrid combination. Mr. Conrad and the team discussed the need for an integration specialist and through their travels to other school districts one thing has been very clear, the need to have a technology integration specialist to assist staff in learning how to use this technology in the classroom is vital in the overall success of the program. Board members continued to discuss implementation, how other schools have used the devices, teacher technology support, curriculum, budget and potential partnerships. In summary, Mr. Conrad reported developing comprehensive school board policies prior to implementation is essential, infrastructure needs to be in place for this technology, wireless networks need to be secure and dependable, development and integration support must be up front and ongoing. The only way to ensure learning remains the focus with technology as a tool is to build capacity among staff. The purchase and implementation plan must be systematic, manageable and support districts initiatives. Some devices are better for different tasks, not a one size fits all solution for curriculum and grade level areas. Mr. Conrad ended the presentation with a quote from Bill Gates, “Technology is just a tool. In terms of getting the kids working together and motivating them, the teacher is most important.” The Board of Education thanked all the presenters for their time and information received this evening.

Item No. 6 – Approval of the Board Policies 400 to 401.16

Dr. Talbot reviewed the board policies 400 to 401.16. Director Lantz moved and Director Kenyon seconded the motion to approve the first and final reading of board policies 400, 401.2, 401.4, 401.7, 401.8, 401.10, 401.11, 401.13, 401.15, 401.16 and the first of two readings of 401.1, 401.3, 401.5, 401.9, 401.12 and 401.14 as recommended: Directors voting in favor of the motion: Williams, Brown, Kenyon, Senchina, Leeper and Lantz. Those voting “no” none. Motion carried.

The first and final reading:

Policy Title: *Statement of Guiding Principles* Code No. **400**

It is the policy of the Board of Directors of the Cedar Falls Community School District to provide an educational program of the highest standard possible and feasible and to fulfill the mission statement of the District. Success in attaining these goals is dependent in large measure upon the competency of the personnel of the District. Therefore, it shall be the policy of the Board of Directors to recruit and retain employees who exhibit the highest standards of professionalism and competency.

Each member of the District's staff provides an important service for the students--whether teaching or assisting in the classroom, working in the office, preparing meals, maintaining facilities, transporting students, or performing other duties. Each employee has an impact on the school environment by his/her dedication to work and his/her actions, verbal and nonverbal. Each employee shall be expected to be a positive role model for the students. All District personnel shall strive to promote a cooperative, enthusiastic, and supportive learning environment.

It is the policy of the Board of Directors to delegate to the superintendent and to the superintendent's administrative staff decisions regarding personnel matters, except as may be specifically limited by Board policy or by law.

Except where a specific provision has been collectively bargained governing the employment relationship, all employees of the District shall be governed by the policies of the Board of Directors and by administrative procedures, rules and directives. Persons employed by another organization to perform services for the District shall not be granted salary or benefits by the District, but shall be subject to other District policies and administrative procedures, rules and directives while performing services for the District.

The Board reserves discretion, which may be delegated to administrative personnel, to determine the number of positions and employees, the qualifications for and the duties of each position in the District, and the required standards of performance of employees.

Policy Title: *Equal Employment Opportunity/Affirmative Action* Code No. *401.2*

Selection for Employment and Assignments

The Cedar Falls Community School District will select for employment qualified applicants for each position without improper discrimination on the basis of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information. Persons with disabilities who can perform the essential functions of an assignment with or without reasonable accommodations shall be considered qualified applicants. The District shall take affirmative action in the recruitment, appointment, assignment and advancement of personnel to accomplish the goals of equal employment opportunity. In keeping with the law, the District shall consider the veteran status of applicants.

Employment Conditions

The Cedar Falls Community School District will not discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information.

Complaints of Discrimination

Any applicant or employee alleging discrimination on the basis of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information may follow the complaint procedures set forth in Policy 401.4. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, whose decision may be appealed to the superintendent. Inquiries or complaints may also be directed to federal and state agencies including the Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, and the Office of Civil Rights of the United States Department of Education.

The complainant may be required to complete a complaint form and to turn over copies of evidence of discrimination including, but not limited to, recordings, memoranda, letters and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigation report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant and to the alleged perpetrator.

Compliance Officer

The director of human resources shall be designated as the District's compliance officer to insure that applicants and employees are treated in accordance with this policy. In the event the director of human resources is the alleged perpetrator, the director of secondary education shall be the alternate compliance officer. The compliance officer shall also be responsible for coordinating the preparation, implementation, evaluation, and updating of written equal employment opportunity and affirmative action plans, with systematic input from diverse racial/ethnic groups, women, men and persons with disabilities.

Confidentiality

The right of confidentiality, both of the complainant and of the alleged perpetrator, will be respected consistent with the District's legal obligations to investigate allegations of misconduct and to take corrective action when misconduct has occurred. Complaints of discrimination shall not be filed in the complainant's personnel file.

No Retaliation

No person shall retaliate against another person because the person has filed a discrimination complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith.

Corrective Action

The District will take action to halt any improper discrimination or retaliation and will take other appropriate corrective actions to remedy all violations of this policy. This may include disciplinary measures, including discharge of a perpetrator.

