Board of Education Meeting

December 13, 2021
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.

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.

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.

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.
I. Call to Order

II. Moment of Silence

III. Pledge of Allegiance

IV. Mission Statement

V. Board Celebration – East High JROTC Receives Governor’s Volunteer Award

VI. Board Celebration – West High Yearbook Students Attend Conference

VII. Information from Individuals and Delegations

VIII. Consent Agenda
   • Minutes of the November 8, 2021 Regular Board Meeting
   • Personnel Appointments and Adjustments
   • Bills Due & Payable and Bills Paid Between Board Meetings

IX. 2020-2021 Comprehensive Annual Financial Report

X. Annual Meeting – Treasurer’s Report

XI. Abstract of Votes from the School Election

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

XIII. Installation of New Directors

XIV. Election of Officers

XV. Reorganization of the Board
XVI. East High School Boys Basketball Team Travel to Missouri

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XVII. Grants from the Governor’s STEM Advisory Council

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XVIII. Board Policy Changes – First Reading

- 109.0 – Complaints by Citizens
- 200.3 – School Board Powers and Duties
- 206.0 – Board Officers
- 211.0 – Public Participation in Meetings of the Board of Education
- 504.3 – Student Conduct Code
- 506.5 – Law Enforcement – Student Contact
- 506.51 – Interviews of Students by Outside Agencies
- 506.6 – Student Fines – Fees – Charges
- 706.3 – Student Transportation
- 706.4 – Student Conduct on School Transportation
- 706.7 – Video Camera Supervision and Viewing

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

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XXI. Limited English Proficient Allowable Costs in Excess of Revenues

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XXII. SBRC Modified Allowable Growth Request for Increasing Enrollment, Open Enrollment Out Students Not Counted in FY2020 and Continued Funding for Limited English Proficient Instruction

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XXIII. Funding for 2022-23 At-Risk Education Programs

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XXIV. Financial Information

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XXV. Superintendent’s Report

XXVI. Information from Board Members

XXVII. Adjourn
BOARD OF EDUCATION MEETING
December 13, 2021

ISSUE: Board Celebration – East High JROTC Receives Governor’s Volunteer Award

CONTACT: Akwi Nji, Director of School & Community Relations
Pam Arndorfer, Board Secretary

ATTACHMENT: None

BACKGROUND:
Yolando Loveless, Black Hawk County Veterans Affairs Director, nominated East High Army JROTC for the 2021 Governor’s Volunteer Award, which was subsequently awarded and presented at a virtual ceremony this past summer. The Cadets contribute so much to the community through various partnerships that include the Black Hawk County Veterans Affairs Office, Northeast Iowa Food Bank, Daughters of the American Revolution, American Legion, American Red Cross and many more organizations throughout the Cedar Valley.

This is the second year in a row the East High Army JROTC program has been recognized throughout the state of Iowa for service to our community. During the 2019-2020 school year, the program received the Iowa Character Counts Award for Student Organization of Character.

Congratulations to Lt. Col. (Ret) Glen Keith and the East High JROTC program!

FOR INFORMATION ONLY
BOARD OF EDUCATION MEETING  
December 13, 2021

ISSUE:  Board Celebration – West High Yearbook Students Attend Conference

CONTACT:  Akwi Nji, Director of School & Community Relations  
Pam Arndorfer, Board Secretary

ATTACHMENT:  None

BACKGROUND:  
In late October, the West High Yearbook students had the opportunity to attend the IHSPA (Iowa High School Press Association) Fall Conference at the University of Iowa as part of their Yearbook class. Nicole Goodman, Yearbook Advisor, along with several students, will attend the board meeting to share their experience and some of the takeaways they received from attending the conference.

FOR INFORMATION ONLY
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 8, 2021, in the Board Room of the Education Service Center, 1516 Washington Street, Waterloo, Iowa.

Present: Board members: Endya Johnson, Jesse Knight, Sue Flynn, Astor Williams, Stacie Mills and Shanlee McNally
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 member, Lyle Schmitt
Chief Financial Officer/Board Treasurer, Michael Coughlin

I. Call to Order
The meeting was called to order by Ms. McNally at 5:00pm.

II. Moment of Silence

III. Pledge of Allegiance

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

V. Advanced Programs Update
This item was presented as Information Only. Sherice Ortman, Coordinator of Secondary Curriculum and Advanced Programs, along with Dr. Stephanie Mohorne, Associate Superintendent for Educational Services, provided information.

VI. National Apprenticeship Week Proclamation
This item was presented as Information Only. Jeff Frost, Executive Director of Professional Education, along with Dr. Jane Lindaman, Superintendent, provided information.

VII. Information from Individuals and Delegations
- Ted Lederman, Waterloo resident, shared his concerns about the ranking of Waterloo Schools as compared with other Districts.

VIII. Consent Agenda
It was moved by Ms. Mills 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 October 25, 2021 Regular Board Meeting and the October 13&20, 2021 Special Board Meetings
• Bills Due & Payable and Bills Paid Between Board Meetings
• Joint Education Service Agreement Between Hawkeye Community College and Waterloo Schools

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 6-0.

Exhibit F: West High School JROTC Travel to Missouri

It was moved by Mr. Williams and seconded by Mr. Knight that the Board of Education approve travel for West High’s JROTC students to compete in a drill meet at Ozark High School in Ozark, Missouri, from December 3-5, 2021. CMSgt (Ret) Paul E. Wallace, West High JROTC Instructor, provided information. Motion carried 6-0.

