



Board of Education Meeting

December 9, 2019
5:00 p.m.

Board Room
Education Service Center
1516 Washington Street
Waterloo, Iowa

Waterloo Schools

Engaged in Learning, Prepared for Success

Mission

The Waterloo Schools community commits to a comprehensive system of education and support to assure that each and every student will graduate prepared for college, career and citizenship as evidenced by continuing education, pursuing a career path and contributing to a community.

Strategic Focus Areas and Objectives

People

Recruit, hire and retain a diverse, high-performing workforce aligned with district values and goals.

- Enhance and clarify hiring protocol to ensure awareness and consistency between buildings.
- Align staff with talent and workforce needs (strengths-based placements with the right people in the right seats).
- Optimize our workforce through professional learning with clear expectations, skill attainment, perfecting practice.
- Improve the organizational health of the district.

Achievement

Increase achievement for all students through rigorous curriculum, high expectations and effective delivery of instruction, with assessment for improved teaching and increased learning.

- Increase the percentage of students proficient in math, literacy and science.
- Accelerate the learning for all students while narrowing the achievement gap for all subgroups.
- Create 21st Century schools that increase personal, emotional, social and academic independence in order to prepare students for college, career and citizenship.

Community

Initiate, strengthen and engage in community partnerships that result in the academic, social and behavioral success of each and every student.

- Communicate frequently and accurately.
- Improve image and confidence in Waterloo Schools.
- Partner with businesses, organizations, people to secure resources and enhance real-world experiences.
- Empower Parents.

Environment

Provide an optimal learning environment that is safe, inspiring and welcoming, where all individuals are respected, valued and engaged. Secure, organize and optimize financial resources for human assets, programs and operations that support student achievement.

- Provide physical environment that allows for a safe learning environment.
- Provide programs that allow students to explore athletic and extra-curricular activities.
- Plan for future facility needs – plan and explore capital expenditures, prepare for future physical needs.
- Align financial resources to the established goals.



**WATERLOO SCHOOLS
BOARD OF EDUCATION MEETING
December 9, 2019
5:00pm**

Exhibit

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**BOARD OF EDUCATION MEETING
December 9, 2019**

ISSUE: Public Hearing – East and West High School Bleacher Replacement Project

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

ATTACHMENTS: Notice of Public Hearing

BACKGROUND:

In accordance with Section 73A of the Code of Iowa, a Public Hearing is required if the Board of Education of a school corporation proposes to make public improvements that may exceed \$130,000. The District proposes to replace the bleachers on the main level of the gymnasiums at both East High and West High schools.

The Public Hearing for the East and West High School Bleacher Replacement project will be held on Monday, December 9, 2019 at 5:00pm at the Education Service Center, 1516 Washington Street, Waterloo, IA 50702.

The Notice of Public Hearing regarding the East and West High School Bleacher Replacement project was published in the *WCF Courier*.

PUBLIC HEARING

NOTICE OF PUBLIC HEARING
FOR PROPOSED PUBLIC IMPROVEMENTS

Notice is hereby given, in accordance with [Chapter 73A.2 of the Code of Iowa], applicable to the **Board of Directors of the Waterloo Community School District.**

This **District** includes all or part of the following Iowa Counties: **Black Hawk.**

The said Board proposes to **Replace Main Level Gymnasium Bleachers** at East High School, located at 214 High Street, Waterloo, Iowa, and West High School, located at 425 East Ridgeway Avenue, Waterloo, Iowa.

Proposed Plans, Specifications and copies of said contract documents are on file and available for inspection at the **Education Service Center, Marty Metcalf, Director Of Operations, Waterloo Community School District, 1516 Washington Street, Waterloo, IA 50702.**

A public hearing at which any and all interested persons may appear and file objection to said proposed Plans, Specifications, Form of Contract for, or cost of such improvements will be held as provided by law in the **Board Room, Education Service Center, Waterloo Community School District, 1516 Washington Street, Waterloo, Iowa 50702.**

The time of the public hearing is hereby set at **5:00 p.m.** (local time) on **December 9, 2019.**

DATED AT: **Waterloo, IA 50702, this 25th day of November, 2019.**

BY ORDER OF: **Waterloo Community School District**

BY: **Pam Arndorfer, Board Secretary**

BOARD OF EDUCATION MEETING
December 9, 2019

ISSUE: ASBO International Certificate of Excellence Award
 Government Financial Officers Certificate of Excellence Award

CONTACT: Michael L. Coughlin, Chief Financial Officer

ATTACHMENTS: Certificates

BACKGROUND:

ASBO Award: The Association of School Business Officials International (ASBO) has awarded Waterloo Schools the Certificate of Excellence in Financial Reporting for 2017-18. This award was recommended by the association's panel of review which judged that the Comprehensive Annual Financial Report (CAFR) substantially conforms to principles and standards of ASBO's Certificate of Excellence Program and the Governmental Accounting Standards Board (GASB).

GFOA Award: The Certificate of Achievement for Excellence in Financial Reporting has been awarded to Waterloo Schools by the Governmental Financial Officers Association of the United States and Canada (GFOA) for its 2017-18 Comprehensive Annual Financial Report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award winning CAFR. This has been presented to Michael Coughlin, Chief Financial Officer, and the entire Business Office Staff. This is the 22nd consecutive year these awards have been received by Waterloo Schools.

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate the financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 15,000 government finance professionals with offices in Chicago, IL and Washington, D.C.

FOR INFORMATION ONLY

**Minutes of the Board of Education
Waterloo Schools
County of Black Hawk, State of Iowa
November 11, 2019**

The Board of Education of the Waterloo Schools, County of Black Hawk, State of Iowa, was called to meet in regular session at 5:00pm on Monday, November 11, 2019, in the Board Room of the Education Service Center, 1516 Washington Street, Waterloo, Iowa.