Notice

In order to effectively communicate and interpret the District's policy to all levels of the administration and to all other employees, applicants, educational agencies and to the public, a statement of the District's policy shall be distributed to all applicants for employment and shall be disseminated annually to employees, students, parents and recruitment sources. District employees involved in the hiring or supervision of personnel shall be trained on proper equal employment opportunity procedures.

Policy Title:

Employee Complaint Procedures

Code No. **401.4**

Purpose

The purpose of these complaint procedures is to resolve, at the lowest possible level, complaints of employees which may arise from time to time regarding their working conditions.

Exclusion

Any matter brought under a grievance procedure of a collective bargaining agreement shall not also be brought under the procedures of this policy.

Procedures

Any employee with a complaint regarding his/her working conditions may first discuss such complaint with his/her immediate supervisor in an attempt to resolve the matter informally. The immediate supervisor should be informed of the complaint within fifteen working days of the event giving rise to the complaint, and the supervisor shall attempt to meet with the employee within fifteen working days of being notified. This informal step may be bypassed.

If the matter is not satisfactorily resolved, the employee may file a written complaint with the immediate supervisor. The complaint should be filed within fifteen working days of the event giving rise to the complaint or within fifteen working days following the discussion with the immediate supervisor. The immediate supervisor shall attempt to indicate the disposition of the complaint in writing within fifteen working days of the filing of the written complaint.

If the employee feels that the matter is not satisfactorily resolved, he/she may file the written complaint and the supervisor's disposition with the next level supervisor. The complaint should be filed within ten working days of the disposition by the supervisor. The same procedures and timelines shall apply through the chain of authority through the superintendent.

If the employee feels that the matter is not satisfactorily resolved, the employee may request to appear before the Board by filing the written complaint and the written dispositions with the Board secretary and ask for a place on the agenda. The Board secretary shall consult with the Board president. The Board president may direct that the matter be placed on the Board agenda. If the Board president declines to place the matter on the Board agenda, the superintendent's decision shall be final. If the matter is placed on the Board agenda, the employee may appear at the Board meeting and discuss the matter with the Board. The administrative staff may also discuss the matter with the Board. The Board may refuse in its sole discretion to take action on the complaint or the Board shall decide the matter as soon as practicable, and the Board secretary shall communicate the Board's decision to the employee. If the Board declines to decide the matter, the disposition of the superintendent or his/her designee shall be final.

Non-interference

All investigations, handling or processing of any complaint shall be conducted so as to result in no interference with or interruption of work activities.

Discrimination and Harassment Complaints

Employees alleging improper discrimination or harassment may bypass any step of these procedures which requires the employee to meet with the alleged perpetrator. The complainant may file the initial complaint with the compliance officer.

Policy Title:

Licensure and Transcripts

Code No. *401.7*

All employees, including temporary employees, required to hold a certificate, license, statement of professional recognition, or authorization from the State of Iowa or any of its agencies or boards are required to have the certificate, license or statement valid for the position for which they have been employed on file in the Administrative Center prior to commencing duties. It shall be the sole responsibility of each employee to maintain current licensure or certification. Employees may not continue to be employed or to be paid if not properly licensed or certified.

Licensed employees are required to have an official copy of their college transcripts on file in the Administrative Center prior to commencing duties. Employees earning additional credits shall file an official copy of their college transcripts in the business office. Temporary employees may also be required to file their transcripts.

Policy Title:

Individual Contracts

Code No. *401.8*

Contracts with Administrators

Contracts with administrators in the District shall be in writing and shall state the term of employment, the length of time during the year services are to be performed, the compensation to be paid, and such other matters as may be agreed upon. The contract is invalid if the administrator is under contract with another board of directors in Iowa covering the same period of time until such contract shall have been released or terminated.

Contracts of administrators shall automatically continue for only one additional year beyond the end of their terms unless mutually modified or unless terminated.

A contract shall not be tendered to a continuing administrator prior to March 15th. The administrator shall sign and return the contract by the date specified by the Board, which shall be at least twenty-one days after it is tendered. If the administrator does not sign and return the contract by the date specified and does not submit a resignation, the prior contract shall automatically continue for one additional year.

The contract shall be signed by the president of the Board and by the administrator and shall be filed in the Administrative Center before the administrator enters upon performance of the contract.

Contracts with Licensed Employees Other Than With Administrators

Contracts with licensed employees in the District, other than with administrators or with temporary employees, shall be in writing and shall state the number of contract days, the compensation to be paid, and any other matters mutually agreed upon. The contract is invalid if the employee is under a contract with another board of directors during the same time period until a release is obtained.

Contracts for coaching interscholastic athletic activities shall be issued separately from teaching contracts. A resignation or termination from a coaching contract shall not affect the teaching contract. However, a resignation or termination from a teaching contract shall automatically be a resignation or termination from all coaching contracts held by the employee.

Contracts with continuing licensed employees for teaching or for coaching interscholastic athletics shall be the same as for the preceding contract term except as mutually modified or unless terminated. However, contracts for coaching interscholastic athletics with individuals who hold an authorization only or who do not also have a teaching contract with the Cedar Falls Community School District shall not be continuing contracts; such individuals serve at the pleasure of the District, and such contracts may be terminated at any time by the Board for any reason. A contract shall not be tendered to a continuing licensed employee prior to March 15th. The licensed employee shall sign and return the contract by the date specified, which shall be at least twenty-one days after it is tendered. If the licensed employee does not sign and return the contract by the date specified and does not submit a resignation, the prior contract shall automatically continue for one additional year.