IX. Career and Technical Education Advocacy Consortium MOU

It was moved by Ms. Flynn and seconded by Mr. Knight that the Board of Education approve the Career and Technical Education Advocacy Consortium Memorandum of Understanding with the Sioux City Community Schools, Des Moines Community Schools, Cedar Rapids Community Schools, and Woodbine Community Schools effective November 9, 2021 through June 30, 2022. Jeff Frost, Executive Director of Professional Technical Education, provided information. Motion carried 6-0.

X. Central Rivers AEA Director District 8 Representative Election

It was moved by Mr. Williams and seconded by Mr. Knight, that the Board of Education cast its vote for Bryan Burton, as the Director District 8 representative to the Central Rivers Area Education Agency Board of Directors. Shanlee McNally, Board President, and Dr. Jane Lindaman, Superintendent, provided information. Motion carried 6-0.

XI. Superintendent’s Report

• Dr. Lindaman spoke about the High School Registration meetings for 8th grade students and their parents beginning tonight. Feedback on these meetings has traditionally been very positive. Please pass the dates along and invite students and parents to attend:
  o November 8, 7pm, at Bunger
  o November 9, 7pm, at Carver
  o November 11, 8am, at the ESC Board Room
  o November 16, 12noon, at the ESC Board Room
  o November 16, 7pm, at Central
  o November 18, 7pm, at Hoover

XII. Information from Board Members

Each board member was given the opportunity to comment.
XIII. Adjourn  
It was moved by Ms. Flynn and seconded by Ms. Johnson that the Board of Education adjourn the meeting. Motion carried 6-0. The meeting adjourned at 6:13pm.

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 8, 2021, Regular Board meeting.”
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 13, 2021

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."
ISSUE: 2020-2021 Comprehensive Annual Financial Report

CONTACT: Michael Coughlin, Chief Financial Officer

ATTACHMENTS: Audit Exhibits Provided
Audit Review Presentation

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 Schulzetuenberg of BerganKDV to review the report on November 23, 2020. 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-three 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 2020-21 Comprehensive Annual Financial Report.”
BOARD OF EDUCATION MEETING  
December 13, 2021

ISSUE: Annual Meeting- Treasurer’s Report

CONTACT: Michael Coughlin, Chief Financial Officer

ATTACHMENTS: Balance Sheet and Treasurer Report for June 2021

BACKGROUND:
The annual organizational meeting of the Board of Education shall be after Board of Education elections.

At the annual meeting, the Board shall examine the financial books and settle the Secretary’s and Treasurer’s statements for the fiscal year ending the proceeding June 30.

THE SUPERINTENDENT’S RECOMMENDATION IS:
“the Board of Education approve the Treasurer’s Reports for June 30, 2021”
BOARD OF EDUCATION MEETING
December 13, 2021

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 2, 2021.

Elected as the District 1 Director is: Astor Williams

Elected as the District 4 Director is: Endya Johnson

Elected as an At-Large Director is: Janelle Ewing

THE SUPERINTENDENT’S RECOMMENDATION IS:
“the Board of Education take official notice of the Abstract of Votes from the School Election held November 2, 2021.”
BOARD OF EDUCATION MEETING
December 13, 2021

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

CONTACT: Pam Arndorfer, Board Secretary

ATTACHMENTS: None

BACKGROUND:
Following approval of the Official School Election Canvas, the retiring members of the Board are recognized for their service to the District and community.

A brief recess allows the 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 13, 2021

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?
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 OF EDUCATION MEETING  
December 13, 2021

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.”
ISSUE: East High School Boys Basketball Team Travel to Missouri

CONTACT: Joseph Parker, Principal, East High School
Timothy Moses, Athletic Director, East High School
Brent Carmichael, Head Boys Basketball Coach, East High School
Dr. Stephanie Mohorne, Associate Superintendent for Educational Services

ATTACHMENTS: Letters of Request and Information Outlining the East High Boys Basketball Trip

BACKGROUND:
As provided in the Waterloo Schools Board of Education Policies, Regulations and Administrative Procedures, policies 604.3 and 604.3-R (Field Trips and Other Off School Site Learning Opportunities), activities involving any student or student groups which require both out-of-state travel and an overnight stay must be approved by the Board of Education.

East High Principal, Joseph Parker, is seeking approval for approximately 9 students and 2 coaches from East High’s boys basketball team to travel to Kansas City, Missouri, from December 22-23, 2021, to play in the “Twelve Courts of Christmas” tournament. Additionally, the team will have the opportunity to tour the historic Negro Leagues Baseball Museum. The purpose of the trip is to complete the 2021-2022 basketball schedule, as well for the student athletes to become acquainted with a group of cultural and athletic icons and the obstacles they faced to participate in the sports they loved.

All costs for this trip will be paid from the boys basketball revolving account. Transportation has been reserved through Durham School Services. The team will leave early on Wednesday, December 22 and return the evening of Thursday, December 23.

THE SUPERINTENDENT’S RECOMMENDATION IS:
“that the Board of Education approve travel for the East High boys basketball team to compete in the “Twelve Courts of Christmas” tournament and visit the Negro Leagues Baseball Museum in Kansas City, Missouri, from December 22-23, 2021.”
BOARD OF EDUCATION MEETING
December 13, 2021

ISSUE: Grants from the Governor’s STEM Advisory Council

CONTACT: Jeff Frost, Executive Director of Professional Education

ATTACHMENTS: Grant Information

BACKGROUND:
Pursuant to Board Policy 701.9, donations over $2,500 must be approved by the Board of Education. Waterloo Schools has received two STEM Grants from the Governor’s STEM Advisory Council.

