

August 22, 2011

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: Richard Vande Kieft, Joyce Coil, Duane Hamilton, Jim Brown, James Kenyon, and Susan Lantz. Others in attendance were: Dr. David Stoakes, Superintendent, Douglas Nefzger, Director of Business Affairs, Daniel Conrad, Director of Secondary Education, Pam Ziegler, Director of Elementary Education, and Dr. Adrian Talbot, Director of Human Resources. Also in attendance were Aaron Friel, Adam Shannon, Stef McGraw, Peggy Nicol 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.

Director Coil moved and Director Lantz seconded the motion to amend the current agenda by postponing the Kaio Church agreement. Directors voting in favor of the motion: Vande Kieft, Brown, Coil, Hamilton, Lantz, Kenyon and Senchina. Those voting "no" none. Motion carried.

Item No. 1 – Approval of the Following Consent Agenda Items:

Director Hamilton moved and Director Kenyon seconded the motion to approve the following items:

1. The agenda of the August 22, 2011, Board of Education meeting with the changes as previously approved.
2. Approval of the bills as presented for payment as reviewed by President Senchina
3. Approval of Open Enrollment Requests
4. Non-Profit Organizational Membership
5. Approval of Agreements:
  - Four Oaks Alternative Classroom Services
  - City of Cedar Falls/Southdale Park

**Open Enrollment Report**

August 22, 2011

Isabella Weekley	1 <sup>st</sup> Grade
Current resident district:	Cedar Falls
District requested:	Janesville
Effective date:	2011-2012
Chloe Adams	7 <sup>th</sup> Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2011-2012
Breiane S Adelmund	2 <sup>nd</sup> Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2011-2012 – C
Jacob M Barrett	8 <sup>th</sup> Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2011-2012 – C

Emma M Jensen	Kindergarten
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2011-2012
Abby J McCurdy	3 <sup>rd</sup> Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2011-2012 – C
Maleah Renee-Rose Mohorne	Kindergarten
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2011-2012
Alicyn M Shaw	4 <sup>th</sup> Grade
Current resident district:	Hudson
District requested:	Cedar Falls
Effective date:	2011-2012
Jakiia A Walker	7 <sup>th</sup> Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2011-2012 – C

**Malcolm Price Laboratory School**

**2011-12 Applications – Approval**

<b>Jacob Hudnutt</b>	Kindergarten
Current Resident District:	Cedar Falls
Address:	1110 Ridgeway Lane, Cedar Falls
Effective Date:	2011-2012
<b>Chuhan Mao</b>	8 <sup>th</sup> Grade
Current Resident District:	Cedar Falls
Address:	1520 W 12 <sup>th</sup> St
Effective Date:	2011-2012
	Moved after the March 1 <sup>st</sup> deadline (Out of the Country)

Cedar Falls Community School District  
Service for Non-Profit Organizations

It is the practice of the Cedar Falls Community School District that participation by our employees in activities of certain outside organizations provides benefits to both the employee and the District. The Cedar Falls Community School District therefore, approves the participation of Administration in the following organizations and considers such participation to be part of the scope of employment:

Organizations in which paid membership is in the name of the school or in the name of the employee which offer benefit to the District in the form of professional development, information or other professional service, included but not limited to:

AEA 267 Staff Development  
American Association of School Administrators  
American Association of School Personal Administrators (AASPA)  
Association for Supervision and Curriculum Development (ASCD)  
Association of School Business Officials International  
Boy Scouts of America  
Cedar Falls Chamber of Commerce  
Cedar Falls Community Schools Foundation  
Cedar Valley Coalition  
Cedar Valley United Way  
Cedar Valley's Promise  
Community United Child Care Centers  
Greater Cedar Valley Alliance Board of Directors  
Iowa Association of School Boards  
Iowa Association of School Business Officials  
Iowa Association of School Business Officials Board of Directors  
Iowa School Employee Benefits Association Board of Trustees  
Iowa Superintendents Finance and Leadership Consortium  
Junior Achievement  
Lions International  
National Association of Elementary School Principals  
National Association of Secondary School Principals  
Phi Delta Kappa  
Rotary International  
School Administrators of Iowa  
Society for Human Resources Management (SHRM)  
University of Northern Iowa Lead Mentor Program  
University of Northern Iowa Principal's Advisory Council  
University of Northern Iowa Professional Development School  
University of Northern Iowa Special Education Advisory Committee  
University of Northern Iowa Superintendent's Advisory Council

Other organizations, employment related participation that will be determined on a case-by-case basis.

