

**Minutes of the Board of Education
Waterloo Community School District
County of Black Hawk, State of Iowa
October 22, 2018**

The Board of Education of the Waterloo Community School District, County of Black Hawk, State of Iowa, was called to meet in regular session at 5:00 p.m. on Monday, October 22, 2018, in the Board Room of the Education Service Center, 1516 Washington Street, Waterloo, Iowa.

Present: Board members: Endya Johnson, Sue Flynn, Jesse Knight, Shanlee McNally, Rhonda McRina, Astor Williams and Lyle Schmitt
Superintendent, Dr. Jane Lindaman
Chief Officer of Human Resources/Equity, Kingsley Botchway II
Associate Superintendent for Educational Services, Dr. Stephanie Mohorne
Assistant to the Superintendent/Board Secretary, Pam Arndorfer
Absent: Chief Financial Officer/Board Treasurer, Michael Coughlin

I. Call to Order

The meeting was called to order by Ms. McNally at 5:02pm

II. Moment of Silence

III. Pledge of Allegiance

IV. Mission Statement

The Waterloo Schools Mission Statement was read by Ms. Johnson.

V. New Partnership Recognition – Kittrell Elementary

This item was presented as Information Only. Tara Thomas, Director of School & Community Relations, along with Audrey Wallican-Green, Kittrell Elementary principal, and several Kittrell staff members, provided information. Pastor Mike Collins of **Crossroads Community Church** was recognized and **Crossroads Community Church** was welcomed as a new Partner-In-Education with Kittrell Elementary School.

VI. Information from Individuals and Delegations

- Claudia Robinson, 309 Charles Street, Waterloo, stated she was encouraged by the District's presence at the recent town hall meeting, and encouraged members of the leadership team to maintain a presence in the hallways of our schools.

VII. Partnership with EMBARC (Ethnic Minorities of Burma Advocacy and Resource Center)

It was moved by Ms. Flynn and seconded by Ms. Johnson that the Board of Education approve the partnership with EMBARC using the Navigator program to serve the Irving Elementary Burmese population at a cost of \$42,750. Information was shared by Dr. Jane Lindaman, Superintendent; Darren Hanna, Director of Elementary Education; Amy White, District ELD Facilitator; Zach Zimmerman, Irving Elementary principal; and Mallory Petsche and Rachel Laldin of EMBARC. Motion carried 7-0.

VIII. Consent Agenda

Item H (*IASB Delegate Assembly Representative*) was removed from the agenda for further review.

It was moved by Ms. Flynn and seconded by Mr. Williams that the Board of Education approve the consent agenda as revised. Motion carried 7-0. The following items were approved:

- Minutes of the October 8, 2018 Regular Board Meeting
- Bills Due & Payable and Bills Paid Between Board Meetings
- Appointment of Board Member to Black Hawk County Conference Board
- Appointment of Board Member to UEN Steering Committee

Exhibit D: Personnel Appointments and Adjustments

It was moved by Ms. Flynn and seconded by Mr. Knight that the Board of Education approve the personnel items as listed. Kingsley Botchway II, Chief Officer of Human Resources/Equity, and Dr. Jane Lindaman, Superintendent, provided information. Motion carried 7-0.

Exhibit F: Substitute Custodial Staff Compensation Increase

It was moved by Mr. Schmitt and seconded by Ms. McRina that the Board of Education approve the proposed pay increase for substitute custodial staff. Kingsley Botchway II, Chief Officer of Human Resources/Equity, provided information. Motion carried 7-0.

IX. 2019-20 High School Planning Guide / Course Catalog

It was moved by Ms. Flynn and seconded by Mr. Knight that the Board of Education approve the 2019-2020 High School Planning Guide / Course Catalog. Dr. Comfort Akwaji-Anderson, Director of Curriculum, Sherice Ortman, IB and Advanced Programs Coordinator, Amy Mieke, Career Coordinator/WCC, and Dr. Jane Lindaman, Superintendent, provided information. Motion carried 7-0.

X. Board Policy Changes – First Reading

This item was presented as Information Only. Tara Thomas, Director of School & Community Relations, presented the following policies for first reading:

- 103.0 – *Nondiscrimination*
- 104.0 – *Equal Education Opportunity*
- 210.0 – *Meetings of the Board of Education*
- 400.4 – *Notification of Arrest, Criminal Charges or Child Abuse Complaints*
- 401.3 – *Nepotism*
- 603.3 – *Competent Private Instruction (Home Schooled)*

XI. Superintendent's Report

- Information was presented about this year's Mandatory 8th Grade Parent Meetings – today was the first of six meetings:
 - October 22, 12pm at the ESC
 - October 29, 6:30pm at Hoover
 - October 30, 6:30pm at Carver
 - October 31, 8am at the ESC
 - November 1, 6:30pm at Bunger
 - November 5, 6:30pm at Central

- Information has been emailed to staff about signing up for this year's Focus Groups to provide input and feedback for the employee handbook
- Held an open house this past week to honor the current business partners at the WCC
 - Nursing = Unity Point and Care Initiatives
 - Digital Graphics = McKenna Imaging
 - Advanced Manufacturing = John Deere, Geater Manufacturing, GMT Corporation and Advanced Heat Treat
 - Early Childhood = UNI
 - Networking = VGM Forbin
 - Sustained Construction = Omega

XII. Information from Board Members

Each board member was given the opportunity to comment.

XI. Adjourn

It was moved by Mr. Knight and seconded by Ms. Johnson that the Board of Education adjourn the meeting. Motion carried 7-0. The meeting adjourned at 6:37pm.

Respectfully submitted,

Pamela G. Arndorfer, Board Secretary

Date Approved by the Board of Education

THE SUPERINTENDENT'S RECOMMENDATION IS:

“the Board of Education approve the minutes of the October 22, 2018, Regular Board meeting.”

BOARD OF EDUCATION MEETING
November 12, 2018

ISSUE: Personnel Appointments and Adjustments

CONTACT: Kingsley Botchway II, Chief Officer of Human Resources/Equity

ATTACHMENTS: Routine Personnel Appointments

BACKGROUND:

Routine personnel matters, as outlined in attachment, are recommended for approval.

THE SUPERINTENDENT’S RECOMMENDATION IS:

“the Board of Education approve the personnel items as listed.”

**WATERLOO COMMUNITY SCHOOL DISTRICT
HUMAN RESOURCES
November 12, 2018**

PERSONNEL APPOINTMENTS

<u>NAME</u>	<u>SALARY</u>	<u>BUILDING</u>	<u>SUBJECT</u>	<u>SEN.DATE</u>	<u>REASON</u>	<u>EFFECT. DATE</u>
<u>Classified</u>						
Heather Childers	\$11,665.43	Poyner	Sp Needs Para	10/25/2018	Student Need	11/8/2018
Rebecca Dumler	\$12,297.18	Hoover	Sp Needs Para	10/9/2018	Student Need	10/31/2018
DeAnna Durnin-Blad	\$14.30/hr	West	Cook II	10/16/2018	Sandy Francis	10/16/2018
Charlotte Easterwood	\$13.98/hr	Cunningham	General Worker	10/11/2018	Jamie Puckett	10/11/2018
Carie Hill	\$12,118.96	Orange	Sp Needs Para	10/3/2018	Student Need	11/5/2018
Linda Hockey	\$12,191.69	Poyner	Sp Needs Para	10/25/2018	Student Need	10/31/2018
Mersida Kekic	\$13.98/hr	East Cafe	General Worker	10/16/2018	Helida Vaala	10/16/2018
Jasmine Kent	\$11,246.48	Lou Henry	Sp Needs Para	10/12/2018	Corey Folkers	11/8/2018
Nicole Nesby	\$11,753.84	Kitrell	Sp Needs Para	10/17/2018	Linda Wentz	10/31/2018
Rachel Reinard	\$13.98/hr	East	General Worker	10/11/2018	Shantelle Andreason	10/11/2018
Angela Rickert	\$11,753.84	Kittrell Annex	Sp Needs Para	10/18/2018	Crystal Toles	10/31/2018
Diana Sanchez	\$10,997.80	Kittrell	Sp Needs Para	10/5/2018	Student Need	11/13/2018
Dawn Stanley	\$13.98/hr	Cunningham	General Worker	10/30/2018	Darlene Coleman	10/30/2018
Ashanti Williams	\$11,669.28	Hoover	Sp Needs Para	10/19/2018	Angela Ballenger	10/31/2018

Coaching

Shatora Jones	\$1,347.94	East	Asst. Dance		New position	10/31/2018
David Milder	\$ 3,633.98	West	Asst. Boys' Basketball		Brandon Fleetwood	11/13/2018
Curtis Wright	\$2,996.44	East	Asst. Boys' Basketball		Larry Kubitz	11/13/2018
DeMarcus Wynter	\$2,996.44	East	Asst. Boys' Basketball		Dan Hensing	11/13/2018

CHANGE OF ASSIGNMENTS

Classified

Darlene Coleman		Cunningham	General Worker		Pamela Craun	10/11/2018
Donald Minard		Central	Custodian		Lori Morris	10/19/2018
Connie Stewart		West	Campus Safety Monitor		Phyllis Burton	11/5/2018
Crystal Toles		Kittrell Annex	Pre K Para		Joshua Langstad	11/5/2018

RETURN FROM LEAVE OF ABSENCE

Administrative Support

Patrick James		ESC Data Processing	IT Technology Specialist			10/22/2018
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RETURN FROM LEAVE OF ABSENCE (cont.)

<u>NAME</u>	<u>SALARY</u>	<u>BUILDING</u>	<u>SUBJECT</u>	<u>SEN.DATE</u>	<u>REASON</u>	<u>EFFECT. DATE</u>
<u>Certified</u>						
Ashley Leonard		Lowell	Sp Needs Tchr			11/5/2018

Classified

David Richardson		Central Stores	Maintenance			10/25/2018
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LEAVES OF ABSENCE TO BE APPROVED**Certified**

Josh Blomker		Expo	Industrial Tech Tch		Health & Family Responsibility	11/2/2018
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Classified

Cassidy Bendickson		Bunger	BIS		FMLA	10/16/2018
Mamie Flomo		Orange	Custodian		Health & Family Responsibility	11/19/2018
Dawn Gramlich		Poyner	Sp Needs Para		Health & Family Responsibility	10/12/2018
Alisha Grover		Expo	BIS		FMLA	10/29/2018
Zikreta Karat		Hoover	General Worker		Health & Family Responsibility	10/22/2018

LONG TERM DISABILITY**Classified**

Jeraldine Brenning		Hoover	Sp Needs Para		Long Term Disabilit	11/5/2018
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RESIGNATIONS**Classified**

Dorothy Brandt		LOA	Clerk Typist			10/19/2018
Tameka Kelly		Becker	Sp Needs Para			10/12/2018

Coaching

Carlos Frazier		East	Asst. Boys' Basketball		Resignation	8/24/2018
Josef Kadlec		West High	Asst Football		Resignation	End of 18-19
Andrew Martin		Central	Asst. Wrestling		Due to school schedule	10/15/2018
Mikayla Montgomery		East	Asst. Volleyball		Resignation	11/1/2018
Tyler Morehead		West	Asst. Girls' Track		Resignation	10/18/2018

TERMINATIONS**Classified**

Rameses Smith		G.W. Carver	BIS		Termed for Cause	10/12/2018
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BOARD OF EDUCATION MEETING
November 12, 2018

ISSUE: Bills Due and Payable and Bills Paid Between Board Meetings

CONTACT: Michael Coughlin, Chief Financial Officer
Dr. Jane Lindaman, Superintendent

ATTACHMENTS: Listing of Bills Due and Payable and Bills Paid Between Board Meetings

BACKGROUND:

The Board authorizes the issuance of warrants for payment of claims against the school district for goods and services. The Board will allow the warrants after the goods and services have been received and accepted in compliance with Board policy.

THE SUPERINTENDENT'S RECOMMENDATION IS:

"the Board of Education approve the Bills Due and Payable and the Bills Paid Between Board Meetings."

BOARD OF EDUCATION MEETING
November 12, 2018

ISSUE: High School Government Class Travel to Washington D.C.

CONTACT: Andy Mieke, West High Principal
Tom Yuska, West High School Social Studies Teacher
Dr. Stephanie Mohorne, Associate Superintendent for Educational Services

ATTACHMENTS: Letters of Request and Information Outlining the Field Trip

BACKGROUND:

As provided in the Waterloo Community School District Board of Education Policies, Regulations and Administrative Procedures, policies 604.3 and 604.3-R (*Field Trips and Other Off School Site Learning Opportunities*), activities involving any student or student groups which require both out-of-state travel and an overnight stay must be approved by the Board of Education.

Andy Mieke is seeking approval for 12-15 West High students along with Tom Yuska, Social Studies teacher, to travel to Washington D.C. to learn about the nation's government through the Close-Up Washington Foundation Program. The students will attend educational sessions, experience Washington D.C. and meet with our governmental leaders and staff. The trip is scheduled for February 17-22, 2019. The group will be traveling with Waterloo Columbus and Cedar Rapids Jefferson students and chaperones.

The only cost to the district will be a sub for Mr. Yuska.

THE SUPERINTENDENT'S RECOMMENDATION IS:

"the Board of Education approve travel for Waterloo Schools High School students and Mr. Yuska to Washington D.C. February 17-22, 2019."

Tom Yuska
10637 S Hudson Rd.
Hudson, IA 50643
October 25, 2018

Mr. Andy Miehle
Principal
West Waterloo High School
425 E Ridgeway Ave.
Waterloo, IA 50702

Dear Mr. Miehle,

This is a request for the approval of the school administration and the Waterloo Community School District for 12-15 students from West High and myself to participate in the weeklong Close Up Program in Washington D.C.

The Close Up Program is the same one that has been popular with West High students for over two decades. The students will attend educational sessions, experience Washington D.C., and meet with our governmental leaders and staff.

The dates of the trip are February 17-22, 2019. Travel plans call for flying from the Eastern Iowa Airport in Cedar Rapids to Reagan International Airport. All travel in the D.C. area will be arranged by the Close Up Foundation. We will be traveling with the Waterloo Columbus and Cedar Rapids Jefferson students involved in the same program.

The only cost to the District will be for my sub. Thank you for your consideration in what I believe will be a tremendous experience for our students.

Sincerely,

A handwritten signature in black ink that reads "Tom Yuska". The signature is written in a cursive, flowing style.

Tom Yuska
West High Social Studies Teacher

October, 2018

To: Darrin Hanna

Fr: Andy Miehe

Re: Request for travel from West High to Washington D.C. for Close Up Program

U.S. Government Instructor, Tom Yuska, requests for 10-15 students to travel to Washington D.C. for the Close Up Program, from February 17-22, 2019. The attached letter requesting the travel outlines the arrangements and provides additional information.

I believe this is a worthwhile and educationally beneficial trip and I wholeheartedly endorse this endeavor. Please feel free to contact me if you have questions or concerns regarding this request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Andy Miehe", with a stylized, flowing script.