**Work-Based Learning Mini-Grant - $5,500**
Waterloo Schools is one of 9 districts across the state to receive the Work-Based Learning Mini-Grant. The purpose of this grant is to design relevant and engaging K-12 work-based learning plans that will serve as models for schools across the state. The goal of our experience is to help students acquire both technical and professional skills, including problem-solving, collaboration, critical thinking, and punctuality, that will make them “job ready” on day one. District plans will be posted for the entire state in June 2022. The Work-Based Learning Mini-Grant is awarded by the Governor’s STEM Advisory Council, in conjunction with Iowa Business Council and the Iowa Department of Education.

**STEM Best Enhancement Grant - $10,000**
The STEM Best Enhancement Grant is aligned with the $25,000 Iowa STEM Best grant we received in 2019 which was used to start our Medical Lab Technician program, along with our stand-alone Anatomy & Physiology courses. The Enhancement grant will allow us to purchase new equipment and supplies to keep our Medical Lab Technician program and Anatomy & Physiology courses current with what is considered best practice. We will purchase the latest iterations of microscopes, centrifuges and incubators, along with multiple supplies needed to use this upgraded equipment.

**THE SUPERINTENDENT’S RECOMMENDATION IS:**
“that the Board of Education accepts with gratitude the Work-Based Learning Mini-Grant for $5,500 and the STEM Best Enhancement Grant for $10,000 from the Governor’s STEM Advisory Council as outlined.”
ISSUE: Board Policy Changes – First Reading

CONTACT: Akwi Nji, 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.

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<tr>
<th>Number</th>
<th>Title</th>
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FOR INFORMATION ONLY
The Board recognizes that concerns regarding the operation of the school district will arise. The Board further believes that constructive criticism can assist in improving the quality of the education program and in meeting individual student needs more effectively. The Board also places trust in its employees and desires to support their actions in a manner which frees them from unnecessary or unwarranted criticism and complaints.

The board firmly believes concerns should be resolved with those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved.

Procedures for dealing with complaints concerning programs or practices will be governed as set forth by regulation 109.0-R.

Legal Ref.: Iowa Code § 279.8 (2013).

Cross Ref.: 103.1 Anti-Bullying/Harassment Policy for Students and Adults
109.0-R Complaints by Citizens Regulation
109.0-E1 Complaint Form
211.0 Public Participation in Meetings of the Board of Education
402.4 Equal Employment Opportunity/Affirmative Action Policy
403.51 Resolution of Employee Complaints
503.3 Student Grievance Policy

ADOPTED: 3/10/03
9/2/05
7/21/14

Reviewed: 2/6/03, 9/2/05, 10/1/09, 3/6/14, 5/15/14, 2/4/16
SCHOOL BOARD POWERS AND DUTIES

The Board of Education of the Waterloo Community School District, acting on behalf of the school district, shall have jurisdiction over school matters within the territory of the school district.

The Board is empowered to make policy for its own governance, for employees, for students and for school district facilities. The Board is also empowered to enforce its policies. The Board may, through its quasi-judicial power, conduct hearings and rule on issues and disputes confronting the school district.

The Board has these powers and all other powers expressly granted to it in federal and state law as well as the powers that can be reasonably implied from the express powers.

The Board is authorized to govern the school district which it oversees. The Board is entrusted with public funds and is responsible for overseeing the improvement of student outcomes, including student academic achievement and skill proficiency. As the governing board of the school district, the Board has three duties to perform: legislative duty, executive duty and evaluative duty.

As a representative of the citizens of the school district community, the Board is responsible for legislating policy for the school district. As a policy making body, the Board has jurisdiction to enact policy with the force and effect of law for the management and operation of the school district.

It is the responsibility of the Board, under the Board’s executive duty, to select its Chief Executive Officer, the Superintendent, to operate the school district on the Board’s behalf. The Board delegates to the Superintendent its authority to carry out board policy, to formulate and carry out rules and regulations and to handle the administrative details in a manner which supports and is consistent with board policy.

The Board has a responsibility to review the education program’s performance under its evaluative duty. The Board regularly reviews the education program and ancillary services. The review includes a careful study and examination of the facts, conditions and circumstances surrounding the amount of funds received or expended and the education program’s ability to achieve the Board’s educational philosophy for the school district.

The Board can transact business which is legally binding on the District only when it is in regular or special session with a quorum present and all the actions recorded in the minutes of the meeting.

Except in emergencies, the Board shall not take action on an issue prior to examining and evaluating all information available. The Superintendent shall be given an opportunity to examine information and make a recommendation prior to the Board's decision.

Once a policy statement has been established by the Board of Education, it becomes the responsibility of the Superintendent and the District's staff to execute.
Legal Ref.: Board of Directors of Independent School District of Waterloo v. Green, 259 Iowa 1260, 147 N.W.2d 854 (1967).
Iowa Code §§ 28E; 274.1-.2; 279.8 (2013).
281 I.A.C. 12.1(2).

Cross Ref.: 106.0 School District Goals and Objectives
108.0 Educational and Operational Planning
200.1 School Board Legal Status
217.2 Policy Adoption

ADOPTED: 9/83
2/12/90
4/26/93
11/22/99

Reviewed: 1/93, 10/99, 11/14/02, 12/2/04, 9/3/09, 12/5/13, 2/1/18
BOARD OFFICERS

PRESIDENT

It is the responsibility of the board president to lead a well-organized board in an efficient and effective manner. The board president will set the tone of the board meetings and, as the representative of the consensus of the board, speak on behalf of the board to the public.

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. The president of the board is elected to serve a one-year term by a majority vote at the organizational meeting in odd-numbered years, or, in even-numbered years, at a regular meeting held between twelve to thirteen months after the most recent organizational meeting. 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. The vice-president of the board is elected by a majority vote at the organizational meeting in odd-numbered years, or, in even-numbered years, at a regular meeting held between twelve to thirteen months after the most recent organizational meeting, to serve a one-year term of office.

