



# **Board of Education Meeting**

May 11, 2020

5:00 p.m.

[Electronic Meeting]

## **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 21<sup>st</sup> 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  
May 11, 2020  
5:00pm  
Electronic Meeting**

Exhibit

- |  |  |              |
|--|--|--------------|
| <b>I. Call to Order</b>  |  |              |
| <b>II. Mission Statement</b>   |  |              |
| <b>III. Information from Individuals and Delegations</b><br>The Board Secretary will share any public comments received electronically |  |              |
| <b>IV. Public Hearing – Lease of Summit Complex to EMBARC</b>  |  | A<br>Page 1  |
| <b>V. Iowa Economic Development Authority Grant</b>  |  | B<br>Page 3  |
| <b>VI. Consent Agenda</b>  |  |              |
| • <i>Minutes of the April 27, 2020 Regular Board Meeting and the April 30, 2020 Special Board Meeting</i>                              |  | C<br>Page 8  |
| • <i>Personnel Appointments and Adjustments</i>  |  | D<br>Page 12 |
| • <i>Bills Due &amp; Payable and Bills Paid Between Board Meetings</i>   |  | E<br>Page 15 |
| • <i>Area Education Agency (AEA) Food Purchasing Agreement 2020-21</i>   |  | F<br>Page 25 |
| • <i>Lease of Former AEA267 Building</i>   |  | G<br>Page 29 |
| • <i>Iowa Association of School Boards 2020-21 Membership Dues</i>   |  | H<br>Page 41 |
| • <i>Iowa School Finance Information Services (ISFIS) 2020-21 Subscription Fee</i>   |  | I<br>Page 45 |
| • <i>Lease of Summit Complex to EMBARC</i>   |  | J<br>Page 58 |
| <b>VII. Technology Purchase</b>  |  | K<br>Page 63 |
| <b>VIII. Superintendent’s Report</b>   |  |              |

**IX. Information from Board Members**

**X. Adjourn**

**BOARD OF EDUCATION MEETING**  
**May 11, 2020**

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**ISSUE:** Public Hearing – Lease of Summit Complex to EMBARC

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

**ATTACHMENTS:** Notice of Public Hearing

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**BACKGROUND:**

In accordance with Section 297.22 of the Code of Iowa, a Public Hearing is required if the Board of Education of a school corporation proposes consideration of sale or lease of real property that is school district property. A Public Hearing provides so that any and all interested persons may appear and file objections to said proposed sale or lease of surplus real property. The District proposes to lease the Summit Complex Parcel ID 8913-27-403-007 to EMBARC for the purpose of a community vegetable garden.

The Public Hearing for the Lease of Summit Complex to EMBARC will be held on Monday, May 11, 2020 at 5:00pm. The May 11 board meeting will be held electronically in accordance with Iowa Code Chapter 21.8 and in response to the COVID-19 outbreak.

The Notice of Public Hearing regarding the Lease of Summit Complex to EMBARC was published in the *WCF Courier*.

**PUBLIC HEARING**

**NOTICE OF PUBLIC HEARING  
FOR LEASE OF PROPERTY**

Notice is hereby given, in accordance with [Chapter 297.22 of the Code of Iowa], applicable to the **Board of Directors of the Waterloo Schools**.

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

The said Board proposes to **Lease the Summit Complex Parcel ID 8193-27-403-007 to EMBARC** for the purpose of a community vegetable garden.

A public hearing at which any and all interested persons may appear and file objection to said proposal will be held electronically as provided Iowa Code Chapter 21.8 and in response to the COVID-19 outbreak. Those wishing to file objections should contact the Board Secretary at 319-433-1874 or email arndorferp@waterlooschools.org.

The time of the public hearing is hereby set at **5:00 p.m.** (local time) on **May 11, 2020**.

DATED AT: **Waterloo, IA 50702, this 1<sup>st</sup> day of May, 2020.**

BY ORDER OF: **Waterloo Schools**

BY: **Pam Arndorfer, Board Secretary**

**BOARD OF EDUCATION MEETING**  
**May 11, 2020**

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**ISSUE:** Iowa Economic Development Authority Grant

**CONTACT:** Jeff Frost, Executive Director of Professional Technical Education

**ATTACHMENTS:** Grant Agreement

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**BACKGROUND:**

Pursuant to Board Policy 701.9, donations over \$2,500 must be approved by the Board of Education. Jeff Frost, Executive Director of Professional Technical Education, is seeking approval of a \$25,000 grant from the Iowa Economic Development Authority. The grant has been awarded to Waterloo Schools through the Future Ready Iowa Registered Apprenticeship Development Fund, and will be used to support Registered Apprenticeships at the Waterloo Career Center.

**THE SUPERINTENDENT’S RECOMMENDATION IS:**

“the Board of Education accept with gratitude the \$25,000 grant from the Iowa Economic Development Authority in support of Registered Apprenticeships at the Waterloo Career Center.”