The contract shall be signed by the president of the Board when tendered, and after it is signed by the licensed employee, the contract shall be filed in the Administrative Center before the employee enters into performance under the contract.

Policy Title:

Probationary Status

Code No. **401.10**

The first three consecutive years of employment of a licensed employee (other than of an administrator) in the Cedar Falls Community School District shall be a probationary period, unless the employee has already successfully completed the probationary period as a licensed employee in another Iowa school district. Nonadministrative licensed employees who have previously successfully completed a probationary period in another Iowa school district will serve a one year probationary period in the Cedar Falls Community School District.

For purposes of this policy, a licensed employee shall be deemed to have met the requirements for successfully completing a probationary period in another Iowa school district if the licensed employee was employed in the prior district for the requisite number of years, received a satisfactory or better evaluation for the most recent formal evaluation, and the licensed employee has not engaged in conduct which would disqualify the licensed employee from receiving a continuing contract from the prior district.

The first two years of employment of an administrator in the Cedar Falls Community School District shall be a probationary period.

Only the Board, in its discretion, may waive the probationary period for any licensed employee. The Board may extend the probationary period for one additional year with the consent of the licensed employee. The Board will make the decision to extend or waive a licensed employee's probationary status based upon the superintendent's recommendation.

Employees may also serve a probationary period based upon their performance. Such probationary period shall be determined on a case-by-case basis in light of the circumstances surrounding the employee's performance as documented.

Policy Title:

Resignations

Code No. **401.11**

Form

Resignations shall be submitted in writing, signed and dated by the resigning party and delivered to the director of human resources.

Regular Time for Submitting Resignations

Administrators

Administrators shall submit their written resignations in the last year of the term of their employment on or before May 1, or on or before the date specified by the Board for return of the contract, whichever date occurs first.

Licensed Employees Other Than Administrators

Licensed employees, other than administrators, shall submit their written resignations on or before the last day of the school year or on or before the date specified by the Board for return of the contract, whichever date occurs first. The Board may require a continuing employee who has resigned from an interscholastic coaching contract to accept the contract for one additional year if a good faith effort to find a suitable replacement has been made but the position is not filled by June 1.

Supervisors, Coordinators, and Classified Employees

Employees shall submit their written resignations at least fourteen (14) calendar days prior to their departure dates.

Early Release Requests by Licensed Employees

The Board recognizes that there are some circumstances which force an employee to request a release from a contract before the expiration date of the contract. The Board also recognizes that the District suffers difficulties and expenses in finding a suitable replacement, fewer applicants may be available during a contract term, and that a late resignation causes disruption to the District's programs. The Board believes that any employee who signs a contract should fulfill the contract to the best of the employee's ability.

A licensed employee who wishes to resign a contract before the expiration date of the contract shall submit a signed written request setting out the reasons for the requested release and the date of the requested release. The licensed employee shall be released from the contract only if the Board, in its sole discretion, determines that an unusual circumstance exists for an early release from the contract and a suitable replacement is found.

Licensed employees requesting a release from a contract after June 30 may be required to reimburse the District the expenses of finding a replacement, not to exceed the equivalent cost of running two (2) Sunday advertising packages in a newspaper with state-wide distribution. Payment of these costs shall be a condition for release from the contract.

The licensed employee shall be expected to continue performing services under the contract until a suitable replacement can be secured and a written release is obtained from the Board.

A licensed employee may seek a waiver from the Board of any of the conditions set forth for requesting a release prior to the expiration date of the contract. The Board, on its own or following a request, may, in its discretion, waive any of the conditions.

In the event a licensed employee terminates employment without proper release, the superintendent is directed to file a complaint with the Iowa Board of Educational Examiners, and the superintendent may pursue any other remedies under the law.

Policy Title:

Assignments and Transfers

Code No. **401.13**

Employees Other Than Administrators and Supervisors

Employees shall be assigned to positions and work assignments based upon the qualifications of the employee and the needs of the District as determined by the Board of Directors and/or by the administrators and supervisors. Changes in assignment may be made at the initiative of the superintendent, other administrators or supervisory employees, or at the request of the employee. Instructional personnel will ordinarily continue in their current building for the succeeding years unless notified.

Administrators and Supervisors

Administrators and supervisors shall be assigned to positions and work assignments based upon the qualifications of the administrators and supervisors and the needs of the District as determined by the Board of Directors and/or by the superintendent. Changes in assignment may be made by the superintendent, or at the request of the administrator or supervisor a change may be considered. An administrator or supervisor being involuntarily transferred shall have a right to a conference with the superintendent.

Policy Title: ***Teacher Assistance Program*** Code No. ***401.15***

This program of teacher assistance is both a continuation of several elements of an existing strategy as well as a substantial revision of portions of that model. Requirements of Iowa's teacher quality legislation are included, as specified in the Code of Iowa, 2003. More specifically, these modifications are pursuant to section 284.2(7).