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
The Board of Education recognizes the importance of public participation in the school district. Accordingly, opportunities for citizen input shall be made available to school district patrons in conjunction with regular meetings of the Board.

Public Comment During Board Meetings

Citizens wishing to address the board during public comment must notify the board secretary prior to the board meeting. The board president will recognize these individuals to make their comments at the appropriate time during public comment. Citizens wishing to present petitions to the board may also do so at this time. The board however, will only receive the petitions and not act upon them or their contents.

The board has the discretion to limit the amount of time set aside for public participation. Normally, speakers will be limited to three minutes. However, the board president may modify this time limit, if deemed appropriate or necessary. Public comment is a time set aside for community input, but the board will not discuss or take any action on any matter during public comment.

Public comment shall be limited to regular board meetings and will not be routinely held during special board meetings.

Citizens wishing to present petitions to the Board may do so at this time. The Board, however, will only receive the petitions and not act upon them or their contents. The Board has the discretion to limit the amount of time set aside for public participation. At no time will the board allow public criticism of the job performance of specific District employees during the public comments portion of the board meeting.

The Board also recognizes that public participation at a meeting of the Board is a privilege, not a right. Therefore, the Board may, by a majority vote of its members, determine if public participation will not be a part of a Board meeting agenda or be offered to citizens in an open forum held in conjunction with the meeting.

Notice of the date, time and location of board meetings shall be given at least 24 hours in advance of the meeting in accordance with policy 210.2 (Meeting Notice). A copy of the Board Meeting table of contents will be available for review on the District website, or the full agenda will be available by contacting the Board Secretary.

Although Board retreats and work sessions will be open meetings in accordance with the Iowa Code, generally, an invitation for public comment will not be extended to citizens in attendance. Also, an invitation for public comment normally will not be extended at special meetings of the Board.

No person shall be excluded from attending any open meeting of the Board of Education, except for a breach of the peace actually committed at a meeting or during closed sessions called by the Board under the provisions of the Iowa Open Meetings Law.
Individuals who have a complaint about employees may bring their complaint to the Board only after they have followed board policy addressing citizens’ complaints. Students who have a complaint may only bring their complaint to the Board after they have followed board policy addressing students’ complaints.

**Petitions to Place a Topic on the Agenda**

Individuals who wish for an item to be placed on the board agenda may submit a valid petition to the board. For a petition to be valid, it must be signed by at least 500 eligible electors of the district, or ten percent of the individuals who voted in the last school election, whichever number is lower. For current minimum required signatures, contact the board secretary.

Upon receiving a valid petition to the board to place a proposal on the next board agenda for public hearing, the board will place the proposal identified in the petition on the agenda of the next regular meeting, or a special meeting held within 30 days of receipt of the petition. The board will provide a sign-up sheet for all individuals who wish to speak on the proposal, and individuals will be called to speak in order of sign-up. The sign-up sheet will require each individual to list their legal name and mailing address. Each speaker will be limited to an amount of time established by the board president that is reasonable and necessary based on the number of speakers signed up. The same time limit will apply to all speakers on the proposal. Each individual will be limited to one opportunity to speak. The board maintains absolute discretion on whether or not to discuss or act on the public comments made on the proposal. If a petition is related to curriculum, the district maintains discretion to determine whether to stop teaching that curriculum until the board holds the public hearing to discuss the curriculum.

Legal Ref.: Iowa Code §§ 21; 22; 279.8 (2013).

Cross Ref.: 101.0 The People and Their School District  
109.0 Complaints by Citizens  
210.0 Meetings of the Board of Education  
210.5 Rules of Order  
403.51 Resolution of Employee Complaints  
503.3 Student Grievance Policy

ADOPTED: 9/19/83  
2/12/90  
4/26/93  
12/9/02  
10/26/09  
1/27/14  
4/9/18

Reviewed: 12/92, 2/99, 11/14/02, 12/2/04, 10/1/09, 12/5/13, 3/1/18
INTRODUCTORY STATEMENT ON EXPECTATIONS

Students are expected to conduct themselves in an appropriate manner and to contribute to a scholarly, safe, and orderly environment.

Only by setting high expectations for student behavior can schools foster self-discipline, respect, consideration for others, and a sense of cooperation with all members of the school community.

Unauthorized groups organized for the purpose of committing illegal or illicit acts or deemed to be disruptive to a safe, orderly environment will not be tolerated in the school setting. Such organizations will not be allowed to carry out any of their activities, advertise or otherwise influence students while on school premises or at school sponsored activities.

Violations of District policies will not be tolerated and offenders will be subject to immediate action by school personnel in a manner that is fair, honest, developmentally appropriate and respectful of the student’s constitutional freedoms. In addition, the District shall be in compliance with all state and federal laws related to student conduct, e.g., Goals 2000: Educate America Act.

SINGLE STANDARD OF DISCIPLINE

Reasonable standards of discipline and the rules of the Waterloo Community School District apply to all students, regardless of race, color, creed, sex, sexual orientation, gender identity, ethnic/national origin, religion, marital status, socio-economic status or disability.

Teachers and building administrators are responsible for maintaining the approved discipline standards of the district and the school, and for communicating these standards to students. When consistent measures to change student behavior fail, separation of that student from the regular school program will be considered.

While discipline measures are most effective when the parent, guardian or legal custodian is supportive of those measures, "special treatment" of a student as a result of parental influence is unacceptable.