**Minutes of the Board of Education  
Waterloo Schools  
County of Black Hawk, State of Iowa  
April 27, 2020**

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, April 27, 2020. The meeting was held electronically in accordance with Iowa Code Chapter 21.8 and in response to the COVID-19 outbreak.

Present: Board Members: Endya Johnson, Jesse Knight, Sue Flynn, Stacie Mills, Astor Williams, Lyle Schmitt and Shanlee McNally  
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

**I. Call to Order**

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

**II. Mission Statement**

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

**III. Information from Individuals and Delegations**

No public comments were brought forth or received electronically prior to the board meeting.

**IV. Board Celebration – Teacher Appreciation Week**

It was moved by Mr. Knight and seconded by Ms. Flynn that the Board of Education proclaim May 4-8, 2020, as Teacher Appreciation Week in Waterloo Schools. Pam Arndorfer, Board Secretary, provided information. Motion carried 7-0.

**V. Board Celebration – School Board Recognition Month**

This item was presented as Information Only. Pam Arndorfer, Board Secretary, provided information and thanked board members for their years of service.

**VI. Consent Agenda**

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

- Minutes of the April 13, 2020 Regular Board Meeting

**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, provided information. Motion carried 7-0.

**Exhibit E: Bills Due & Payable and Bills Paid Between Board Meetings**

It was moved by Mr. Knight and seconded by Ms. Johnson that the Board of Education approve the Bills Due and Payable and the Bills Paid Between Board Meetings. Michael Coughlin, Chief



Financial Officer, and Shanlee McNally, Board President, provided information. Motion carried 4-0-3; Mr. Knight, Ms. McNally and Ms. Mills abstained.

**Exhibit F: Junior Achievement Memorandum of Agreement for the 2020-2021 School Year**

It was moved by Ms. Johnson and seconded by Ms. Flynn that the Board of Education approve the 2020-2021 Memorandum of Agreement between Waterloo Schools and Junior Achievement of Eastern Iowa, Inc. at a cost of \$8.84/participating student. Dr. Jane Lindaman, Superintendent, provided information. Motion carried 7-0.

**Exhibit G: Durham School Services Contract Addendum**

It was moved by Mr. Knight and seconded by Ms. Johnson that the Board of Education approve the proposed contract addendum from April 13, 2020 through April 30, 2020. Kingsley Botchway II, Chief Officer for Human Resources & Equity; Michael Coughlin, Chief Financial Officer; and Dr. Jane Lindaman, Superintendent, provided information. Motion carried 7-0.

**Exhibit H: Board Meeting Dates**

It was moved by Mr. Knight and seconded by Ms. Flynn that the Board of Education hold their regularly scheduled meetings as presented. Pam Arndorfer, Board Secretary, and Shanlee McNally, Board President, provided information. Motion carried 7-0.

**VII. 2020-2023 WESP Contract Agreement**

It was moved by Ms. Johnson and seconded by Mr. Williams that the Board of Education approve the proposed agreement with the Waterloo Educational Support Personnel for the 2020-2023 school years. Kingsley Botchway II, Chief Officer for Human Resources & Equity, and Dr. Jane Lindaman, Superintendent, provided information. Motion carried 7-0.

**VIII. New Lowell Elementary Construction Project Bid Approval**

It was moved by Mr. Knight and seconded by Ms. Flynn that the Board of Education accept the recommendation from ISG and approve the total project bid of \$21,944,000.00 from Larson Construction of Independence, Iowa, for the New Lowell Elementary Construction Project. The total project bid includes the basis bid of \$21,788,000.00 plus Alternate #2 for \$6,000.00 and Alternate #3 for \$160,000.00. Dan Channer, Principal and Senior Architect with ISG; Jake Connor, Senior Project Manager with MODUS Engineering; and Dr. Lindaman, Superintendent, provided information. Motion carried 7-0.

**IX. Superintendent's Report**

- Excited about the Board's vote this evening on the new Lowell Elementary construction project – this is a significant step forward in bringing our Lowell family back home
- In thinking about Teacher Appreciation Week – our teachers are working hard and doing great things to meet the needs of our students during this COVID-19 pandemic. (Note: Feature article on Waterloo Schools on the Iowa Department of Education website)
- School Board Recognition Month – thank you to school board members for their years of service and commitment to Waterloo Schools
- Update on Voluntary Continuous Learning – reminder that even though it is “voluntary”, the expectation is that students will do the work. Staff is busy tracking the data – started with elementary last week and will move on to middle school and high school this week.

**XIV. Information from Board Members**

Each board member was given the opportunity to comment.

**XV. Adjourn**

It was moved by Mr. Knight and seconded by Mr. Williams that the Board of Education adjourn the meeting. Motion carried 7-0. The meeting adjourned at 7:01pm.