"Intensive assistance" means the provision of organizational support and technical assistance to teachers, other than beginning teachers, for the remediation of identified teaching and classroom management concerns for a period not to exceed twelve months.

Another mandate of the legislation pertains to the status of intensive assistance programs and functions, found at section 284.8(2).

If a supervisor or an evaluator determines, at any time, as a result of a teacher's performance that the teacher is not meeting district expectations under the Iowa teaching standards specified in section 284.3, subsection 1, paragraphs "a" through "g", the model criteria for the Iowa teaching standards developed by the department in accordance with section 256.9, subsection 50, or any other standards or criteria established in the collective bargaining agreement, the evaluator shall, at the direction of the teacher's supervisor, recommend to the district that the teacher participate in an intensive assistance program. The intensive assistance program and its implementation are not subject to negotiation or grievance procedures established pursuant to chapter 20. By July 1, 2005, all school districts must be prepared to offer an intensive assistance program.

Definitions:

Evaluator: The administrator charged with responsibility as the primary evaluator of the teacher.

Supervisor: The director of elementary education or the director of secondary education, or both, as appropriate.

Awareness Phase: There is an optional awareness phase, which may not extend beyond two months (60 calendar days). This element exists for use in instances where the evaluator responsible for the decision to begin intensive assistance determines that it is appropriate to use the time for informal discussions and collaboration on the performance modifications identified. When implemented, this phase requires participation by the teacher and the evaluator, but may include other persons, as determined by the evaluator and/or supervisor.

Professional Assistance Phase: This optional phase is for the purpose of providing assistance through the involvement of the teacher, the evaluator and other person(s), as deemed appropriate for the situation, in working with the teacher to effectively implement identified performance modifications. It may follow an awareness phase, or it may be the initial assistance function. The elements of this phase are determined by the participating parties.

Teacher Assistance Program

If the identified performance concern(s) no longer exist at any point during the professional assistance phase, the evaluator may return the teacher to his/her prior status. That notification will be in written form, and will be included in the teacher's personnel file with a notation that the professional assistance phase activities did not constitute a complete intensive assistance cycle.

Intensive Assistance Phase (Employment at Risk): At any time during the awareness phase, if the first phase option has been utilized, or at any time during the professional assistance phase, if the second phase option has been utilized, or at any other time as determined by the evaluator and/or supervisor, the formal intensive assistance program may commence. Its purpose is as described in the legislation (cited, in part, above), and intensive assistance may not function for more than twelve months.

- **Notification:** The teacher will receive a written notification of the fact that formal intensive assistance has been initiated.
- **Limitations:** A teacher may be a participant in Intensive Assistance (Employment at Risk) Phase for not more than two times during his/her employment with this school district. Iowa teaching standards 1-7 will be considered as possible areas for intensive assistance with career teachers. Beginning teachers will not qualify for intensive assistance, and issues emanating from Iowa teaching standard 8 will not qualify for this program.
- **Assistance Strategies:** The evaluators and other persons appointed by the evaluator and/or the supervisor to serve on the assistance team with the teacher function as sources of ideas, strategies and methods of instruction and management, and in any other manner deemed appropriate by the evaluator and/or the supervisor. Periodic meetings will be held with the teacher, and classroom observations will be conducted.
- **Documentation:** Appropriate documentation will be maintained for Professional Assistance and Intensive Assistance Phases.
- **Dissolution:** Intensive assistance team activities will cease at the close of the twelve month period or at any other earlier time determined by the evaluator or supervisor.

Policy Title:

Nepotism

Code No. **401.16**

More than one family member may be employed by the District. However, an attempt shall be made so that an employee does not immediately supervise a member of the employee's family. If necessary, arrangements shall be made so that another person supervises and evaluates the employee working in a position normally supervised by a family member. For purposes of this policy, family members shall be deemed to include spouses, parent/child, siblings, grandparent/grandchild, aunt or uncle/niece or nephew, parent-in-law including step relationships.

First of two readings:

Policy Title:

Definitions

Code No. **401.1**

The following terms shall have the following meanings as used in these Series 400 policies:

Administrators

The term "administrators" shall include professional licensed employees employed under contracts issued pursuant to Iowa Code Section 279.23 and shall include the superintendent of schools, the director of secondary education, the director of elementary education, principals, and associate principals. **The term shall also include the director of business affairs and the director of human resources, positions not covered by the stipulations of Iowa Code Section 279.23.**

Supervisors and Coordinators

Unless the context otherwise requires, such as by reference to an employee's "immediate supervisor," the term "supervisors" shall include supervisory employees who are not licensed employees, including the ~~director of human resources, the director of business affairs,~~ the supervisor of ~~the business office~~ **financial services**, the supervisor and the manager of food services, the supervisor of buildings and grounds, ~~the manager of buildings and grounds,~~ **custodial services** the supervisor of transportation, and the ~~supervisor of information technology services.~~ **coordinator of District technology and media services.** **Coordinators provide leadership for a function or area, typically under the direction and guidance of a supervisor or Administrator. Such positions include Coordinator of Student Services, Coordinator of Instructional Services, Coordinator of TAP, Coordinator of ECHOES, Coordinator of Preschool, Coordinator of Juvenile Court Services, and Coordinator of Alternative Program.**

Licensed Employees

The term "licensed employees" shall include all professional employees who hold certificates, licenses or statements of professional recognition from the Iowa Department of Education and the Iowa Board of Educational Examiners or a license from the Board of Nursing, whether full-time or part-time, when such certificates, licenses or statements are required for the position the employee is holding, including administrators, teachers, nurses, counselors, librarians, and coaches.