Andy Miehe, Principal

West Waterloo High School

2019 Itinerary -

CLOSE UP WASHINGTON HIGH SCHOOL PROGRAM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>8:00 Arrive in Washington, DC</p> <p>9:00 Hotel Check-In: Meet with your Close Up Concierge & explore DC with your school if time allows</p> <p>6:00 Welcome Dinner</p> <p>6:45 Orientation: Meet students from across the country and get to know your Close Up Program Instructor</p> <p>7:15 Introduction Workshop*: What are the biggest issues that we face in our democracy today?</p> <p>8:30 Issues Debate: Ask your most challenging questions and engage with a liberal and a conservative Debater</p> <p>10:00 Social Time</p> <p>10:30 Room Check</p>	<p>8:00 Hot Breakfast Buffet</p> <p>9:00 Jefferson Memorial Study Visit*: How do the rights outlined in the Founding Documents apply to our view of liberty today?</p> <p>10:15 Franklin D. Roosevelt Memorial Study Visit: What rights are needed to ensure equality and promote the welfare of citizens in the U.S.?</p> <p>11:30 Martin Luther King, Jr. Memorial Study Visit: How do we see MLK's view of justice in the U.S. today?</p> <p>12:20 Lunch at Ronald Reagan Building and International Trade Center</p> <p>2:15 National Politics Seminar: Gain inside access and discuss current issues with a DC lobbyist, journalist, or policymaker</p> <p>3:20 Smithsonian Institution Exploration: Visit one of the world renowned museums to discover and learn about history and culture</p> <p>5:30 Return to Hotel</p> <p>6:15 American Political Values Workshop: Examine the connections between liberty, equality, and justice</p> <p>7:30 Hotel Dinner</p> <p>8:30 Current Issues in Public Policy Activity: Debate hot topics with your new friends from across the country</p> <p>10:00 Social Time</p> <p>11:00 Room Check</p>	<p>8:00 Hot Breakfast Buffet</p> <p>9:00 War Memorials Study Visit: What do the WWI, Vietnam, and Korean Memorials say about those who have served and sacrificed?</p> <p>12:10 Lincoln Memorial: How does the imagery of the Lincoln Memorial portray his legacy?</p> <p>12:20 Capitol Reflecting Pool Group Photo</p> <p>2:00 Embassy Discovery: Step foot on "foreign soil" and discuss the international political landscape</p> <p>3:05 U.S. Marine Corps Memorial: Visit the larger than life representation of the iconic flag-raising at Iwo Jima</p> <p>3:45 Pentagon 9/11 Memorial Study Visit: In what ways did the events of 9/11 change America forever?</p> <p>5:30 Dinner at Pentagon City Mall</p> <p>6:30 Return to Hotel</p> <p>7:00 Capitol Hill Prep Workshop</p> <p>8:35 Mock Congress: Debate, amend, and vote on the same issues elected representatives are currently considering</p> <p>9:45 Student/Teacher Meetings</p> <p>10:00 Social Time</p> <p>11:00 Room Check</p>	<p>6:45 Hot Breakfast Buffet</p> <p>8:15 Capitol Hill Day: Take advantage of as many activities as you can!</p> <p>Meet with your members of Congress or their staff</p> <p>Attend and observe Congressional Committee Hearings to see how laws and policies are formed</p> <p>Explore the U.S. Capitol Visitor Center & Museum</p> <p>Lunch at a Hill Cafeteria, a hot spot for Washington insiders</p> <p>Visit the Supreme Court where many landmark cases are decided</p> <p>Explore the Library of Congress, the largest library in the world and view the symbolic art and architecture</p> <p>Witness the U.S. Senate & House of Representatives in action in the Galleries</p> <p>5:25 Dinner at DC's Historic Union Station</p> <p>8:00 DC Cultural Event: See a performance at a renowned theater or cheer on the Washington Nationals baseball team</p> <p>9:45 Return to Hotel</p> <p>10:00 Social Time</p> <p>11:00 Room Check</p>	<p>8:00 Hot Breakfast Buffet</p> <p>9:00 Sustaining Democracy Workshop: What citizen actions are necessary to foster and maintain a vibrant democracy?</p> <p>10:15 White House Study Visit: Discuss the purpose of protests and what restrictions of protests are legitimate</p> <p>10:45 Citizen Action Sites: Get inspired by examples of citizens making a difference in their communities and the nation</p> <p>11:45 Neighborhood Study Visit and Lunch: Explore DC off the beaten path, e.g. U Street, Chinatown</p> <p>1:45 National Portrait Gallery: Come to know the people who have shaped our nation through this extensive collection of portraits</p> <p>2:45 Arlington National Cemetery: Visit our nation's most hallowed ground and witness the Changing of the Guard</p> <p>5:15 Return to Hotel</p> <p>Closing Reflection: How will you stay engaged on issues that matter to you?</p> <p>7:45 Farewell Dinner, Banquet, and Dance: Enjoy a fun-filled evening with your new friends as you dance the night away</p> <p>11:00 Room Check</p>	<p>7:00 Breakfast</p> <p>Sightsee in Washington: Spend some more time in the city with your school if time allows</p> <p>Depart for Home</p>

Cons
Lib
Debate

Early Arrival
Arlington Cemetery
Pentagon Memorial

holocaust museum

Nat. Archives
Ford Theatre

Options
Georgetown
Smithsonians
Peterson the
Geo. Washington University

late flight
out

* Workshops are small learning communities comprised of students from various states. Each workshop community is led by the same Close Up Program Instructor for the duration of the trip.

* Study Visits led by highly-trained instructors provide unique opportunities to learn using historic sites and institutions as living classrooms.

Sample schedule subject to change.

CLOSE UP
WASHINGTON DC
WWW.CLOSEUP.ORG

BOARD OF EDUCATION MEETING
November 12, 2018

ISSUE: West High School JROTC Travel to Ozark, Missouri

CONTACT: Andy Miehe, West High Principal
Paul E. Wallace, CMSgt (Ret), USAF
Dr. Stephanie Mohorne, Associate Superintendent for Educational Services

ATTACHMENTS: Letters of Request and Information Outlining the Field Trip

BACKGROUND:

As provided in the Waterloo Community School District Board of Education Policies, Regulations and Administrative Procedures, policies 604.3 and 604.3-R (*Field Trips and Other Off School Site Learning Opportunities*), activities involving any student or student groups which require both out-of-state travel and an overnight stay must be approved by the Board of Education.

Andy Miehe is seeking approval for 22 West High JROTC students along with two instructors, to travel to Ozark, MO, to compete in the annual Ozark High Invitational Drill Meet. The team will compete against 15 other JROTC programs from the Midwest. The trip is scheduled for November 30-December 1, 2018.

The only cost to the District is one school bus for transportation.

THE SUPERINTENDENT’S RECOMMENDATION IS:

“the Board of Education approve travel for West High JROTC students and two instructors to Ozark, MO, November 30-December 1, 2018.”



West High School - Andy Miehle, Principal - 425 E. Ridgeway Ave. - Waterloo, IA 50702 - 319-433-2700 - Fax: 319-433-2749

November 6, 2018

Dear Board Members,

I am writing in support of the West High JROTC field trip to Ozark High School on November 30 & December 1, 2018. The trip to Ozark High School is for the West High School JROTC to compete in the Annual Ozark High Invitational Drill Meet. We have 22 students going and two instructors to compete against 15 other JROTC programs from the Midwest. This drill meet will enhance their studies as well as the high school experience.

Sincerely

A handwritten signature in blue ink, appearing to read "Andy Miehle", with a stylized flourish at the end.

Andy Miehle
Principal



**OZARK HIGH SCHOOL JUNIOR ROTC
PO BOX 166
OZARK, MO 65721-0166**

August 28, 2018

MEMORANDUM FOR: Ozark High School Drill Competition Participants

SUBJECT: Drill Competition Letter of Instruction (LOI).

1. Your Drill Team is invited to participate in the Ozark High School JROTC Invitational Drill Competition, scheduled for **Saturday, December 1, 2018**. Because every Competition is slightly different in one or more aspects, please read this LOI carefully. **Registration forms need to be returned to CW3 Allen NLT Friday November 2, 2018.**
2. The Drill Team Captain/Instructor meeting is scheduled for **8:00 am** in the **Main Gym**. Please make every attempt to attend this meeting. We will provide additional coordination information and necessary schedule adjustments at this meeting.
3. The Ozark Drill Team will not compete in this event, but they will perform for the judges. Our drill team performance will be used to orient the judges as to how the routines should be performed and as a scoring base. This will prevent the first team on the floor from being the standard.
4. Uniforms: Service Dress Uniform with headgear. Ascots, pistol belts, civilian clothes, P.T. Uniforms, BDU's or ACU's will not be allowed for any regulation platoon event. NOTE: Pistol Belts are required for Color Guards. Cadets are to maintain proper military bearing and decorum throughout the day! No public display of affection, no ear phones while in uniform and cell phone use restricted to the team staging area (team rooms). Instructors will be asked to enforce these requests. Ozark High School is a **"NO TOBACCO ZONE!"** DO NOT use Tobacco in the building!
5. Do not bring shoe polish, sole dressing, or brasso into the classrooms provided as your staging areas. Classrooms are to be kept orderly and clean. Items in the classrooms are not to be handled, please respect the property of others. Security is the responsibility of all individuals. Do not leave valuables, weapons and gear unguarded. Each coach and team member is responsible for their own security! All common areas with the exception of the rest rooms are under video surveillance. Please inform all cadets of this! Report any accidental damage to classrooms or common areas, to any Ozark High School Junior ROTC Instructor ASAP!



6. The Main Gym, designated floor #1 will be used for all unarmed division events and the Final Individual Drill Down. Floor dimensions: 72 feet X 103 feet. Spectator seating will be available.
7. The Auxiliary Gym, designated as floor #2, will be used for all armed division events. Floor dimensions: 60 feet X 103 feet. Spectator seating will be available.
8. The cafeteria will be used for Individual Drill Down's (subject to change).
9. All rifle butts & muzzles must be padded to protect the gym floors.
10. Platoon Leaders will carry the weapon that their team carries, but at sling arms.
11. **To qualify for the meet overall championship each school must enter a team in every event within both divisions (New Cadet does not count toward overall scores).** The expectation is that all schools field a team in each event. We also expect all schools to participate in the awards ceremony!
12. ***Teams will perform using the attached drill cards. Instructors will not ask judges to critique their teams using other drill cards.*** The events are:
 - a. Armed Division
 - Platoon Drill (twelve platoon members + commander, in three ranks).
 - Exhibition Drill (minimum 9, no maximum)
 - Color Guard (two guards with rifles and two color bearers. The National Color Bearer will be commander). Members of this Color Guard **cannot** participate in the Unarmed Division.
 - New Cadet Platoon (nine platoon members + commander, in three ranks.) Members of this platoon must be 1st and 2nd year drill cadets! **Does NOT count toward overall championship!**
 - b. Unarmed Division
 - Platoon Drill (twelve platoon members + commander, in three ranks).
 - Exhibition (minimum 9, no maximum)
 - Color Guard (two guards with rifles and two color bearers. The National Color Bearer will be the commander). Members of this Color Guard **cannot** participate in the Armed Division.
 - New Cadet Platoon (nine platoon members + commander, in three ranks.) Members of this platoon must be 1st and 2nd year drill cadets! **Does NOT count toward overall championship!**



13. Trophies will be awarded as follows.

- a. Overall Meet Championship: 1st through 3rd Place
- b. Armed Division.
 - Platoon: 1st through 3rd place.
 - Exhibition: 1st through 3rd place.
 - Color Guard: 1st through 3rd place.
 - New Cadet Platoon: 1st through 3rd place
- c. Un-Armed Division
 - Platoon: 1st through 3rd place.
 - Exhibition: 1st through 3rd place.
 - Color Guard: 1st through 3rd place.
 - New Cadet Platoon: 1st through 3rd place.
- d. IDD without weapons: 1st through 3rd place. Medals for 1st through 10th place.

14. Breaking ties. Once scores are tallied if there is a tie for any of the top three places ties will be broken using the following order:

- Head Judge Raw Score
- Judge # 2 Raw Score
- Judge #3 Raw Score
- Team with less penalty points
- If the team has the same exact score and same number of penalty points, we will defer to overall score in another event for the ultimate tie breaker.

15. A schedule of events will be emailed prior to the drill meet and updated at the commander/instructor meeting. The schedule will be fluid due to school cancellations. Schools must be flexible enough to move around in the schedule. ***Drill floor down time will be kept to a minimum.*** Schools must inform parents that the schedule is subject to change. If they desire to watch their cadet perform they will also need to be flexible. We will not delay events to wait on parents. Once a team is on the floor, gym doors will be closed until the team on the floor has reported out! Your cooperation in this matter is expected.

16. Individual Drill Down (IDD) (without weapons) Heats will be conducted throughout the day (a schedule will be provided) with the final IDD being conducted just prior to the award ceremony. All IDD Heats will be conducted in the cafeteria or commons. All cadets are encouraged to participate in this event. Tickets may be purchased for \$1.00 at the General Store located in the Commons Area. **(Subject to Change)**



17. We will have a concession stand in operation. Prices will be reasonable and we ask that you consider our menu for lunch. It will be located in our Commons Area along with our General Store and Silent Auction. Due to school policy there will be no food, candy, snacks, soda, or flavored waters (due to sugar content) consumed outside of the cafeteria/commons area. This means no eating/drinking in classrooms, classroom hallways, etc. This policy must be strictly enforced.
18. Our Booster Club will also have a Silent Auction. This is a great opportunity to maybe do a little Christmas Shopping.
19. POC for the Drill Meet is CW3 Allen, 417-582-5901 ext 3131 or email jasonallen@ozarktigers.org
20. SAI MAJ John Caizer, 417-582-5901 ext 3133 or email dannycazier@ozarktigers.org

//original signed//
JASON K. ALLEN
CW3, (R) USA
Drill Coach
Army Instructor



UNARMED EXHIBITION DRILL

1. Units must contain at least 9 cadets with no maximum. No member of the team, including the leader, may be armed.
2. Before a unit starts its sequence, the leader will coordinate with the Head Judge and advise the judges where the unit wants the Head Judge to be positioned for the purpose of its "Report in" and "Report Out".
3. There is no mandatory start / stop area for this event. The unit leader will advise the Head Judge of the team's starting / stopping area before beginning its routine. The start area may be entirely inside of, or entirely outside of, or some members inside and some members outside of, the established boundary lines. **No boundary violations will be assessed here.**
4. The drill routine must be at least 6 minutes long but no more than 9 minutes long. Timing for the event will begin when the first cadet steps onto the drill floor and will stop when the last cadet steps off the drill floor!
5. Example Report In. Salute in a military manner, and report: **"Drill Sergeant/Sir/M'am, (NAME OF UNIT) REQUESTS PERMISSION TO DRILL."** After the Head Judge grants permission, the sequence will continue (Judges - do not delay here as the unit's time is running).
6. Teams will perform a sequence of movements of their own choice and will be judged on the military flavor of the routine, team member military bearing, alignment and precision of the movements, floor covering, etc. .
7. The head Judge will assess penalty points for each occasion during the exhibition routine on which any team member steps over Red Base Line (e.g.: If 4 people are in a file, and that entire file steps on or over the line, then 4 points are assessed for that one violation) or makes contact with a wall. Penalty points are only assigned during the exhibition performance.
8. Unarmed unit exhibition drill unarmed will take place in the Main Gym.
9. The judges will be advised of the following key points to use as guidelines in judging platoon exhibition drill:
 - ◆ Military flavor of marching movements.
 - ◆ Minimum number of verbal commands.
 - ◆ Covering the entire drill deck.
 - ◆ Continuity of movements, without pauses, or hesitations.
 - ◆ Team member appearance, posture, bearing, dress, and cover.
 - ◆ Originality of design, and execution.
 - ◆ Skilled execution of all drill movements.
 - ◆ Inclusion of all cadets in the entire routine.
 - ◆ Team's style, showmanship.