Respectfully submitted,

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Pamela G. Arndorfer, Board Secretary

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Date Approved by the Board of Education

**THE SUPERINTENDENT’S RECOMMENDATION IS:**

“the Board of Education approve the minutes of the April 27, 2020, Regular Board meeting.”

**Minutes of the Board of Education  
Waterloo Schools  
County of Black Hawk, State of Iowa  
April 30, 2020**

The Board of Education of the Waterloo Schools, County of Black Hawk, State of Iowa, was called to meet in special session at 8:00am on Thursday, April 30, 2020. The meeting was held electronically in accordance with Iowa Code Chapter 21.8 and in response to the COVID-19 outbreak.

Present: Endya Johnson, Shanlee McNally, Stacie Mills, Astor Williams and Lyle Schmitt  
Superintendent, Dr. Jane Lindaman  
Chief Financial Officer/Board Treasurer, Michael Coughlin  
Assistant to the Superintendent/Board Secretary, Pam Arndorfer

Absent: Board members: Sue Flynn and Jesse Knight  
Chief Officer of Human Resources/Equity, Kingsley Botchway II  
Associate Superintendent for Educational Services, Dr. Stephanie Mohorne

**I. Call to Order**

The meeting was called to order by Ms. McNally at 8:00am.

**II. Set Date of Public Hearing – Lease of Summit Complex to EMBARC**

It was moved by Ms. Johnson and seconded by Ms. Mills that the Board of Education approve the date of May 11, 2020 at 5:00pm to hold the Public Hearing for the Lease of Summit Complex to EMBARC. Dr. Jane Lindaman, Superintendent, Michael Coughlin, Chief Financial Officer, and Pam Arndorfer, Board Secretary, provided information. Motion carried 5-0.

**III. Adjourn**

It was moved by Ms. Mills and seconded by Mr. Williams that the Board of Education adjourn the meeting. Motion carried 5-0. The meeting adjourned at 8:15am.

Respectfully submitted,

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Pamela G. Arndorfer, Board Secretary

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Date Approved by the Board of Education

**THE SUPERINTENDENT’S RECOMMENDATION IS:**

“the Board of Education approve the minutes of the April 30, 2020, Special Board meeting.”

**BOARD OF EDUCATION MEETING**  
**May 11, 2020**

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**ISSUE:** Personnel Appointments and Adjustments

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

**ATTACHMENTS:** Routine Personnel Appointments

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**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.”

**BOARD OF EDUCATION MEETING**  
**May 11, 2020**

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**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

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**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**  
**May 11, 2020**

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**ISSUE:** Area Education Agency (AEA) Food Purchasing Agreement 2020-21

**CONTACT:** Heather Bathen, District Manager of Food/Nutrition Programs  
Marty Metcalf, Director of Operations

**ATTACHMENTS:** 2020-21 Food Purchasing Agreement

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**BACKGROUND:**

AEA Purchasing is formed under the Code of Iowa as a 28E entity and is an initiative of Iowa's Area Education Agencies. The goal of AEA Purchasing is to combine the purchasing power of Iowa school districts to offer aggressive pricing on materials, goods and services. Participation in AEA Purchasing is without cost to Iowa's schools in that it is funded by small fees paid by the vendors. This buying power allows for better pricing on food for the school district.

**THE SUPERINTENDENT'S RECOMMENDATION IS:**

“that the Board of Education approve the contract between Waterloo Schools and the Area Education Agency for food purchasing during the 2020-2021 school year.”

**BOARD OF EDUCATION MEETING**  
**May 11, 2020**

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**ISSUE:** Lease of Former AEA 267 Building

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

**ATTACHMENTS:** Lease Contract

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**BACKGROUND:**

On Wednesday, February 20, 2019 a portion of the roof at Lowell Elementary collapsed. Structural engineers have determined the building must be repaired before students and staff can return, making it necessary to move classrooms to a new location for the remainder of the 2018-19 school year. District personnel worked with Central Rivers AEA staff and found the former AEA 267 Conference Center in Cedar Falls to be a viable solution.

Current Status: The District has leased the AEA facility since March 2019 and have now requested consideration from AEA 267 to continue the lease for another school year through June 2021, since the new Lowell building will not be ready for occupancy. The negotiated lease rate for the 2020-21 twelve-month period is \$100,000 per year or \$8,333 per month plus utilities and grounds maintenance. The new contract also allows for the termination of the lease at any time with 30 days' notice from the school district.

**THE SUPERINTENDENT'S RECOMMENDATION IS:**

“the Board of Education accept the Superintendent’s recommendation to approve the lease with Central Rivers AEA for the former AEA 267 Conference Center for the 2020-21 school year for the use of a temporary space for Lowell Elementary School.”

