

**Minutes of the Board of Education
Waterloo Schools
County of Black Hawk, State of Iowa
December 14, 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, December 14, 2020 in the Board Room of the Education Service Center, 1516 Washington Street, Waterloo, Iowa.

Present: Board Members: Jesse Knight, Sue Flynn, Stacie Mills, 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 virtually*)
Assistant to the Superintendent/Board Secretary, Pam Arndorfer

Absent: Board Members: Endya Johnson and Astor Williams

Due to public health concerns related to COVID-19 in-person public access to this meeting was not permitted. Public comments were requested in writing to the Board Secretary by 4:30pm on December 14, 2020. Board meetings are aired live on Mediacom Channel 79.6.

I. Call to Order

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

II. Moment of Silence

III. Pledge of Allegiance

IV. Mission Statement

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

V. Information from Individuals and Delegations

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

VI. T-Mobile Project 10 Million Grant

It was moved by Ms. Mills and seconded by Mr. Knight that the Board of Education accept with gratitude the donation of 200 hotspots with cellular internet service for five years from T-Mobile. Matt O'Brien, Executive Director of Technology, provided information. Motion carried 5-0.

VII. Substitute Special Pay Rate

This item was presented as Information Only. Kingsley Botchway II, Chief Officer for Human Resources/Equity, provided information.

VIII. Substitute Authorization Reimbursement

This item was presented as Information Only. Kingsley Botchway II, Chief Officer for Human Resources/Equity, provided information.

IX. Annual Meeting – Financial Documents

It was moved by Ms. Flynn and seconded by Mr. Knight that the Board of Education approve the Treasurer’s Report for June 30, 2020 and approve the list of financial institutions as depositories with corresponding maximum amounts in Policy 701.1: *Depository of Funds*. Michael Coughlin, Chief Financial Officer, provided information. Motion carried 5-0.

X. 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. Mills to close nominations for the office of President of the Board of Education. Motion carried 5-0. Ms. McNally was elected president 5-0.

Ms. Mills nominated Ms. Flynn as Vice President of the Board of Education. It was moved by Ms. McNally and seconded by Mr. Knight to close nominations for the office of Vice President of the Board of Education. Motion carried 5-0. Ms. Flynn was elected vice president 5-0.

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

XI. Reorganization of the Board

It was moved by Mr. Knight and seconded by Ms. Mills 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 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. Motion carried 5-0.

XII. Consent Agenda

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

- Minutes of the November 9, 2020 Regular Board meeting
- Bills Due & Payable and Bills Paid Between Board Meetings

Exhibit H: Personnel Appointments and Adjustments

It was moved by Mr. Knight and seconded by Ms. Flynn that the Board of Education approve the personnel items as listed. Kingsley Botchway II, Chief Officer for Human Resources/Equity, provided information. Motion carried 5-0.

Exhibit J: Appointment of Board Member to Black Hawk County Conference Board

It was moved by Mr. Knight and seconded by Ms. Flynn that the Board of Education approve the appointment of Lyle Schmitt to the Black Hawk County Conference Board. Mr. Schmitt, Board Member and current appointee to the Black Hawk County Conference Board, provided information. Motion carried 5-0.

XIII. 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:

- 401.4 – *Employee Records*

XIV. Interfund Loans Resolution

It was moved by Ms. Flynn and seconded by Ms. Mills that 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 \$500,000 as provided under the DE Declaratory Order. Michael Coughlin, Chief Financial Officer, provided information. Motion carried 5-0.

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 BLACK HAWK 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, 2021.

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, 2021.

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 \$500,000 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, 2021.

Ms. Mills left the meeting at 7:10pm.

XV. 2019-2020 Comprehensive Annual Financial Report

It was moved by Ms. Flynn and seconded by Mr. Knight that the Board of Education accept the recommendation of the District Finance Committee to receive and place on file the Waterloo Community School District 2019-2020 Comprehensive Annual Financial Report. Michael Coughlin, Chief Financial Officer, provided information. Motion carried 4-0.

XVI. Financial Information

This item was presented as Information Only. Michael Coughlin, Chief Financial Officer, provided information.

XVII. Superintendent's Report

- Update on the Return-to-Learn Plan
 - We are seeing a decrease in the number of COVID related absences
 - Continue to work with Black Hawk County Health Department for guidance – it appears the mitigation efforts at Thanksgiving time were effective
 - Continue to monitor our virtual plan and make modifications as needed
- We are working on ways to support our families over the Holiday break
 - Families with food insecurity
 - Support with holiday gifts – a huge thank you to the Dan Gable Museum and NRG Media for organizing a toy drive to benefit our students
 - Supporting the mental well-being of students, families and staff
- ISASP work/supports launched today
 - Testing planned for April

XV. Information from Board Members

Each board member was given the opportunity to comment.

XVI. Adjourn

It was moved by Ms. Flynn and seconded by Mr. Knight that the Board of Education adjourn the meeting. Motion carried 4-0. The meeting adjourned at 7:46pm.

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 14, 2020, Regular Board meeting.”