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

I. Call to Order

The meeting was called to order by Ms. McNally at 5:03pm.

II. Moment of Silence

III. Pledge of Allegiance

IV. Mission Statement

The Waterloo Schools Mission Statement was read by Mr. Williams.

Ms. McNally stated that Item X (Exhibit L: SBRC Modified Allowable Growth for Increasing Enrollment, Open Enrollment Out Students Not Counted in FY2018 and Continued Funding for Limited English Proficient Instruction) would need to be postponed to the December 9, 2019, board meeting due to insufficient data being received by the State. It was moved by Mr. Knight and seconded by Mr. Williams to amend the agenda, postponing Item X to the December 9, 2019 board meeting. Motion carried 5-0.

V. Board Celebration: VGM Partners with Highland Elementary

This item was presented as Information Only. Tara Thomas, Director of School & Community Relations, introduced Matt Willand, principal of Highland Elementary School. Mr. Willand welcomed Kyle Brown and The VGM Group as new Partners with Highland Elementary.

VI. Central Rivers AEA Director District 9 Representative Election

It was moved by Mr. Williams and seconded by Mr. Knight that the Board of Education cast its vote for Dennis Craun, Jr., as the Director District 9 representative to the Central Rivers Area Education Agency Board of Directors. Dr. Jane Lindaman, Superintendent, provided information. Motion carried 5-0.

VII. Information from Individuals and Delegations

No public comments were brought forth.

VIII. Consent Agenda

It was moved by Mr. Knight and seconded by Ms. McRina that the Board of Education approve the consent agenda as revised. Motion carried 5-0. The following items were approved:

- Minutes of the October 28, 2019 Regular Board Meeting
- Personnel Appointments and Adjustments
- Bills Due & Payable and Bills Paid Between Board Meetings
- International Baccalaureate® Student Trip to Omaha, NE
- Set Date of Public Hearing – East and West High School Bleacher Replacement Project

Exhibit G: Lowell Elementary Grant Application to Dollar General Beyond Words

It was moved by Mr. Williams and seconded by Mr. Knight that the Board of Education approve application and any subsequent acceptance of the grant from Dollar General Library Relief Fund in the amount of \$20,000 as outlined. Dr. Jane Lindaman, Superintendent, provided information. Motion carried 5-0.

Exhibit H: Substitute Teacher Compensation Increase

It was moved by Mr. Schmitt and seconded by Mr. Knight that the Board of Education approve the proposed pay increase for substitute teachers who participate in the loyalty program. Kingsley Botchway II, Chief Officer of Human Resources & Equity, provided information. Motion carried 5-0.

Exhibit I: District-Developed Service Delivery Plan Committee

It was moved by Mr. Schmitt and seconded by Mr. Williams that the Board of Education approve the amended DDSDP (District-Developed Service Delivery Plan) Committee as presented. Dr. Stephanie Mohorne, Associate Superintendent for Educational Services, provided information. Motion carried 5-0.

IX. Delegate Assembly Representative

It was moved by Mr. Knight and seconded by Ms. McRina that the Board of Education appoint Shanlee McNally as the delegate to the IASB Delegate Assembly and Annual Meeting. Motion carried 5-0.

X. SBRC Modified Allowable Growth for Increasing Enrollment, Open Enrollment Out Students Not Counted in FY2018 and Continued Funding for Limited English Proficient Instruction

This item will be postponed to the December 9, 2019 board meeting.

XI. Superintendent's Report

- Thank you to all the staff and parents who attended this year's 8th Grade Parent meetings. We had about 50% of the 8th grade students represented and received a lot of great comments by those who attended.
- Dr. Stephanie Mohorne shared information about the ISASP scores which were received last week. Results were embargoed until today and shared with building principals this morning.

XII. Information from Board Members

Each board member was given the opportunity to comment.

XIII. Adjourn

It was moved by Mr. Knight and seconded by Ms. McRina that the Board of Education adjourn the meeting. Motion carried 5-0. The meeting adjourned at 5:53pm.

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 November 11, 2019, Regular Board meeting.”

**Minutes of the Board of Education
Waterloo Schools
County of Black Hawk, State of Iowa
November 26, 2019**

The Board of Education of the Waterloo Schools, County of Black Hawk, State of Iowa, was called to meet in special session at 12:45pm on Tuesday, November 26, 2019, in Room 110 of the Education Service Center, 1516 Washington Street, Waterloo, Iowa.

Present: Board members: Lyle Schmitt, Sue Flynn, Shanlee McNally, Astor Williams (*by phone*), and Rhonda McRina (*by phone*)
Assistant to the Superintendent/Board Secretary, Pam Arndorfer

I. Call to Order

The meeting was called to order by Ms. McNally at 12:48pm.

II. West High School JROTC Travel to Ozark, Missouri

It was moved by Ms. Flynn and seconded by Mr. Williams that the Board of Education approve travel for West High JROTC students, one instructor and one chaperone (parent) to Ozark, MO, December 6-7, 2019. Motion carried 5-0.

III. Adjourn

It was moved by Ms. Flynn and seconded by Mr. Schmitt that the Board of Education adjourn the meeting. Motion carried 5-0. The meeting adjourned at 12:53pm.

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 November 26, 2019, Special Board meeting.”

BOARD OF EDUCATION MEETING
December 9, 2019

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 the attachment, are recommended for approval.

