



# **Board of Education Meeting**

September 14, 2020  
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 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  
September 14, 2020  
5:00pm**

Exhibit

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|--------------|--|--------------|
| <b>I.</b>    | <b>Call to Order</b>   |              |
| <b>II.</b>   | <b>Moment of Silence</b>   |              |
| <b>III.</b>  | <b>Pledge of Allegiance</b>  |              |
| <b>IV.</b>   | <b>Mission Statement</b>   |              |
| <b>V.</b>    | <b>Information from Individuals and Delegations</b><br>The Board Secretary will share any public comments received electronically.       |              |
| <b>VI.</b>   | <b>Consent Agenda</b>  |              |
|              | • <i>Minutes of the August 24, 2020 Regular Board Meeting</i>  | A<br>Page 1  |
|              | • <i>Personnel Appointments and Adjustments</i>  | B<br>Page 4  |
|              | • <i>Bills Due &amp; Payable and Bills Paid Between Board Meetings</i>   | C<br>Page 8  |
|              | • <i>Donation from RJ McElroy Trust</i>  | D<br>Page 15 |
|              | • <i>Agreement between Waterloo Schools and the Cedar Falls Community School District</i>  | E<br>Page 18 |
|              | • <i>Tri-County Child and Family Development Council, Inc. Contracted Service Agreement</i>  | F<br>Page 20 |
| <b>VII.</b>  | <b>Board Policy Changes – Second Reading</b>   | G            |
|              | • 504.2 – Standardized Dress Code  | Page 33      |
| <b>VIII.</b> | <b>Legal Services Engagement Agreement</b>   | H<br>Page 39 |
| <b>IX.</b>   | <b>Resolution Fixing the Date of Sale of School Infrastructure Sales and Services Tax Revenue Bonds and Approving Official Statement</b> | I<br>Page 46 |
| <b>X.</b>    | <b>Superintendent’s Report</b>   |              |
| <b>XI.</b>   | <b>Information from Board Members</b>  |              |
| <b>XII.</b>  | <b>Adjourn</b>   |              |

**Minutes of the Board of Education  
Waterloo Schools  
County of Black Hawk, State of Iowa  
August 24, 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, August 24, 2020 in the Board Room of the Education Service Center, 1516 Washington Street, Waterloo, Iowa.

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 (*joined by phone*)  
Assistant to the Superintendent/Board Secretary, Pam Arndorfer

Due to public health concerns related to COVID-19 in-person public access to this meeting was not permitted. Public comment for the Public Hearing and Information from Individuals and Delegations was requested in writing to the Board Secretary by 4:45pm on August 24, 2020.

**I. Call to Order**

The meeting was called to order by Ms. McNally at 5:04pm.

**II. Moment of Silence**

**III. Pledge of Allegiance**

**IV. Mission Statement**

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

**V. Information from Individuals and Delegations**

Ms. Arndorfer, Board Secretary, stated that no public comments were received prior to tonight's board meeting.

**VI. Consent Agenda**

It was moved by Ms. Flynn 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 August 10, 2020 Regular Board Meeting

**Exhibit B: 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 7-0.

**Exhibit C: Bills Due and Payable and Bills Paid Between Board Meetings**

It was moved by Mr. Knight and seconded by Ms. Flynn that the Board of Education approve the Bills Due and Payable and the Bills Paid Between Board Meetings. Michael Coughlin, Chief Financial Officer, provided information. Motion carried 7-0.

#### **Exhibit D: Open Enrollment Appeal**

It was moved by Ms. Flynn and seconded by Ms. Johnson that upon consideration of all the facts as presented as set out in the Administrative Exhibits 1 through 12, and the parent's Exhibits A, B, and C, and the testimony provided by the witnesses, I have made a determination that the Board should accept the attached Findings of Fact and Conclusions of Law which will, if approved, uphold the Superintendent's denial of the parent's application for open enrollment for Norah Buzynski. Tara Thomas, Director of School and Community Relations, and Dr. Jane Lindaman, Superintendent, provided information. Motion carried 7-0.

#### **VII. Superintendent's Contract**

It was moved by Ms. Flynn and seconded by Mr. Knight that the Board of Education renew the superintendent's contract through June 30, 2023 with commensurate salary and benefits compensation. Shanlee McNally, Board President, and Kingsley Botchway II, Chief Officer of Human Resources & Equity, provided information. Motion carried 6-0-1; Ms. Mills abstained.

