



# **Board of Education Meeting**

August 8, 2022  
5:00 p.m.

**Board Room**  
Education Service Center  
1516 Washington Street  
Waterloo, Iowa

**BOARD OF EDUCATION MEETING**  
**August 8, 2022**

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**ISSUE:** Personnel Appointments and Adjustments

**CONTACT:** Anthony Spurgetis, 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.”

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**ISSUE:** Bills Due and Payable and Bills Paid Between Board Meetings

**CONTACT:** Michael Coughlin, Chief Financial Officer  
Dr. Jared Smith, 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."

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**ISSUE:** Community Foundation of NE Iowa Donation to West High School

**CONTACT:** Akwi Nji, Director of School & Community Relations  
Andy Mieke, Principal, West High School

**ATTACHMENTS:** Donation letter

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**BACKGROUND:**

Pursuant to Board Policy 701.9, donations over \$2,500 must be approved by the Board of Education. The Waterloo Schools would like to accept with gratitude the \$3,377 donation from the Community Foundation of NE Iowa in support of students and programming at West High School. The donation is issued on behalf of the John and Marge Young Family Fund.

**THE SUPERINTENDENT’S RECOMMENDATION IS:**

“that the Board of Education accepts and acknowledges with gratitude the \$3,377 donation from the Community Foundation of NE Iowa, supporting students and programming at West High School.”

**BOARD OF EDUCATION MEETING**  
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**ISSUE:** Sunshine Charitable Foundation Donation to West High School

**CONTACT:** Akwi Nji, Director of School & Community Relations  
Andy Mieke, Principal, West High School

**ATTACHMENTS:** Grant letter

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**BACKGROUND:**

Pursuant to Board Policy 701.9, donations over \$2,500 must be approved by the Board of Education. The Waterloo Schools would like to accept with gratitude the \$10,000 grant from the Sunshine Charitable Foundation to benefit West High student(s) pursuing a higher education. This funding is received on a yearly basis with qualifying students receiving \$2500 per year over four years.

**THE SUPERINTENDENT’S RECOMMENDATION IS:**

“that the Board of Education accepts and acknowledges with gratitude the \$10,000 grant from the Sunshine Charitable Foundation as presented.”

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**ISSUE:** Leader in Me Agreement

**CONTACT:** Dr. Jared Smith, Superintendent  
Sheena Canady, Director of Student Services

**ATTACHMENTS:** Leader in Me Service Agreement [sample]

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**BACKGROUND:**

Leader in Me is an international initiative based on Steven Covey's *7 Habits of Highly Effective People*. Leader in Me is a school-wide process dedicated to transforming the leadership culture and performance at the schools. Leader in Me works in connection with the academic, behavioral, and culture-based initiatives common in today's schools. Leader in Me has 4 principle focuses: *The 7 Habits of Highly Effective People*, an intentional focus on identifying and cultivating the special gifts and talents for all students, authentic learning and leadership opportunities, and the development of essential soft skills.

Waterloo Schools has been partnering with Leader in Me since 2010, with programs fully implemented at Becker, Irving, Orange, Poyner, Kittrell, Lou Henry, Lowell, Kingsley, Bunker, Hoover, Expo and the Waterloo Career Center. Implementation plans for Carver have been delayed a year, and we would like to expand the Leader in Me initiative to Lincoln Elementary this year. Implementation costs for both of these schools have been previously paid and are not included in the 2022-23 fee.

The membership fee to implement Leader in Me at all 14 schools for the 2022-23 school year totals \$70,000, less the \$10,000 which has been pre-paid, for a total fee of \$60,000.

**THE SUPERINTENDENT'S RECOMMENDATION IS:**

"the Board of Education approve the Service Agreement with Leader in Me at a total cost of \$60,000 for the 2022-23 school year."

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**ISSUE:** 28E Agreement Between Waterloo Career Center and Union Community School District

**CONTACT:** Jeff Frost, Executive Director of Professional Education  
Dr. Jared Smith, Superintendent

**ATTACHMENTS:** 28E Agreements with Union CSD

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**BACKGROUND:**

Pursuant to Chapter 28E, Section 280.15 of the Iowa Code, Waterloo Schools wishes to enter into a sharing agreement with Union Community School District for high school programming at the Waterloo Career Center.

Students from **Union Community School District** being served in the Waterloo Career Center program will be charged tuition at the rate of \$450 per student per semester per block. Transportation is the responsibility of the sending district.

The agreement shall ongoing unless either school provides written notice of termination by May 15 of the year in which the agreement would be terminated. Additional details for the agreements are outlined in the attachment.