THE SUPERINTENDENT’S RECOMMENDATION IS:

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

BOARD OF EDUCATION MEETING
December 9, 2019

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
December 9, 2019

ISSUE: East and West High School Bleacher Replacement Project

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

ATTACHMENTS: Notice to Bidders provided at meeting

BACKGROUND:

In accordance with Section 73A of the Code of Iowa, a Public Hearing is required if the Board of Education of a school corporation proposes to make public improvements that may exceed \$130,000. The District proposes to replace the bleachers on the main level of the gymnasiums at both East High and West High schools.

The Public Hearing for the East and West High School Bleacher Replacement project was held earlier this evening at 5:00pm at the Education Service Center, 1516 Washington Street, Waterloo, IA 50702.

The Notice of Public Hearing regarding the East and West High School Bleacher Replacement project was sent to the *WCF Courier* for publication.

THE SUPERINTENDENT’S RECOMMENDATION IS:

“the Board of Education approve the East and West High School Bleacher Replacement project and publish a Notice to Bidders.”

BOARD OF EDUCATION MEETING
December 9, 2019

ISSUE: Board Policy Changes – Second Reading

CONTACT: Tara Thomas, Director of School and Community Relations

ATTACHMENTS: Proposed Policy

BACKGROUND:

The following policy has been reviewed by the District Leadership Team and the Policy Review Committee and is being presented for Second Reading. Policy 505.6 was presented for First Reading on September 23, 2019, and held at the Second Reading on October 14, 2019. Policy 505.6 was reviewed again at the Policy Review Committee meeting on November 7, 2019, and is being recommended for approval.

Number	Title
505.6	Academic Progress – Promotion/Retention

THE SUPERINTENDENT’S RECOMMENDATION IS:

“the Board approve the following policy: *Academic Progress – Promotion/Retention.*”

ACADEMIC PROGRESS - PROMOTION/RETENTION

I. ELEMENTARY-MIDDLE SCHOOL

The educational program of the Waterloo Community School District shall provide for the academic progress of students based upon academic standards, benchmarks, and objectives. Supporting evidence for the attainment of standards, benchmarks, and objectives is reflected in report card progress marks, ~~Iowa Assessment~~ and other approved formative (formal and informal) assessments.

All Waterloo students are expected to meet high academic standards throughout their school careers. Recognizing that students have varied developmental and educational needs, time to achieve the educational standards should be flexible. Flexible time options may involve extended day, extended week, extended year, alternate scheduling practices, multi-age programs, and re-teaching/assessment opportunities through tutoring services.

The Problem Solving Process (Solutions) in each building will be utilized to monitor students at risk for school failure and to recommend support mechanisms and to design interventions for student success.

~~If a parent requests retention or promotion, the~~ The principal shall evaluate ~~the a~~ parental request and provide the parent with a written decision for either a retention or promotion. Any appeal must be directed to the Associate Superintendent for Educational Services.

II. HIGH SCHOOL

Students shall be classified by grade level and graduated with a Waterloo Community School District High School Diploma according to the credits required for graduation and any other stipulations as prescribed and authorized by the Board of Education and as specified in the applicable high school Program of Studies.

Legal Ref.: Iowa Code §§ 256.11, .11A; 279.8, 280.3 (2013).
281 I.A.C. 12.3(7); 12.5(16).

Cross Ref.: 501.3 Compulsory Attendance Ages
509.0 Attendance and Tardy Policy

ADOPTED: 1/27/97
9/14/98
5/13/02
4/14/03
4/13/09
12/8/14

Reviewed: 11/96, 4/11/02, 3/6/03, 6/3/04, 3/5/09, 11/6/14

**BOARD OF EDUCATION MEETING
December 9, 2019**

ISSUE: SBRC Modified Allowable Growth Request for Increasing Enrollment, Open Enrollment Out Students Not Counted in FY2018 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. 2018-19 Request: students enrollment at increase of 88.8 x \$6,880 state cost per pupil = \$610,944.00
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 2019 Enrollment but not on Fall 2018 Certified Enrollment at -26.5 students x \$6,736 = \$0.
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: 218 students x 0.22 weighting = 47.96 total weighting x \$6,880 = \$329,964.80.

To apply for the allowable growth, school districts must submit an application form to the SBRC Committee by December 1, 2019. The SBRC will act on any requests received during their December meeting. Waterloo Schools 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 2019-20 budget authority by that amount. This increased allowable growth will be funded by 2020-21 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 2019-20 modified allowable growth funding totaling \$940,908.80 to be funded by 2020-21 cash reserve levy."

BOARD OF EDUCATION MEETING
December 9, 2019

ISSUE: 2018-19 Comprehensive Annual Financial Report

CONTACT: Michael Coughlin, Chief Financial Officer

ATTACHMENTS: Audit Exhibits Provided

BACKGROUND:

An annual financial audit is required by Chapter 11.6 of the Code of Iowa. This outside audit is performed through a contracted service. The independent audit must meet minimum state specifications per the Code of Iowa and national specifications as outlined in Government Auditing Standards. The audit includes examining evidence supporting the amounts and disclosures in the financial statements. It features a review of the internal controls the district has established which would permit the timely detection of an error or irregularity. It also focuses on compliance with state laws and the requirements of state and federal granting agencies. The report includes sections on compliance and any recommendations for improvements in the internal control system.

The Finance Committee met with chief auditor, Nancy Schulzetenberg of BerganKDV to review the report on November 26, 2019. Also present was Jeff Sommerfeldt, WCSD Business Manager and Deb Jacobs, WCSD Staff Accountant, who are instrumental in coordinating the completion of all the audit requirements.

The district has received an unmodified opinion on the audited financial statements for twenty-one consecutive years.

A copy of the Comprehensive Annual Financial Report is available upon request from the Business Office.

THE SUPERINTENDENT’S RECOMMENDATION IS:

“the Board of Education accept the recommendation of the District Finance Committee to receive and place on file the Waterloo Community School District 2018-19 Comprehensive Annual Financial Report.”