It is solely the responsibility of the employee to file and maintain a valid license with the Human Resources Department. No licensed employee will be employed or permitted to serve without a current and valid license.

Classified Employees

Classified employees are employees who are not administrators, supervisors, or employees in positions which require an Iowa Department of Education license. Classified employees are employed to fulfill their duties on a monthly or hourly basis. The term "classified employees" shall include the following employees, whether full-time or part-time:

- a) transportation employees
- b) clerical employees
- c) custodial and maintenance employees
- d) ~~educational associates~~ paraeducators
- e) food service employees
- f) child care employees
- g) information technology employees
- h) ~~educational interpreters~~

Full-time Employees

The term "full-time employees" shall include all employees who are contracted to work a minimum of forty (40) hours per week.

Part-time Employees

The term "part-time employees" shall include all employees who are contracted to work fewer than forty (40) hours per week.

Temporary Employees

The term "temporary employees" shall include all employees who have been employed for a period of time of four consecutive months or less. In addition, all substitute teachers, counselors, teacher librarians and nurses not on continuing contracts shall be deemed temporary employees.

Policy Title:

Harassment

Code No. **401.3**

Purpose

The District is committed to promoting positive intercultural, intergroup relationships. The District, therefore, prohibits acts of intolerance or harassment toward others because of race, color, religion, creed, ethnic background, national origin, age, disability, sex, sexual orientation, gender identity, or other factors that are likewise not reasonably related to the individual's employment.

Employees are expected to conduct themselves at all times in a manner which fosters an atmosphere of tolerance, mutual respect, and collaboration. Verbal, nonverbal, physical or other acts, gestures, statements, ~~etc.~~ which place another employee in reasonable fear of harm to the employee or his/her property; has a detrimental effect on the employees physical, emotional, or mental health; has the effect of substantially interfering with the employee's work performance; or creates an intimidating, offensive or hostile environment will not be tolerated.

Sexual Harassment

General – It is the policy of the Cedar Falls Community School District to maintain a learning and working environment that is free from sexual harassment. Because of the District's strong disapproval of offensive or inappropriate sexual behavior at work, all employees, officials and visitors must avoid any action or conduct which could be perceived as sexual harassment. It shall be a violation of this policy for any employee, official or visitor of the District to harass others through conduct or communications of a sexual nature as defined below.

Definition – Sexual harassment shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a harassing nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
3. Such conduct **is so sufficiently severe, persistent, or pervasive that it** has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Sexual harassment may include, but is not limited to the following:

- verbal or written harassment or abuse
- pressure for sexual activity
- repeated remarks to or about a person with sexual or demeaning implications
- unwelcome touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job
- the telling or showing of offensive jokes and stories
- display of sexually graphic pictures

Harassment Complaint Procedures

Any employee who alleges improper harassment by any person in the District may follow the complaint procedures set forth in Policy 401.4. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer.

The complainant may be required to complete a harassment complaint form and to turn over copies of evidence of harassment, including, but not limited to, letters, ~~tapes~~ **recordings**, and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigation report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant and to the alleged perpetrator.

Compliance Officer

The director of human resources shall be designated as the District's compliance officer to insure that applicants and employees are treated in accordance with this policy. In the event the director of human resources is the alleged perpetrator, the director of secondary education shall be the alternate compliance officer.

Confidentiality

The right to confidentiality, both of the complainant and of the alleged perpetrator, will be respected consistent with the District's legal obligations to investigate allegations of misconduct and to take corrective action when misconduct has occurred. Complaints of harassment shall not be filed in the complainant's personnel file.

No Retaliation

No person shall retaliate against another person because the person has filed a harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith.

Corrective Actions

The District will take action to halt any improper harassment or retaliation and will take other appropriate corrective actions to remedy all violations of this policy. This may include disciplinary measures, including discharge of a perpetrator.

Notification

Notice of this policy will be circulated on an annual basis and incorporated into staff handbooks.

Staff Development

Periodic training shall be provided all staff regarding the nature and prohibition of harassment.

DISCRIMINATION/HARASSMENT COMPLAINT FORM

Please complete the following as fully as possible. If you need assistance, contact the compliance officer.

Date of Complaint: _____

Name of Complainant: _____

Position and Building of Complainant: _____

~~Home~~ Primary Address: _____

~~Home~~ Primary Telephone: (____) _____ Email: _____

Name and Position of Alleged Perpetrator: _____

Discrimination Alleged:

- | | |
|--|--------------------------|
| _____ Race, Color | _____ Sexual Orientation |
| _____ Sex/Gender | _____ Age |
| _____ Religion, Creed | _____ Disability |
| _____ National Origin, Ethnic Background | _____ Gender Identity |
| _____ Other _____ | |

Statement of Discrimination/Harassment: (Include dates, places and persons involved in incidents, if known. List any witnesses, their position and addresses and telephone numbers. Attach any pertinent written documents. Describe any actions you took in response to the incidents.)

