

July 23, 2012

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

President Senchina called the meeting to order and reported that Cedar Falls Community School District does what is right for all kids.

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

#### **Annual Meeting:**

##### Item No. 1 – Reconciliation of the Treasurer’s Report

The Treasurer’s reconciliation report was presented by Douglas Nefzger for Mr. John Steen. Director Lantz moved and Director Coil seconded the motion to approve the Treasurer’s reconciliation report as presented: Directors voting in favor of the motion: Coil, Leeper, Brown, Williams, Senchina, and Lantz. Those voting “no” none. Motion carried.

Please see next page.

TREASURER'S RECONCILIATION REPORT  
Cedar Falls Community Schools  
July 30, 2012

**GENERAL FUND**

**Affidavit of Depository Bank**

Wells Fargo Bank - Checking Accounts	
General Fund	\$756,115.73
Student Activity Fund	\$92,667.20
Food Service Fund	\$216,597.90
School House Fund	\$431,305.53
ARRA Account	\$850,509.54

Investments:

Wells Fargo Reg. Savings	\$12,698,423.66
Wells Fargo Elna Christensen Savings	\$1,514,669.19
Lincoln Savings Bank CD	\$3,733,291.83
ISJIT	\$9,073,517.00
First National Bank	\$1,088,808.17

Treasurer's Balance June 30, 2012 \$30,455,905.75

Secretary's Balance

Operating Fund	\$8,470,803.94
Management Fund	\$979,941.33
Trust & Agency Fund	\$1,745,087.88
Student Activity Fund	\$626,603.82
Food Service Fund	\$636,843.66
Local Option Fund (LOT)	\$14,134,295.42
PPEL Fund	3,392,796.81

\$29,986,372.86

Difference to Account For:

Outstanding checks	\$671,943.16
Flex Spending payable	(\$22,247.68)
June Interest not posted	\$5,045.80
Deposit in transit	\$(182,997.67)
Bank charges	(\$2,210.72)

Secretary's Balance June 30, 2012 \$469,532.89

\$30,455,905.75

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John E. Steen  
July 23, 2012

**Regular Meeting:**

Item No. 2 – Secretary’s Monthly Financial Report

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

Item No. 3 – Communications

President Senchina and Board members reviewed the Board goal setting work session that was held on July 12, 2012 with Mary Jane Vens.

Mr. Wells distributed AEA on-line login information for all board members.

Item No. 4 – Approval of Plans, Specifications and Set Public Hearing Date for Hansen Elementary Phase II Project

Mr. Nefzger introduced Nick Hildebrandt from Structure Architects and Mike Brocka from Modus Engineering. Mr. Hildebrandt and Mr. Brocka reviewed the plans and specifications for phase II of the Hansen Elementary School project. The project will include 14 new classrooms, 3 shared resource centers, new band/orchestra classroom, storage, gymnasium, cafeteria, restrooms, kitchen and administrative office area. The total project consists of approximately 44,038 square feet. Mr. Hildebrandt and Mr. Brocka reviewed the floor plan, elevations and details involved in the plumbing, heating, ventilation, air conditioning and electrical systems of the proposed new construction. The project includes the remodeling of the existing gymnasium/cafeteria into a media center, as well as remodeling the current administrative area into guidance and faculty office areas. The total budget is estimated to be \$10,235,000. An additional alternate will be requested for the replacement of the parking lot. That alternate is estimated to cost an additional \$350,000. Mr. Nefzger reviewed the financing for the project. An additional revenue bond will need to be sold as per detailed with the Board at the March 28, 2011 school board meeting. It is anticipated that the total Local Option Sales Tax revenue bonds required to fund both Southdale and Hansen Elementary projects will not exceed the original \$31,000,000 estimate presented in March 2011. Director Lantz moved and Director Coil seconded the motion that the Cedar Falls Community School District Board of Education approve the proposed plans, specifications, proposed form of contract, and set August 27, 2012 at 7:00 p.m. at the James L. Robinson Administrative Center for the Hansen Elementary Phase II project. Directors voting in favor of the motion: Lantz, Brown, Coil, Leeper, Williams and Senchina. Those voting “no” none. Motion carried.

Director Kenyon arrived at 7:55 p.m.

Item No. 5 – Authority to Purchase Bus(s)

Mr. Nefzger reviewed the possible need to purchase up to two additional school buses for the 2012-2013 school year, due to enrollment increases exceeding original estimates. At this time the District is looking at purchasing buses that are coming off of lease from other school districts, as well as purchasing a bus from a school in Iowa that is auctioning their bus on line. More information will be provided to the Board as it becomes available. Director Coil moved and Director Brown seconded the motion to authorize the business office to purchase up to two additional school buses for the 2012-2013 school year. The cost for these buses will be funded by the Physical Plant and Equipment Levy. Directors voting in favor of the motion: Lantz, Brown, Coil, Leeper, Williams, Kenyon and Senchina. Those voting “no” none. Motion carried.