BOARD OF EDUCATION MEETING
December 9, 2019

ISSUE: Annual Meeting – Financial Documents

CONTACT: Michael Coughlin, Chief Financial Officer

ATTACHMENTS: Certified Annual Report Treasurers Report
Board Policy 701.1 Depository of Funds

BACKGROUND:

At the Annual Meeting:

- The Board shall examine and settle the Secretary and Treasurer’s statements for the fiscal year ending the preceeding June 30. As part of the annual reports, the Treasurer shall have affidavits from depository banks.
- The approval of a financial institution as a depository of public funds for a public body shall be by written resolution or order that shall be entered of record in the minutes of the approving board, and that shall distinctly name each depository approved, and specify the maximum amount that may be kept on deposit in each depository.

THE SUPERINTENDENT’S RECOMMENDATION IS:

“the Board of Education approve the Treasurer Report for June 30, 2019 and approve the list of financial institutions as depositories with corresponding maximum amounts in policy 701.1: Depository of Funds and place on file the 2019 Certified Annual Report as required by Iowa Department of Education.”

BOARD OF EDUCATION MEETING
December 9, 2019

ISSUE: Abstract of Votes from the School Election

CONTACT: Pam Arndorfer, Board Secretary

ATTACHMENTS: Abstract of Votes

BACKGROUND:

The Black Hawk County Board of Supervisors and County Board of Canvassers for Black Hawk County have certified a true and correct abstract of the votes cast in the County for the school election held on November 5, 2019.

Elected as the District 2 Director is: Sue Flynn

Elected as the District 3 Director is: Jesse Knight

Elected as At-Large Directors are: Lyle Schmitt
Stacie Mills

THE SUPERINTENDENT’S RECOMMENDATION IS:

“the Board of Education take official notice of the Abstract of Votes from the School Election held November 5, 2019.”

BOARD OF EDUCATION MEETING
December 9, 2019

ISSUE: Recess for Retirement of Board Member and Seating of Newly Elected Board Member

CONTACT: Pam Arndorfer, Board Secretary

ATTACHMENTS: None

BACKGROUND:

Following approval of the Official School Election Canvas, any retiring members of the Board are recognized for service to the District and its communities.

A brief recess allows any retiring members to depart and the newly elected members to come forward for the swearing in.

The meeting then continues with new business. Until the new officers are elected, the Board Secretary presides.

FOR INFORMATION ONLY

BOARD OF EDUCATION MEETING
December 9, 2019

ISSUE: Installation of New Directors

CONTACT: Pam Arndorfer, Board Secretary

ATTACHMENTS: Board Policy 200.2 (*Board Organizational Meeting*)
Board Policy 202.2 (*Board Member Oath of Office*)

BACKGROUND:

Each director elected at a regular district or director district election shall qualify by taking the oath of office on or before the time set for the organizational meeting of the Board at the first regular meeting after the canvas of votes for a regular school election and the election and qualification entered of record by the secretary.

Oath of Office to be administered by the Board Secretary.

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 director in the Waterloo Community School District as now or hereafter required by law?

BOARD ORGANIZATIONAL MEETING

The Board of Education shall meet and organize at the first regular meeting following the canvass of votes from a regular school election in odd numbered years. Notice of the place and time of such meeting shall be given by the Secretary to each member, each member-elect of the Board, and the public.

The purpose of the meeting is to transfer material and responsibility from the outgoing Board to the new Board. At the meeting, the Board will elect a president who will hold office for one year. A vice president will also be elected at this meeting for a term of one year. Once elected, the president and vice president will be entitled to vote on all matters before the Board.

The incoming Board of Education shall readopt all written policies with the understanding that all policies not established by law may be changed through Board action.

Upon termination of office, each Board member shall immediately surrender to his or her successor all materials pertaining or belonging to that office.

Legal Ref.: Code of Iowa, §§ 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, .8 (2013).
281 I.A.C. 12.3(2)

Cross Ref.: 202.0 Board Member Qualifications
206.0 Board Officers

ADOPTED: 9/12/83
2/12/90
4/26/93
10/11/99
12/9/02
10/26/09
11/8/10

Reviewed: 1/93, 9/15/99, 11/14/02, 12/2/04, 10/1/09, 10/7/10, 5/7/15

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 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 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
12/10/18

Reviewed: 1/93, 9/15/99, 11/14/02, 12/2/04, 9/3/09, 12/5/13, 11/1/18

**BOARD OF EDUCATION MEETING
December 9, 2019**

ISSUE: Election of Officers

CONTACT: Pam Arndorfer, Board Secretary

ATTACHMENTS: Board Policy 200.2 (*Board Organizational Meeting*)
Board Policy 206.0 (*Board Officers*)
Board Policy 202.2 (*Board Member Oath of Office*)

BACKGROUND:

At its annual meeting the Board undergoes its official reorganization. The first order of business is the election of officers for the coming year. The Board Secretary conducts this portion of the meeting until the President and Vice-President have been elected and sworn into office.

Nominations and votes are made orally. Approval of a motion to close nominations is needed to conclude that portion of the process for each position and move to election.

Nominations for President of the Board—no second is needed

Closing of Nominations—motion and second needed; majority vote to pass

Election of President of the Board—votes made orally; majority needed for election

Nominations for Vice-President of the Board—no second is needed

Closing of Nominations—motion and second needed; majority vote needed to pass

Election of Vice-President of the Board—votes made orally; majority needed for election

Oath of Office of the President and Vice-President administered by the Board Secretary.

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 President and Vice President of the Board of Education in the Waterloo Community School District as now or hereafter required by law?