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

#### Item No. 2 – Communications

Dr. Stoakes reported on the following:

1. Requested a volunteer to be the official Cedar Falls Community School District IASB Delegate Assembly representative. Director Coil volunteered to accept that position.
2. September 12, 2011 school board meeting will begin with a tour at 5:45 p.m. of the Educational Support Center and Orchard Hill Elementary before returning to the Central Administrative building to begin the regular board meeting at 7:00 p.m.

Director Coil reported that she has been meeting with Principal Hartman at North Cedar Elementary concerning the "Leader in Me" program with a goal of instituting the "Leader in Me" program in all Cedar Falls and Waterloo Schools.

Item No. 3 – Approval of 2011-2012 Board of Education Goals

Director Lantz reviewed the proposed goals for the Cedar Falls Community School Board for the 2011-2012 school year.

1. The Board will “*model learning*” by participating together as a board team and by sharing individual learning activities with fellow board members. The book “Leaders of Learning” will be read as a board. Discuss the book, several chapters at a time, following board meetings.
2. The Board will “*create conditions for success*” and “*hold the system accountable to expectations*” by changing the format for meeting agendas and reports. The Board will go to paperless board meetings, with the use of iPad’s.
3. The Board will “*build the collective will*” in three areas.
  - a) Develop a ‘Board Member Brochure’ for board members to use and distribute in the community and to our legislators. Include board talking points, legislative information, and potential board member candidate information.
  - b) At least one board member will visit community groups and parent support groups to share information about the district with emphasis on Common Core, Iowa Education Summit, and the High School Building Project.
  - c) Board members will visit school buildings and classrooms while students are in attendance.

After discussion Director Brown moved and Director Kenyon seconded the motion to approve the recommended goals for the upcoming 2011-2012 school year. Directors voting in favor of the motion Senchina, Brown, Hamilton, Coil, Kenyon, Lantz, and Vande Kieft. Those voting “no” none. Motion carried.

Item No. 4 – Approval of Board Policies 406.0 Professional Learning Community and 605.7 Use of Information Resources for Second Reading

Dr. Stoakes and Dr. Talbot reviewed the second reading of Board policies 406.0 Professional Learning Communities and 507.3 Use of Information Resources. Director Hamilton moved and Director Lantz seconded the motion to approve the second reading of 406.0 and 605.7. Directors voting in favor of the motion Brown, Hamilton, Coil, Kenyon, Lantz, Senchina and Vande Kieft. Those voting “no” none. Motion carried.

Policy Title: Professional Learning Community Code No. 406.0

In order to ensure students are prepared to be lifelong learners and caring, responsible citizens, the Board of Education commits to collaborative practices that ensure continuous improvement and progress toward a new “Tradition of Excellence.” To develop and implement a new “Tradition of Excellence” the Board of Education is committed to the philosophical constructs of a Professional Learning Community.

A professional learning community can be defined as a group of educators committed to working collaboratively in ongoing processes of a collective inquiry and action research to achieve better results for the students they serve. The following fundamental elements are those that must be in place to ensure a successful professional learning community:

### **Learning is the Fundamental Purpose**

The fundamental purpose of the Cedar Falls Community Schools is to help all students achieve high levels of learning, and therefore, all practices will be examined in light of their impact on learning. To that end:

- a) Collective knowledge will be developed regarding state standards to clarify what all students must know and be able to do as a result of each unit instruction.
- b) A collaborative culture through high-performing teams who are committed to working together to achieve the fundamental purpose of learning will be established. Collaborative teams will be given time during the contractual day and year to meet on a regular basis.
- c) Collaborative teams will clarify what students must learn, gather evidence of student learning, analyze the evidence, identify the most powerful teaching strategies/best practices, and transfer these strategies across all team members.
- d) Collaborative teams will work together interdependently to create and achieve common goals that are specific, measurable, attainable, realistic, and timely (SMART).
- e) Common assessments will be developed by teams to monitor the learning of each student in all essential outcomes. These assessments will be aligned to the required state and district tests.
- f) Time will be dedicated and structured to implement innovation/enrichment initiatives during the course of the regular school day and academic year.
- g) A system of mandatory interventions based upon the examined evidence that guarantees each student receives additional time and support for learning until he/she has met the agreed upon standards will be provided.