Item No. 6 – Approval of Bids for Sale of Homes at 3815 Rownd Street and 2420 Hawthorne Drive, Cedar Falls

Mr. Nefzger reported that for the second time the District has requested bids for the removal of homes located at 3815 Rownd Street and 2420 Hawthorne Drive in Cedar Falls and again no bids were received. Due to the fact that no bids were received, Mr. Nefzger will be working with contractors in drawing up plans and quotes in the removal of these two homes. Contents in the homes that would be considered salvageable will be done so by the District and be placed on a future district auction.

Item No. 7 – Discussion of Affirmative Action Plan

Dr. Talbot reviewed the 2012-2014 Affirmative Action Plan. Dr. Talbot briefly highlighted items within the Affirmative Action Plan. The final plan will be presented to the Board for formal approval in the near future.

Item No. 8 – Approval of Board Policy

Mr. Wells reviewed the first reading of board policy 605.4 – Electronic Technology Acceptable Use by Students. Due to the fact there were major changes made at the original first reading on July 9, 2012, the original first reading was postponed. This reading will be considered the first reading. Director Coil moved and Director Lantz seconded the motion to approve the first reading of board policy 605.4 – Electronic Technology Acceptable Use by Students. Directors voting in favor of the motion: Leeper, Brown, Coil, Kenyon, Williams, Lantz and Senchina. Those voting “no” none. Motion carried.

Policy Title: *Electronic Technology Acceptable Use by Students* Code No. *605.4*

In making decisions regarding access to the school district computers, computer network, the Internet, and other information resources, the Cedar Falls Community School District (CFCSD) considers the educational mission, goals, and objectives of the district. Electronic and print information research skills are now fundamental to the preparation of citizens and future employees. Access to the school district computers, computer network, the Internet, and other information resources allows student access to thousands of materials, libraries, databases, bulletin boards, and other resources while exchanging creative ideas and images with people around the world. The CFCSD expects that faculty will blend thoughtful use of the school district computers, computer network, the Internet, and other information resources throughout the curriculum and will provide guidance and instruction to students in their use.

All CFCSD students will receive an electronic account that includes access to an email account. **Students in lower elementary classes may be provided access through a classroom account.** This account should primarily be used for educational purpose. As with all interactions on the Internet, students are expected to use these tools in a safe, legal, and ethical manner. CFCSD also provides student network wireless access in all buildings. Students ~~are encouraged~~ **will be allowed** to bring their own devices on to the CFCSD network. CFCSD will not be responsible for any damage or loss of any student personal device. These are the expectations for this use of the CFCSD network with personal devices:

1. All students will use their own secure wireless login to access the network.
2. All student or non-CFCSD devices attached to the CFCSD network will have up to date security software that includes anti-virus and anti-malware programs.
3. Students who bring their own devices onto CFCSD property and use a non-CFCSD network to access the Internet is still bound by this policy.

Below is a list on unacceptable and unsafe behaviors for students. This list is not intended to be inclusive of all misuses.

1. ~~Users~~ **Students** will not access, review, upload, download, store, print, post, or distribute pornographic, obscene, sexually explicit material or that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption while on school property **or while using school resources.**
2. ~~Users~~ **Students** will not access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination while on school property **or while using school resources** without an approved educational/instructional purpose.
3. ~~Users~~ **Students** will not knowingly or recklessly post false or defamatory information about a person or organization, to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks while on school property **or while using school resources.**
4. ~~Users~~ **Students** will not engage in any illegal act or violate any local, state, or federal statute or law while on school property **or while using school resources.**
5. ~~Users~~ **Students** will not vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means will not tamper with, modify, or change the CFCSD Network software, hardware, or wiring.

6. ~~Users~~ **Students** will not take any action to violate the CFCSN Network's security, and will not disrupt the use of the system by other users nor gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct consent of that person.
7. ~~Users~~ **Students** will not post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes, or passwords and will not repost a message that was sent to the user privately without permission of the person who sent the message.
8. ~~Users~~ **Students** will not violate copyright laws, usage licensing agreements, or another person's property without the author's prior approval or proper citation, including, but not limited to the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet or other information resources.
9. ~~Users~~ **Students** will not use the CFCSN Network for the conduct of a business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the CFCSN Network to offer or provide goods, services, or product advertisement. ~~Users~~ **Students** will not use the CFCSN Network to purchase goods or services for personal use without authorization from the appropriate school district official.