BOARD ORGANIZATIONAL MEETING

The Board of Education shall meet and organize at the first regular meeting following the canvass of votes from a regular school election in odd numbered years. Notice of the place and time of such meeting shall be given by the Secretary to each member, each member-elect of the Board, and the public.

The purpose of the meeting is to transfer material and responsibility from the outgoing Board to the new Board. At the meeting, the Board will elect a president who will hold office for one year. A vice president will also be elected at this meeting for a term of one year. Once elected, the president and vice president will be entitled to vote on all matters before the Board.

The incoming Board of Education shall readopt all written policies with the understanding that all policies not established by law may be changed through Board action.

Upon termination of office, each Board member shall immediately surrender to his or her successor all materials pertaining or belonging to that office.

Legal Ref.: Code of Iowa, §§ 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, .8 (2013).
281 I.A.C. 12.3(2)

Cross Ref.: 202.0 Board Member Qualifications
206.0 Board Officers

ADOPTED: 9/12/83
2/12/90
4/26/93
10/11/99
12/9/02
10/26/09
11/8/10

Reviewed: 1/93, 9/15/99, 11/14/02, 12/2/04, 10/1/09, 10/7/10, 5/7/15

BOARD OFFICERS

PRESIDENT

The Board of Education shall elect one of its members to act as President during its organizational meeting in odd-numbered years, or at the annual meeting in even-numbered years. A director must receive a majority of the votes cast for election to the office of President. A duly elected President shall qualify by taking the oath of office as required by law. The President's term of office is one year or until the next organizational meeting of the Board.

The President of the Board of Education shall preside at all of its meetings; sign all employment contracts; sign all other contracts and school district warrants approved by the Board; and appear on behalf of the school corporation in causes of action involving the school district.

The President, in addition to presiding at the Board meetings, shall take an active role in Board decisions by discussing and voting on each motion before the Board in the same manner as other Board members. However, before making or seconding a motion, the Board President shall turn over control of the meeting to either the Vice President or other Board member.

The Board President has the authority to call special meetings of the Board. Prior to Board meetings, the Board President shall consult with the Superintendent on the development of the agenda for the meeting.

VICE PRESIDENT

The Board of Education shall elect one of its members to act as Vice President during its organizational meeting in odd-numbered years, or at the annual meeting in even-numbered years. The Vice President's term of office is one year or until the next organizational meeting of the Board.

By this election, if the Board President is unable or unwilling to carry out the duties required, it shall be the responsibility of the Vice President of the Board to carry out the duties of the President. If the President is unable or unwilling to complete the term of office, the Vice President shall serve as president for the balance of the President's term of office, and a new Vice President shall be elected.

The Vice President shall accept control of the meeting from the President when the President wishes to make or second a motion. The Vice President shall take an active role in Board decisions by discussing and voting on matters before the Board in the same manner as other Board members.

TEMPORARY OFFICER

The Board shall appoint a temporary President in the absence of the regular officers.

VACANCIES IN OFFICER POSITIONS

If the office of President or Vice President of the Board should become vacant between organizational meetings, such office will be filled by the remaining members of the Board in accordance with the procedures set forth in Regulation 200.2-R for the election of the President or Vice President.

Legal Ref.: Iowa Code §§ 279.1-.2; 291.1 (2013).

Cross Ref.: 200.2 Board Organizational Meeting
 200.2-R Board Organizational Meeting Procedure
 202.2 Board Member Oath of Office
 206.1 Appointed Board Officers

ADOPTED: 9/83
 2/12/90
 4/26/93
 11/8/99
 12/9/02
 1/10/05
 10/26/09
 11/8/10
 9/26/16
 10/14/19

Reviewed: 1/93, 10/6/99, 11/14/02, 12/2/04, 10/1/09, 10/7/10, 9/1/16, 9/5/19

POLICY

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 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 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
12/10/18

Reviewed: 1/93, 9/15/99, 11/14/02, 12/2/04, 9/3/09, 12/5/13, 11/1/18

BOARD OF EDUCATION MEETING
December 9, 2019

ISSUE: Reorganization of the Board

CONTACT: Pam Arndorfer, Board Secretary

ATTACHMENTS: Board Policy 200.2 (*Board Organizational Meeting*)
Board Policy 701.8 (*Investments*)

BACKGROUND:

Once the Board President and Vice-President have been elected and sworn into office, the remaining tasks for the reorganization of the Board are addressed. These motions may be separated if desired:

The Recommended Motion: “the President of the Board of Education of the Waterloo Community School District, _____, be authorized to sign all warrants, contracts, and all other documents that require his/her signature; and

the Vice-President of the Board of Education of the Waterloo Community School District, _____, be authorized to sign all warrants, contracts, and all other documents that require his/her signature in the absence of the President; and

the signature plate of Shanlee McNally, immediate Past President of the Board of Education, be authorized to continue as a valid check signature until a plate for the new president can be obtained; and

the Superintendent be authorized to invest school district monies prior to allocating these funds toward payment of expenditures, in accordance with Board Policy 701.8; and

the Board of Education reaffirms all policies and actions of preceding Boards.”

BOARD ORGANIZATIONAL MEETING

The Board of Education shall meet and organize at the first regular meeting following the canvass of votes from a regular school election in odd numbered years. Notice of the place and time of such meeting shall be given by the Secretary to each member, each member-elect of the Board, and the public.

The purpose of the meeting is to transfer material and responsibility from the outgoing Board to the new Board. At the meeting, the Board will elect a president who will hold office for one year. A vice president will also be elected at this meeting for a term of one year. Once elected, the president and vice president will be entitled to vote on all matters before the Board.

The incoming Board of Education shall readopt all written policies with the understanding that all policies not established by law may be changed through Board action.

Upon termination of office, each Board member shall immediately surrender to his or her successor all materials pertaining or belonging to that office.