CONDUCT STANDARDS

1. Areas in which the conduct code can apply:

   a. The school building itself, the school campus and parking lots as established by school boundaries.

   b. In close proximity to the school campus when discipline infractions occur in close proximity to the school day or away from school grounds or school event if the misconduct directly affects the good order, efficient management and welfare of the school district.
c. While on school operated or chartered buses or while being transported under supervision of school personnel or in close proximity to the school bus stop.

d. While attending school-sponsored or school-related activities in which a district school participates, whether or not on district-owned premises. This includes events away from district schools if a district school participates.

e. When issues between or about students on Social Media sites (Facebook, Snapchat, etc.) regardless of the date posted, have the potential to become disruptive to the learning environment, based on the judgment of the administrator. Examples include, but are not limited to content that:
   1. is sexually provocative or flirtatious in nature;
   2. exhibits or advocates for use of drugs and alcohol;
   3. would be defined by a reasonable person as obscene, racist or sexist;
   4. promotes illicit, illegal, violent or unethical activity;
   5. violates the district’s bullying and harassment policies.

2. The purpose of discipline is to modify individual behavior through positive and supportive actions whenever possible. Allowable actions include, but are not limited to:

   a. Any action deemed appropriate by the building administrator which may achieve discipline or behavior modification and which does not violate school policies or regulations.

   b. Limited time away from normal school activities to gain composure or modify behavior.

   c. Denial of special privileges which a student may have been given.

   d. Detention before or after school. (Notification will be given twenty-four (24) hours prior to the detention date unless parent, guardian or legal custodian contact is made that same day and the student's transportation needs are resolved.)

   e. Loss of extra-curricular activities.

   f. Referral to a licensed substance abuse program for counseling and treatment.

   g. Nonteaching day attendance.

   h. In-school suspension (see Administrative Regulation 504.4-R1).

   i. Probation (see Administrative Regulation 504.71-R).

   j. Individual management plan/Alternative School Program

   k. Suspension out-of-school for up to 8 days. (See Adm. Regulation 504.4-R1). Suspensions of more than 5 days will not occur prior to approval from the administrator in charge—Executive Director of Student Services & At-Risk Services.
I. Advising the Executive Director of Student & At-Risk Services, with a recommendation for or against expulsion.

3. Student Rights

a. Each student will be afforded due process commensurate with the maximum possible consequences (see Adm. Regulation 504.3-R).

b. When a student, for disciplinary reasons, is to be out of school for more than ten days pending a hearing before the Board of Education, an alternative educational program will be offered by the school for the student to attend until the student is expelled or declared eligible to return to school.

c. The Waterloo Community School District has in force a Grievance Procedure, Policy 503.3, which provides students and parents a means of questioning the interpretation, application, or possible violation of policies and/or regulations of the District.

WITHDRAWAL FROM SCHOOL TO AVOID DISCIPLINARY ACTION

When breaches of discipline occur, building administrators will follow the procedures set forth in the discipline code.

Students, who plan voluntary withdrawal due to violations of Discipline Code, may apply to the Board of Education for reinstatement to the Waterloo Community School District. Board approval is necessary for readmission.

Legal Ref:  No Child Left Behind, Title IV, Sec. 4115, P.L. 107-110 (2002).
Board of Directors of Ind. School Dist. of Waterloo v. Green, 259 Iowa 1260, 147 N.W.2d 854 (1967).
Iowa Code §§ 279.8; 282.4, .5; 708.1 (2013).

Cross Ref.: 504.21 Academic Honesty
509.0 Attendance and Tardy Policy
510.1-R Eligibility for Athletics and Activities

ADOPTED:  7/8/85
6/8/90
11/15/94
8/25/97
6/26/00
6/9/03
12/11/06
06/25/07
1/9/12
8/11/14

Reviewed:  10/94, 7/97, 5/19/00, 5/1/03, 11/9/06, 06/20/07, 8/4/11, 12/1/11, 5/3/12, 8/1/13, 6/9/14, 4/7/16

POLICY  WATERLOO COMMUNITY SCHOOLS

3 of 3
LAW ENFORCEMENT – STUDENT CONTACT

The Board of Education of the Waterloo Community School District hereby acknowledges its responsibility to provide an appropriate atmosphere for the education of its students during the normal school day. The Board also recognizes the responsibility of law enforcement officials, when authorized by law, to enforce and administer the juvenile and criminal justice codes. While these responsibilities remain separate and distinct, they frequently come to focus within the Waterloo Community School District, requiring that both law enforcement officials and the District cooperate in the performance of their separate obligations.

This cooperation requires, whenever possible, that investigation of incidents occurring outside of school be conducted by law enforcement officials off school premises. When an investigation must be conducted during the school day, the investigating officer should make every effort to conduct the *interrogation* when the student is not involved in an academic course and in accordance with the Juvenile Code of the State of Iowa.

The Waterloo Community School District will work cooperatively with law enforcement officials to create a positive, practical learning experience for the student/citizen and a cooperative atmosphere for the discharge of their respective, separate responsibilities within the school settings.

281 I.A.C. 102.
441 I.A.C. 9.2; 155; 175.

Cross Ref.: 502.9 Search and Seizure

ADOPTED: 12/14/81
1/23/84
7/13/87
7/9/90
8/16/99
2/28/05

Reviewed: 6/90, 6/22/99, 5/2/02, 9/5/02, 2/5/05, 8/17/07, 12/1/11, 4/7/16
INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees.

Requests from law enforcement officers for general interviews, not interrogations, and from persons other than parents, school district officials, and employees to interview students are made through the principal's office. Upon receiving a request, it is the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal will attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal and/or without proper warrant.