ARMED/UNARMED NEW CADET PLATOON

1. This is not a list of commands. It is a list of required movements. Commands will be given in accordance with respective service drill manuals. The commander must clearly inform the Judge during the REPORT IN portion of the drill card what drill manual the team will be using. Regardless of the manual each team chooses to use for this meet, the Platoon Leader will be three paces in front of and centered on the platoon when in a line formation, and when in column formation, three paces on the left flank and centered on the platoon.
2. The platoon leader must coordinate with the Head Judge before starting the drill routine.
3. Report Example: Sir/Ma'am Name of school High School drill team requests permission to occupy your drill area and perform the New Cadet Drill Card in accordance with the appropriate service drill manual.
4. Armed New Cadet will use the same rifle that senior teams do..
5. Platoons must contain 10 cadets; one platoon leader and three squads of three.
6. The platoon may assemble on the drill floor on the command Fall In or may march in and assemble on the floor.
7. The platoon leader must memorize all commands. If command cards/crib sheets are used, the Head Judge will assess a FIFTY Point penalty. No member of the unit may count cadence. A FIVE point penalty will be assessed by the Head Judge for every occurrence of counting cadence.
8. The required movements must be followed without deviation. A FIVE point penalty will be assessed by the Head Judge for each omission or addition (this includes adding commands to provide additional drill area). No waivers or alibis will be granted.
9. The boundaries for this event are the Red Base Line where the head judge will be reported to and the gym walls. Five penalty points will be assessed each time any team member steps on or over boundary line except at the start of the routine.
10. There is no timing in this event as the completion of the movements, in cadence, is satisfactory. However, teams are reminded that they should not prolong the routine. Should the Head Judge feel that the teams are belaboring these movements, it will be reflected in the overall evaluation.
11. The Armed New Cadet Drill will be in the Auxiliary Gym and Unarmed New Cadet Drill will be in the Main Gym.



INDIVIDUAL DRILL DOWN (IDD) (Separate Entry Fee)

1. There will be IDD Heats throughout the day on the half hour beginning at 09:00. The top ten from each heat will move on to the final drill down
2. Tickets are \$1.00 each and will be sold at the General Store. The Final IDD competition will be held in the main gym. The IDD will be held just prior to the awards ceremony. Units may purchase tickets either in cash or check; individual tickets may be sold only for cash.
3. This will be the concluding event before the presentation of the trophies at the closing ceremony so an exact time for this event will not be provided.
4. All participating cadets in the final IDD will be called to the gym floor when this event is ready to begin.
5. There will be no time limit. Commands will be issued until 10 cadets remain; the winner will be determined from these 10 cadets in a drill down. Individual trophies and a medal will be awarded for first through third place. The other seven cadets will receive medals.
6. There will be no talking by cadets during the conduct of this event. **If any cadet cannot hear the command, they will raise their left arm and remain in place.**
7. Prior to the start of the event, the Drill Master will give some familiarization commands to allow the formation to understand the tone, inflection, and volume of the Drill Master's voice.
8. Once a cadet has been eliminated, he / she will depart the drill area in silence; **there is no appeal** once the judge has determined a mistake has been made.
9. TC 3-21.5 Drill and Ceremonies will govern this event.
10. The speed at which the commands are issued will be at the discretion of the Drill Master and the speed should be expected to increase as the event moves toward conclusion.
11. Considering the nature of this event, **particular attention must be paid to the smallest details**; for example:
 - Feet at a 45 degree angle (Attention)
 - Thumbs along the seam of the trousers (Attention)
 - Palm of the right hand outboard (Parade Rest)
 - Hands at the small of the back centered on the belt (Parade Rest)
 - Upper arm horizontal (Hand Salute / Present Arms)
 - Wrist straight, fingers extended and joined (Hand Salute / Present Arms)
 - The only command that can be executed from Present Arms is Order Arms
 - 15 inch step (Right / Left Step March)
 - 15 inch step (Backward March)



UNARMED IDD TYPE COMMANDS
(TC 3-21.5)

Command Selection will be left up to the Drill Master!

Large Group Commands (Company Size)

Group, ATTENTION
plus
Dress Right, DRESS
Ready, FRONT
Parade, REST
Stand At, Ease
REST
Present, ARMS
Order, ARMS
Left, FACE
Right, FACE
Half Left, FACE
Half Right, FACE
About, FACE
COVER (Column Only)
RECOVER (Column Only)
Left Step, MARCH
Group, HALT
Right Step, MARCH
Backward, MARCH

Small Group Commands (Platoon Size)

Will include all Large Group Commands

Count, OFF (While in Line and In Column)
Close Interval, MARCH (While in Line)
Normal Interval, MARCH (While in Line)
Double Interval, MARCH (While in Line)
Forward, MARCH
Half Step, MARCH
Mark Time, MARCH
Rear, MARCH
Change Step, MARCH
Column Right, MARCH
Column Left, MARCH
Right Flank, MARCH
Left Flank, MARCH
Column Half Left, MARCH
Column Half Right, MARCH

NOTE: Trick Commands will NOT be given, but cadets should know which positions they can execute commands from. If given a command that they are not to execute from their current position, that command will not be considered a trick command. Example: When at Present Arms the only command that they should execute is Order ARMS, if given the Command of Left FACE the cadets should remain at Present ARMS. When cadets are at Parade Rest and given any type of facing movement they should not move until called to Attention. Cadets should also know that Stand at Ease, At Ease, and Rest may be executed from Parade Rest and Parade Rest is only commanded from the Position of Attention. All cadets should know the movements required of Squad Leaders when given the command COVER when in a platoon formation.



Directions to Ozark High School

From I-44 and Hwy 65 South Interchange.

Take Hwy 65 South toward Branson

Take Hwy 14 (Ozark/Nixa) Exit (approximately 8 miles)

Turn left (East) back over Hwy 65. Go to the 4th Signal Light turn left (North) onto NN Hwy

Travel North on Hwy NN for approximately $\frac{3}{4}$ mile. You will see the school on the left (You will see our marquee). Turn Left (West) onto West Bluff Drive,
Travel West for approximately $\frac{1}{2}$ mile to the front of the main building (Flag Poles). Park in the main parking lot and enter through the main entrance.

From Branson

Take Hwy 65 North toward Springfield

Take Hwy 14 (Ozark/Nixa) Exit

Turn right (East). Go to the 4th Signal Light turn left (North) onto NN Hwy

Travel North on Hwy NN for approximately $\frac{3}{4}$ mile. You will see the school on the left (You will see our marquee). Turn Left (West) onto West Bluff Drive,
Travel West for approximately $\frac{1}{2}$ mile to the front of the main building (Flag Poles). Park in the main parking lot and enter through the main entrance.

PLEASE DO NOT TURN LEFT (NORTH) ONTO NORTH 12TH STREET AT THE JUNIOR HIGH. THIS AREA HAS A NARROW ACCESS AND IS VERY CONGESTED. THIS ROUTE ALSO BRINGS YOU TO THE WRONG SIDE OF THE SCHOOL FOR PARKING!



Waterloo West High School
Air Force Junior ROTC
425 E Ridgeway Ave
Waterloo, Iowa 50702



6 November 2018

MEMORANDUM FOR WATERLOO COMMUNITY SCHOOL DISTRICT

SUBJECT: AFJROTC Drill Meet Field Trip Request 30 November - 1 December 2018

1. West High School JROTC is requesting an out of state field trip to Ozark High School, 1350 W Bluff Dr, Ozark, MO in order to compete in a drill meet. A total of 22 students and two instructors will be attending; transportation will be a school district bus. Students will be competing against 15 other JROTC programs from the Midwest.

2. Itinerary for trip to Ozark High School as follows:

- a. November 30th, 2018 (Friday)
 - 8:00 am Depart from West High School
 - 12:30 pm Stop for Lunch (approximate time)
 - 5:00 pm Arrive at Hotel (Quality Inn)
- b. December 1st, 2018 (Saturday)
 - 5:30 am Wake-up, Dress
 - 6:30 am Breakfast (at the Hotel)
 - 7:30 am Depart Hotel
 - 7:45 am Arrive Ozark High School
 - 8:15 am Competitions begins
 - 12:00 Lunch
 - 4:00 pm Depart Ozark High School
 - 7:00 pm Stop for Supper, approximate time
 - 1:00 am Arrive at West High School (December 2nd)

3. Total cost is \$1,282 which will be paid from WHS JROTC's Account

- a. Cost Breakdown
 - Registration \$200
 - Lunch Nov. 30th \$176 (\$8 x 22 Students)
 - Supper, Nov. 30th \$176 (\$8 x 22 Students)
 - Hotel, Nov 30th \$378 (6 Rooms @ \$63 a night)
 - Lunch, Dec 1st \$176 (\$8 x 22 Students)
 - Supper, Dec 1st \$176 (\$8 x 22 Students)
 - Total: \$1,282

4. Transportation via district bus already reserved.
5. Questions regarding this memorandum should be addressed to Senior Aerospace Science Instructor, Major Bryan Carlson or Aerospace Science Instructor, CMSgt Paul Wallace.

BRYAN L. CARLSON, Major (Ret), USAF
Senior Aerospace Science Instructor

Attachments:

1. Ozark High School Memorandum
2. Registration Form
3. Google Map
4. Parental Permission Form



ENTRY FORM
OZARK HIGH SCHOOL
TIGER DRILL CLASSIC

Please fill out the following information and place an "X" next to the events that your teams would like to participate in. Make sure to provide the information about school name, email and such.

School Name: Waterloo West High School
Telephone: 319-433-2700, Ext: 122336
Email: wallacep@waterlooschools.org
SAI/AI: Major Bryan Carlson & CMSgt Paul Wallace
Number of Cadets Attending: 22
Number of Instructors Attending: 2

Unarmed Division Events

Regulation Platoon Drill	Yes <u>X</u>	No <u> </u>
Color Guard	Yes <u>X</u>	No <u> </u>
Platoon Exhibition	Yes <u>X</u>	No <u> </u>
New Cadet Unarmed	Yes <u>X</u>	No <u> </u>

Armed Division Events

Regulation Platoon Drill	Yes <u>X</u>	No <u> </u>
Color Guard	Yes <u>X</u>	No <u> </u>
Platoon Exhibition	Yes <u>X</u>	No <u> </u>
New Cadet Armed	Yes <u>X</u>	No <u> </u>

\$200.00

NOTE: Schools **may not** enter more than one team in each event within a division. To be eligible for the overall championship each school must enter one team in each event. New Cadet Events do not count toward the overall championship. We expect that schools will enter a team in each event!

The cost per Team is \$200.00. This covers one team in each event (eight events). If you choose not to enter a team in a certain event it will still cost you \$200.00.

After completing the entry form please email it back to CW3 Allen by Friday November 2, 2018.

Entry fees will be paid the day of the event. Please **DO NOT** mail checks, hand carry to the event if at all possible. Please have checks made out to the **Ozark JROTC Booster Club.**

jasonallen@ozarktigers.org

BOARD OF EDUCATION MEETING
November 12, 2018

ISSUE: Classroom Space Availability for Open Enrollment Purposes

CONTACT: Dr. Stephanie Mohorne, Associate Superintendent for Educational Services

ATTACHMENTS: Board Policy 601.3, Insufficient Classroom Space

BACKGROUND:

For the purposes of open enrollment transfers as per Iowa Administrative Code 281-17.6(3), the Board must certify that sufficient classroom space exists to accommodate incoming students.

THE SUPERINTENDENT’S RECOMMENDATION IS:

“the Board of Education certifies that sufficient classroom space exists at all grade levels, but not necessarily all grade levels in every building, for open enrollment into the District for the 2018-2019 school year and approves the continuation of policy 601.3.”

INSUFFICIENT CLASSROOM SPACE

Insufficient classroom space exists when conditions adversely affect the implementation of the educational philosophy and program of the Board of Education. The Superintendent or his/her designee shall determine insufficient classroom space on a case-by-case basis. Criteria to be used by the Superintendent or his/her designee when determining insufficient classroom space may include, but not be limited to, available personnel, grade level, educational program, instructional method, physical space, equipment and materials available, finances available, facilities either being planned or currently under construction, sharing agreements in force, bargaining agreements in force, and District goals and objective.

This policy and a report of classroom space in the District shall be reviewed by the Board annually between the months of July and October.

Cross Ref.: 501.12 State Enacted Open Enrollment

Legal Ref.: Iowa Code § 282.18(13) (2013)
281 I.A.C. 17.6(3)

ADOPTED: 2/12/90
7/16/99
11/12/01

Reviewed: 9/7/01, 10/4/01, 10/7/04, 10/6/05, 10/8/07, 10/27/08, 9/21/09, 11/6/14

BOARD OF EDUCATION MEETING
November 12, 2018

ISSUE: IASB Delegate Assembly Representative

CONTACT: Pam Arndorfer, Board Secretary

ATTACHMENTS: Delegate Assembly & Annual Meeting Information

BACKGROUND:

IASB by-laws give each member school district a delegate who casts the district's vote(s) on issues before the Delegate Assembly. By participating in the Delegate Assembly's debate process, each school district contributes to IASB's legislative program, and ultimately, the unified legislative interests of all Iowa school boards. The Annual Meeting of the Delegate Assembly will be held at 9:00 a.m., Wednesday, November 14, in the Grand Ballroom of the Iowa Events Center in Des Moines. It is the recommendation that the Board appoint a delegate for this purpose.

THE SUPERINTENDENT'S RECOMMENDATION IS:

"the Board of Education appoint Sue Flynn as the delegate to the IASB Delegate Assembly and Annual Meeting."

IASB Delegate Assembly & Annual Meeting

November 14, 2018

9am-noon or upon completion

Grand Ballroom, 4th Floor, Iowa Events Center

The IASB Delegate Assembly convenes annually for three important roles:

- Annual Meeting
- Set the Legislative Platform
- Convene the nominating caucuses to select candidates for the IASB Board of Directors in selected regions.

IASB bylaws give each member school board a delegate who casts the district's votes on issues before the Delegate Assembly. School board members provide input on IASB's legislative platform and your priorities help influence legislators and the governor. By participating in this debate process, school, AEA and community college boards contribute to IASB's legislative program and ultimately the unified legislative interests of all Iowa school boards.

The Delegate Assembly and Annual Meeting will be held Wednesday, November 14. Please take time at your next board meeting to select a delegate, who must be a board member.

- **Registration:** Opens August 8.
- **Time:** 9am-noon or upon completion. If we do not finish by noon, we will break for lunch and reconvene after lunch.
- **Location:** Grand Ballroom, 4th Floor, Iowa Events Center
- **Note for Registering for Afternoon Events:** Delegates interested in attending an afternoon IASB Pre-Convention workshop are advised to pre-register for the event to guarantee a seat. If the Delegate Assembly deliberation extends after lunch, you will not be invoiced for afternoon workshop registration fees.

DELEGATES

- **K-12 Delegates:** Votes are assigned to delegates according to the following school district enrollment schedule:

0000-1200 – 1 vote
1201-1600 – 2 votes
1601-2400 – 3 votes
2401-3600 – 5 votes
3601-4800 – 7 votes
4801-6000 – 10 votes
6001 and over – 15 votes

BOARD OF EDUCATION MEETING
November 12, 2018

ISSUE: Waterloo Career Center Change Order 6

CONTACT: Michael Coughlin, Chief Financial Officer
Marty Metcalf, Director of Operations

ATTACHMENTS: Summary of Proposal Requests for Change Order 6

BACKGROUND:

The Waterloo Career Center remodel project at Central Middle School is under the direction of InVision Architecture with Larson Construction as general contractor. During the construction process, issues arise that require an adjustment to the contract executed through a documented change order. Change orders are reviewed and approved by the architect and the general contractor prior to being presented for district approval. It is an established practice by the district for the board to address for approval any change orders that exceed \$5,000.

Waterloo Career Center Change Order 6 is associated with site work as an ADD of \$6,127.63

Contingency Summary

Original Contract Sum	\$ 13,220,000.00
Previous Change Orders	(68,145.34)
Current Change Order #3	<u>9,022.46</u>
New Contract Balance	\$ 13,160,877.12

THE SUPERINTENDENT’S RECOMMENDATION IS:

“that the Board of Education approve Waterloo Career Center Changer Order 6 as presented as an ADD of \$9,022.46.”