I agree that all of the information on this form is given in good faith and is accurate and true to the best of my knowledge.

Signature: _____

Name Printed: _____

Date: _____

WITNESS STATEMENT

Date of Interview: _____

Interviewer: _____

Name of Person Giving Statement: _____

Position and Building of Witness: _____

~~Home~~ Primary Address: _____

~~Home~~ Primary Telephone: () _____ Email: _____

Statement: (Include dates, places and persons involved if known.)

I agree that all of the information on this form is given in good faith and is accurate and true to the best of my knowledge.

Signature: _____

Name Printed: _____

Date: _____

SUMMARY OF DISPOSITION OF DISCRIMINATION/HARASSMENT COMPLAINT

Name of Complainant: _____

Position and Building of Complainant: _____

Name and Position of Alleged Perpetrator/Respondent: _____

Date of Initial Complaint _____

Nature of Harassment Alleged:

_____	Race, Color	_____	Sex/Gender
_____	Sexual Orientation	_____	Age
_____	Religion, Creed	_____	Disability
_____	National Origin, Ethnic Background	_____	Gender Identity
_____	Other _____		

Summary of Investigation:

Code Number 401.3
Exhibit C
Page 2 of 2

Conclusion:	_____	Founded	(The totality of the evidence reasonably demonstrates the actions occurred and constituted improper discrimination or harassment.)
	_____	Unfounded	(It is reasonable to believe that the actions complained of did not occur, or were not so serious or pervasive as to constitute improper discrimination or harassment.)
	_____	Inconclusive	

Signature

Typed or Printed Name

Position

Address

Date

Copies to:

Complainant

Alleged Perpetrator/Respondent

Superintendent

Policy Title: *Recruitment, Qualifications, and Selection of Personnel*

Code No. 401.5

The superintendent shall be responsible for recruiting personnel for the various positions within the district, with the assistance of other employees as the superintendent may so determine. The superintendent shall take affirmative action to encourage persons to apply in accordance with the District's affirmative action plan.

The superintendent shall use such methods, advertising media or other sources as may be appropriate to recruit personnel. Vacant positions requiring licensed employees not filled via transfer shall generally be advertised in at least one print or electronic publication having state-wide circulation. All applicants shall be required to complete an application. Applicants who provide false, inaccurate, or incomplete information in their application form or resume or who fail to disclose information requested in the application form may not be eligible for employment.

Employees who have provided false, inaccurate or incomplete information in their application form or resume or who have failed to disclose information requested in the application form will be subject to disciplinary action up to and including termination of employment. This policy applies to all employees regardless of the date on which the individual was employed and applies to all violations regardless of the date on which the District discovers the violation of this policy.

Applications for employment may be obtained and completed online at the District's web site or applicants may contact the Human Resources Department for assistance in completing an application. Administrators and supervisors will follow district hiring practices to fill positions in their work area and will make recommendations to the superintendent or designee concerning employment and assignment.

Selection and assignment of staff personnel shall be based upon the following qualifications factors:

- a. All professional employees shall be properly certificated, authorized or licensed as required by statute, the Iowa Department of Education and the Iowa Board of Educational Examiners and as required by the District's job descriptions.
- b. All classified employees shall be properly licensed by the State if a license is required by law or by the District's job description.
- c. Educational and other training where such training is necessary or appropriate for the position.
- d. Needs of the District.
- e. Demonstrated ability to fulfill all aspects and essential duties of the position.
- f. Demonstrated rapport with children, fellow workers, and others.
- g. Ability to exercise discretion and good judgment.
- h. Diligence and dependability.
- i. Honesty and integrity.
- j. Ability to follow instructions and suggestions of supervisors.
- k. Degree of being well-informed on all essentials relating to the position.
- l. Compatibility with the District's philosophy and programs.
- m. Adherence to professional ethics.
- n. Personal qualities advantageous to the position.
- o. History of past successful job experiences.
- p. Impact ~~up~~ on the school and or department from which an employee is requesting an internal transfer, as well as the "fit" with the existing staff in the school and or department into which an internal transfer has been requested.
- q. Other qualities as may be determined from time to time by the administrative and supervisory staff.

The District shall carefully consider the facts relating to any applicant who has a known history of a criminal conviction or of a conviction or judicial or administrative finding of child, dependent adult, or sexual abuse. The District shall perform criminal and abuse background checks as required by law or as deemed necessary by the administration.

Employment of administrators and teachers shall require Board approval. The Superintendent, or designee, will have the authority to employ:

- licensed employees, other than administrators and teachers
- supervisors and coordinators
- classified employees

Policy Title:

Employees at Will

Code No. **401.9**

Classified employees, licensed employees, supervisors, and coordinators may have letters of appointment or may be issued written contracts stating the salary or hourly wage rate. Classified employees, licensed employees, supervisors, and coordinators are not guaranteed a minimum number of days or hours of employment. All classified employees, licensed employees (with the exception of teachers and administrators), supervisors, and coordinators whether they do or do not have written contracts are considered "at will" employees who may be terminated at any time for any reason. The superintendent or the superintendent's designee has the authority to hire classified employees, licensed employees (with the exception of teachers and administrators), supervisors, and coordinators without advance Board approval. The superintendent or the superintendent's designee also has authority to discipline and discharge classified employees, licensed employees, supervisors, and coordinators without advance Board approval, subject to the right of the employee to appeal such decision under the complaint procedure of Code No. 4014, or as otherwise specified by law. Classified employees, licensed employees, supervisors, and coordinators are not automatically re-employed.