NOTE: Iowa law does not address access to students by law enforcement authorities or other officials. This policy reflects the generally accepted practice of school districts.
STUDENT FINES – FEES – CHARGES

The Board of Directors believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for school supplies if applicable to the course and/or activity, for overdue school materials for participating in activities, or for misuse of school property. Students may purchase an activity card to attend extra-curricular events.

The Superintendent shall inform the Board of the dollar amount to be charged to students or others for fines, charges, or fees annually. Parents, guardians, or legal custodians of students meeting specific financial eligibility standards will be eligible for a waiver of students fees or a reduction of student fees based upon the request of the parent, guardian or legal custodian.

It shall be the responsibility of the Superintendent to develop administrative regulations regarding the policy.

Legal Ref.: Iowa Code §§ 256.7(20), 279.8; 280.10, .11; 282.6; 285.1; 301.1 (2013).
281 I.A.C. 18.

Cross Ref. 501.21 Homeless Children and Youth
504.3 Student Conduct Code
705.1 Eligibility for Free or Reduced-Price Meals

ADOPTED: 8/19/96
5/22/00
5/9/16

Reviewed: 6/96, 4/14/00, 10/7/04, 2/3/11, 4/7/16
Chapter 285 of the Code of Iowa requires school districts to either provide transportation to students or reimburse parents for transportation according to the following guidelines:

- Elementary students (K-5) shall be entitled to transportation if they reside more than one mile from the school designated for attendance;
- Middle school students (6-8) shall be entitled to transportation if they reside more than two miles from the school designated for attendance;
- High school students (9-12) shall be entitled to transportation if they reside more than three miles from the school designated for attendance.

High school is defined as a school which commences with either grade nine or ten as determined by the Board of Education. Boards, in their discretion, may provide transportation for some or all resident students attending public or nonpublic schools who are not entitled to transportation as outlined in Chapter 285 of the Code of Iowa.

Under authority of Chapter 285 of the Code of Iowa, the Waterloo Community School District will provide transportation or reimburse parents for all high school students residing more than three miles from their designated high school, all middle school students residing more than two miles from their designated attendance center, and all elementary students who live more than one mile from their designated attendance center.

The following situations may be exceptions to the above policy:

1. **Pupils-Students** who live less than the mileage guideline may ride a school bus, providing seats are available on an existing regularly scheduled route, and the parents pay the current per pupil transportation cost.

2. To utilize available classrooms, it may be necessary for the District to transport children to another attendance center Students enrolling after the start of the school year and assigned to another attendance center due to class size.

3. The district may transport elementary students if the only walking route available is considered hazardous as determined by District personnel.

4. Students who are approved to attend a district contiguous to the Waterloo Community School District under the State Enacted Open Enrollment Program and who meet the eligibility requirements for free or reduced meals, upon request shall be provided transportation to a point that is a designated stop on a regular bus route of the contiguous receiving district upon the agreement of the receiving district; or as an alternative, the District shall pay the parent or guardian for providing transportation.

**TRANSPORTATION FOR SPECIAL EDUCATION STUDENTS**

Enrolled students requiring special education shall meet the distance requirements stated above for transportation to and from their designated attendance center at the expense of the school district. Costs associated with the required specialized
transportation or other required transportation in the student’s individual education plan, other than to and from the child’s home, and transportation to and from a special education instructional program shall be borne by the special education program unless the transportation is specified in the individualized education program (IEP) or individualized family service plan (IFSP) as determined by the IEP/IFSP team. The school district will provide one or more of the following transportation arrangements for instructional services and the AEA for support services:

- Transportation to and from the student’s residence to the location of the special education or child care placement for students under the age of six.
- Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from special education.
- Reimbursement of the actual costs of transportation when by mutual agreement the parents provide transportation for the student to and from special education.

Per Board Discretion:

- A student may be required to meet a school vehicle up to ¾ mile, without reimbursement.
- The parent may be required to transport their children up to two miles to connect with the school vehicle when conditions deem it advisable. (reimbursable)
- Parents of students who meet the mileage guidelines but live where transportation by school vehicle is impracticable or unavailable. (reimbursable)

Parents who transport their children for reasons deemed as reimbursable are reimbursed at the rate per mile set by the state.

Required unique transportation according to the student’s individualized education plan to and from the student’s home to the special education program shall be the expense of the school district whether provided by the school district or by the parent.

Parents may choose to provide transportation without reimbursement regardless of distance from the attendance center.

   34 C.F.R. Pt 300 et seq. (2013).
   281 I.A.C. 41.412.

Cross Ref.: 501.21 Homeless Children and Youth
   501.17 Transportation of Open Enrollment Students by Receiving Districts
   602.6 Special Education

ADOPTED: 4/84
   2/26/90
   5/24/93
   12/13/99
   10/13/03
   5/9/16


POLICY

W A T E R L O O  C O M M U N I T Y  S C H O O L S
STUDENT CONDUCT ON SCHOOL TRANSPORTATION

Students utilizing school transportation shall conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver shall have the authority to maintain order on the school vehicle. It shall be the responsibility of the driver to report misconduct to the building administrator.

The Board requires the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular, or extra-curricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy, and administrative regulations.

In accordance with our Positive Behavioral Interventions and Supports (PBIS) program and policies, the building principal shall have the authority to temporarily suspend transportation privileges of the student or impose other appropriate discipline.

It shall be the responsibility of the Superintendent, in conjunction with the building principal, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation.

Legal Ref.: Iowa Code §§ 279.8; 285; 321 (2013).
Cross Ref.: 504.1 Drug-Free School Environment
504.3 Student Conduct Code
706.3 Student Transportation

ADOPTED: 10/10/94
3/27/00
9/28/09
5/9/16

Reviewed: 9/94, 3/1/00, 4/8/04, 9/3/09, 4/7/16
The Board supports the use of video and audio recording equipment as a means to monitor and maintain a safe environment for students and employees, as deemed necessary by administration. The contents of a videotape or its digital equivalent recordings may be used as evidence in a disciplinary proceeding.