The Board of Education recognizes the value of the importance of strong collaborative relationships with its expanded community, families, residences, businesses, government agencies, and other educational systems to achieve the fundamental purpose of schooling. To that end:

- a) The Board will actively promote and uphold the District's mission, values, and goals.
- b) The Board commits to recruiting, developing, and retaining individuals who embrace the school's mission, values, and goals.
- c) The Board will reach out to expertise in the broader community of Cedar Falls to educate and garner support for the Professional Learning Community.
- d) The Board commits to the support of high-performing collaborative teams to better serve and support all students.
- e) The Board understands and supports the development of personal and professional goal-setting, resulting from thoughtful and critical reflection which leads to continued learning and growth.

Policy Title: Use of Information Resources Code No. 605.7

The board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio visual or printed materials and computer software, unless the copying or using conforms to the fair use doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must be met for any of the foregoing purposes:

- A. The purpose and character of the use: The use must be for such purposes as teaching or scholarship and must be nonprofit.
- B. The nature of the copyrighted work: Staff may make single copies of the following for use in research, instruction or preparation for teaching: book chapters; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.
- C. The amount and substantiality of the portion used: In most circumstances, copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- D. The effect of the use upon the potential market for or value of the copyrighted work: If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

While the district encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district staff to abide by the district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for district staff to violate copyright requirements in order to perform their duties properly. The district cannot be responsible for any violations of the copyright law by its staff.

Parents or others who wish to record, by any means, school programs or other activities need to realize that even though the school district received permission to perform a copyrighted work that does not mean outsiders can copy it and re-play it. Those who wish to do so should contact the employee in charge of the activity to determine what the process is to ensure the copyright law is followed. The school district is not responsible for outsiders violating the copyright law or this policy. Additional information may be found in Administrative Regulations 605.7R.

Policy Title: Use of Information Resources Code No. 605.7R

Employees and students may make copies of copyrighted materials that fall within the following guidelines. Where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the publisher or producer with the assistance of the teacher-librarian, if necessary. Employees and students who fail to follow this procedure may be held personally liable for copyright infringement and may be subject to discipline by the board.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. Under the fair use doctrine, each of the following four standards must be met in order to use the copyrighted document:

- Purpose and Character of the Use – The use must be for such purposes as teaching or scholarship.
- Nature of the Copyrighted Work – The type of work to be copied.
- Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

### **Authorized Reproduction and Use of Copyrighted Material Reminders:**

- Materials on the Internet should be used with caution since they may, and likely are, copyrighted.
- Proper attribution (author, title, publisher, place and date of publication) should always be given.
- Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives.
- Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction, a teacher may make or have made a single copy of:

- A chapter from a book;
- An article from a newspaper or periodical;
- A short story, short essay or short poem; or,
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

A teacher may make multiple copies not exceeding more than one per pupil, for classroom use or discussion, if the copying meets the tests of “brevity, spontaneity and cumulative effect” set by the following guidelines. Each copy must include a notice of copyright.

- Brevity
  - A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words;
  - Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less may be copied; in any event, the minimum is 500 words;
  - Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph;
  - One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied. “Special” works cannot be reproduced in full; this includes children's books combining poetry, prose or poetic prose. Short special works may be copied up to two published pages containing not more than 10 percent of the work.
- Spontaneity – Should be at the “instance and inspiration” of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.
- Cumulative Effect – Teachers are limited to using copied material for only one course for which copies are made. No more than one short poem, article, story or two excerpts from the same author may be copied, and no more than three works can be copied from a collective work or periodical column during one class term. Teachers are limited to nine instances of multiple copying for one course during one class term. Limitations do not apply to current news periodicals, newspapers and current news sections of other periodicals.

### **Copying Limitations**

Circumstances will arise when employees are uncertain whether or not copying is prohibited. In those circumstances, the teacher-librarian should be contacted. The following prohibitions have been expressly stated in federal guidelines:

- Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works.