CFCSN will provide ongoing **age-appropriate** instruction for students on current safety, legal and ethical use best practices as part of our 21<sup>st</sup> Century Skills curriculum. **The training will be designed to promote the district's commitment to:**

- **The standards and acceptable use of Internet services;**
- **Student safety with regards to:**
  - **Safety on the internet;**
  - **Appropriate behavior while online; on social networking Web sites, and**
  - **In chat rooms, and**
  - **Cyber bullying awareness and response.**
- **Compliance with the E-rate requirements of the Children's Internet Protection Act**

~~Being a~~ **As a** public organization, CFCSN is subject to open records laws for both student and staff email and network accounts. These accounts carry no expectation of privacy. Parents have the right at any time to investigate or review the contents of their child's accounts. Parents also have the right to request the termination of their child's individual account at any time. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies.

The CFCSN defines intellectual property rights as a general term that covers copyright, registered designs and trademarks. Information users need to understand that authors resort to legal action when their works are infringed.

Plagiarism is the presentation of the thoughts, ideas, or words of another without crediting the sources. It is a form of academic dishonesty and may be grounds for academic sanctions. Students are expected to cite all sources they use. Copyright is a legal issue governed by federal law. Copyright extends to all forms of intellectual property, including print resources, web pages, database articles, images, and other works found on the Internet. The ability to legally use another's work depends on the following justifications: (1) the work is in the public domain; (2) the researcher has received permission from the copyright holder; or (3) the researcher asserts a right for fair use. Under the fair use doctrine of the U.S. copyright statute, it is permissible to use limited portions of a work including quotes, for purposes such as commentary, criticism, news reporting, and scholarly reports. Fair use is determined on a case-by-case basis. Individuals are expected to make educated, good faith decisions in determining whether fair use applies in a given situation.

Students who violate one or more of the unacceptable uses will be subject to disciplinary action based upon the school's discipline policy. This may include structured/non-independent use of technology while on school property, suspension, reparation for damages, expulsion, and/or referral to local law enforcement.

The Cedar Falls Community School District has a filtering system in place that will monitor and log Internet activity as well as block unacceptable websites as reviewed by faculty, **and/or** administration. Although the Cedar Falls Community School District is taking reasonable measures to ensure students do not acquire objectionable material, the Cedar Falls Community School District cannot guarantee that a student will not be able to access objectionable material on the Internet. If a student accidentally accesses unacceptable materials or an unacceptable Internet site, the student should immediately report the accidental access to an appropriate school district official.

The proper use of the Internet and other information resources, and the educational value to be gained from proper use of the Internet and other information resources, is the combined responsibility of students, parents and employees of the school district.

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

**In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate. An age-appropriate interpretation of this policy will be made available for students and families.**

#### Item No. 9 – Approval of Elementary School Boundary Line Change:

Mr. Wells reviewed the proposed elementary school boundary line change within the District. The proposed change is for all property located west of Union Road that is south of west 12<sup>th</sup> Street and north of west 27<sup>th</sup> Street to move from the Lincoln Elementary School attendance area to the Hansen Elementary School attendance area beginning with the 2012-2013 school year. After discussion Director Coil moved and Director Brown seconded the motion to approve changing the Lincoln Elementary School attendance area located west of Union Road, south of west 12<sup>th</sup> Street and north of west 27<sup>th</sup> Street to the Hansen Elementary School attendance area beginning with the 2012-2013 school year. Students of the three families located within this area that were enrolled at Lincoln Elementary at the end of the 2011-2012 school year will have the option of remaining at Lincoln Elementary School. Directors voting in favor of the motion: Leeper, Brown, Coil, Kenyon, Williams, Lantz and Senchina. Those voting “no” none. Motion carried.

#### Item No. 10 – Approval of the 2012-2013 Board Goals

The Board of Education reviewed the proposed goals for the Cedar Falls Community School District school board for the 2012-2013 school year. The committee consisting of Directors Senchina, Coil and Leeper recommended the following goals for the 2012-2013 school year:

1. Increase rigor and relevancy of learning opportunities:  
Learn, discuss and make first decisions on what “world class schools” would look like in Cedar Falls.
2. Offer students better opportunities to learn 21<sup>st</sup> century skills:  
Study and act on recommendation to improve student learning opportunities in the area of 21<sup>st</sup> century skills.
3. Continue to build community support of the PLC process:  
Support and continue to learn about district's Professional Learning Communities.
4. Decide how best to meet the high school's facility needs:  
Determining what the district will do to meet facility needs at the high school.
5. Increase boardmanship skills:  
Continuing board development through professional development.

After discussion Director Coil moved and Director Leeper seconded the motion to approve the 2012-2013 board goals as presented. Directors voting in favor of the motion: Leeper, Brown, Coil, Kenyon, Williams, Lantz and Senchina. Those voting “no” none. Motion carried.