Video data, whether in digital or analog form, is a student or employee record subject to board policy and administrative regulations regarding confidential student or employee records. In accordance with district policy, the building administrator will have the authority to determine those persons with a legitimate purpose to view video data. Only District/transportation personnel with a legitimate educational purpose may view the recordings. A parent may view the recordings without consent from any student or parent of a minor student also shown in the recording if the other students are bystanders. If there is an altercation between multiple students, all parents must give consent in order for the recordings to be viewed by parents. If additional authority is needed to determine permission for viewing, the Executive Director of Student Services may be contacted for further guidance.

The District and/or School Administrator may review video data digital recordings when necessary due to a reported incident. A written log will be kept of those individuals reporting and/or viewing the video data digital recordings and the date the video data digital recordings were viewed.

Due to limited storage on recording devices, recorded data may not be available.

Unauthorized tampering with the video cameras is prohibited. Students and employees found in violation of this regulation shall be disciplined in accordance with the District's discipline policy, will be reported to the police, and shall reimburse the District for any repairs or replacement necessary as a result of the incident.
ISSUE:  River Hills School Consortium SBRC Application for Special Education Administrative Costs

CONTACT:  Sandra Schmitz, Director of Special Education
           Michael Coughlin, Chief Financial Officer

ATTACHMENTS:  River Hills Administrative Cost Summary

BACKGROUND:
The Waterloo District 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 follow 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 2022-23. 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 $49,919.68 for special education administrative costs associated with River Hills Consortium program for the 2022-23 school year.
ISSUE: Lied Center Consortium SBRC Application for Special Education Administrative Costs

CONTACT: Sandra Schmitz, Director of Special Education
Michael Coughlin, Chief Financial Officer

ATTACHMENTS: Lied Center Administrative Cost Summary

BACKGROUND:
The Waterloo District currently sends students to Lied Center, located in the Waverly Shell Rock School District. For many years Lied Center has operated the programming in conjunction with WSR 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 follow 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 Lied Center Consortium, WSR district has provided a summary of the administrative costs for 2022-23. 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 $11,732.32 for special education administrative costs associated with Lied Center Consortium program for the 2022-23 school year.
ISSUE: Limited English Proficient Allowable Costs in Excess of Revenues

CONTACT: Michael Coughlin, Chief Financial Officer
Simona Boroianu, ELL/LEP Facilitator

ATTACHMENTS: LEP Allowable Cost Application

BACKGROUND:
Iowa Code, Section 282.18(10) allows a district of residence to apply for Modified Allowable Growth to the School Budget Review Committee (SBRC).

The Waterloo Community School District provides critically needed Limited English Proficient [LEP] services to a number of students who depend upon these services as an essential element of instructional success.

Until the 2013-14 fiscal year, the SBRC has approved class action requests for full spending authority of these essential services beyond that provided under the funding formula. New rules implemented by the SBRC put new limits on spending authority and now require Districts to request Modified Allowable Growth for additional funding.

The formal request, pending Board approval, will be submitted to the SBRC to request and estimated $621,798.06 in Modified Allowable Growth to provide 100% spending authority for actual LEP program costs.

To apply, school districts must submit an application form to the SBRC Committee through the Iowa DOE Portal. The SBRC will act on any requests received during their December 2021 meeting. Waterloo Community School District 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 2020-21 budget authority by that amount. This increased allowable growth may be funded by 2022-23 cash reserve levies.

THE SUPERINTENDENT'S RECOMMENDATION IS:
"the Board of Education approve submission of the request to the SBRC for $621,798.06 in Modified Allowable Growth to provide 100% spending authority for 2020-21 actual LEP program costs and that this increased allowable growth may be funded by 2022-23 cash reserve levies."
BOARD OF EDUCATION MEETING  
December 13, 2021

ISSUE: SBRC Modified Allowable Growth Request for Increasing Enrollment, Open Enrollment Out Students Not Counted in FY2020 and Continued Funding for Limited English Proficient Instruction

CONTACT: Michael Coughlin, Chief Financial Officer

ATTACHMENTS: SBRC Application Certified Enrollment Summary

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. Increased Enrollment: Districts may request modified supplemental amount [MSA] [i.e. spending authority] for on-time funding [awarded in current year] if the certified enrollment count of the current year exceeded the certified count of the prior year.
   - 10,679.9 – 10,626.6 = 53.30 x $7,227 = $385,199.10

2. Open Enrollment Out: Districts may request MSA for students open enrolled out [OEO] in the current year for whom the district is required to pay tuition in the current year and were not included in the certified enrollment count of the prior year.
   - New OEO 132.4 – Increased Enrollment 53.3 = 79.10 x $7,048 PY DCPP = $557,496.80

3. ELL/LEP Instruction Beyond 5 years: Districts may request MSA for the costs of providing instructional services to limited English proficient [LEP] students being served beyond the five years of weightings.
   - Intermediate Level- 267.00 x 0.21 = 56.07
   - Intensive Level- 12.00 x 0.26 = 3.12 = 59.19 x 7,227 = $427,766.13

To apply for the allowable growth, school districts must submit an application form to the SBRC Committee by December 1, 2021. The SBRC will act on any requests received during their December meeting. Waterloo Community School District 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 2021-22 budget authority by that amount. This increased allowable growth may be funded by 2022-23 cash reserve levy.
THE SUPERINTENDENT'S RECOMMENDATIONS ARE: [Required Separate Motions]

1. **Increased Enrollment** - The district’s administration is authorized to submit a request to the School Budget Review Committee [SBRC] for a modified supplemental amount of $385,199.00 due to an increase of certified enrollment from the prior year.