Legal Ref.: Code of Iowa, §§ 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, .8 (2013).
281 I.A.C. 12.3(2)

Cross Ref.: 202.0 Board Member Qualifications
206.0 Board Officers

ADOPTED: 9/12/83
2/12/90
4/26/93
10/11/99
12/9/02
10/26/09
11/8/10

Reviewed: 1/93, 9/15/99, 11/14/02, 12/2/04, 10/1/09, 10/7/10, 5/7/15

INVESTMENTS

School district funds in excess of current needs shall be invested in compliance with this policy. The goals of the school district's investment portfolio in order of priority are:

- To provide safety of the principal;
- To maintain the necessary liquidity to match expected liabilities; and
- To obtain a reasonable rate of return.

In making investments, the school district shall exercise the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person acting in a like capacity and familiar with such matters would use to meet the goals of the investment program.

School district funds are monies of the school district, including operating funds. "Operating funds" of the school district are funds which are reasonably expected to be used during a current budget year or within 15 months of receipt. When investing operating funds, the investments must mature within 397 days or less. When investing funds other than operating funds, the investments must mature according to the need for the funds.

The Board authorizes the Treasurer to invest funds in excess of current needs in the following investments.

- Interest bearing savings, money market, and checking accounts at the school district's authorized depositories;
- Iowa Schools Joint Investment Trust Program (ISJIT);
- Obligations of the United States government, its agencies and instrumentalities; and,
- Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions.

It shall be the responsibility of the Treasurer to oversee the investment portfolio in compliance with this policy and the law.

It shall be the responsibility of the Treasurer to bring to the Board for review any contract with an outside person to invest school district funds, to advise on investments, to direct investments, to act in a fiduciary capacity or to perform other services. The Treasurer shall also provide the board with information about and verification of the outside person's fiduciary bond. Contracts with outside persons shall include a clause requiring the outside person to notify the school district within 30 days of any material weakness in internal structure, regulatory orders, or sanctions against the outside person regarding the services being provided to the school district, and to provide the documents necessary for the performance of the investment portion of the school district audit. The compensation of the outside persons shall not be based on the performance of the investment portfolio.

The Treasurer shall be responsible for reporting to and reviewing with the Board, at least annually, the investment portfolio's performance, transaction activity and current investments including the percent of the investment portfolio by type of investment and

by issuer and maturities. It shall also be the responsibility of the Treasurer to obtain the information necessary to ensure that the investments and the outside persons doing business with the school district meet the requirements outlined in this policy.

It shall be the responsibility of the Superintendent to deliver a copy of this policy to the school district's depositories, auditor and outside persons doing business with the school district.

It shall also be the responsibility of the Superintendent, in conjunction with the Treasurer, to develop a system of investment practices and internal controls over the investment practices. The investment practices shall be designed to prevent losses, to make clear the officers' and employees' responsibility for elements of the investment process and to be consistent with the capability of the management.

Legal Ref.: Iowa Code 11.2, .6; 12.62; 12B.10; 12C; 22.1, .14; 28E.2; 257; 279.29; 283A; 285; 502.701; 633.123.

Cross Ref.: 206.1 Appointed Board Officials

ADOPTED: 9/14/92
7/12/93
12/13/99

Reviewed: 6/93, 11/3/99, 9/4/03, 11/6/08, 5/2/13, 3/7/19

BOARD OF EDUCATION MEETING
December 9, 2019

ISSUE: STEM BEST[®] Grant (Businesses Engaging Students and Teachers)

CONTACT: Jeff Frost, Executive Director of Professional Technical Education
 Amy Mieke, Career Coordinator
 Pam Delagardelle, CEO, Unity Point-Allen College
 Eugene Lutzinger, Dean of Health Sciences, Hawkeye Community College

ATTACHMENTS: None

BACKGROUND:

Pursuant to Board Policy 701.9, donations over \$2,500 must be approved by the Board of Education. Waterloo Schools would like to apply for the STEM BEST[®] Grant from the Iowa Governor's Stem Advisory Council in the amount of \$25,000 to be used for development of the new BioMedical Lab program at the Waterloo Career Center (WCC).

A priority for the Iowa Governor's STEM Advisory Council for 2018-2019 is to expand the community of innovative, replicable STEM education models, known as *Iowa STEM BEST[®] (Businesses Engaging Students and Teachers)* referenced throughout the application materials as STEM BEST[®]. A total of 37 STEM BEST[®] models have been established in Iowa over four years. These programs are now creating new excitement around the state as roles and responsibilities for meaningful activities are created and refined in the K-12 educational area. Further details on these awarded programs can be found at <http://www.IowaSTEM.gov/STEMBEST>.

The goal of STEM BEST[®] is to unite educators and employers to expand the learning continuum from school to careers. The STEM Council has designated a portion of the state legislative funding to support the establishment of Iowa STEM BEST[®] models, preferably evenly distributed across each of Iowa's six STEM regions. Successful applicants will become an Iowa STEM BEST[®] model of the Iowa Governor's STEM Advisory Council.

A hallmark of Iowa STEM education is the connection of classroom learning to meaning beyond the school walls. Overarching guidelines are provided to assist proposers, though ample flexibility in design is encouraged to support organic development of STEM BEST[®] programs which match local strengths, challenges and resources. STEM BEST[®] models are open to K-12 applicants. Past STEM BEST[®] award recipients are eligible to apply for expanding current programs.”
<https://iowastem.gov/STEMBEST/application>

The Waterloo Career Center and Hawkeye Community College, working alongside Unity Point and Allen College, will work over the summer of 2020 to develop the new BioMedical Lab Program. This work will include curriculum writing, necessary training and conferences pertinent to the curriculum, purchase of necessary equipment that is not obtained through other resources, and ongoing professional development costs throughout the 2020 21 school year.