#### Item No. 11 – Approval of 2012 IASB Legislative Priorities and Resolutions

The Board of Education reviewed the proposed list of Legislative priorities as developed by the Iowa Association of School Boards. After a brief discussion, Director Coil moved and Director Leeper seconded the motion to adopt the following Legislative Action Resolutions. Directors voting in favor of the motion: Coil, Leeper, Senchina, Williams, Lantz, Brown and Kenyon. Those voting “no” Brown. Motion carried.

The Cedar Falls Community School District adopts the following Legislative Resolutions:

Student Achievement and Student Equity:

3. Supports continued progress in the development of rigorous content standards and benchmarks consistent with the Iowa Core focused on improving student achievement, including the following state actions:
  - Provide and fund technical assistance to help school districts fully implement the Iowa Core.
  - Develop or obtain high-quality summative and formative assessments, aligned to the skills students should know and be able to do to succeed in the 21<sup>st</sup> century.
  - Include and fund all the components of successful standards systems: assessments aligned to high expectations, improved and aligned instruction and quality professional development.
  
10. IASB supports Iowa law giving local school boards authority to establish charter schools. Charter schools should not be established by any entity other than public school boards and after approval of a charter school by a local school district, charter school plans and waivers must be approved by the State Board of Education and subject to all state accountability and reporting standards.

Finance:

11. Supports setting allowable growth at a rate that encourages continuous school improvement and reflects actual cost increase experienced by school districts and AEAs. Our priority is to increase and maintain the state cost per pupil and the spending authority associated with it to build a strong base for future education resources with full state funding of the state's share of the cost per pupil.
  
13. Supports flexibility in the use of modified allowable growth for dropout prevention including the funding of administrative costs and employee costs for those who have the responsibility for serving at-risk students.

The Cedar Falls School Board would recommend that an additional resolution be added:

Return to three year terms with less than a majority of the school board elected on any year.

#### Item No. 12 – Approval of 2012-2013 Superintendent Goals

The Board reviewed the following goals and administrative professional development plan for Superintendent Wells for the 2012-2013 school year. Director Lantz moved and Director Brown seconded the motion to approve the following Superintendent's goals as presented by Mr. Wells. Directors voting in favor of the motion: Brown, Coil, Senchina, Leeper, Lantz, Kenyon and Williams. Those voting "no" none. Motion carried.

Specific Leadership and Learning Goals:

- Develop positive relationships with school employees and community.
- Provide leadership to examine our current high school facility and develop a plan of action.
- Complete a Doctoral Program in School Leadership through the University of Northern Iowa.
- To develop a better understanding of current research on the change process and effective leadership strategies.

#### Item No. 13 – Approval of the Following Consent Agenda Items:

Director Kenyon moved and Director Leeper seconded the motion to approve the following items with the postponement of the Black Hawk County Health Department School Nursing Agreement to a future board meeting:

1. The agenda of the July 23, 2012, Board of Education meeting
2. Approval of the July 9 and 12, 2012 Board of Education minutes.
3. Approval of the bills as presented for payment as reviewed by Director Kenyon
4. Approval of Open Enrollment Requests
5. Approval of Quarterly Transportation Report
6. Approval Human Resource Report

**Open Enrollment Report**  
**July 23, 2012**

Isabelle Rose Howell	Kindergarten
Current resident district:	Cedar Falls
District requested:	Iowa Connections Academy - CAM
Effective date:	2012-2013
Caden M Crile	2 <sup>nd</sup> Grade
Current resident district:	Cedar Falls
District requested:	Hudson
Effective date:	2012-2013
Kiean A Crile	Kindergarten
Current resident district:	Cedar Falls
District requested:	Hudson
Effective date:	2012-2013
Tanner J Shepard	9 <sup>th</sup> Grade
Current resident district:	Cedar Falls
District requested:	Waterloo
Effective date:	2012-2013 – C
Xavier G Scott	Kindergarten
Current resident district:	Wapsie-Valley
District requested:	Cedar Falls
Effective date:	2012-2013
Grace E Ingalls	6 <sup>th</sup> Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013 – C
Mary J Ingalls	9 <sup>th</sup> Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013 – C
Amya M Taylor	4 <sup>th</sup> Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013 – C
Adam M Taylor, Jr.	6 <sup>th</sup> Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013 – C
Alaya M Taylor	2 <sup>nd</sup> Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2012-2013 – C
*Tiffany Britton	9 <sup>th</sup> Grade
Current resident district:	Cedar Falls
District requested:	Cedar Falls
Effective date:	2012-2013 – C

**\* This will be denied**



**Human Resources Report**

**July 23, 2012**

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

**2012-13 School Year**

Brittany N. Phillips      Lincoln      Special Education      BA Step 3      (\$36,747)

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

**Item No. 14 – Questions, Comments, and Concerns**

None

**Item No. 15 – Adjournment**

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

The meeting was adjourned at 8:35p.m.

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Secretary

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President