2. **Open Enrollment Out Not on Prior Year’s Headcount** – The District’s administration is authorized to submit a request to the School Budget Review Committee for a modified supplemental amount of $557,496.00 for open enrolled out students who were not included in the district’s previous year certified enrollment count.

3. **Limited English Proficient [LEP] Instruction Beyond 5 years** – The district’s administration is authorized to submit a request to the School Budget Review Committee for a modified supplemental amount of $427,766 related to the English language learning program for students who have exceeded five years of weighting that are included on the Fall 2021 certified enrollment headcount.
BOARD OF EDUCATION MEETING  
December 13, 2021

ISSUE: Funding for 2022-23 At-Risk Education Programs

CONTACT: Michael Coughlin, Chief Financial Officer

ATTACHMENTS: MSA Application 2022-23

BACKGROUND:
School districts may apply for revenues to serve students identified as academically at-risk and, therefore, may be at-risk of dropping out of school. At-Risk education programs can also serve returning dropouts, those students who were not included in the previous year’s budget enrollment.

The District has two avenues of funding for At-Risk Programming.
- Supplemental funding which is included on the Aid & Levy Worksheet and is calculated by a formula involving the free/reduced lunch percentage of grades 1-6 and total district enrollment. Estimated funding for 2022-23 is $532,760.
- Modified Allowable Growth funding, which is a local decision to apply for additional authority of up to 5% of the Regular Program District Cost [RPDC] and match with an additional 25% from District Funds. The additional authority of 5% is funded entirely by property tax, the matching 25% is supported by state aid and property tax. Current funding for 2022-23 is $3,859,182 [5% of RPDC] + $1,286,394 [25% District match] = $5,145,576.

- The Department of Education has combined these two funding sources under a new application for Modified Supplemental Aid [MSA]. It allows for some additional flexibility in programming but also requires additional accountability.

The current list of MSA programs are as follows. 2022-23 Estimate
- **Credit Recovery Program**
  - Summer School $350,000
  - Performance Based Diploma Academy $1,180,000
- **After-School Program**
  - FLASH Reading Program $97,000
  - Extramural Programs $50,000
- **Alternative Learning Center**
  - Expo Alternative High School $2,410,336
  - WEBC Educational Behavior Center $600,000
- **Intensive Guidance and Supports**
  - Big Brothers/ Big Sisters Mentoring $50,000
  - Family Support Program $400,000
  - Success Link $123,000
  - IJAG Program $68,000
  - SRO Officers $350,000
The SBRC approves the application by March 2022 to allow notification to the County Auditor as Tax Levy Rates are published for 2022-23. Program specifics and allocations to be addressed in the 2022-23 District line-item budget.

**THE SUPERINTENDENT’S RECOMMENDATION IS:**
“the Board of Education authorize the district’s administration to submit a request to the School Budget Review Committee [SBRC] in the amount of $3,859,182 for modified supplemental amount [MSA] for the purpose of funding district At-Risk programming for 2022-23.

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**Modified Supplemental Amount**

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>District cost per pupil</td>
<td>$7,227</td>
</tr>
<tr>
<td>2</td>
<td>Certified enrollment (October 1, current school year)</td>
<td>10,679.9</td>
</tr>
<tr>
<td>3</td>
<td>Maximum modified supplemental amount possible (0.05 x Line 1 X Line 2)</td>
<td>$3,859,182</td>
</tr>
<tr>
<td>4</td>
<td>Previous FY Carry-forward from CAR Project 1116 Carry-forward: $0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>Project 1119 Carry-forward: $0</td>
<td>$0</td>
</tr>
<tr>
<td>5</td>
<td>Requested modified supplemental amount</td>
<td>3859182</td>
</tr>
</tbody>
</table>

"Requested MSA and required match (and the associated spending authority) is solely for the purpose of implementing the district’s board-adopted At-Risk/Dropout program."

| #  | Required local match (Total Project Cost x 0.75) X 0.25                     | $1,286.394 |
| 7  | Enter the number of enrolled students in the budget year identified as returning dropouts and potential dropouts. | 2055       |
BOARD OF EDUCATION MEETING
December 13, 2021

ISSUE: Financial Information

CONTACT: Michael Coughlin, Chief Financial Officer

ATTACHMENTS: 1 Cash Flow Charts

BACKGROUND:
Per Section 291.14 of the Code of Iowa the treasurer shall render a statement of the finances of the corporation whenever required by the Board of Education and the treasurer’s books shall always be open for inspection.

Fiscal Year 2021-22 Year-To-Date unaudited information through October 2021 is attached for the Board’s review.

FOR INFORMATION ONLY
December 13  Board of Education Meeting  5:00pm

*This is the only meeting in December*

December 22-31  Winter Break
                All offices/buildings will be closed
                December 23-24 and 29-31
                School resumes January 3, 2022

January 4, 2022  East vs. West Basketball @ East High School

                Varsity Girls  6:00pm
                Varsity Boys  7:30pm

January 10, 2022  Board of Education Meeting  5:00pm

January 17, 2022  MLK Day – *All Offices & Buildings Closed*

January 24, 2022  Board of Education Meeting  5:00pm

January 28, 2022  East vs. West Basketball @ West High School

                Varsity Girls  6:00pm
                Varsity Boys  7:30pm

February 14, 2022  Board of Education Meeting  5:00pm

February 28, 2022  Board of Education Meeting