**BOARD OF EDUCATION MEETING**  
**May 11, 2020**

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**ISSUE:** Iowa Association of School Boards, 2020-21 Membership Dues

**CONTACT:** Pam Arndorfer, Assistant to the Superintendent/Board Secretary  
Michael Coughlin, Chief Financial Officer

**ATTACHMENTS:** The Value of Your IASB Membership  
IASB Statement of Membership Dues

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**BACKGROUND:**

Each year, the Board of Education considers the renewal of its membership in the Iowa Association of School Boards (IASB). IASB is an association of school districts, area education agencies, and community colleges in Iowa, providing many services to its members.

The dues for Waterloo Schools for 2020-21 are \$12,220.00 (an increase of \$240 from 2019-20).

**THE SUPERINTENDENT’S RECOMMENDATION IS:**

“the Board of Education approve the payment of \$12,220.00 for 2020-21 membership dues to the Iowa Association of School Boards.”



**BOARD OF EDUCATION MEETING**  
**May 11, 2020**

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**ISSUE:** Iowa School Finance Information Services (ISFIS) 2020-21 Subscription Fee

**CONTACT:** Pam Arndorfer, Assistant to the Superintendent/Board Secretary  
Michael Coughlin, Chief Financial Officer

**ATTACHMENTS:** ISFIS Service and Program Guide  
Invoice

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**BACKGROUND:**

Each year, the Board of Education considers the renewal of its subscription to Iowa School Finance Information Services (ISFIS). Some of the supports provided with an ISFIS subscription include:

- Information and risk management supports;
- Regular webinars on important topics;
- Information on ways to save money and become more effective;
- Easy-to-use tools for decision making;
- Up to date information on law and finance changes; and
- Advocacy support.

The subscription fee for the 2020-2021 fiscal year is \$3,854.00 (.87% increase over last year's fee).

**THE SUPERINTENDENT'S RECOMMENDATION IS:**

“the Board of Education approve the payment of \$3,823.75 for the 2020-2021 subscription fee to Iowa School Finance Information Services.”

**BOARD OF EDUCATION MEETING**  
**May 11, 2020**

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**ISSUE:** Lease of Summit Complex to EMBARC

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

**ATTACHMENTS:** Lease Agreement

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**BACKGROUND:**

In accordance with Section 297.22 of the Code of Iowa, a Public Hearing is required if the Board of Education of a school corporation proposes consideration of sale or lease of real property that is school district property. A Public Hearing provides so that any and all interested persons may appear and file objections to said proposed sale or lease of surplus real property. The Public Hearing for the Lease of Summit Complex to EMBARC was held electronically on Monday, May 11, 2020 at 5:00pm.

The District proposes to lease the Summit Complex Parcel ID 8913-27-403-007 to EMBARC for the purpose of a community vegetable garden.

**THE SUPERINTENDENT’S RECOMMENDATION IS:**

“the Board of Education approve the lease of Summit Complex Parcel ID 8913-27-403-007 to EMBARC for the purpose of a community vegetable garden.”

**BOARD OF EDUCATION MEETING**  
**May 11, 2020**

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**ISSUE:** Technology Purchase

**CONTACT:** Matt O'Brien, Executive Director of Technology  
 Kingsley Botchway II, Chief Officer of Human Resources/Equity

**ATTACHMENTS:** None

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**BACKGROUND:**

The district continually reviews job descriptions to ensure staff responsibilities are best aligned with the district's needs. As the district has looked at the valuable role paraprofessionals can play in providing learning supports to our students, it has become evident that it would be beneficial for each paraprofessional to have continuous access to a technology device. Issuing each paraprofessional a Chromebook will enable them to assist with data collection and student monitoring. As we progress through uncertain times, ensuring these staff members have access to technology will also ensure that they can remain fully productive if another district facilities closure were to take place.

Therefore, the district is proposing purchasing 365 Chromebooks, Chrome Education licenses, and carrying cases as outlined in the table below:

Item	Vendor	Cost	Qty	Ext. Cost
Dell Chromebook 3100	Dell	\$205.00	365	\$74,825.00
Chrome Education License	Dell	\$25.27	365	\$9,223.55
Amazon 11.6 inch Carrying Case	Amazon	\$14.00	365	\$5,110.00
				\$89,158.55

**THE SUPERINTENDENT'S RECOMMENDATION IS:**

“the Board of Education approve the purchase of 365 Chromebooks and Chrome Education Licenses from Dell and 365 carrying cases from Amazon at a total cost of \$89,158.55.”



Important Dates  
and INFORMATION

May 11	Board of Education Meeting	5:00pm
May 25	All offices and buildings closed / Memorial Day	
June 8	Board of Education Meeting	5:00pm
July 3	All offices and buildings closed / Independence Day	
July 13	Board of Education Meeting	5:00pm