

**Minutes of the Board of Education
Waterloo Schools
County of Black Hawk, State of Iowa
December 9, 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, December 9, 2019, in the Board Room of the Education Service Center, 1516 Washington Street, Waterloo, Iowa.

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

I. Call to Order

The meeting was called to order by Ms. McNally at 5:01pm.

II. Moment of Silence

III. Pledge of Allegiance

IV. Mission Statement

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

V. Public Hearing – East and West High School Bleacher Replacement Project

The Public Hearing for the East and West High School Bleacher Replacement project was declared open by Ms. McNally at 5:02pm. No public comments were brought forth. It was moved by Mr. Knight and seconded by Ms. McRina to close the Public Hearing for the East and West High School Bleacher Replacement project. Motion carried 6-0. Public Hearing closed at 5:03pm.

VI. ASBO International Certificate of Excellence Award / Government Financial Officers Certificate of Excellence Award.

This item was presented as Information Only. Michael Coughlin, Chief Financial Officer, provided information. This is the 22nd consecutive year these awards have been received by Waterloo Schools.

VII. Information from Individuals and Delegations

No public comments were brought forth.

VIII. Consent Agenda

It was moved by Ms. McRina and seconded by Ms. Johnson that the Board of Education approve the consent agenda as revised. Motion carried 6-0. The following items were approved:

- Minutes of the November 11, 2019 Regular Board Meeting and the November 26, 2019 Special Board Meeting
- Bills Due & Payable and Bills Paid Between Board Meetings

Exhibit D: Personnel Appointments and Adjustments

It was moved by Ms. Flynn and seconded by Ms. Johnson that the Board of Education approve the personnel items as listed. Kingsley Botchway II, Chief Officer of Human Resources & Equity, provided information. Motion carried 6-0.

Exhibit F: East and West High School Bleacher Replacement Project

It was moved by Mr. Knight and seconded by Ms. Flynn that the Board of Education approve the East and West High School Bleacher Replacement project and publish a Notice to Bidders. Dan Channer, Principal/Senior Architect with ISG, provided information. Motion carried 6-0.

IX. Board Policy Changes – Second Reading

It was moved by Mr. Knight and seconded by Ms. Johnson that the Board of Education approve the following policy: *Academic Progress – Promotion/Retention*. Tara Thomas, Director of School & Community Relations, provided information. A request was made to change the verbiage of the policy and add “promotion/retention” as an option in paragraph two. Mr. Knight and Ms. Johnson agreed to a friendly amendment to the motion to read “that the Board of Education approve the following policy: *Academic Progress – Promotion/Retention* as amended.” Amended motion carried 6-0.

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

It was moved by Ms. Flynn and seconded by Ms. Johnson that 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. Michael Coughlin, Chief Financial Officer, provided information. Ms. Flynn and Ms. Johnson agreed to a friendly amendment to the motion to read “that 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 which may be funded by 2020-21 cash reserve levy. Amended motion carried 6-0.

XI. 2018-19 Comprehensive Annual Financial Report

It was moved by Ms. Flynn and seconded by Mr. Schmitt that 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. Michael Coughlin, Chief Financial Officer, provided information. Motion carried 6-0.

XII. Annual Meeting – Financial Documents

It was moved by Mr. Knight and seconded by Ms. Johnson that 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 the Iowa Department of Education. Michael Coughlin, Chief Financial Officer, provided information. Motion carried 6-0.

XIII. Abstract of Votes from the School Election

It was moved by Ms. Flynn and seconded by Ms. Johnson that the Board of Education take official notice of the Abstract of Votes from the School Election held November 5, 2019. Motion carried 6-0.

- Elected as District 2 Director is **Sue Flynn**
- Elected as District 3 Director is **Jesse Knight**
- Elected as At-Large Directors are **Lyle Schmitt** and **Stacie Mills**

XIV. Recess for Retirement of Board Member and Seating of Newly Elected Board Member

Retiring board member, Rhonda McRina, was honored and presented with a token of appreciation for her years of service. The board recessed from 6:13pm to 6:18pm. Incoming board member, Stacie Mills, was invited forward.