- Unless expressly permitted by agreement with the publisher and authorized by school district action, there shall be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets and the like.
- Employees shall not:
  - Use copies to substitute for the purchase of books, periodicals, music recordings, consumable works such as workbooks, computer software or other copyrighted material. Copy or use the same item from term to term without the copyright owner's permission;
  - Copy or use more than nine instances of multiple copying of protected material in any one term
  - Copy or use more than one short work or two excerpts from works of the same author in any one term;
  - Copy or use protected material without including a notice of copyright. The following is a satisfactory notice:  
NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.
  - Reproduce or use copyrighted material at the direction of someone in higher authority or copy or use such material in emulation of some other teacher's use of copyrighted material without permission of the copyright owner.
  - Require other employees or students to violate the copyright law or fair use guidelines.

#### **Authorized Reproduction and Use of Copyrighted Materials in the Library**

A library may make a single copy or three digital copies of:

- An unpublished work in its collection;
- A published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided that an unused replacement cannot be obtained at a fair price.
- A work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

A library may provide a single copy of copyrighted material to a student or employee at no more than the actual cost of photocopying. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use may subject the person to liability for copyright infringement.

#### **Authorized Reproduction and Use of Copyrighted Music or Dramatic Works**

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;



- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song;
- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;
- Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and
- Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.

Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.

Performances of nondramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:

- The performance is not for a commercial purpose;
- None of the performers, promoters or organizers are compensated; and,
- Admission fees are used for educational or charitable purposes only.

All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.

### **Recording of Copyrighted Programs**

Television programs, excluding news programs, transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision; check with the teacher-librarian or the subscription database, e.g. unitedstreaming

Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first 10 consecutive school days, excluding scheduled interruptions, in the 45 calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.

After the first ten consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10 day period.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

### **Authorized Reproduction and Use of Copyrighted Computer Software**

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:

- All copyright laws and publisher license agreements between the vendor and the school district shall be observed;
- Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;
- A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school district shall make a back-up copy that will be used for replacement purposes only;
- The software license agreement shall be retained by the Board secretary.
- A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

### **Fair Use Guidelines for Educational Multimedia**

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, Power Points, podcasts and web sites for a specific course, and may perform, display or retain the projects.

Educators may perform or display their own multimedia projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction;
- In demonstrations and presentations, including conferences;
- In assignments to students;
- For remote instruction if distribution of the signal is limited;
- Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only; or,
- In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

- Motion media: ten percent or three minutes, whichever is less;
- Text materials: ten percent or 1,000 words, whichever is less;
- Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;
- Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;
- Illustrations, cartoons and photographs: No more than five images by an artist, and no more than ten percent or fifteen images whichever is less from a collective work;
- Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less;

Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.

Item No. 5 – Set Public Hearing Date on the Purchase of Real Estate

Mr. Nefzger reviewed the proposed purchase of three properties next to two existing school buildings. The first property is located at 2420 Hawthorne Dr. in Cedar Falls. This property is located next to the SE corner of Cedar Heights Elementary. The second property is located at 3815 Rownd St. in Cedar Falls. This property is located directly north of Orchard Hill Elementary. The third property is located at 3803 Rownd St. Cedar Falls. This property is located directly north of 3815 Rownd St. and due east of the current play ground area of Orchard Hill Elementary. Director Lantz moved and Director Kenyon seconded the motion to approve the Cedar Falls Community School District Board of Education set September 12, 2011 at 7:00 p.m. at the James L. Robinson Administrative Center 1002 West First Street, Cedar Falls, Iowa as the time, date and place to hold a public hearing for public comment on the purchase of properties located at 2420 Hawthorne Dr., 3815 Rownd St. and 3803 Rownd St. Cedar Falls Iowa. Directors voting in favor of the motion Senchina, Brown, Hamilton, Coil, Kenyon, Lantz, and Vande Kieft. Those voting “no” none. Motion carried.

Item No. 6 – Bids: Food Items Not Included in the IAEP Food Co-op Agreement

Mr. Nefzger reviewed the bids not included in the IAEP Food Co-op agreement. The District sent out requests for bids to three different vendors for a total of 19 different items. One bid was returned and it was the recommendation to accept the bid from Martin Bros. Distribution of Cedar Falls Iowa for the additional food items on the primary vendor bid list at a cost of \$58,393.45. Director Kenyon moved and Director Hamilton seconded the motion to approve the bid as presented. Directors voting in favor of the motion Senchina, Brown, Hamilton, Coil, Kenyon, Lantz, and Vande Kieft. Those voting “no” none. Motion carried.