**THE SUPERINTENDENT’S RESOMMENDATION IS:**

“that the Board of Education approve the 28E Agreement between the Waterloo Schools/Waterloo Career Center and Union Community School District as presented.”

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**ISSUE:** Appointment of Board Member to UEN Steering Committee

**CONTACT:** Dr. Jared Smith, Superintendent  
Pam Arndorfer, Assistant to the Superintendent/Board Secretary

**ATTACHMENTS:** None

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**BACKGROUND:**

The Urban Education Network (UEN) is comprised of Iowa's eight largest school districts plus an additional nine associate member districts. The UEN Steering Committee consists of eight members – a rotating schedule of four superintendents and four board member representatives from the original eight districts. The Steering Committee meets four times per year (September, November, February and May), with the primary responsibility of approving employment contracts, legislative priorities and the annual budget.

Waterloo Schools is being asked to elect a board member to serve as a representative to the UEN Steering Committee for the 2022-23 school year. Sue Flynn has agreed to fill this year's term on the UEN Steering Committee.

**THE SUPERINTENDENT'S RECOMMENDATION IS:**

“that the Board of Education appoint Sue Flynn as the UEN Steering Committee representative for the 2022-23 school year.”



**BOARD OF EDUCATION MEETING**  
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**ISSUE:** Bid Approval – East High School East Parking Lot Project

**CONTACT:** Zach Kelly, Interim Director of Operations  
Michael Coughlin, Chief Financial Officer

**ATTACHMENTS:** Recommendation Letter  
Bid Tabulation

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**BACKGROUND:**

In accordance with Section 73A and Section 26.12 of the Code of Iowa, a Public Hearing is required if the Board of Education of a school corporation proposes to make public improvements that may exceed \$100,000.

The Public Hearing for the East High School East Parking Lot project was held on August 8, 2022 at 5:00pm in the Board Room of the Education Service Center, 1516 Washington Street, Waterloo, IA 50702.

A Notice to Bidders was approved at the July 11, 2022 board meeting. The Notice to Bidders was posted to the District website and submitted to MBI for printing in the Construction Update Plan Room Network.

ISG Architects has supplied specifications to bidders for all aspects of the project. Bids for the East High School East Parking Lot Project were received and opened on August 2, 2022. The recommendation from ISG Architects is to accept the bid from Failor Hurley Construction Inc. of Waterloo as outlined in the recommendation letter. Total contract cost for the project is \$433,200 plus a unit cost of \$120/SY for the HMA patching. Project completion is expected November 2022.

**THE SUPERINTENDENT’S RECOMMENDATION IS:**

“the Board of Education accept the recommendation from ISG Architects and approve the East High School East Parking Lot project bid to Failor Hurley Construction Inc. as presented at a cost of \$433,200 plus \$120/SY for HMA patching.”

**BOARD OF EDUCATION MEETING**  
**August 8, 2022**

**ISSUE:** Central Middle School Remodel / Waterloo Career Center Expansion  
 Project – Change Order #006

**CONTACT:** Zach Kelly, Interim Director of Operations  
 Michael Coughlin, Chief Financial Officer

**ATTACHMENTS:** Change Order

**BACKGROUND:**

The Central Middle School Remodel / Waterloo Career Center Expansion project is under the direction of InVision Architects with Larson Construction as general contractor. During the construction process, issues arise that require an adjustment to the contract executed through a documented change order. Change orders are reviewed and approved by the architect and the general contractor prior to being presented for district approval. It is an established practice by the district for the board to address for approval any change orders that exceed \$5,000.

Central Middle School Remodel / Waterloo Career Center Expansion Change Order #006 is an ADD of \$6,584.76, to add insulation to the underside of the bridge connection the WCC Expansion Building to Central Middle School. The price includes all labor and materials.

Original Contract Cost	\$28,856,000.00
Net Cost of Previous Change Orders	5,059.29
Total Prior to Change Order #006	28,861,059.29
Change Order #006	6,584.76
Revised Contract Cost	<b>\$28,867,644.05</b>

The project completion date will not be affected by this change order.

**THE SUPERINTENDENT’S RECOMMENDATION IS:**

“that the Board of Education approve Central Middle School Remodel / Waterloo Career Center Expansion Project Change Order #006 as presented as an ADD of \$6,584.76.”