#### **VIII. Selection of Financial Institution for Deposit of Funds**

It was moved by Ms. Flynn and seconded by Mr. Knight that the Board of Education accept the recommendation of Financial Services to approve Farmers State Bank of Waterloo as the district's financial institution for the deposit of funds from September 1, 2020 through August 31, 2024 according to policy 701.1. Michael Coughlin, Chief Financial Officer, provided information. Motion carried 7-0.

#### **IX. Board Policy Changes – First Reading**

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

- 504.2 – *Standardized Dress Code*

#### **X. Superintendent's Report**

- Start of school today – we have a few things to work out, but generally have received very positive comments
- Return to Learn Plan
  - Trying to maintain flexibility
    - Will try to honor requests for families moving from virtual to in-person or in-person to virtual
    - High school students requesting shift from “A” to “B” group and vice versa
    - We are holding on these requests for a few weeks, until we have a better handle on numbers and staffing finalized
  - Plan has played out very well – will be updating staff and families this week
  - We are gearing up for dealing with the ripple effect of potential exposure(s)
    - Staff have planned a “virtual day” while in front of students in effort to train students for virtual learning
  - Athletics – being cautious and following guidelines
- We will be monitoring heat over the next few days and making announcements as necessary
- Thank you to parents/families for their grace and understanding during this time

#### **XI. Information from Board Members**

Each board member was given the opportunity to comment.

**XII. Adjourn**

It was moved by Ms. Flynn and seconded by Mr. Knight that the Board of Education adjourn the meeting. Motion carried 7-0. The meeting adjourned at 6:32pm.

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 August 24, 2020, Regular Board meeting.”

**BOARD OF EDUCATION MEETING**  
**September 14, 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**  
**September 14, 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**  
**September 14, 2020**

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**ISSUE:** Donation from R.J. McElroy Trust

**CONTACT:** Tara Thomas, Director of School & Community Relations  
Pam Arndorfer, Assistant to the Superintendent/Board Secretary

**ATTACHMENTS:** Funding Information

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**BACKGROUND:**

Pursuant to Board Policy 701.9, donations over \$2,500 must be approved by the Board of Education. Waterloo Schools would like to recognize and thank the R.J. McElroy Trust for their generous donation of \$7,500 for emergency fund purposes at Becker Elementary, Highland Elementary, Irving Elementary, Kittrell Elementary, Lincoln Elementary, Lowell Elementary, Orange Elementary, Carver Academy, Central Middle, Bunger Middle, Hoover Middle, East High, Expo, and West High schools. This money is used for discretionary purposes such as clothing, medical expenses, activity fees, etc. This is an on-going program of financial support to our schools and has met a great student need throughout the years.

Waterloo Schools greatly appreciates the continued support of the R.J. McElroy Trust in helping to fund this program.

**THE SUPERINTENDENT’S RECOMMENDATION IS:**

“that the Board of Education accepts with gratitude the donation in the amount of \$7,500 from the R.J. McElroy Trust for the 2020/21 Youth Emergency Fund as presented.”

**BOARD OF EDUCATION MEETING**  
**September 14, 2020**

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**ISSUE:** Agreement between Waterloo Schools and the Cedar Falls Community School District

**CONTACT:** Sherice Ortman, IB and Advanced Programs Coordinator  
Dr. Jane Lindaman, Superintendent

**ATTACHMENTS:** Agreement with Cedar Falls CSD

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**BACKGROUND:**

Pursuant to Section 256.13 of the Iowa Code, Waterloo Schools wishes to enter into an agreement with the Cedar Falls Community School District to enroll a student in the Cedar Falls PLTW program.

Tuition for the Waterloo Schools student will be charged at the rate of \$450 per semester per block. Transportation will be the responsibility of the sending district. The agreement shall be in effect for the 2020-2021 school year, unless revoked in writing by either Board.

**THE SUPERINTENDENT’S RESOMMENDATION IS:**

“that the Board of Education approve the Agreement between Waterloo Schools and the Cedar Falls Community School District for the 2020-2021 school year as presented.”