TRANSMITTAL

PROJECT Career Center Remodel
OWNER Waterloo Community School District

PROJECT # 16110
DATE October 24, 2018

TO Waterloo Community School District
Marty Metcalf
1516 Washington Street
Waterloo, IA 50703
metcalfm@waterlooschools.org
coughlinm@waterlooschools.org

VIA Email

ITEMS	No.	Description
	1	Change Order 006

MESSAGE

Please sign. Retain one copy for your records and return a fully executed copy to our office for further processing.

BY Lisa Chamberlin



AIA® Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
16110 Waterloo Career Center Remodel at
Central Middle School
Central Middle School
1350 Katoski Drive
Waterloo, IA 50701

CONTRACT INFORMATION:
Contract For: General Construction

Date: December 18, 2017

CHANGE ORDER INFORMATION:
Change Order Number: 006

Date: October 1, 2018

OWNER: *(Name and address)*
Waterloo Community School District
1516 Washington St
Waterloo, IA 50702

ARCHITECT: *(Name and address)*
INVISION Architecture, LTD
PO Box 1800
Waterloo, IA 50704-1800

CONTRACTOR: *(Name and address)*
Larson Construction Co., Inc.
PO Box 112
Independence, IA 50644

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. PR 27 dated 7.19.2018 - CMU Crack Reinforcement
ADD \$2,768.13
2. PR 31 dated 7.17.2018 - 2nd Floor Stair in Hallway WCC200
ADD \$4,789.92
3. PR 32 dated 8.20.2018 - Drain Tile
ADD \$4,019.54
4. PR 35 dated 8.15.2018 - Well Water Piping
DEDUCT \$(11,489.00)
5. PR 36 dated 8.21.2018 - Relocate Existing Camera
ADD \$338.10
6. PR 37 dated 7.26.2018 - Handrails
ADD \$4,959.47
7. PR 38 dated 7.26.2018 - Tree Removal
ADD \$2,012.50
8. PR 39 dated 8.9.2018 - Lights at Loading Dock
ADD \$378.35
9. PR 40 dated 8.21.2018 - Security Cameras
ADD \$732.55
10. PR 41 dated 9.10.2018 - Furring Wall for Electrical Panel
ADD \$512.90

The original Contract Sum was
The net change by previously authorized Change Orders
The Contract Sum prior to this Change Order was
The Contract Sum will be increased by this Change Order in the amount of
The new Contract Sum including this Change Order will be

\$	13,220,000.00
\$	-68,145.34
\$	13,151,854.66
\$	9,022.46
\$	13,160,877.12

The Contract Time will be increased by Zero (0) days.

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User Notes:

The new date of Substantial Completion will be unchanged

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

INVISION Architecture, LTD

ARCHITECT (Firm name)



SIGNATURE

Kathryn Payne, AIA

PRINTED NAME AND TITLE

10.2.2018
DATE

Larson Construction Co., Inc.

CONTRACTOR (Firm name)



SIGNATURE

Doug Larson
PRINTED NAME AND TITLE

10/23/18
DATE

Waterloo Community School District

OWNER (Firm name)



SIGNATURE

PRINTED NAME AND TITLE

DATE

BOARD OF EDUCATION MEETING
November 12, 2018

ISSUE: Counseling Practicum Memorandum of Understanding (MOU) Between Waterloo Schools and the University of Northern Iowa

CONTACT: Jeff Frost, Executive Director of Professional Technical Education

ATTACHMENTS: Memorandum of Understanding (MOU)

BACKGROUND:

The University of Northern Iowa Counseling Program (School of Applied Human Sciences and College of Social and Behavioral Sciences) is seeking to establish a one-year agreement with Waterloo Schools labeled as the ***Waterloo Anchor Schools Practicum Initiative***. UNI Counseling Practicum students will be provided the opportunity to accumulate 100 service hours as they shadow, observe, and implement basic school counseling services under the supervision of Waterloo Schools' counseling staff. The program will run January 1, 2019 through December 31, 2019, at which time both parties will meet to evaluate the program and make any necessary adjustments.

THE SUPERINTENDENT'S RECOMMENDATION IS:

"that the Board of Education approve the Memorandum of Understanding with the University of Northern Iowa for the Waterloo Anchor Schools Practicum Initiative, effective January 1, 2019 through December 31, 2019."

Memorandum of Understanding (MOU)

Major Principles

The University of Northern Iowa (UNI) is committed to interact and form strong partnerships with its surrounding communities and establish a cooperative relationship that is mutually beneficial to its partners, students, and faculty. As a result, the UNI Counseling program (School of Applied Human Sciences and College of Social and Behavioral Sciences) is seeking to establish a one-year agreement with the Waterloo Community School District (WCSD) labeled as the Waterloo Anchor Schools Practicum Initiative.

I. University of Northern Iowa Counseling Program Expectations and Responsibilities

- A. In consonance with the Council for Accreditation of Counseling and Related Educational Programs (CACREP), the Higher Learning Commission (HLC), and the Iowa Department of Education (DOE), the following are the basic expectations and responsibilities from the counseling program.

Each UNI School Counseling Practicum student will:

1. have the opportunity to shadow, observe, and implement basic school counseling services under the tutelage of the WCSD school counselor supervisors assigned to them.
2. have the opportunity to accumulate a total of 100 service hours (40 direct/60 indirect) at the K-12 levels within the selected WCSD anchor schools during a UNI academic semester of 16 weeks.
3. be supervised by a UNI faculty supervisor biweekly in the form of one hour of individual or dyadic supervision. This will be accomplished via a combination of onsite and direct supervision on campus or via Zoom

(teleconference). Also, UNI Practicum students will receive biweekly three hour seminar sessions by UNI faculty supervisors to reinforce their current clinical experiences at schools.

4. maintain direct communication between WCSD school onsite and UNI faculty supervisors to foment steady progress.
5. be evaluated at the end of the semester by the UNI faculty supervisor and the input provided by the WCSD school supervisor during the supervision period.

B. UNI faculty supervisors will:

1. organize a Pre-Practicum meeting at the end of each Fall semester between UNI Practicum students and WCSD school counseling supervisors from the anchor schools. Students and school counselors will be provided the organization chart that contains the school rotations, supervisors' assignments, responsibilities, limitations, and goals for the semester.
2. maintain the partnership with the WCSD anchor schools. UNI faculty supervisors will visit the anchor schools regularly to provide onsite and direct supervision and support school counselors.
3. supervise the completion of evaluations, logs, and assessment tools at midterm and end of each semester.

II. Additional Waterloo Schools' Responsibilities and Benefits 1. School counselors from the selected schools will provide an equivalent of 1-hour direct supervision weekly (individual or triadic) to each UNI Practicum student and complete a mid-term and final evaluation of their supervisees. Also, school counseling supervisors will initial the weekly tally of hours' form completed by the Practicum students.

2. School counselors will provide the opportunity to UNI school counseling students to have experiences within the realm and expectations of Practicum level in the areas of individual/group counseling, academic/career counseling, classroom teaching, consultation with

parents/teachers/administrators, and community members. Ideally Practicum students will be exposed to ASCA (American School Counseling Association) implementation principles.

3. School counselors will receive supervision training provided by UNI counseling faculty.
4. Representatives from the UNI Counseling program and WCSD shall meet as appropriate to discuss and agree on UNI student placements and schedules.
5. UNI School Practicum students shall not be considered WCSD or UNI employees, shall not take the place or replace any employee, and shall not receive compensation from either party.

III. General Terms and Conditions of the Agreement

· This agreement will be implemented beginning on January 1, 2019 (consistent with the dates from the University of Northern Iowa and Waterloo Community School District) until December 31, 2020.

· The UNI school counseling faculty will organize a meeting in May 2019 with the participants of the Waterloo Anchor Schools to re-evaluate the mechanics and logistics of the current model including the conditions of the agreement in order to enhance the experience and benefits for all the parties involved. Then, this feedback will be incorporated and implemented in January 2020 upon mutual agreement of the parties.

Waterloo Community School District

Dr. Jane Lindaman, Superintendent

Date: _____

Dr. Jeff Frost, Executive Director of
Professional Technical Education
Sciences

Date: _____

University of Northern Iowa

Dr. Brenda Bass, Dean CSBS

Brenda L Bass

Date: _____

10-22-18

Dr. Annette Lynch, Director of
School of Applied Human

Annette Lynch

Date: _____

10/22/2018

Dr. Darcie Davis-Gage
Division Chair and Program
Coordinator of Counseling

Darcie Davis-Gage

Date: _____

10/22/2018

Dr. Olivia Chen
Clinical Coordinator of School
Counseling

Olivia Chen

Date: _____

10/22/2018

BOARD OF EDUCATION MEETING
November 12, 2018

ISSUE: Board Policy Changes – First Reading

CONTACT: Tara Thomas, Director of School and Community Relations

ATTACHMENTS: Proposed Policies

BACKGROUND:

The following policies have been reviewed by the District Leadership Team and the Policy Review Committee and are being presented for First Reading.

Number	Title
202.2	Board Member Oath of Office
217.0	School Board Association Memberships
401.1	Guiding Principles for Employees
602.65	Title I Parent Involvement

FOR INFORMATION ONLY

BOARD MEMBER OATH OF OFFICE

Board members are officials of the state. As a public official, each Board member must pledge to uphold the Iowa and the United States Constitution and carry out the responsibilities of the office to the best of the Board member's ability.

Each newly-elected Board member will take the oath of office prior to any action taken as a school official. The oath of office shall be taken by each new Board member elected at the school election at or before the organizational meeting of the Board. In the event of an appointment or special election to fill a vacancy, the new Board member shall take the oath of office within ten (10) days of the appointment or election.

Board members elected to offices of the Board shall also take the same oath of office but replacing the office of Board member with the title of the office to which they were elected.

The oath of office shall be administered by the Board Secretary and does not need to be given at a Board meeting. In the event the Board secretary is absent, the oath shall be administered by another Board member.

"Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Iowa and that you will faithfully and impartially to the best of your ability discharge the duties of the office of _____(Name of Office) in _____(~~name of district~~) the Waterloo Community School District as now or hereafter required by law?"

If the oath is not taken in the presence of the Board in session, it may be administered by an officer listed in Sections 63A.1 and 63A.2 and shall be subscribed to by the person taking it in the following form:

"I _____, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Iowa and that I will faithfully and impartially to the best of my ability discharge the duties of the office of _____(naming the office) in _____(~~name of district~~) the Waterloo Community School District as now or hereafter required by law."

Such oath shall be properly verified by the administering officer and filed with the Secretary of the Board.

Legal Ref.: Iowa Code §§ 277.28; 279.1, .6 (2013).

Cross Ref.: 200.2 Board Organizational Meeting
201.0 School Board Elections
204.0 School Board Member Ethics

ADOPTED: 9/12/83
2/12/90
4/26/93
10/11/99
1/27/14

Reviewed: 1/93, 9/15/99, 11/14/02, 12/2/04, 9/3/09, 12/5/13

SCHOOL BOARD ASSOCIATION MEMBERSHIPS

Participation in board member associations is beneficial to the Board. The Board shall annually review memberships in ~~the Iowa Association of School Boards and in~~ organizations the Board determines will be of benefit to the Board and the school district.

Legal Ref.: Iowa Code § 279.38 (2013).

Cross Ref.: 212.2 Liaison with School Board Associations
212.3 Board Member Development Opportunities

ADOPTED: 9/83
2/12/90
4/26/93
1/10/00
4/14/14

Reviewed: 3/93, 12/1/99, 11/14/02, 12/2/04, 10/1/09, 3/6/14

GUIDING PRINCIPLES FOR EMPLOYEES

Employees provide a variety of important services for the children of the school district community. Each employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with the students' individual needs. While the teachers have the most direct impact on the formal instruction of students, all employees have an impact on the school environment by their dedication to their work and their actions. As role models for the students, employees shall promote a cooperative, enthusiastic, and supportive learning environment for the students.

Values and Operating Principles

~~To best serve our students, parents, community, and employees, we hold each other to these values and principles. They guide us as we make decisions, as we interact with those we serve, and as we perform the duties of our positions.~~

Competence

~~We are competent employees, who have the ability to execute our assigned duties. As lifelong learners, we are committed to self-improvement through professional development and data analysis. We are aware of our weaknesses and are willing to utilize resources and ideas for improvement.~~

Citizenship

~~We believe in the importance of being involved in the community and giving back to the community through role modeling and volunteering. We promote school pride through enhancing student-to-student communication and contributions. We work together to do the right thing for all students.~~

Respect

~~We live by the Golden Rule through:~~

- ~~• Active listening~~
- ~~• Open communication~~
- ~~• Establishing trust~~
- ~~• Valuing individual and cultural differences~~
- ~~• Allowing all to maintain sense of dignity~~

Responsibility

~~We do our jobs with integrity. We follow through on commitments and are accountable to those we serve. We accept responsibility for the decisions we make.~~

Fairness

~~We actively listen to our stakeholders (community, parents, staff and students) to make decisions that consistently reflect integrity and a strong belief in equity.~~

Trustworthiness

~~We are dependable stakeholders, who consistently follow through with our responsibilities, confidentially, and with integrity.~~

Lifelong Learning

~~We model our commitment to lifelong learning professionally and personally. We support and encourage this for others as well.~~

~~We stay current in our field through reading, coursework, workshops, and professional dialogue.~~

~~We embrace curiosity and open mindedness and seek new alternatives to our thinking.~~

Caring

~~We encourage all members of the learning community to demonstrate caring (showing compassion, listening, showing kindness) and provide positive encouragement.~~

~~To build strong, positive relationships:~~

- ~~• With each other~~
- ~~• With students~~
- ~~• With parents~~
- ~~• With community~~

~~We understand that no significant learning can take place without a caring relationship!~~

Diversity

~~We understand how aspects of a person's culture impact how we teach, learn and interact with others. We work to increase our ability to listen, accept, care, and build positive relationships. Diversity is embraced.~~

Responsibilities

In striving to achieve a quality education program, the Board's goal is to obtain and retain qualified and effective employees. The Superintendent shall have complete discretion to determine the number, the qualifications, and the duties of the positions and the school district's standards of acceptable performance as long as it does not conflict with the master contract. It shall be the responsibility of the Superintendent to make recommendations to the Board in these areas prior to board action. The Board recognizes its duty to bargain collectively with duly certified collective bargaining units.

Application of Employee Policies

Board policies in this series relating to general employees shall apply to employees regardless of their position as a licensed employee, classified employee, substitute or administrator. Board policies relating to licensed employees shall apply to positions that require a teaching license or administrator's certificate or other professional license, certificate or endorsement, unless administrative positions are specifically excluded from the policy.

Master Agreement Ref.: Waterloo Education Association, Article XIV

ADOPTED: 8/12/60
6/11/90
1/10/94
2/28/00
11/12/07

Reviewed: 10/93, 2/2/00, 10/7/04, 10/4/07, 10/4/12

TITLE I PARENT AND FAMILY ENGAGEMENT INVOLVEMENT

Federal Law 103-382 affirms the principle that parental involvement is a vital part of the Title I Program.

~~The Waterloo Community School District will encourage parents of all children participating in Title I Programs to be involved in the development of the District plan and in the District's school improvement review process.~~

~~The District provides coordination, technical assistance and other necessary support in the planning and implementation of parent involvement activities. The District supports the partnership between home, the school, and the community by~~

- ~~• providing understandable information about standards and assessments;~~
- ~~• providing training and materials for parents to help their children and to involve other parents;~~
- ~~• educating school personnel about involving parents and the value of parent contributions; and~~
- ~~• developing meaningful roles for community organizations and businesses to work with parents and schools;~~
- ~~• building the schools' and parents' capacity for strong parental involvement;~~
- ~~• coordinating and integrating parental involvement strategies under Title I with other programs such as Head Start, Reading First, etc.~~

It is the policy of Waterloo Community Schools that parents of participating children shall have the opportunity to be involved jointly in the development of the district plan and in the district's review process for the purpose of school improvement. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students.