**BOARD OF EDUCATION MEETING**  
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**ISSUE:** MOU Between Waterloo Schools and the University of Northern Iowa for the PDS Methods Block

**CONTACT:** Jennifer Hartman, Director of Elementary Education

**ATTACHMENTS:** Memorandum of Understanding

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**BACKGROUND:**

The University of Northern Iowa (UNI) and Waterloo Schools have been in partnership at several elementary schools as we help prepare future teachers to be outstanding educators. The Professional Development School is a compilation of five methods courses (classroom management, science, social studies, literacy and math) that are taught in our schools, giving university students an immersed setting in which to apply their new learning. In addition to being on our campuses to take these classes over the course of a semester, UNI students spend much of their week in our classrooms learning from our teachers and staff in our diverse learning communities.

Through this partnership, future teachers are engaged in hands-on, more frequent classroom time while developing relationships with students and staff in Waterloo. The Waterloo Schools benefit by contributing to the development of these upcoming educators, and celebrating and showcasing our wonderful schools which aids in job recruitment in the future.

Schools that have been involved so far include Irving Elementary, Cunningham Elementary, Poyner Elementary, and our newest school, Highland Elementary.

**THE SUPERINTENDENT’S RECOMMENDATION IS:**

“the Board of Education approve the Memorandum of Understanding between Waterloo Schools and the PDS Methods Block, University of Northern Iowa, as presented.”

**BOARD OF EDUCATION MEETING**  
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**ISSUE:** Technology Purchase

**CONTACT:** Matt O'Brien, Director of Technology

**ATTACHMENTS:** None

**BACKGROUND:**

The district recognizes the role technology can play in enhancing instruction. Last year, the district began trialing equipping classroom teachers with a 2-in-1 chrome device at two elementary schools. With a touchscreen and 360-degree keyboard, these devices are able to function as both chromebooks and tablets. This enables teachers to be more mobile in the classroom and complete running records, capture student artifacts, and have an additional touch-screen device they are able to use with small group instruction.

Congress authorized the Emergency Connectivity Fund (ECF) as part of the American Rescue Plan Act of 2021. This program had provisions to allow schools and libraries to apply for funding for internet service and devices for use in defined circumstances. The district previously applied for and received funding to assist with student internet access for families who didn't have it and couldn't afford it, along with funding to partially offset the cost of chromebooks purchased for our virtual students.

Because of the positive feedback received from teachers at the two elementary schools piloting the use of the 2-in-1 chrome devices, the district applied for funding from the Emergency Connectivity Fund to assist with the purchase of additional devices for the other nine elementary schools. In July, the district received a notification that our application was awarded funding. Under the rules of the program, the district can be reimbursed a maximum of \$400 per device. A summary of the proposed purchase and expected reimbursement is contained in the table below:

	Unit Cost	Qty	Ext. Cost
HP Chromebook x360 11 G4 Education Edition - 11.6"	\$ 435.00	409	\$ 177,915.00
Google Chrome Education License	\$ 31.00	409	\$ 12,679.00
Total purchase			\$ 190,594.00
Maximum ECF reimbursement	\$ 400.00	409	\$ (163,600.00)
Estimated district cost*			\$ 26,994.00

\*The district's cost may be slightly higher than indicated due to rules of the ECF program dictating allowed device usage.

**THE SUPERINTENDENT'S RECOMMENDATION IS:**

"the Board of Education approve the purchase of 409 HP x360 11 G4 chromebooks from CDWG at a total cost of \$190,594."

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**ISSUE:** Athletic Training Services Agreement

**CONTACT:** Dan Huff, District Athletics and Activities Director  
Michael Coughlin, Chief Financial Officer

**ATTACHMENTS:** Athletic Training Services Agreement

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**BACKGROUND:**

The Athletic Training Services Agreement is a cooperative agreement between the Waterloo Community School District and the Cedar Valley Medical Specialists, P.C. The agreement provides that Cedar Valley Medical Specialists employ athletic trainers who are duly licensed under the State of Iowa and provides athletic training services primarily to Waterloo West & East High with additional support to the four middle schools as defined in the agreement. The athletic trainers assist the schools in providing a safe and responsive environment for our student athletes.

On June 8, 2020, the Board of Education approved a three-year contract with Cedar Valley Medical Specialists, P.C. with the payment schedule as follows.

2020 – 2021 school year is \$49,500 payable by July 1, 2021

2021 – 2022 school year is \$50,000 payable by July 1, 2022

2022 – 2023 school year is \$50,500 payable by July 1, 2023

The district funding for this program is through the general operating budget of the district. The proposed increase is due to an increase in coverage hours from twenty-five (900 total hours) to thirty hours (1080 total hours) per week and the increased coverage for High School Baseball and Softball at both East and West High (from 17 games to 31 games). The hourly rate of \$26.00 has not changed. Cedar Valley Medical Specialists will provide additional coverage when requested for middle school events at a cost per event detailed in the contract.