**BOARD OF EDUCATION MEETING**  
**September 14, 2020**

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- ISSUE:** Tri-County Child and Family Development Council, Inc. Contracted Service Agreement
- CONTACT:** Dr. Stephanie Mohorne, Associate Superintendent for Educational Services  
 Dr. Charletta Sudduth, Early Childhood Coordinator
- ATTACHMENTS:** Contracted Service Agreement between Tri County Child and Family Development Council, Inc. and Waterloo Community Schools for the Head Start Program
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**BACKGROUND:**

Waterloo Schools has been able to significantly increase the number of early childhood options within our schools because of the cooperative working relationship we have established with Tri-County Child and Family Development Council, Inc. This contracted service agreement with Tri-County Child and Family Development Council, Inc. and Waterloo Schools is based upon the premise that high quality early childhood educational experiences for our children will help prepare them to fully benefit from the kindergarten curriculum. Early childhood education has been identified as one of the means to close the achievement gap between students in sub groups and the population as a whole.

Based on our collaboration and the leadership of Robert Welch, Executive Director of Tri-County Child and Family Development Council, Inc., in envisioning with the district an alternative means and location for delivering early childhood services we have a contract that proposes Head Start Early Childhood services be provided in the Waterloo Schools at the District's discretion. Head Start also provides classrooms at the Elk Run Early Childhood Center. The contract is for a total of \$884,616. This is a 1% decrease from last year.

**THE SUPERINTENDENT'S RECOMMENDATION IS:**

“the Board of Education approve the contract service agreement between Tri-County Child and Family Development Council, Inc. and the Waterloo Schools for the 2020-2021 school year.”

**BOARD OF EDUCATION MEETING**  
**September 14, 2020**

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**ISSUE:** Board Policy Changes – Second Reading

**CONTACT:** Tara Thomas, Director of School and Community Relations

**ATTACHMENTS:** Proposed Policy

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**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 504.2 was presented for First Reading on August 24, 2020.

<b>Number</b>	<b>Title</b>
504.2	Standardized Dress Code

**THE SUPERINTENDENT’S RECOMMENDATION IS:**

“the Board approve the following policy: *Standardized Dress Code.*”

**BOARD OF EDUCATION MEETING**  
**September 14, 2020**

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**ISSUE:** Legal Services Engagement Agreement

**CONTACT:** Michael Coughlin, Chief Financial Officer

**ATTACHMENTS:** Ahlers Cooney Engagement Agreement

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**BACKGROUND:**

The District has contacted and been working with Ahlers Cooney, PC of Des Moines to serve as Bond Counsel and Disclosure Counsel for current financing issues. The District is preparing to issue School Infrastructure Sales, Services and Use Tax Revenue Bonds.

Ahlers Cooney and Attorney Elizabeth Grob have been working diligently for the interest of Iowa School Districts for over 20 years. Ahlers Cooney assists Iowa schools with financing for new facilities, renovation of campus infrastructure and refinancing of existing debt.

Ahlers Cooney advises Iowa schools with the issuance of General Obligation (GO) bonds, Physical Plant and Equipment Levy (PPEL) capital loan notes, and School Infrastructure Sales, Services and Use Tax Revenue Bonds.

**THE SUPERINTENDENT’S RECOMMENDATION IS:**

“the Board of Education approve the Legal Services Engagement Agreement with Ahlers Cooney, PC of Des Moines for the Lowell Elementary construction project.”

**BOARD OF EDUCATION MEETING**  
**September 14, 2020**

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**ISSUE:** Resolution Fixing the Date of Sale of School Infrastructure Sales and Services Tax Revenue Bonds and Approving Official Statement

**CONTACT:** Michael Coughlin, Chief Financial Officer

**ATTACHMENTS:** Official Statement

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**BACKGROUND:**

In order to maximize District resources, the process of issuing School Infrastructure Sales and Services Tax Revenue Bonds has been investigated. The use of this financing tool is available based on the projected collections and expenditures from the SAVE tax.

Per the analysis provided by Piper | Sandler, the District would issue approximately \$25,000,000 in Sales Tax Bonds with a maturity of 10-12 years. Proceeds from this issuance would be used to finance school infrastructure improvements. The debt would be repaid from either SAVE tax collections or from the issuance of bonds in the future. The District has used this financing option in the past in Capital Projects Funds.

In accordance with Chapter 73A.12 of the Code of Iowa, before any municipality shall institute proceedings for the issuance of any bonds a notice of such action, including a statement of the amount and purpose of said bonds shall be published at least ten days before the meeting at which it is proposed to issue such bonds.