The district provides coordination, technical assistance, and other supports necessary to aid in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports this partnership through multiple avenues.

To support our Title One families regarding appropriate and available services, we

- a) Provide information about standards and assessments;
- b) Provide training and materials for parents to help their children;
- c) Educate school personnel about involving parents and the value of parent contributions;
- d) Develop roles for community organizations and businesses to work with parents and schools.

The district shall conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served. Issues addressed shall include identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient [LEP] parents, minorities, parents with disabilities and parents with low literacy) and use the findings of such evaluation to

PROPOSED

602.65

design strategies for more effective parental involvement and to revise, as necessary, the parental involvement policies.

ADOPTED: 1/25/99
1/27/03

Reviewed: 12/11/98, 5/2/02, 2/3/05, 9/14/06, 1/8/09, 6/6/13, 9/4/18

POLICY

BOARD OF EDUCATION MEETING
November 12, 2018

ISSUE: Board Policy Changes – Second Reading

CONTACT: Tara Thomas, Director of School and Community Relations

ATTACHMENTS: Proposed Policies

BACKGROUND:

The following policies have been reviewed by the District Leadership Team and the Policy Review Committee and are being presented for Second Reading. Policies 103.0, 104.0, 210.0, 400.4, 401.3 and 603.3 were presented for First Reading on October 22, 2018.

Number	Title
103.0	Nondiscrimination
104.0	Equal Education Opportunity
210.0	Meetings of the Board of Education
400.4	Notification of Arrest, Criminal Charges or Child Abuse Complaints
401.3	Nepotism
603.3	Competent Private Instruction (Home Schooled)

THE SUPERINTENDENT’S RECOMMENDATION IS:

“the Board approve the following policies: *Nondiscrimination, Equal Education Opportunity, Meetings of the Board of Education, Notification of Arrest, Criminal Charges or Child Abuse Complaints, Nepotism and Competent Private Instruction (Home Schooled).*”

CONTINUOUS NOTICE OF NONDISCRIMINATION

~~It is the policy of the Waterloo Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. If you have questions or a grievance related to this policy please contact Kingsley Botchway II, Chief Officer of Human Resources and Equity, 1516 Washington Street, Waterloo, IA 50702, 319-433-1800, botchwayk@waterlooschools.org. The Waterloo Community School District values our culturally diverse society and is committed to providing quality experiences, which develop an awareness and appreciation for the aspirations, issues, and achievements of all people.~~

~~The District shall establish and maintain an atmosphere in which all students and staff can develop attitudes and skills for effective and cooperative living based on respect for the individual.~~

~~The Waterloo School District shall promote nondiscrimination through fair and equitable employment, promotion and assignment of staff, utilization of multicultural, nonsexist instructional materials; and equal access for all students to academic and co-curricular programming.~~

~~Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.~~

~~Inquiries regarding complaints of discrimination shall be directed to the Affirmative Action Coordinator by writing to Dr. Beverly Smith, Associate Superintendent for Human Resources/Equity, Waterloo Community School District, Education Service Center, 1516 Washington Street, Waterloo, IA 50702-1639, 433-1800. Complaints can also be directed to the Iowa Civil Rights Commission, 400 E. 14TH Street, Des Moines, IA 50319-0201, (515) 281-4121, or Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60606-7204.~~

Legal Ref.: 20 U.S.C. §§ 1221-1
20 U.S.C. § 1405
20 U.S.C. §§ 1681 et seq.
20 U.S.C. §§ 1701 et seq.
29 U.S.C. § 794
42 U.S.C. § 2000d
42 U.S.C. §§12101 et seq.
34 C.F.R. Pt. 100
Iowa Code §§ 216.9; 280.3
Iowa Code §§ 280.28.12

Cross Ref.: 103.1 Anti-Bullying/Harassment Policy For Students And Adults
104.0 Equal Education Opportunity

ADOPTED: 4/13/87
2/12/90
12/14/92
2/22/99
9/10/01
12/11/06
06/25/07

PROPOSED

103.0

1/10/11
8/13/12

Reviewed: 10/92, 1/22/99, 10/13/00, 10/2/03, 11/9/06, 06/20/07, 12/2/10, 6/7/12, 9/1/16

EQUAL EDUCATION OPPORTUNITY

~~It is the policy of the Waterloo Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Kingsley Botchway II, Chief Officer of Human Resources and Equity, 1516 Washington Street, Waterloo, IA 50702, 319-433-1800, botchwayk@waterlooschools.org. It is the policy of the Waterloo Community School District to provide equal educational opportunities and not to discriminate on the basis of race, color, creed, sex, sexual orientation, gender identity, ethnic/national origin, religion, marital status, socio-economic status, or disability in its educational programs and activities. The Waterloo Community School District will affirmatively integrate students in attendance centers, programs, and classes.~~

It is also the policy of the Waterloo Community School District to provide programs, activities, curricula, and instructional resources which reflect the ~~racial and~~ cultural diversity of the United States and the variety of opportunities open to ~~both men and women~~, all genders, including individuals with disabilities, in our society. One of the objectives of the Waterloo Community School District is to reduce stereotyping and to eliminate bias, prejudice, and discrimination. The curriculum, programs, and services shall foster respect and appreciation for cultural diversity and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

~~The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules, and regulations pertaining to contract compliance and equal opportunity.~~

~~The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, creed, sex, sexual orientation, gender identity, ethnic/national origin, religion, marital status, socio-economic status, or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.~~

~~Inquiries, complaints, or grievances related to this policy may be directed as follows:~~

- ~~● Affirmative Action Coordinator/Equity Officer (Beverly Smith) or the Handicapped Compliance Officer (Larry Martin)
1516 Washington Street, Waterloo, IA, 50702, 433-1800~~
- ~~● Waterloo Human Rights Commission, 620 Mulberry Street, Waterloo, IA 50703~~
- ~~● Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-1044 (515) 281-4121~~
- ~~● Director of the Region VII Office of Civil Rights, U.S. Department of Education Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544~~
- ~~● Iowa Department of Education
Grimes State Office Building, Des Moines, IA 50319 (515) 281-5294~~

~~Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.~~

PROPOSED

104.0

Legal Ref.: 20 U.S.C. §§ 1221 et seq. (2010).
20 U.S.C. §§ 1681 et seq. (2010).
20 U.S.C. §§ 1701 et seq. (2010).
29 U.S.C. § 794 (2010).
42 U.S.C. §§ 12101 et seq. (2010).
34 C.F.R. Pt. 100 (2010).
34 C.F.R. Pt. 104 (2010).
Iowa Code §§ 216.9; 256.11, 280.3 (2011).
281 I.A.C. 12.

Cross Ref.: 103.0 Nondiscrimination
103.1 Anti-Bullying/Harassment Policy for Students and Adults
501.21 Homeless Children and Youth

ADOPTED: 7/13/87
7/9/90
4/8/91
6/16/97
11/12/01
7/12/04
3/27/06
12/11/06
6/25/07
4/13/09

Reviewed: 1/97, 10/4/01, 6/3/04, 2/9/06, 11/9/06, 6/20/07, 3/5/09, 4/4/13

MEETINGS OF THE BOARD OF EDUCATION

REGULAR BOARD MEETINGS

Regular meetings of the Board of Education will generally be held on the second and fourth Monday of each month. The Board may choose to hold only one meeting during the months of May, June, and July. Unless otherwise designated, the meetings will be held at 6:00 p.m. in the Board Room of the Education Service Center, 1516 Washington Street.

The Board shall adhere to this meeting schedule unless additional meetings are required, or, due to circumstances beyond the Board's control, the meeting cannot be held on the regular meeting date and time. In such case, the meeting will be re-scheduled at the Board's convenience. Public notice of the meetings shall be given at least 24 hours in advance.

SPECIAL BOARD MEETINGS

Special meetings may be held as determined by the Board of Education or Superintendent. Such meetings may be called by the President of the Board or upon written request from a majority of the Board members to the Secretary of the Board. Notice of the special meeting specifying time, place, and agenda will be made to every member of the Board.

Public notice shall be given at least 24 hours in advance of the meeting. If the special meeting called is an emergency meeting and the Board cannot give public notice in its usual manner, the Board shall give public notice of the meeting as soon as practical and possible in light of the situation. The reason for the emergency meeting and why notice in its usual manner could not be given shall be stated in the minutes. Emergency meetings will only be held when an issue cannot wait the twenty-four hours necessary for a special meeting.

Only the purpose or issue for which the special meeting was called may be discussed and decided in the special meeting. The Board shall strictly adhere to the agenda for the special meeting and action on other issues shall be reserved for the next regular or special board meeting.

BOARD MEETINGS BY ELECTRONIC MEANS

Occasionally circumstances arise of such an urgent nature as to require a meeting prior to the next regularly scheduled meeting or before a special meeting can be convened.

When the Superintendent feels that a matter is of an urgent nature as described above, and the Board President (or, in the President's absence, the Vice President or ranking officer) concurs, an electronic meeting may be held. The following conditions will apply:

1. Public access to the conversation must be allowed (unless the meeting is covered by an exception allowing a closed meeting, in which case a vote to close the meeting would need to be made and the electronic meeting would have to be taped recorded and minutes kept).

2. The Board will adhere to all requirements of the Open Meetings law.

CLOSED MEETINGS

Iowa statutes provide that all meetings of the Board will be open unless expressly permitted or exempted by law. The board shall return to open session before final action is taken on any matter discussed in closed session. See Regulation 210.0-R for requirements of closed meetings.

BOARD RETREATS, WORK SESSIONS AND FORUMS

All Board retreats, work sessions and forums will be open meetings in accordance with Chapter 21 of the Iowa Code. Public notice of the sessions shall be given at least 24 hours in advance. Topics for discussion and study will be announced publicly. The Board has the authority to hire an outside facilitator to assist them in work sessions. No board action will take place at the work session.

Legal Ref.: Iowa Code §§ 21; 279.1, .2; 279.8 (2013).
1980 Op. Att'y Gen. 148.
1982 Op. Att'y Gen. 162.
1980 Op. Att'y Gen. 167.
1976 Op. Att'y Gen. 384, 514, 765.
1972 Op. Att'y Gen. 158.
1970 Op. Att'y Gen. 287.

Cross Ref.: 200.2 Board Organizational Meeting
210.2 Meeting Notice
212.0 Minutes

ADOPTED: 4/26/93
3/8/99
11/12/07
10/26/09
9/26/16

Reviewed: 12/92, 2/5/99, 9/5/02, 12/2/04, 10/4/07, 10/1/09, 10/6/11, 9/1/16

NOTIFICATION OF ARREST, CRIMINAL CHARGES, OR CHILD ABUSE COMPLAINTS

Employees of the District must notify the ~~Associate Superintendent for Human Resources~~Chief Officer of Human Resources and Equity of any arrests, the filing of any criminal charges (serious misdemeanors, aggravated misdemeanors, and felonies), and the disposition of any criminal charges pending against them. ~~Notification should occur within three (3) business days of notification to the employee. Except for employees whose duties require possession of a Commercial Drivers License, simple misdemeanors do not need to be reported by employees.~~

Employees must notify the ~~Chief Officer of Human Resources and Equity~~Associate Superintendent for Human Resources of any child abuse complaints filed against them. Employees must report the findings in any complaint against them alleging child abuse. ~~Notification of any complaints and findings should occur~~ within three (3) business days of notification to the employee.

Current employees shall report any felony convictions of founded complaints of child abuse that occurred within five (5) years of the date this policy was adopted.

Information relating to arrests, criminal charges, and child abuse complaints shall be treated confidentially and maintained as part of the employee's confidential file.

Employees who do not notify the District as required under this policy may be subject to disciplinary action up to and including termination.

Legal Ref.: Iowa Code §§ 232.68-69; 235A; 279.8

ADOPTED: 5/27/08

Reviewed: 10/4/12

NEPOTISM

The employment of more than one individual in a family is on the basis of their qualifications, credentials and records.

More than one family member may be an employee of the school district. Assignment of members of one family to the same building shall be avoided if possible. No person shall directly supervise or evaluate a member of their immediate family. Immediate family includes spouse, parent, step-parent, guardian, sibling, child, stepchild, foster child, grandchild, grandparent, and comparable relatives of the spouse.

~~The district may employ more than one member of the immediate family. Assignment of members of one family to the same building shall be avoided if possible.~~

~~No person shall directly supervise or evaluate a member of his or her immediate family. Immediate family includes spouse, children, siblings, parents or in-laws.~~

~~No employee's family member shall be given preferential treatment unrelated to that person's qualifications, credentials and record.~~

~~Exceptions to this policy must be approved by the Superintendent.~~

Legal Ref.: Iowa Code §§ 20; 71; 277.27; 279.8 (2013).

Cross Ref.: 405.2 Licensed Employee Qualifications, Recruitment Selection
411.2 Classified Employee Qualifications, Recruitment Selection

~~Legal Ref.: Iowa Code §§ 20; 71; 277.27; 279.8 (2011).~~

~~Cross Ref.: 401.1 Guiding Principles for Employees~~
~~402.4 Equal Employment Opportunity/Affirmative Action Policy~~
~~404.1 Recruitment and Selection of Licensed Employees~~

ADOPTED: 6/8/09
 6/10/13

Reviewed: 5/7/09, 5/2/13

COMPETENT PRIVATE INSTRUCTION (HOME SCHOOLED)

In the event a child of compulsory attendance age, over age six (6) and under age sixteen (16), does not attend public school or an accredited nonpublic school, the child must receive competent private instruction.

Private instruction can take the form of competent private instruction and independent private instruction. The Iowa Department of Education recognizes three options for delivery of this form of instruction: two options for delivery of competent private instruction and one option for independent private instruction.

Competent private instruction means private instruction provided on a daily basis for at least one hundred forty-eight days during a school year, to be met by attendance for at least thirty-seven days each school quarter, which results in the student making adequate progress. Competent private instruction is provided by or under the supervision of a licensed practitioner or by other individuals identified in law.

A parent choosing competent private instruction for a student must notify the school district prior to the first day of school on forms provided by the school district. The forms are available at the Education Service Center. One copy of the completed forms will be kept by the school district and another copy will be forwarded to the area education agency.

The superintendent or designee will determine whether the completed form is in compliance with the law. Specifically, the superintendent will determine whether the individual providing the instruction is either the student's parent, guardian, legal custodian or an Iowa licensed practitioner; whether the licensed practitioner's license is appropriate for the age and grade level of the student; that the student is being instructed a minimum of one hundred and forty-eight (148) days per year; that immunization evidence is provided for students placed under competent private instruction for the first time and that the report is timely filed.

The school district shall report noncompliance with the reporting, immunization, attendance, instructor qualifications, and assessment requirements of the compulsory attendance law to the county attorney of the county of residence of the student's parent, guardian, or custodian.

Students receiving competent private instruction are eligible to request open enrollment to another school district. Prior to the request for open enrollment, the student shall request dual enrollment in the resident district. The receiving district shall not bill the resident district unless the receiving district complies with the reporting requirements. If the parent, guardian or custodian fails to comply with the compulsory attendance requirements, the receiving district shall notify the resident district. The resident district shall then report the noncompliance to the county attorney of the county of residence of the parent, guardian, or custodian.

Students receiving competent private instruction from a parent, guardian or legal custodian must be evaluated annually by May 1, unless such person is properly

licensed. The parent, guardian or legal custodian may choose either a standardized test approved by the Iowa Department of Education or a portfolio evaluation. If the parent, guardian or legal custodian chooses standardized testing and the student is dual enrolled, the school district shall pay for the cost of the standardized test and the administration of the standardized test. If the student is not dual enrolled, the parent, guardian or legal custodian shall reimburse the school district for the cost of the standardized test. If a parent, guardian or legal custodian of a student receiving competent private instruction chooses portfolio assessment as the means of annual assessment, the portfolio evaluator must be approved by the superintendent. Portfolio evaluators must hold a valid Iowa practitioner's license or teacher certificate appropriate to the ages and grade levels of the children whose portfolios are being assessed. No annual evaluation is required for students receiving competent private instruction from an appropriately licensed or certified Iowa practitioner or supervised by an appropriately licensed or certified Iowa practitioner.