Subject: Primary Vendor: Additional food products						
<u>Mfgr#</u>	<u>Description</u>	<u>Brand</u>	<u>Pack</u>	<u>Size</u>	<u>Est Usage</u>	<u>Martin Brothers Extended price to District</u>
9737	Beef Crumbles, NOI	Pierre	256	2.5 oz	110	\$ 13,134.00
3771	Beef Patty Flame Broiled, NOI	Pierre	135	2.45 oz	100	\$ 7,121.00
3481-328	Chicken Diced, boneless, precooked, 60% white, 40% dark, NOI	Tyson	1	40 lb	15	\$ 2,271.15
3522-328	Chicken Fajita Strips, fully cooked, 1/2" wide thigh meat, charbroiled, NOI	Tyson	8	5 lb	15	\$ 2,105.25
431-0928	Chicken Patty Grilled, fully cooked, ovenable, CN label, NOI	Tyson	100	2.8 oz	50	\$ 2,221.00
5567	Chicken Patty Hot Brd, fully cooked, oven only, NOI	Tyson	150	3.2 oz	25	\$ 1,481.50
3940-328	Chicken Popcorn Brd, fully cooked, 3.85 oz or 15 pieces = CN label, NOI	Tyson	1	30 lb	110	\$ 6,482.30
3859	Chicken Tender Brd, fully cooked, oven only, 3 pieces = CN label, NOI	Tyson	432	1.1 oz	80	\$ 3,870.40
5580-0328	Chicken Tender Hot Brd, fully cooked, oven only, 3 pieces = CN label, NOI	Tyson	432	1.11 oz	20	\$ 1,513.20
3720	Salisbury Steak, not more than 30% fat, fully cooked, NOI	Pierre	140	2.55 oz	50	\$ 2,956.50
	PBJ Small, Uncrustable, whole wheat, grape	Smuckers	72	2.8 oz	20	\$ 742.80
	PBJ Uncrustable Large, whole wheat, grape & strawberry	Smuckers	72	5 oz	130	\$ 7,761.00
41728	American Shredded, NOI	Land O Lakes	4	5 lb	5	\$ 314.60
39930	Cheddar Cheese Sauce Pouch, NOI	Land O Lakes	6	106 oz	20	\$ 1,471.00
41749	Cheddar Shredded, NOI	Land O Lakes	4	5 lb	15	\$ 919.20

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41698	Mozzarella Shredded, NOI	Land O Lakes	4	5 lb	15	\$ 912.30
1-46-40	Pork Patty Brd, CN Commodity, NOI	Advance	130	3.75 oz	70	\$ 2,341.50
24504	Potato, Western spicy french fry, 3/8 ST	Lambs	6	5 lb	25	\$ 774.75
		Total Extended Price				\$ 58,393.45
Recommend acceptance of bid by Martin Brothers.						
Bids were also sent to Hawkeye Food Service & Reinhart Food Service, but they were not returned.						

Item No. 7 – Closed Session of the Board of Education Under Iowa Code Section 21.5(i).

Director Lantz moved and Director Hamilton seconded the motion that the Cedar Falls Board of Education enter into closed session to evaluate the professional competency of an individual who's appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session 2009 Code of Iowa 21.5(i). Directors voting in favor of the motion: Vande Kieft, Coil, Hamilton, Lantz, Kenyon, Brown and Senchina. Those voting "no" none. Motion carried.

Board room was cleared at 7:25 p.m.

Board entered closed session at 7:30 p.m.

Board returned to open session at 8:00 p.m.

Item No. 8 – Approval of Superintendent's 2011-2012 Salary and Benefit Adjustment

Director Kenyon moved and Director Coil seconded the motion to approve the following 2011-2012 salary and benefit changes to Superintendent David Stoakes contract:

- Total salary and benefit increase of 3.5 %
- No change in current compensation for the Health Savings Account contribution, vehicle allowance, payment of dues for up to three community organizations and paid leave off.
- Insurance benefits will continue as in past years with 100% district payment of the family plan and 100% payment of single dental, single vision, life and long term disability, and term life insurance coverage in the amount of \$350,000.

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

Item No. 9 – Questions, Comments, and Concerns

None

Item No. 10 – Adjournment

Director Lantz moved and Director Coil seconded the motion to adjourn. Directors voting in favor of the motion: Vande Kieft, Coil, Hamilton, Lantz, Kenyon, Brown and Senchina. Those voting "no" none. Motion carried.

The meeting was adjourned at 8:03 p.m.