Policy Title:

Discipline and Discharge

Code No. **401.12**

Expected Behavior

All employees shall perform their assigned duties cooperatively and competently and in accordance with District policies, rules, regulations and directives. All employees are also expected to obey the laws, to adhere to professional ethics, and to abstain from behavior which adversely affects their job performance or the performance of others.

Sanctions

The superintendent or the superintendent's designee may impose the following disciplinary sanctions for circumstance which include, but are not limited to, for breach of expected behavior, failure to meet performance expectations, insubordination, neglect of duties, abusive or offensive language, dishonesty, or failure to comply with Board policy. Insubordination includes, but is not limited to, disobedience, failure or refusal to follow the written or oral instructions of a supervisor or representative of the District, failure or refusal to carry out work assignments, public display of disrespect for a supervisor, or the use of abusive language toward a supervisor. Neglect of duties includes, but is not limited to, failure to perform duties as outlined in the employee's job description or carry out reasonable assignments or instructions, failure to follow the proper procedures or policies of the District, working on personal jobs or carrying on secondary employment on District time, or negligence in the operation of or care of any equipment or vehicle which results in either damage to the equipment or vehicle or results in injury to the employee or others.

Disciplinary sanctions which may be imposed include: verbal or written warnings or reprimands, disciplinary probation, disciplinary reassignment, and disciplinary suspensions not to exceed ten (10) work days (with or without pay), and/or termination of employment. The nature and duration of the disciplinary sanction shall depend upon the seriousness of the offense, extenuating or exacerbating circumstances, and the employee's prior work record. The sanctions listed in this policy are not intended to provide a rank ordering of sanctions, and probation, reassignment or suspension may be imposed without first imposing a warning, or an employee may be discharged without first applying any of these sanctions.

Procedures

Prior to imposing a disciplinary sanction, the employee shall be orally told of the charges and given a summary of the evidence supporting the charges. The employee shall be given an opportunity to respond to the charges. No delay need be given between notice of the charges and the chance to respond. Written notice of the terms of the disciplinary action shall be given to the employee other than for oral warnings or reprimands. If the employee believes that the disciplinary sanction is unwarranted, the employee may file a complaint utilizing the employee complaint procedures of Code No. 401.4. At any step of the complaint procedure, the person hearing the complaint may impose a less severe or more severe disciplinary sanction.

Suspensions Pending Action

An employee may be suspended by the superintendent or the superintendent's designee pending an investigation into charges against an employee or pending the commencement of discharge proceedings. This shall not be deemed a disciplinary suspension and shall not be covered by the procedures set forth in the prior paragraph.

Discharge

The Board of Directors may terminate the contract of a licensed ~~teacher or administrator~~ ~~employee~~ in accordance with applicable provisions of Chapter 279 of the Code of Iowa. Sanctions specified in this policy need not be first utilized. The Board of Directors may terminate the employment of an individual who holds a coaching contract but not a teaching contract with the District or who is authorized but not licensed to coach at any time or in accordance with the terms of the contract.

The superintendent or ~~the superintendent's~~ designee may terminate the employment of a classified employee, ~~licensed employee not covered by the provisions of Chapter 279 of the Code of Iowa, supervisor or coordinator~~ immediately for any reason. ~~The classified~~ **Such an** employee may appeal the action utilizing the employee complaint procedures of Code No. 401.4.

Policy Title:

Formal Evaluations

Code No. **401.14**

Evaluation of Superintendent

The primary purposes of formal evaluation of the superintendent are to improve and enhance the performance of the superintendent, to communicate to the superintendent the Board's perception of his/her performance, and to provide written documentation of the superintendent's level of performance to provide a basis for contract decisions.

The Board of Directors shall be responsible for the formal evaluation of the superintendent. The Board may utilize relevant information from other persons as it so desires. Each Board member shall have an opportunity to complete a written evaluation of the superintendent on a form adopted by the Board. The form shall provide evaluation on how well the superintendent performs the duties of the superintendent's job description and how well the superintendent has met goals established for the superintendent. The Board president or designee shall then prepare a written composite evaluation. The superintendent shall be given a copy of the composite evaluation and shall have the opportunity to discuss the evaluation with the Board. The superintendent may respond in writing to the evaluation. The written composite evaluation and any response shall be filed in the superintendent's confidential personnel file.

The Board will formally evaluate the superintendent at least one time each contract year during the first two years of employment as superintendent of the District. Thereafter, the Board will formally evaluate the superintendent at least once tri-annually. A conference to review progress towards meeting professional goals shall be held annually.

Evaluation of Other Administrators and of Supervisors

The primary purposes of formal evaluation of the administrators and supervisors are to improve and enhance the performance of each administrator and supervisor and to provide written documentation of the individual's level of performance to provide a basis for contract decisions.