Upon the request of a parent, guardian or legal custodian of a student receiving competent private instruction, or upon referral of a licensed practitioner who provides instruction or instructional supervision of a student under competent private instruction, the school district shall refer a student who may require special education to the area education agency, Division of Special Education, for evaluation.

Students in competent private instruction must make adequate progress. Adequate progress includes scoring at the thirtieth (30th) percentile on a standardized test or a report by the portfolio evaluator indicating adequate progress. Students who fail to make adequate progress under competent private instruction provided by the student's parent, guardian or legal custodian shall attend an accredited public or nonpublic school beginning the next school year. The parent, guardian or legal custodian of a student who fails to make adequate progress may apply to the director of the Department of Education for approval of continued competent private instruction under a remediation plan.

The remediation plan shall be for no more than one year. Before the beginning of the school year, the student may be retested, and, if the student achieves adequate progress, the student may remain in competent private instruction.

Elementary and middle students on competent private instruction may request placement within the District. Final grade placement will be determined by the principal through review of the student's performance and achievement levels. Secondary students on competent private instruction may request midterm and final examinations for the courses for which they wish District credit. Passing or failing to pass with the designated achievement shall be determined by the appropriate department personnel and the principal.

Legal Ref.: Iowa Code §§ 256.11; 279.10, .11; 299.1-6, .11, .15, .24, 299A (2009).
281 I.A.C. 31.

Cross Ref.: 509.0 Attendance and Tardy Policy
501.12 State-Enacted Open Enrollment Program
502.1 Dual Enrollment
502.2-R Transfer Credit
603.31 Competent Private Instruction Credits, Grades, and Graduation for the Home Schooled

PROPOSED

603.3

602.3 Acceleration

ADOPTED: 11/25/96
6/11/01
3/27/06
2/14/11

Reviewed: 10/96, 5/11/01, 10/7/04, 2/9/06, 1/6/11

CONTINUOUS NOTICE OF NONDISCRIMINATION

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~~Inquiries regarding complaints of discrimination shall be directed to the Affirmative Action Coordinator by writing to Dr. Beverly Smith, Associate Superintendent for Human Resources/Equity, Waterloo Community School District, Education Service Center, 1516 Washington Street, Waterloo, IA 50702-1639, 433-1800. Complaints can also be directed to the Iowa Civil Rights Commission, 400 E. 14TH Street, Des Moines, IA 50319-0201, (515) 281-4121, or Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60606-7204.~~

Legal Ref.: 20 U.S.C. §§ 1221-1
20 U.S.C. § 1405
20 U.S.C. §§ 1681 et seq.
20 U.S.C. §§ 1701 et seq.
29 U.S.C. § 794
42 U.S.C. § 2000d
42 U.S.C. §§12101 et seq.
34 C.F.R. Pt. 100
Iowa Code §§ 216.9; 280.3
Iowa Code §§ 280.28.12

Cross Ref.: 103.1 Anti-Bullying/Harassment Policy For Students And Adults
104.0 Equal Education Opportunity

ADOPTED: 4/13/87
2/12/90
12/14/92
2/22/99
9/10/01
12/11/06
06/25/07

PROPOSED

103.0

1/10/11
8/13/12

Reviewed: 10/92, 1/22/99, 10/13/00, 10/2/03, 11/9/06, 06/20/07, 12/2/10, 6/7/12, 9/1/16

EQUAL EDUCATION OPPORTUNITY

~~It is the policy of the Waterloo Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Kingsley Botchway II, Chief Officer of Human Resources and Equity, 1516 Washington Street, Waterloo, IA 50702, 319-433-1800, botchwayk@waterlooschools.org. It is the policy of the Waterloo Community School District to provide equal educational opportunities and not to discriminate on the basis of race, color, creed, sex, sexual orientation, gender identity, ethnic/national origin, religion, marital status, socio-economic status, or disability in its educational programs and activities. The Waterloo Community School District will affirmatively integrate students in attendance centers, programs, and classes.~~

It is also the policy of the Waterloo Community School District to provide programs, activities, curricula, and instructional resources which reflect the ~~racial and~~ cultural diversity of the United States and the variety of opportunities open to ~~both men and women~~, all genders, including individuals with disabilities, in our society. One of the objectives of the Waterloo Community School District is to reduce stereotyping and to eliminate bias, prejudice, and discrimination. The curriculum, programs, and services shall foster respect and appreciation for cultural diversity and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

~~The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules, and regulations pertaining to contract compliance and equal opportunity.~~

~~The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, creed, sex, sexual orientation, gender identity, ethnic/national origin, religion, marital status, socio-economic status, or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.~~

~~Inquiries, complaints, or grievances related to this policy may be directed as follows:~~

- ~~● Affirmative Action Coordinator/Equity Officer (Beverly Smith) or the Handicapped Compliance Officer (Larry Martin)
1516 Washington Street, Waterloo, IA, 50702, 433-1800~~
- ~~● Waterloo Human Rights Commission, 620 Mulberry Street, Waterloo, IA 50703~~
- ~~● Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-1044 (515) 281-4121~~
- ~~● Director of the Region VII Office of Civil Rights, U.S. Department of Education Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544~~
- ~~● Iowa Department of Education
Grimes State Office Building, Des Moines, IA 50319 (515) 281-5294~~

~~Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.~~

PROPOSED

104.0

Legal Ref.: 20 U.S.C. §§ 1221 et seq. (2010).
20 U.S.C. §§ 1681 et seq. (2010).
20 U.S.C. §§ 1701 et seq. (2010).
29 U.S.C. § 794 (2010).
42 U.S.C. §§ 12101 et seq. (2010).
34 C.F.R. Pt. 100 (2010).
34 C.F.R. Pt. 104 (2010).
Iowa Code §§ 216.9; 256.11, 280.3 (2011).
281 I.A.C. 12.

Cross Ref.: 103.0 Nondiscrimination
103.1 Anti-Bullying/Harassment Policy for Students and Adults
501.21 Homeless Children and Youth

ADOPTED: 7/13/87
7/9/90
4/8/91
6/16/97
11/12/01
7/12/04
3/27/06
12/11/06
6/25/07
4/13/09

Reviewed: 1/97, 10/4/01, 6/3/04, 2/9/06, 11/9/06, 6/20/07, 3/5/09, 4/4/13

MEETINGS OF THE BOARD OF EDUCATION

REGULAR BOARD MEETINGS

Regular meetings of the Board of Education will generally be held on the second and fourth Monday of each month. The Board may choose to hold only one meeting during the months of May, June, and July. Unless otherwise designated, the meetings will be held at 6:00 p.m. in the Board Room of the Education Service Center, 1516 Washington Street.

The Board shall adhere to this meeting schedule unless additional meetings are required, or, due to circumstances beyond the Board's control, the meeting cannot be held on the regular meeting date and time. In such case, the meeting will be re-scheduled at the Board's convenience. Public notice of the meetings shall be given at least 24 hours in advance.

SPECIAL BOARD MEETINGS

Special meetings may be held as determined by the Board of Education or Superintendent. Such meetings may be called by the President of the Board or upon written request from a majority of the Board members to the Secretary of the Board. Notice of the special meeting specifying time, place, and agenda will be made to every member of the Board.

Public notice shall be given at least 24 hours in advance of the meeting. If the special meeting called is an emergency meeting and the Board cannot give public notice in its usual manner, the Board shall give public notice of the meeting as soon as practical and possible in light of the situation. The reason for the emergency meeting and why notice in its usual manner could not be given shall be stated in the minutes. Emergency meetings will only be held when an issue cannot wait the twenty-four hours necessary for a special meeting.

Only the purpose or issue for which the special meeting was called may be discussed and decided in the special meeting. The Board shall strictly adhere to the agenda for the special meeting and action on other issues shall be reserved for the next regular or special board meeting.

BOARD MEETINGS BY ELECTRONIC MEANS

Occasionally circumstances arise of such an urgent nature as to require a meeting prior to the next regularly scheduled meeting or before a special meeting can be convened.

When the Superintendent feels that a matter is of an urgent nature as described above, and the Board President (or, in the President's absence, the Vice President or ranking officer) concurs, an electronic meeting may be held. The following conditions will apply:

1. Public access to the conversation must be allowed (unless the meeting is covered by an exception allowing a closed meeting, in which case a vote to close the meeting would need to be made and the electronic meeting would have to be taped recorded and minutes kept).

2. The Board will adhere to all requirements of the Open Meetings law.

CLOSED MEETINGS

Iowa statutes provide that all meetings of the Board will be open unless expressly permitted or exempted by law. The board shall return to open session before final action is taken on any matter discussed in closed session. See Regulation 210.0-R for requirements of closed meetings.

BOARD RETREATS, WORK SESSIONS AND FORUMS

All Board retreats, work sessions and forums will be open meetings in accordance with Chapter 21 of the Iowa Code. Public notice of the sessions shall be given at least 24 hours in advance. Topics for discussion and study will be announced publicly. The Board has the authority to hire an outside facilitator to assist them in work sessions. No board action will take place at the work session.

Legal Ref.: Iowa Code §§ 21; 279.1, .2; 279.8 (2013).
1980 Op. Att'y Gen. 148.
1982 Op. Att'y Gen. 162.
1980 Op. Att'y Gen. 167.
1976 Op. Att'y Gen. 384, 514, 765.
1972 Op. Att'y Gen. 158.
1970 Op. Att'y Gen. 287.

Cross Ref.: 200.2 Board Organizational Meeting
210.2 Meeting Notice
212.0 Minutes

ADOPTED: 4/26/93
3/8/99
11/12/07
10/26/09
9/26/16

Reviewed: 12/92, 2/5/99, 9/5/02, 12/2/04, 10/4/07, 10/1/09, 10/6/11, 9/1/16

NOTIFICATION OF ARREST, CRIMINAL CHARGES, OR CHILD ABUSE COMPLAINTS

Employees of the District must notify the ~~Associate Superintendent for Human Resources~~Chief Officer of Human Resources and Equity of any arrests, the filing of any criminal charges (serious misdemeanors, aggravated misdemeanors, and felonies), and the disposition of any criminal charges pending against them. ~~Notification should occur within three (3) business days of notification to the employee. Except for employees whose duties require possession of a Commercial Drivers License, simple misdemeanors do not need to be reported by employees.~~

Employees must notify the ~~Chief Officer of Human Resources and Equity~~Associate Superintendent for Human Resources of any child abuse complaints filed against them. Employees must report the findings in any complaint against them alleging child abuse. ~~Notification of any complaints and findings should occur~~ within three (3) business days of notification to the employee.

Current employees shall report any felony convictions of founded complaints of child abuse that occurred within five (5) years of the date this policy was adopted.

Information relating to arrests, criminal charges, and child abuse complaints shall be treated confidentially and maintained as part of the employee's confidential file.

Employees who do not notify the District as required under this policy may be subject to disciplinary action up to and including termination.

Legal Ref.: Iowa Code §§ 232.68-69; 235A; 279.8

ADOPTED: 5/27/08

Reviewed: 10/4/12

NEPOTISM

The employment of more than one individual in a family is on the basis of their qualifications, credentials and records.

More than one family member may be an employee of the school district. Assignment of members of one family to the same building shall be avoided if possible. No person shall directly supervise or evaluate a member of their immediate family. Immediate family includes spouse, parent, step-parent, guardian, sibling, child, stepchild, foster child, grandchild, grandparent, and comparable relatives of the spouse.

~~The district may employ more than one member of the immediate family. Assignment of members of one family to the same building shall be avoided if possible.~~

~~No person shall directly supervise or evaluate a member of his or her immediate family. Immediate family includes spouse, children, siblings, parents or in-laws.~~

~~No employee's family member shall be given preferential treatment unrelated to that person's qualifications, credentials and record.~~

~~Exceptions to this policy must be approved by the Superintendent.~~

Legal Ref.: Iowa Code §§ 20; 71; 277.27; 279.8 (2013).

Cross Ref.: 405.2 Licensed Employee Qualifications, Recruitment Selection
411.2 Classified Employee Qualifications, Recruitment Selection

~~Legal Ref.: Iowa Code §§ 20; 71; 277.27; 279.8 (2011).~~

~~Cross Ref.: 401.1 Guiding Principles for Employees~~
~~402.4 Equal Employment Opportunity/Affirmative Action Policy~~
~~404.1 Recruitment and Selection of Licensed Employees~~

ADOPTED: 6/8/09
 6/10/13

Reviewed: 5/7/09, 5/2/13

COMPETENT PRIVATE INSTRUCTION (HOME SCHOOLED)

In the event a child of compulsory attendance age, over age six (6) and under age sixteen (16), does not attend public school or an accredited nonpublic school, the child must receive competent private instruction.

Private instruction can take the form of competent private instruction and independent private instruction. The Iowa Department of Education recognizes three options for delivery of this form of instruction: two options for delivery of competent private instruction and one option for independent private instruction.

Competent private instruction means private instruction provided on a daily basis for at least one hundred forty-eight days during a school year, to be met by attendance for at least thirty-seven days each school quarter, which results in the student making adequate progress. Competent private instruction is provided by or under the supervision of a licensed practitioner or by other individuals identified in law.

A parent choosing competent private instruction for a student must notify the school district prior to the first day of school on forms provided by the school district. The forms are available at the Education Service Center. One copy of the completed forms will be kept by the school district and another copy will be forwarded to the area education agency.

The superintendent or designee will determine whether the completed form is in compliance with the law. Specifically, the superintendent will determine whether the individual providing the instruction is either the student's parent, guardian, legal custodian or an Iowa licensed practitioner; whether the licensed practitioner's license is appropriate for the age and grade level of the student; that the student is being instructed a minimum of one hundred and forty-eight (148) days per year; that immunization evidence is provided for students placed under competent private instruction for the first time and that the report is timely filed.

The school district shall report noncompliance with the reporting, immunization, attendance, instructor qualifications, and assessment requirements of the compulsory attendance law to the county attorney of the county of residence of the student's parent, guardian, or custodian.

Students receiving competent private instruction are eligible to request open enrollment to another school district. Prior to the request for open enrollment, the student shall request dual enrollment in the resident district. The receiving district shall not bill the resident district unless the receiving district complies with the reporting requirements. If the parent, guardian or custodian fails to comply with the compulsory attendance requirements, the receiving district shall notify the resident district. The resident district shall then report the noncompliance to the county attorney of the county of residence of the parent, guardian, or custodian.

Students receiving competent private instruction from a parent, guardian or legal custodian must be evaluated annually by May 1, unless such person is properly

licensed. The parent, guardian or legal custodian may choose either a standardized test approved by the Iowa Department of Education or a portfolio evaluation. If the parent, guardian or legal custodian chooses standardized testing and the student is dual enrolled, the school district shall pay for the cost of the standardized test and the administration of the standardized test. If the student is not dual enrolled, the parent, guardian or legal custodian shall reimburse the school district for the cost of the standardized test. If a parent, guardian or legal custodian of a student receiving competent private instruction chooses portfolio assessment as the means of annual assessment, the portfolio evaluator must be approved by the superintendent. Portfolio evaluators must hold a valid Iowa practitioner's license or teacher certificate appropriate to the ages and grade levels of the children whose portfolios are being assessed. No annual evaluation is required for students receiving competent private instruction from an appropriately licensed or certified Iowa practitioner or supervised by an appropriately licensed or certified Iowa practitioner.