THE SUPERINTENDENT’S RECOMMENDATION IS:

“that the Board of Education approve application and any subsequent acceptance of the grant from the Iowa Governor's STEM Advisory Council in the amount of \$25,000.”

BOARD OF EDUCATION MEETING
December 9, 2019

ISSUE: Equity Implemented Partnership Subaward

CONTACT: Kingsley A. Botchway, Chief Officer for Human Resources/Equity

ATTACHMENTS: Subaward Agreement

BACKGROUND:

Waterloo Schools has been awarded \$45,000 from the Spencer Foundation to support the Equity Implemented Partnership in conjunction with the University of Iowa.

This subaward will support the hiring of a full-time liaison whose responsibilities, in part, include:

- Work with the Chief Officer of Human Resources and Equity and other District staff and administrators as needed.
- Be the primary contact for the Equity Implemented Partnership at the Waterloo Schools.
- Be responsible for data collection, researching best practices and successful methodologies, analysis, and data management.
- Collaborate with the Chief Officer for Human Resources and Equity to organize current efforts, plan and conduct evaluation, and implement and assess plans of equity programming activities.

THE SUPERINTENDENT’S RECOMMENDATION IS:

“the Board approve acceptance of \$45,000 from the Spencer Foundation to support the Equity Implemented Partnership as outlined.”

BOARD OF EDUCATION MEETING
December 9, 2019

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

CONTACT: Ivan Gentry, Director of Special Education
Michael Coughlin, Chief Financial Officer

ATTACHMENTS: Bremwood Administrative Cost Summary

BACKGROUND:

Waterloo schools currently sends students to Lied Center-Bremwood, located in the Waverly-Shell Rock School District. For many years Bremwood has operated the programming in conjunction with the Waverly-Shell Rock 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 Bremwood Consortium, WSR district has provided a summary of the administrative costs for 2020-21. 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 \$12,307.60 for special education administrative costs associated with the Lied Center-Bremwood Consortium program for the 2020-21 school year.”

BOARD OF EDUCATION MEETING
December 9, 2019

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

CONTACT: Ivan Gentry, Director of Special Education
Michael Coughlin, Chief Financial Officer

ATTACHMENTS: River Hills Administrative Cost Summary

BACKGROUND:

Waterloo Schools 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 2020-21. 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 \$50,355.44 for special education administrative costs associated with the River Hills Consortium program for the 2020-21 school year.”

BOARD OF EDUCATION MEETING
December 9, 2019

ISSUE: Interfund Loans Resolution

CONTACT: Michael Coughlin, Chief Financial Officer

ATTACHMENTS: None

BACKGROUND:

On October 22, 2009, the Department of Education issued a revised Declaratory Order relating to interfund loans. Conclusions of the DE order were:

1. All loans between funds within a fiscal year must be accomplished through official board action and may not be accomplished until the board, by resolution, authorizes the loan. An interfund loan must not constitute an amendment to the budgeted revenues or expenditures for the fiscal year.
2. The resolution must specify the funds from which and to which the transfer will be made.
3. Interest must be paid from the borrowing fund on the unpaid balance at the rate in effect at the time of the loan.
4. The loan must be repaid before October 1 of the fiscal year following the fiscal year within which the loan occurred.

Due to several capital projects in the previous and current fiscal year, the Capital Projects Fund may require cash flow assistance. Due to timing of property tax revenues for PPEL expenditures, the Physical Plant and Equipment Levy Fund may require cash flow assistance. Due to the delay of State and Federal Reimbursement for the school lunch program, the Food Service Fund requires cash flow assistance. Due to the timing of payroll processing, the activity fund requires cash flow assistance. The General fund balance is capable of supporting the temporary interfund loans.

RESOLUTION APPROVING INTERFUND LOANS

WHEREAS, the School District is in need of funds to cover anticipated deficiencies in the Capital Projects Fund, the Physical Plant and Equipment Fund, the Food Service Fund and the Student Activity Fund:

NOW, THEREFORE, BE IT RESOLVED BY THE WATERLOO COMMUNITY SCHOOL DISTRICT OF BLACKHAWK COUNTY, IOWA:

That the Treasurer be authorized to transfer moneys between the General Fund and the Capital Projects Fund, such transfer to be up to the amount of \$1,500,000 to bear interest at the rate of 1% and such interfund loan is to be repaid with interest upon receipt of sales tax revenues. This interfund loan must be repaid by October 1, 2020.

That the Treasurer be authorized to transfer moneys between the General Fund and the Physical Plant and Equipment Fund, such transfer to be in the amount of \$1,500,000 to bear interest at the

rate of 1% and such interfund loan is to be repaid with interest upon receipt of property tax revenues. This interfund loan must be repaid by October 1, 2020.

That the Treasurer be authorized to transfer moneys between the General Fund and the Food Service Fund, such transfer to be up to the amount of \$1,200,000 to bear interest at the rate of 1% and such interfund loan is to be repaid with interest upon receipt of revenues. Food Service Fund becomes deficit as monthly Federal and State Reimbursements are received several weeks after the expenditures are completed. This interfund loan must be repaid by October 1, 2020.

That the Treasurer be authorized to transfer moneys between the General Fund and the Student Activity Fund, such transfer to be up to the amount of \$1,000,000 to bear interest at the rate of 1% and such interfund loan is to be repaid with interest upon receipt of revenues. Student Activity Fund balance may be used for short term cash flow. This interfund loan must be repaid by October 1, 2020.