Board members present for this portion of the meeting: Endya Johnson, Jesse Knight, Sue Flynn, Shanlee McNally, Stacie Mills and Lyle Schmitt

XV. Installation of New Directors

Pam Arndorfer, Board Secretary, administered the Oath of Office to Sue Flynn, Jesse Knight, Lyle Schmitt and Stacie Mills.

XVI. Election of Officers

Ms. Flynn nominated Ms. McNally as President of the Board of Education. It was moved by Mr. Knight and seconded by Ms. Johnson to close nominations for the office of President of the Board of Education. Motion carried 6-0. Ms. McNally was elected president 6-0.

Ms. McNally nominated Ms. Flynn as Vice President of the Board of Education. It was moved by Mr. Knight and seconded by Ms. Johnson to close nominations for the office of Vice President of the Board of Education. Motion carried 6-0. Ms. Flynn was elected vice president 6-0.

Pam Arndorfer, Board Secretary, administered the Oath of Office to Shanlee McNally, President, and Sue Flynn, Vice President.

XVII. Reorganization of the Board

It was moved by Mr. Knight and seconded by Ms. Johnson that

- the President of the Board of Education of the Waterloo Community School District, Shanlee McNally, be authorized to sign all warrants, contracts, and all other documents that require her signature; and
- the Vice-President of the Board of Education of the Waterloo Community School District, Sue Flynn, be authorized to sign all warrants, contracts, and all other documents that require her signature in the absence of the President; 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.

Motion carried 6-0.

XVIII. STEM BEST[®] Grant (Businesses Engaging Students and Teachers)

It was moved by Mr. Knight and seconded by Ms. Flynn 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. Jeff Frost, Executive Director of Professional Technical Education, provided information. Motion carried 6-0.

XIX. Equity Implemented Partnership Subaward

It was moved by Ms. Flynn and seconded by Ms. Johnson that the Board approve acceptance of \$45,000 from the Spencer Foundation to support the Equity Implemented Partnership as outlined. Kingsley Botchway, Chief Officer for Human Resources & Equity, provided information. Motion carried 6-0.

XX. Lied Center-Bremwood Consortium SBRC Application for Special Education Administrative Costs

It was moved by Ms. Flynn and seconded by Mr. Knight that 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. Michael Coughlin, Chief Financial Officer, and Dr. Jane Lindaman, Superintendent, provided information. Motion carried 6-0.

XXI. River Hills School Consortium SBRC Application for Special Education Administrative Costs

It was moved by Mr. Knight and seconded by Ms. Flynn that 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. Michael Coughlin, Chief Financial Officer, and Dr. Jane Lindaman, Superintendent, provided information. Motion carried 6-0.

XXII. Interfund Loans Resolution

It was moved by Ms. Flynn and seconded by Ms. Johnson that the Board of Education adopt the 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. Michael Coughlin, Chief Financial Officer, provided information. Motion carried 6-0.

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.

XXIII. Board Policy Changes – First Reading

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

- 203.0 – *Board Member Conflicts of Interest*
- 501.4 – *Entrance Age and Requirements*

XXIV. Superintendent’s Report

- Thank you, again, to Rhonda McRina for her years of service to the Board of Education.
- Welcome to Stacie Mills, our newest board member, and thank you to Endya, Jesse & Sue for running and serving another 4 years.
- Waterloo Schools hosted a Regional Lego League competition this past weekend – thank you to all those who attended and volunteered their time, making this a very successful event!

XXV. Information from Board Members

Each board member was given the opportunity to comment.

XXVI. Adjourn

It was moved by Ms. Flynn and seconded by Mr. Knight that the Board of Education adjourn the meeting. Motion carried 6-0. The meeting adjourned at 7:14pm.

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 December 9, 2019, Regular Board meeting.”