Upon the request of a parent, guardian or legal custodian of a student receiving competent private instruction, or upon referral of a licensed practitioner who provides instruction or instructional supervision of a student under competent private instruction, the school district shall refer a student who may require special education to the area education agency, Division of Special Education, for evaluation.

Students in competent private instruction must make adequate progress. Adequate progress includes scoring at the thirtieth (30th) percentile on a standardized test or a report by the portfolio evaluator indicating adequate progress. Students who fail to make adequate progress under competent private instruction provided by the student's parent, guardian or legal custodian shall attend an accredited public or nonpublic school beginning the next school year. The parent, guardian or legal custodian of a student who fails to make adequate progress may apply to the director of the Department of Education for approval of continued competent private instruction under a remediation plan.

The remediation plan shall be for no more than one year. Before the beginning of the school year, the student may be retested, and, if the student achieves adequate progress, the student may remain in competent private instruction.

Elementary and middle students on competent private instruction may request placement within the District. Final grade placement will be determined by the principal through review of the student's performance and achievement levels. Secondary students on competent private instruction may request midterm and final examinations for the courses for which they wish District credit. Passing or failing to pass with the designated achievement shall be determined by the appropriate department personnel and the principal.

Legal Ref.: Iowa Code §§ 256.11; 279.10, .11; 299.1-6, .11, .15, .24, 299A (2009).
281 I.A.C. 31.

Cross Ref.: 509.0 Attendance and Tardy Policy
501.12 State-Enacted Open Enrollment Program
502.1 Dual Enrollment
502.2-R Transfer Credit
603.31 Competent Private Instruction Credits, Grades, and Graduation for the Home Schooled

PROPOSED

603.3

602.3 Acceleration

ADOPTED: 11/25/96
6/11/01
3/27/06
2/14/11

Reviewed: 10/96, 5/11/01, 10/7/04, 2/9/06, 1/6/11

BOARD OF EDUCATION MEETING
November 12, 2018

ISSUE: SBRC Modified Allowable Growth Request for Increasing Enrollment, Open Enrollment Out Students Not Counted in FY2017 and Continued Funding for Limited English Proficient Instruction

CONTACT: Michael Coughlin, Chief Financial Officer

ATTACHMENTS: SBRC Application

BACKGROUND:

Iowa Code, Section 282.18(10) allows a district of residence to apply for modified allowable growth (MAG) to the School Budget Review committee (SBRC) for the following three reasons:

1. When a school district had an overall increase in certified enrollment. 2017-18 Request: students enrollment at increase of 0 x \$6,664 state cost per pupil = \$0
2. When a student was not included in the resident district's enrollment count during the fall of the year preceding the student's transfer under open enrollment, and the resident district is paying tuition for that student during the current year. (MAG conditional on whether increase of open enrollment is greater than overall increase in certified enrollment in first category.) 2018-19 Request: Students on Fall 2018 Enrollment but not on Fall 2017 Certified Enrollment at 67.9 students x \$6,664 = \$452,485.60.
3. When a district offers continuing programming for Limited English Proficient students after the five (5) years to cover excess cost for instruction. 2018-19 Request: 242 students x 0.22 weighting = 53.24 total weighting x \$6,736 = \$358,624.64.

To apply for the allowable growth, school districts must submit an application form to the SBRC Committee by December 1, 2018. The SBRC will act on any requests received during their December meeting. Waterloo Community School District is not required to appear at that meeting. If the SBRC grants Waterloo's request for modified allowable growth, the Department of Management will increase the District's 2018-19 budget authority by that amount. This increased allowable growth will be funded by 2019-20 cash reserve levy.

THE SUPERINTENDENT'S RECOMMENDATION IS:

"the Board of Education authorize the administration to submit the SBRC application form to the School Budget Review Committee requesting 2018-19 modified allowable growth funding totaling \$811,110.24 to be funded by 2019-20 cash reserve levy."

SBRC Application

Fall 2018 SBRC Application for Increasing Enrollment, Open Enrollment Out, and LEP Instruction Beyond 5 Years

Due 12/1/2018

Increasing Enrollment

Actual Enrollment Fall 2017	10,878.8
Actual Enrollment Fall 2018	10,777.7
Increase	0
Current Year DCP	6,736
Maximum On-Time Funding Modified Supplemental Amount for Increasing Enrollment \$	0

Open Enrollment Out not in Fall 2017

Open Enrollment Out Students on Fall 2018 Certified Enrollment but not on the Fall 2017 Certified Enrollment	<u>67.9</u>
Open Enrollment Out Students Minus Increase (previous section)	67.9
Last Year's State Cost Per Pupil for Open Enrollment Out	6664
Requested Maximum Modified Supplemental Amount for Open Enrollment Out \$	452,485.60

ELL Beyond 5 Years

Students Served Beyond 5 Years	<u>242</u>
Weighting	0.22
Total Weighting	53.24
Current Year DCP	6736
Requested Maximum Modified Supplemental Amount for LEP Instruction Beyond 5 Years \$	358,624.64

BOARD OF EDUCATION MEETING
November 12, 2018

ISSUE: River Hills School Consortium SBRC Application for Special Education Administrative Costs

CONTACT: Ivan Gentry, Director of Support Services
Michael Coughlin, Chief Financial Officer

ATTACHMENTS: River Hills Administrative Cost Summary

BACKGROUND:

The Waterloo District currently sends students to River Hills School, located in the Cedar Falls School District. For many years AEA 267 has operated the programming in conjunction with Cedar Falls CSD and has billed each participating district a prorated share of total costs through a tuition billing.

In December 2013, the Iowa DE released clarifying guidance on appropriate uses of funds for special education services. As a part of that guidance, there were also three models for delivery of service that were proposed. The intent of the guidance was to prepare schools, districts, and providers to be in compliance with statute and rule for the start of the 2014-15 school year.

At the direction of the Governor's Office, the (DE) provided updated guidance related to allowable costs of special education that could be paid by public school districts from special education weighted funding. This guidance is designed with an emphasis on instructional programs of the district offered at the location of private facilities (residential or day programs) or purchased instructional programs:

1. Determine what is an allowable cost from special education weighted funding,
2. Determine what is an allowable cost, if any, from general purpose resources, and
3. Separate which costs are district (or area education agency [AEA]) costs and which costs are private facility costs.

According to these guidelines, administrative costs for special education are not an allowable cost to special education unless there are unusual circumstances. When a district presents evidence of unusual circumstances that would justify charging administrative costs to the special education program, the SBRC may authorize such expenditures using the following criteria:

The district has a separate school for special education which has a sufficient student population to warrant a certified special education administrator. If approved, the district may bill the prorated (proportionate) portion of the cost to other resident districts for students served in that school as well as include the prorated portion of the cost related to its own resident students in the special education program expenditures. These districts determined that the special education students are best served by providing the special education program in a separate special education school/facility, have a school listed on their BEDS data collection coded "05 special

education" and have a special education administrator listed on their BEDS staffing data collection whose expenditures are coded on the CAR-COA in the 2330 function for special area administration.

The amount that may be charged is the lower of actual or approved costs. All costs must be allowable costs pursuant to Iowa Code and Iowa Administrative Code. Actual costs for this purpose are costs for administration that are measurable directly without allocating and are exclusively devoted to the programs of identified students served pursuant to their IEPs. These costs are costs that would normally be coded on the CAR-COA in the 2330 or 2410 function. Prior SBRC approval is required.

As the home district for River Hills Consortium, Cedar Falls district has provided a summary of the administrative costs for 2018-19. As each school board of education approves, they will be presented as a collective request to the SBRC for approval as an allowable cost from special education funds. This approval by the SBRC does not approve additional authority for these expenses, but approves the use of special education funds for this expense.

THE SUPERINTENDENT'S RECOMMENDATION IS:

"the Board of Education approve the application to the School Budget Review Committee (SBRC) in the amount of \$41,786.56 for special education administrative costs associated with River Hills Consortium program for the 2019-20 school year."

River Hills FY19 Administrator Salary without FICA/IPERS	\$ 139,724.00
Students Attending River Hills as of Oct. 31, 2018	107
SBRC Special Ed Administrative Cost per student (rounded)	\$ 1,305.83

Member School	Students	Administrator Salary	FICA	IPERS	Total Request
AGWSR	2	\$ 2,611.66	\$ 199.79	\$ 246.54	\$ 3,057.99
Alden	1	\$ 1,305.83	\$ 99.90	\$ 123.27	\$ 1,529.00
Aplington-Parkersburg	0	\$ -	\$ -	\$ -	\$ -
Cedar Falls	13	\$ 16,975.79	\$ 1,298.65	\$ 1,602.51	\$ 19,876.95
Central Elkader	0	\$ -	\$ -	\$ -	\$ -
Charles City	3	\$ 3,917.49	\$ 299.69	\$ 369.81	\$ 4,586.99
Clarksville	0	\$ -	\$ -	\$ -	\$ -
Clinton	1	\$ 1,305.83	\$ 99.90	\$ 123.27	\$ 1,529.00
Dike-New Hartford	2	\$ 2,611.66	\$ 199.79	\$ 246.54	\$ 3,057.99
Dunkerton	2	\$ 2,611.66	\$ 199.79	\$ 246.54	\$ 3,057.99
East Buchanan	1	\$ 1,305.83	\$ 99.90	\$ 123.27	\$ 1,529.00
Eldora-New Providence	2	\$ 2,611.66	\$ 199.79	\$ 246.54	\$ 3,057.99
Gladbrook-Reinbeck	2	\$ 2,611.66	\$ 199.79	\$ 246.54	\$ 3,057.99
GMG	2	\$ 2,611.66	\$ 199.79	\$ 246.54	\$ 3,057.99
Greene County	0	\$ -	\$ -	\$ -	\$ -
Grinnell-Newburg	1	\$ 1,305.83	\$ 99.90	\$ 123.27	\$ 1,529.00
Grundy Center	4	\$ 5,223.32	\$ 399.58	\$ 493.08	\$ 6,115.98
Hubbard-Radcliffe	0	\$ -	\$ -	\$ -	\$ -
Hudson	1	\$ 1,305.83	\$ 99.90	\$ 123.27	\$ 1,529.00
Independence	6	\$ 7,834.98	\$ 599.38	\$ 739.62	\$ 9,173.98
Iowa Falls	2	\$ 2,611.66	\$ 199.79	\$ 246.54	\$ 3,057.99
Jesup	4	\$ 5,223.32	\$ 399.58	\$ 493.08	\$ 6,115.98
Marshalltown	2	\$ 2,611.66	\$ 199.79	\$ 246.54	\$ 3,057.99
Montezuma	0	\$ -	\$ -	\$ -	\$ -
Nashua-Plainfield	2	\$ 2,611.66	\$ 199.79	\$ 246.54	\$ 3,057.99
North Butler	4	\$ 5,223.32	\$ 399.58	\$ 493.08	\$ 6,115.98
North Tama	0	\$ -	\$ -	\$ -	\$ -
Northeast	0	\$ -	\$ -	\$ -	\$ -
Oelwein	4	\$ 5,223.32	\$ 399.58	\$ 493.08	\$ 6,115.98
Rudd-Rockford Marble Rock	1	\$ 1,305.83	\$ 99.90	\$ 123.27	\$ 1,529.00
South Tama County	1	\$ 1,305.83	\$ 99.90	\$ 123.27	\$ 1,529.00
Tripoli	1	\$ 1,305.83	\$ 99.90	\$ 123.27	\$ 1,529.00
Union	4	\$ 5,223.32	\$ 399.58	\$ 493.08	\$ 6,115.98
Urbandale	0	\$ -	\$ -	\$ -	\$ -
Wapsie Valley	0	\$ -	\$ -	\$ -	\$ -
Waterloo	32	\$ 41,786.56	\$ 3,196.67	\$ 3,944.65	\$ 48,927.88
Waverly-Shell Rock	6	\$ 7,834.98	\$ 599.38	\$ 739.62	\$ 9,173.98
West Delaware County	1	\$ 1,305.83	\$ 99.90	\$ 123.27	\$ 1,529.00
	107	\$ 139,723.81	\$ 10,688.88	\$ 13,189.90	\$ 163,602.59

BOARD OF EDUCATION MEETING
November 12, 2018

ISSUE: Lied Center Consortium SBRC Application for Special Education Administrative Costs

CONTACT: Ivan Gentry, Director of Support Services
Michael Coughlin, Chief Financial Officer

ATTACHMENTS: Lied Center Administrative Cost Summary

BACKGROUND:

The Waterloo District currently sends students to Waverly-Shell Rock Lied Center, located in the Waverly-Shell Rock (WSR) School District.

In December 2013, the Iowa DE released clarifying guidance on appropriate uses of funds for special education services. As a part of that guidance, there were also three models for delivery of service that were proposed. The intent of the guidance was to prepare schools, districts, and providers to be in compliance with statute and rule for the start of the 2014-15 school year.

At the direction of the Governor's Office, the (DE) provided updated guidance related to allowable costs of special education that could be paid by public school districts from special education weighted funding. This guidance is designed with an emphasis on instructional programs of the district offered at the location of private facilities (residential or day programs) or purchased instructional programs:

1. Determine what is an allowable cost from special education weighted funding,
2. Determine what is an allowable cost, if any, from general purpose resources, and
3. Separate which costs are district (or area education agency [AEA]) costs and which costs are private facility costs.

According to these guidelines, administrative costs for special education are not an allowable cost to special education unless there are unusual circumstances. When a district presents evidence of unusual circumstances that would justify charging administrative costs to the special education program, the SBRC may authorize such expenditures using the following criteria:

The district has a separate school for special education which has a sufficient student population to warrant a certified special education administrator. If approved, the district may bill the prorated (proportionate) portion of the cost to other resident districts for students served in that school as well as include the prorated portion of the cost related to its own resident students in the special education program expenditures. These districts determined that the special education students are best served by providing the special education program in a separate special education school/facility, have a school listed on their BEDS data collection coded "05 special education" and have a special education administrator listed on their BEDS staffing data

collection whose expenditures are coded on the CAR-COA in the 2330 function for special area administration.

The amount that may be charged is the lower of actual or approved costs. All costs must be allowable costs pursuant to Iowa Code and Iowa Administrative Code. Actual costs for this purpose are costs for administration that are measurable directly without allocating and are exclusively devoted to the programs of identified students served pursuant to their IEPs. These costs are costs that would normally be coded on the CAR-COA in the 2330 or 2410 function. Prior SBRC approval is required.

As the home district for Waverly Shell-Rock Lied Center, the Waverly-Shell Rock school district has provided a summary of the administrative costs for 2018-19. As each school board of education approves, they will be presented as a collective request to the SBRC for approval as an allowable cost from special education funds. This approval by the SBRC does not approve additional authority for these expenses, but approves the use of special education funds for this expense.

THE SUPERINTENDENT’S RECOMMENDATION IS:

“the Board approve the application to the School Budget Review Committee (SBRC) in the amount of \$6,229.71 for special education administrative costs associated with Waverly-Shell Rock Lied Center Consortium program for the 2019-20 school year.”