The recommendation is to approve an amended 2022 – 2023 school year contract amount and extend the contract for an additional three years at the same rate with the payment schedule as follows.

2022 – 2023 school year is \$62,360 payable by July 1, 2023 (amended)

2023 – 2024 school year is \$62,360 payable by July 1, 2024

2024 – 2025 school year is \$62,360 payable by July 1, 2025

2025 – 2026 school year is \$62,360 payable by July 1, 2026

**THE SUPERINTENDENT'S RECOMMENDATION IS:**

"the Board of Education approve the amended and extended Athletic Training Services Agreement for the listed four school years."

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**ISSUE:** Purchase of Pre-K Playground Equipment for Poyner Elementary

**CONTACT:** Zach Kelly, Interim Director of Operations  
Michael Coughlin, Chief Financial Officer

**ATTACHMENTS:** Quote

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**BACKGROUND:**

Poyner Elementary School will house two Pre-K classrooms beginning with the 2022-2023 school year. Poyner currently has no Pre-K playground equipment, which is a recommendation for schools with Pre-K programs. The Facilities Committee discussed the project and is recommending the purchase of Pre-K playground equipment to meet the needs of Poyner's Pre-K students.

The total cost for the playground equipment and installation is \$39,994, which is quoted through a consortium. If approved, the equipment will be purchased yet this fall and is expected to be installed summer of 2023.

**THE SUPERINTENDENT'S RECOMMENDATION IS:**

"the Board of Education accept the recommendation from the Facilities Committee and approve the purchase of Pre-K playground equipment for Poyner Elementary School at a cost of \$39,994 as presented."

**BOARD OF EDUCATION MEETING**  
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**ISSUE:** Purchase of Vans for Maintenance Department

**CONTACT:** Zach Kelly, Interim Director of Operations  
Michael Coughlin, Chief Financial Officer

**ATTACHMENTS:** Quotes

**BACKGROUND:**

The Maintenance Department is seeking approval to upgrade two vans, a 2008 E-350 and a 2004 E-250. These vans are used internally for transporting equipment, tools, and materials to various job sites throughout the District. Quotes have been received from two dealerships to replace the used vans with two 2023 Transit Fleet vans.

	<b>Van Price</b>	<b>Cost for 2 Vans</b>	<b>Less Trade-In</b>	<b>Final Cost</b>
Dick Witham Ford	\$44,390	\$88,780	\$12,800	\$75,980
Bill Colwell Ford	\$44,305	\$88,610	\$7,750	\$80,860

The recommendation is to proceed with the quote from Dick Witham Ford to purchase two 2023 Transit Fleet vans at a cost of \$75,980.

**THE SUPERINTENDENT’S RECOMMENDATION IS:**

“the Board of Education approve the purchase of two 2023 Transit Fleet vans at a cost of \$75,980 from Dick Witham Ford.”

**BOARD OF EDUCATION MEETING**  
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**ISSUE:** Property, Casualty and Worker's Compensation Insurance Program

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

**ATTACHMENTS:** Insurance Quote for 2022-23

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**BACKGROUND:**

Since 1974, IASB has provided Iowa schools with a comprehensive insurance program covering property and casualty, errors and omissions, automobile, worker's compensation, general liability, commercial liability and other insurance services. The IASB Safety Group Insurance Program works with local insurance agents to provide unmatched insurance coverage to meet the unique risk management needs of schools at competitive, stable insurance prices.

The District has used the Iowa Association of School Boards Insurance Division for many years for the District's comprehensive group property, casualty and workers compensation insurance.

Premium Cost for EMC Property, Casualty, and Worker's Compensation Insurance Program is \$2,019,690 (18% Increase). District insurance coverage of this type is budgeted in the Management Fund.

**THE SUPERINTENDENT'S RECOMMENDATION IS:**

"the Board of Education approve the quote recommended by the District Insurance Committee to participate in the IASB Safety Group Plan with a total estimated premium of \$2,019,690 as presented."





August 8	Board of Education Meeting	5:00pm
August 22	Board of Education Meeting	5:00pm
August 23	First Day of School – grades K, 1, 2, 6, 9	
August 24	First Day of School – grades 3, 4, 5, 7, 8, 10, 11, 12	
August 29	First Day of School – Pre-K	
September 5	Labor Day – All Offices & Buildings Closed	
September 12	Board of Education Meeting	5:00pm
September 26	Board of Education Meeting	5:00pm