The superintendent shall be responsible for evaluating the performance of all other administrators and of supervisors in the District. The superintendent may delegate this authority and duty to other persons to evaluate the performance of individuals. The evaluator may utilize other individuals to assist in the formal evaluation process and may utilize relevant information from other individuals.

Each administrator and supervisor shall be formally evaluated at least one time each contract year. ~~during the first two years of employment and at least once tri-annually thereafter.~~ A conference to review progress towards meeting professional goals shall be held annually.

~~The superintendent shall be responsible for recommending to the Board of Directors an evaluation instrument or instruments for the formal evaluation of other administrators and supervisors. The form shall provide evaluation on how well the administrator or supervisor performs the duties of his/her job description and how well the administrator or supervisor has met established goals.~~ A copy of the completed formal evaluation will be given to the evaluated administrator or supervisor and a conference shall be held. The evaluated individual may respond in writing to the evaluation. The written evaluation and any response shall be filed in the individual's confidential personnel file.

Evaluation of Licensed Employees Other Than Administrators

The primary purposes of formal evaluation of licensed employees are to improve and enhance the performance of each employee and to provide written documentation of the employee's level of performance to assist in making employment decisions.

Licensed employees of the District shall be formally evaluated by the administrative staff of the District. The administrative staff may utilize relevant information from other individuals in the performance of this duty.

Licensed employees shall be evaluated in accordance with the procedures set forth in the negotiated agreement with their bargaining representative. ~~Licensed employees in the District shall be formally evaluated using the criteria specified on the evaluation form(s) as approved by the Board of Directors and/or as required by the State of Iowa.~~

Evaluation of Classified Employees (Other Than Supervisors)

The primary purposes of formal evaluations of classified employees are to improve and enhance the performance of each employee and to provide written documentation of the employee's level of performance to assist in making employment decisions.

The superintendent shall be responsible for the evaluation of classified employees of the District. The superintendent may delegate this authority and duty to other administrators or supervisors of the District. The evaluator may utilize relevant information from other individuals in the performance of this duty.

The superintendent shall approve evaluation forms for evaluation of classified employees. Classified employees, except temporary employees, shall be formally evaluated at least once during their first year of employment and at least once triannually thereafter. A copy of the completed formal evaluation will be given to the evaluated employee and a conference shall be held. The evaluated individual may respond in writing to the evaluation. The written evaluation and any response shall be filed in the individual's confidential personnel file.

Classified employees of the District shall be formally evaluated using the criteria specified in the evaluation form.

Other

Nothing in this policy shall preclude other methods of evaluation in addition to those prescribed herein, which may include self-evaluation, peer-evaluation, or student evaluation and the use of verified comments from individuals from outside the District, including comments from parents and students, as long as such additional sources of evaluation are related to the employee's performance as an employee of the District.

Any person formally evaluating the performance of licensed employees (except Board members when evaluating the superintendent) shall obtain and maintain an evaluator's license from the Board of Educational Examiners.

Item No. 7 – Approval of 2013-2014 Cedar Falls Educational Support Professionals (CFESP) Contract

Dr. Talbot reviewed the tentative agreement reached between the Cedar Falls Community School District and Cedar Falls Educational Support Professionals. The tentative agreement would cover a one year period from July 1, 2013 to June 30, 2014. Economics include an increase of .45 cents per hour on the base wage for current para-educators, an increase of .65 cents per hour on current secretaries and the base wage for new employees will increase by the same amounts as current employees. Insurance provisions remain per 2012-2013 contract, with the addition of life insurance benefits increasing from \$25,000 to \$40,000. Changes in language include revisions to sick leave to align with the changes bargained with other groups during the 2012-13 negotiations cycle. Notification and posting of job openings will be electronic. Total package settlement increase of a 5.09%. It is the recommendation of the Administration to approve the tentative agreement. Director Kenyon moved and Director Brown seconded the motion to approve the tentative agreement reached with the Cedar Falls Educational Support Professionals for the 2013-2014 school year. Directors voting in favor of the motion: Brown, Williams, Leeper, Kenyon, Senchina, and Lantz. Those voting “no” none. Motion carried.

Item No. 8 – Approval of Early Graduation Request

Mr. Conrad reviewed a letter from Cindy and Steve Corwin requesting early graduation for their daughter Madison. Madison is currently a junior at Cedar Falls High School and is requesting to graduate at the end of her junior year. Madison has officially met all the requirements to graduate high school and plans to attend Hawkeye Community College starting this summer. Director Lantz moved and Director Leeper seconded the motion to approve Madison Corwin’s early graduation request. Directors voting in favor of the motion: Brown, Williams, Leeper, Kenyon, Senchina, and Lantz. Those voting “no” none. Motion carried.

Item No. 9 – Student Board Member Report

Student Board member Andrew Stensland reported on the following:

- Music concert to take place on April 24th
- Soccer and rugby teams and activities
- High School annual blood drive is scheduled for May 11

Item No. 10 – Questions, Comments, and Concerns

None

Item No. 11 – Adjournment

Director Lantz moved and Director Leeper seconded the motion to adjourn. Directors voting in favor of the motion: Leeper, Kenyon, Brown, Senchina, Williams and Lantz. Those voting “no” none. Motion carried. The meeting was adjourned at 9:30 p.m. At the conclusion of the meeting there was a negotiations strategy session.

Secretary

President