2019-2020 SBRC Administrative Cost Request - Lied Center (Bremwood) Consortium
Criteria A
Special Education Director (.67 FTE)

Lied Center FY19 Administrator Salary without FICA/IPERS	\$69,219.04
Students Attending the Lied Center as of October 31, 2018	38.86
Total SBRC Special Ed Administrative Cost per student (rounded)	\$2,076.57

<u>School</u>	<u>Students</u>	<u>Salary</u>	<u>FICA</u>	<u>IPERS</u>	<u>SBRC Request</u>
Aplington-Parkersburg	2.00	\$3,562.48	\$272.53	\$336.30	\$4,153.14
Cedar Falls	6.00	\$10,687.44	\$817.59	\$1,008.89	\$12,459.43
Charles City	1.00	\$1,781.24	\$136.26	\$168.15	\$2,076.57
Dike-New Hartford	1.00	\$1,781.24	\$136.26	\$168.15	\$2,076.57
GMG	1.00	\$1,781.24	\$136.26	\$168.15	\$2,076.57
Hudson	2.00	\$3,562.48	\$272.53	\$336.30	\$4,153.14
Independence	2.00	\$3,562.48	\$272.53	\$336.30	\$4,153.14
North Butler	1.00	\$1,781.24	\$136.26	\$168.15	\$2,076.57
Nashua Plainfield	1.00	\$1,781.24	\$136.26	\$168.15	\$2,076.57
Oelwein	3.00	\$5,343.72	\$408.79	\$504.45	\$6,229.71
South Tama County	3.00	\$5,343.72	\$408.79	\$504.45	\$6,229.71
Sumner Fredericksburg	2.13	\$3,794.04	\$290.24	\$358.16	\$4,423.10
Tripoli	0.55	\$979.68	\$74.95	\$92.48	\$1,142.11
Union	1.00	\$1,781.24	\$136.26	\$168.15	\$2,076.57
Wapsie Valley	1.00	\$1,781.24	\$136.26	\$168.15	\$2,076.57
Waterloo	3.00	\$5,343.72	\$408.79	\$504.45	\$6,229.71
Waverly-Shell Rock	6.18	\$11,008.06	\$842.12	\$1,039.16	\$12,833.21
West Delaware	2.00	\$3,562.48	\$272.53	\$336.30	\$4,153.14
	38.86	\$69,218.99	\$5,295.21	\$6,534.29	\$80,695.56

BOARD OF EDUCATION MEETING
August 13, 2018

ISSUE: Financial Information

CONTACT: Michael Coughlin, Chief Financial Officer

ATTACHMENTS: All Funds Cash Balances
All Funds Five Year Statement of Revenue and Expenditures
All Funds Revenue Summary
General Fund Expense Summary
Other Funds Expense Summary
General/Other Funds Cash Flow Charts

BACKGROUND:

Per Section 291.14 of the Code of Iowa the treasurer shall render a statement of the finances of the corporation whenever required by the Board of Education and the treasurer's books shall always be open for inspection.

Fiscal Year 2018-19 Year-To-Date unaudited information through September 2018 is attached for the Board's review.

FOR INFORMATION ONLY

**WATERLOO COMMUNITY SCHOOLS
CASH BALANCES SUMMARY 2018-2019
September 2018**

	End of Year 2018	July	August	September	2018-2019 YTD Total
GOVERNMENTAL FUNDS :					
GENERAL FUND (10)					
Beginning Balance	35,238,919	25,827,914	17,796,263		35,238,919
Receipts	677,844	725,914	10,357,933		11,761,691
Expenses	-2,757,775	-3,719,882	-10,323,587		-16,801,244
Loans to/from Other Funds	336,563	-8,825	-79,001	-263,212	-351,038
EOY Payroll Wage Accruals	6,507,431	-3,387,013	-3,120,418	0	-6,507,431
EOY Property Tax Receivable	-353,861	353,505	356	0	353,861
EOY Accounts Payable	2,407,164	-1,345,740	-976,224	0	-2,321,964
EOY P-Card Payable	100,103	-100,103	0	0	-100,103
EOY Accounts Receivable	-2,728,683	372,298	2,310,694	21,053	2,704,045
Changes in Payroll Withholdings	7,640,773	-3,498,950	-3,136,349	1,363,649	-5,271,650
Interest Recivable \$10M CD		-18,175	-18,175	103,189	66,839
Changes in Other Accruals		301,929	-18,566	-136,564	146,799
Ending Balance	35,238,919	25,827,914	17,796,263	18,918,724	18,918,724
MANAGEMENT FUND (22)					
Beginning Balance	1,902,640	1,160,042	996,870		1,902,640
Receipts	0	0	79,246		79,246
Expenses	-746,152	-188,897	-64,723		-999,772
EOY Property Tax Receivable	-14,276	14,260	16	0	14,276
EOY Accounts Payable	16,010	-10,506	0	0	-10,506
Changes In Accruals		-200	25,709	-25,410	99
Ending Balance	1,902,640	1,160,042	996,870	985,983	985,983
CAPITAL PROJECTS (33)					
Beginning Balance	18,558,312	16,336,415	15,378,168		18,558,312
Receipts	27,886	886,175	882,741		1,796,802
Expenses	256,249	-1,332,879	-2,174,316		-3,250,946
Transfer to Fund 40	-2,025,514	-571,829	-571,829		-3,169,172
Borrow to/from General Fund	44,110	-39,948	49,353	19,909	29,314
EOY Accounts and Retainage Payable	1,295,510	-1,295,510	0	0	-1,295,510
EOY Sales Tax Receivable	-854,940	854,940	0	0	854,940
Changes In Accruals		0	10,933	-10,933	0
Ending Balance	18,558,312	16,336,415	15,378,168	13,523,740	13,523,740
DEBT SERVICE FUND (40)					
Beginning Balance	14,465,445	11,633,309	12,206,032		14,465,445
Interest Income	84,175	894	1,039		86,108
Transfers in from Capital Projects Fund	2,025,514	571,829	571,829		3,169,172
Payment of Bond Principal, Interest and Fees	-4,941,825	0	0		-4,941,825
Ending Balance	14,465,445	11,633,309	12,206,032	12,778,900	12,778,900

**WATERLOO COMMUNITY SCHOOLS
CASH BALANCES SUMMARY 2018-2019
September 2018**

	End of Year 2018	July	August	September	2018-2019 YTD Total
PPEL FUND (36)					
Beginning Balance		2,115,856	1,768,937	1,511,710	2,115,856
Receipts		0	23,042	138,796	161,838
Expenses		-298,163	-330,770	-1,048,025	-1,676,958
EOY Property Tax Receivable	-31,788	31,767	21	0	31,788
EOY Accounts Payable	245,122	-195,409	-49,713	0	-245,122
EOY Retainage Payable	16,978	-16,978	0	0	-16,978
Changes in Accruals		131,864	100,193	-224,576	7,481
Ending Balance	2,115,856	1,768,937	1,511,710	377,905	377,905

ACTIVITY FUND (21)					
Beginning Balance		1,266,417	1,199,710	1,282,967	1,266,417
Receipts		46,819	170,064	137,292	354,175
Expenses		-79,180	-87,071	-156,277	-322,528
Borrow to/from General Fund	79,607	-60,528	18,581	32,852	-9,095
Changes in Accruals		26,182	-18,317	2,172	10,037
Ending Balance	1,266,417	1,199,710	1,282,967	1,299,006	1,299,006

GOVERNMENTAL FUNDS					
Total	59,082,144	46,293,018	36,965,978	35,105,358	35,105,358

PROPRIETARY FUNDS :

NUTRITION FUND (61)					
Beginning Balance		363,340	372,166	374,239	363,340
Receipts		-10,289	124,493	85,688	199,892
Expenses		-63,171	-172,877	-504,898	-740,946
Borrow to/from General Fund	-461,488	109,301	11,067	210,451	330,819
EOY Payroll Wage Accruals	18,376	-18,376	0	0	-18,376
EOY Accounts Payable	15,607	-15,607	0	0	-15,607
EOY Accounts Receivable	-36,510	36,510	0	0	36,510
Changes in Payroll Withholdings	100,716	-64,031	-36,344	45,209	-55,166
Changes in Other Accruals		34,489	75,734	11,499	121,722
Ending Balance	363,340	372,166	374,239	222,188	222,188

OTHER FUNDS:

CENTRAL PRINT - INTERNAL SERVICES (73)					
Beginning Balance		0	-21,605	-18,258	0
Receipts		122	33,786	36,063	69,971
Expenses		-23,079	-36,925	-36,178	-96,182

**WATERLOO COMMUNITY SCHOOLS
CASH BALANCES SUMMARY 2018-2019
September 2018**

	End of Year 2018	July	August	September	2018-2019 YTD Total
Changes in Accruals		1,352	6,486	1,581	9,419
Ending Balance	0	-21,605	-18,258	-16,792	-16,792

TRUST (81)

Beginning Balance		0	0	0	0
Receipts		0	0	0	0
Expenses		0	0	0	0
Changes in Accruals		0	0	0	0
Ending Balance	0	0	0	0	0

TEACHER COURTESY - AGENCY (92)

Beginning Balance		32,933	32,898	33,881	32,933
Changes		-35	983	636	1,584
Ending Balance	32,933	32,898	33,881	34,517	34,517

OTHER FUNDS

Totals	32,933	11,293	15,623	17,725	17,725
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GOVERNMENTAL FUNDS :

GENERAL	35,238,919	25,827,914	17,796,263	18,918,724	18,918,724
MANAGEMENT	1,902,640	1,160,042	996,870	985,983	985,983
CAPITAL PROJECTS	18,558,312	16,336,415	15,378,168	13,523,740	13,523,740
BONDS RESERVE SINKING FUND	14,465,445	11,633,309	12,206,032	12,778,900	12,778,900
PPEL	2,115,856	1,768,937	1,511,710	377,905	377,905
ACTIVITY	1,266,417	1,199,710	1,282,967	1,299,006	1,299,006
TOTAL	73,547,589	57,926,327	49,172,010	47,884,258	47,884,258

PROPRIETARY FUNDS :

NUTRITION	363,340	372,166	374,239	222,188	222,188
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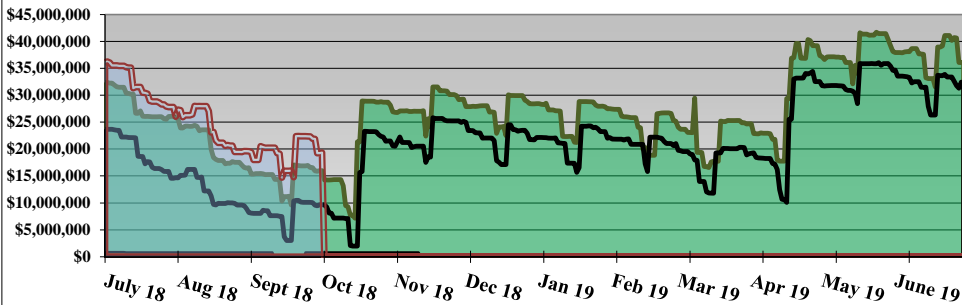
OTHER FUNDS :

INTERNAL SERVICES	0	-21,605	-18,258	-16,792	-16,792
TRUST	0	0	0	0	0
AGENCY	32,933	32,898	33,881	34,517	34,517
Total	32,933	11,293	15,623	17,725	17,725

Cash Flow Summary for 2018-2019
September 2018

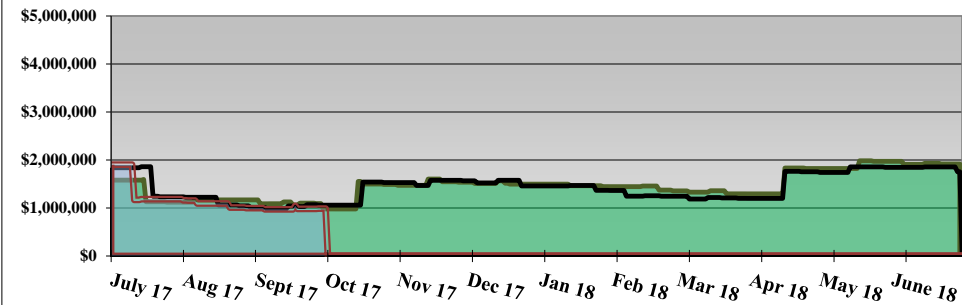
10-General Fund

DOUBLE Trend Line: 2018-19 Cash Flow
SHADED AREA: 2017-18 Cash Flow
SOLID Trend Line: 2016-17 Cash Flow



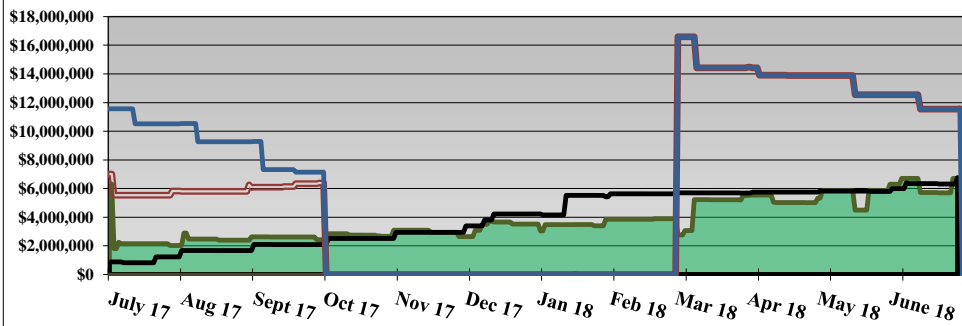
	2018-19	2017-18	2016-17
July	27,303,842	25,863,920	14,668,889
Aug	19,406,548	16,532,368	8,199,735
Sept	19,323,571	15,995,079	9,644,344
Oct		26,917,602	20,590,671
Nov		29,271,199	25,155,322
Dec		28,425,206	22,148,995
Jan		27,490,980	22,133,105
Feb		25,167,542	21,021,070
Mar		24,685,389	19,114,862
April		37,355,917	32,534,598
May		38,114,814	34,608,097
June		36,099,307	32,190,614

22-Management Fund



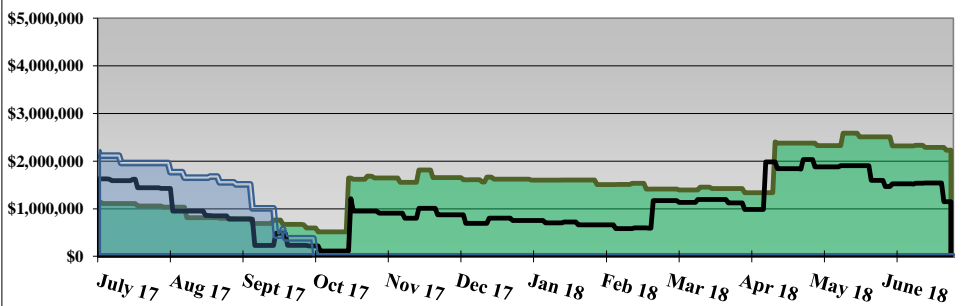
	2018-19	2017-18	2016-17
July	1,160,042	1,121,287	1,232,039
Aug	996,870	1,168,149	1,011,229
Sept	986,533	979,253	1,058,338
Oct		1,489,606	1,529,304
Nov		1,536,685	1,566,482
Dec		1,496,599	1,458,927
Jan		1,444,449	1,364,846
Feb		1,356,024	1,244,309
Mar		1,294,224	1,199,780
April		1,822,412	1,753,788
May		1,971,832	1,846,256
June		1,917,668	1,753,942

33-Sales Tax Fund



	2018-19	2017-18	2016-17
July	5,793,288	2,895,373	1,229,877
Aug	6,087,849	2,631,215	1,671,817
Sept	6,090,299	2,848,024	2,088,426
Oct		3,090,658	2,514,773
Nov		2,643,447	2,941,291
Dec		3,519,454	4,224,428
Jan		3,854,697	5,424,000
Feb		3,896,930	5,632,779
Mar		5,513,460	5,683,184
April		5,013,896	5,753,477
May		5,865,971	5,798,485
June		6,714,306	6,764,560
Bond	7,147,257		

36-PPEL Fund



	2018-19	2017-18	2016-17
July	1,768,937	1,034,257	1,426,745
Aug	1,511,710	794,700	782,485
Sept	377,905	597,064	219,673
Oct		1,647,067	907,966
Nov		1,655,053	873,757
Dec		1,621,487	753,757
Jan		1,507,849	662,612
Feb		1,414,356	1,171,317
Mar		1,424,770	1,123,473
April		2,379,001	2,033,713
May		2,510,273	1,596,373
June		2,233,273	1,148,648