THE SUPERINTENDENT’S RECOMMENDATION IS:

“the Board of Education adopt the amended resolution authorizing an interfund loan between the General Fund and the Capital Projects fund of up to \$1,500,000, the Physical Plant and Equipment Levy Fund of up to \$1,500,000, the Food Service Fund of up to \$1,200,000, and the Student Activity Fund of up to \$1,000,000 as provided under the DE Declaratory Order.”

BOARD OF EDUCATION MEETING
December 9, 2019

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
203.0	Board Member Conflicts of Interest
501.4	Entrance Age and Requirements

FOR INFORMATION ONLY

BOARD MEMBER CONFLICTS OF INTEREST

No board member, or employee of the board, will have any pecuniary interest, directly or indirectly, in any contract, purchase of materials, or activity paid for from school funds.

Board members must be able to make decisions objectively. It shall be a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in law or policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member shall not act as an agent for school textbooks or school supplies, including sports apparel or equipment, in any transaction with a director, officer, or other staff member of the school district during the board member's term of office. It shall not be a conflict of interest for board members to receive compensation from the school district for contracts for the purchase goods or services which benefits a board member, or to compensation for part-time or temporary employment which benefits a board member if the benefit to the board member does not exceed \$2,5006,000 in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

The conflict of interest provisions do not apply to a contract that is a bond, note or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract, or to a contract in which a director has an interest solely by reason of employment if the contract was made by competitive bid, in writing, publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily awarded by competitive bid.

It shall also be a conflict of interest for a board member to engage in any outside employment or activity which is in conflict with the board member's official duties and responsibilities. In determining whether outside employment or activity of a board member creates a conflict of interest, situations in which an unacceptable conflict of interest shall be deemed to exist shall include, but not be limited to, any of the following:

1. The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district badge, uniform, business card or other evidence of office to give the board member or member of the board member's immediate family an advantage or monetary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to a board member.
2. The outside employment or activity involves the receipt of, promise of, or acceptance of money or other consideration by the board member or a member of the board member's immediate family from anyone other than the state or the school district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or

PROPOSED

203.0

during the hours in which the board member performs service or work for the school district.

- 3. The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the board member, during the performance of the board member’s duties of office or employment.

If the outside employment or activity is employment or activity in (1) or (2) above, the board member must cease the employment of or activity. If the activity or employment falls under (3), then the board member must:

- Cease the outside employment or activity; or
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, determining the facts or law in a contested case or rulemaking proceeding, conducting any inspection, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

When procurement is supported by Federal Child Nutrition funds, board members shall not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the contract. Contract, for purposes of this paragraph, includes a contract where the board member, board member’s immediate family, partner, or a non-school district employer of these individuals is a party to the contract.

It shall be the responsibility of each board member to be aware of an actual or potential conflict of interest, and to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, a board member should not participate in any action relating to the issue from which the conflict arose.

Legal Ref.: 22 C.F.R. § 518.42
Iowa Code §§ 68B; 71.1; 277.27; 279.7A; 301.28

Cross Ref.: 202.0 Board Member Qualifications
204.0 School Board Member Ethics
204.5 Gifts to Board of Education Members
213.0 Board Member Compensation and Expenses

ADOPTED: 9/12/83
2/12/90
4/26/93
10/11/99
7/17/00
12/8/03
1/9/17

Reviewed: 1/93, 9/15/99, 6/16/00, 10/2/03, 11/13/03, 10/4/07, 3/7/12, 12/1/16

POLICY

ENTRANCE AGE AND REQUIREMENTS

Age

Children in the school district community will be allowed to enroll in the school district’s education program beginning at age five. The child must be age five on or prior to September 15 to participate in the school district’s kindergarten program. The child must be age six on or prior to September 15 to begin the first grade of the education program. However, a child under age six on or prior to September 15 who has been admitted to the kindergarten program or who has demonstrated sufficient ability on the basis of tests or other means of evaluation may be admitted to the first grade at any time before December 31 as provided by law.

The Board shall require evidence of age and residency in the form of a birth certificate or other evidence for enrollment in the school district’s education program. It shall be within the discretion of the Executive Director of Student & At-Risk Services to determine what satisfactory evidence for proof of age is and to allow provisional enrollment pending satisfaction of this requirement.

Immunizations

Prior to enrollment, the parent/guardian must provide the administration with the child’s health and immunization certificate. Entering students must present evidence they have received state mandated immunizations or meet the exceptions as outlined in the Iowa Code of Law before they may enroll in our schools. ~~Students may be admitted conditionally to the attendance center if they have completed provisional requirements.~~Students may be provisionally enrolled if they have received at least one dose of each of the required vaccines or they are transfer students from other U.S. school systems.

Failure to meet ~~state~~State of Iowa requirements will be grounds for denial of admission or exclusion. Exceptions to the requirement will only be allowed for medical or religious reasons recognized by law. The student must provide a valid Iowa State Department of Public Health Certificate of Immunization Exception to be exempt from this policy.

Legal Ref.: Iowa Code §§ 139.9; 282.1, .3, .6.
1980 Op. Att’y Gen. 258

Cross Ref.: 507.3 Communicable Diseases – Students
509.0 Attendance and Tardy Policy
602.3 Acceleration

ADOPTED: 1/23/84
7/9/90
6/16/97
6/14/99
3/13/00
1/28/02
7/10/17

Reviewed: 1/97, 5/14/99, 2/16/00, 12/6/01, 10/7/04, 5/5/05, 4/1/10, 6/1/17



Important Dates
and INFORMATION

December 9	Board of Education Meeting <i>(This is the only board meeting in December)</i>	5:00pm
December 23- January 1	Winter Break / No School <i>(All Offices Closed Dec. 24-Jan. 1)</i>	
January 13	Board of Education Meeting	5:00pm
January 27	Board of Education Meeting	5:00pm