**Resolution for the Board to consider:**

**RESOLUTION FIXING THE DATE OF SALE OF APPROXIMATELY \$25,000,000 SCHOOL INFRASTRUCTURE SALES, SERVICES AND USE TAX REVENUE BONDS, SERIES 2020 AND APPROVING OFFICIAL STATEMENT.**

WHEREAS, pursuant to Iowa Code Chapters 423E and 423F, the Board of Directors of the Waterloo Community School District (the "Issuer") is currently entitled to receive proceeds of the statewide School Infrastructure Sales, Services and Use tax; and

WHEREAS, pursuant to an election duly held in the District in accordance therewith on March 3, 2020, and pursuant to Iowa Code Chapters 423E and 423F, the Board of Directors of the Waterloo Community School District approved a Revenue Purpose Statement and is currently entitled to expend proceeds of the statewide School Infrastructure Sales, Services and Use tax; and

WHEREAS, the Board finds it advisable and necessary that Bonds authorized at the election be offered for sale for the purpose authorized at the election, and it is in the best interest to issue Bonds; and

WHEREAS, the Board deems it in the best interests of the School District and the residents thereof to negotiate for the purchase of the School Infrastructure Sales, Services and Use Tax Revenue Bonds:

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF DIRECTORS OF THE WATERLOO COMMUNITY SCHOOL DISTRICT IN THE COUNTY OF BLACK HAWK, STATE OF IOWA:

Section 1. That School Infrastructure Sales, Services and Use Tax Revenue Bonds, Series 2020, in the aggregate amount of approximately \$25,000,000 (the "Bonds"), to be issued and dated October 22, 2020, be offered for sale.

Section 2. That the Secretary of the Board of this School District shall cause to be prepared an Official Statement and to schedule the sale of the Bonds. The Bonds to be offered are School Infrastructure Sales, Services and Use Tax Revenue Bonds, Series 2020, in the principal amount of approximately \$25,000,000, to be dated October 22, 2020. The Official Statement shall include the following terms:

Sale and Award: The sale and award of the Bonds will be held at the Board meeting scheduled for September 28, 2020.

Official Statement: An Official Statement of information pertaining to the Bonds to be offered shall be prepared by the District's Financial Advisor. The Official Statement may be obtained by request addressed to the Secretary of the Board of Directors, Waterloo Community School District, 1516 Washington Street, Waterloo, Iowa 50702, (319) 433- 1800; or Timothy Oswald, Piper Sandler & Co., 3900 Ingersoll, Suite 110, Des Moines, Iowa 50312, (515) 247-2358.

Legal Opinion: Bonds will be sold subject to the opinion of Ahlers & Cooney, P.C., Attorneys of Des Moines, Iowa, as to the legality and their opinion will be furnished together with the printed Bonds without cost to the purchaser and all bids will be so conditioned. Except to the extent necessary to issue their opinion as to the legality of the Bonds, the attorneys will not examine or review or express any opinion with respect to the accuracy or completeness of documents, materials or statements made or furnished in connection with the sale, issuance or marketing of the Bonds.

Rights Reserved: The right is reserved to reject any or all bids, and to waive any irregularities as deemed to be in the best interests of the public.

Section 3. That the preliminary Official Statement in the form presented to this meeting be and the same hereby is approved as to form and deemed final for purposes of Rule 15c2-12 of the Securities and Exchange Commission, subject to such revisions, corrections or modifications as the Superintendent and Board Secretary, upon the advice of the District's Financial Advisor, shall determine to be appropriate, and is authorized to be distributed in connection with the offering of the Bonds for sale.

**THE SUPERINTENDENT'S RECOMMENDATION IS:**

“the Board of Education approve the resolution fixing the date of sale of approximately \$25,000,000 School Infrastructure Sales, Services and Use Tax Revenue Bonds, Series 2020 and approving Official Statement.”





Important Dates  
and INFORMATION

September 14	Board of Education Meeting	5:00pm
September 28	Board of Education Meeting	5:00pm
September 30	Board Workshop	4:00pm
October 6	WS Foundation Virtual Sparking Academic Excellence Breakfast	7:00am
October 12	Board of Education Meeting	5:00pm
October 26	Board of Education Meeting	5:00pm