

September 12, 2016

The Board of Directors of the Cedar Falls Community School District in the County of Black Hawk, State of Iowa, met in regular session pursuant to the laws and rules of said Board at the City of Cedar Falls City Hall, 220 Clay Street, Cedar Falls, Iowa, at 7:00 p.m. The meeting was called to order by the President and the roll being called there were present James Kenyon in the chair, and the following named Directors: Joyce Coil, Susie Hines, Jenny Leeper and Doug Shaw. Jeff Hassman and Susan Lantz were present by conference call. Others in attendance were: Dr. Andrew Pattee, Superintendent, Douglas Nefzger, Director of Business Affairs, Daniel Conrad, Director of Secondary Education, Pam Zeigler, Director of Elementary Education and Dr. Adrian Talbot, Director of Human Resources. Also present Harry Roberts and Sarah Eastman.

Due to Directors Lantz and Hassman attending the meeting by electronic means, the board president read the following statement:

A governmental body may conduct a meeting by electronic means only in circumstances where such a meeting in person is impossible or impractical and only if the governmental body provides public access to the conversation of the meeting to the extent reasonably possible. The place of the meeting is the place in which the communication originates and the minutes of the meeting shall include a statement explaining why the meeting in person was impossible or impractical as pursuant to Iowa Code 21.8. The reason for the meeting being held by electronic means is due to out-of-town travel.

Retiring Board

Item No. 1 – Approval of August 22, 2016 Board of Education Minutes

Director Coil moved and Director Hines seconded the motion to approve the August 22, 2016 board minutes as presented. Directors voting in favor of the motion: Coil, Hassman, Hines, Kenyon, Lantz, Leeper, and Shaw. Those voting “no” none. Motion carried.

Item No. 2 – Approval of Accounts Payable

Director Leeper moved and Director Shaw seconded the motion to approve accounts payable as presented. Directors voting in favor of the motion: Coil, Hassman, Hines, Kenyon, Lantz, Leeper, and Shaw. Those voting “no” none. Motion carried.

Item No. 3 – Reconciliation of the Treasurer’s Report

Mr. John Steen, Board Treasurer reviewed the Treasurer’s reconciliation report. Director Leeper moved and Director Coil seconded the motion to approve the Treasurer’s reconciliation report as presented: Directors voting in favor of the motion: Coil, Hassman, Hines, Kenyon, Lantz, Leeper, and Shaw. Those voting “no” none. Motion carried. The Board thanked Mr. Steen for his many years of service to the Cedar Falls Community School District.

TREASURER'S RECONCILIATION REPORT
 Cedar Falls Community School District
 June 30, 2016

Affidavit of Depository Bank

Wells Fargo Bank - Checking accounts

General Fund	\$	1,275,486.94
Student Activity	\$	147,736.91
Food Service Fund	\$	441,250.05
School House Fund	\$	1,664,187.33

Investments

Wells Fargo Regular Savings	\$	82,195.69
Lincoln Savings Bank -Money Market	\$	6,665,643.40
Lincoln Savings -Savings Passbook	\$	14,512,613.68
Farmers State Bank CD	\$	<u>1,834,533.00</u>

Treasurer's Balance, June 30, 2016

\$ 26,623,647.00

Secretary's Balance

Operating Fund	\$	10,814,832.60
Management Fund	\$	946,047.77
Trust & Agency Fund	\$	292,749.90
Student Activity Fund	\$	637,863.32
Food Service Fund	\$	662,242.17
Entrepreneurial Fund	\$	4,786.82
Local Option Fund (LOT)	\$	9,491,657.55
PPEL Fund	\$	3,391,040.45
Debit Service	\$	<u>775.43</u>

\$ 26,241,996.01

Difference to Account For:

Outstanding checks	\$	236,538.76
Meridian Bank Jet Pay Deposits	\$	16,708.51
Federal/State Taxes	\$	124,764.00
Deposit in transit	\$	<u>3,639.72</u>

\$ 381,650.99

Secretary's Balance, June 30, 2016

\$ 26,623,647.00

 John E. Steen, Treasurer

 Date

Item No. 4 –Adjournment of the Retiring Board

Director Leeper moved and Director Hines seconded the motion to adjourn. Directors voting in favor of the motion: Coil, Hassman, Hines, Kenyon, Lantz, Leeper, and Shaw. Those voting “no” none. Motion carried. The old Board adjourned.

New Board

Item No. 1 – Organizational Regular Board Meeting Call to Order

The new Board was called to order by Board President Kenyon.

Item No. 2 – Determination of a Quorum

Mr. Nefzger determined that the following Directors were present: Joyce Coil, Susie Hines, James Kenyon, Jenny Leeper and Doug Shaw. Jeff Hassman and Susan Lantz were present by conference call. Mr. Nefzger stated seven board members were present, there is a quorum for the Board of Education and the Board may proceed to perfect the permanent organization.

Item No. 3 – Election of the President of the New Board

Mr. Nefzger reviewed the Board of Education Policy 201.3, regarding the election of officers. Mr. Nefzger distributed and collected the nomination ballots for the office of President. Mr. Nefzger counted the ballots and reported that Director James Kenyon had received three nominations for the office of Board President and Joyce Coil had received four nominations for the office of Board President. Mr. Nefzger distributed election ballots for the office of Board President. The ballots were returned and counted. The final ballot counts were four votes for Joyce Coil for President and three votes for James Kenyon for President. Director Coil was then elected President of the Cedar Falls Community School District Board of Education for the 2016-17 school year. Mr. Nefzger then administered the oath of office upon Director Coil for the office of President of the Cedar Falls Board of Education. The oath was answered in the affirmative by President Coil.

Item No. 4 – Election of the Vice-president of the New Board

Mr. Nefzger distributed and collected the nomination ballots for the office of Vice-president. Mr. Nefzger counted the ballots and reported that Jeff Hassman received two nominations, Susie Hines received two nominations, Doug Shaw received two nominations and James Kenyon received one nomination for the office of Vice-president. Mr. Nefzger reported that according to Board policy only the top two nominated is voted on for the office of Vice-president. With an equal vote between three nominations another round of nominations were cast. Mr. Nefzger distributed and counted the nominating ballots. Jeff Hassman received two nominations, Susie Hines received two nominations and Doug Shaw received three nominations. Doug Shaw respectfully requested to withdrawal his nomination for Vice-president. Mr. Nefzger distributed the election ballots for the office of Board Vice-president. Mr. Nefzger tallied the votes and reported there were five ballots in favor of Director Hines and two ballots in favor of Director Hassman for the office of Vice-president. Director Hines was then elected Vice-president of the Cedar Falls Community School District Board of Education. Mrs. Coil then administered the oath of office upon Director Hines for the office of Vice-president of the Cedar Falls Community School District Board of Education. The oath was answered in the affirmative by Director Hines.

Item No. 5 – Approval of Appointment of School District Treasurer

Director Shaw moved and Director Kenyon seconded the motion to appoint Mr. Daniel Lynch as school district Treasurer for the 2016-2017 school year. Mr. Lynch was unable to attend tonight's meeting, but will be at the Cedar Falls Schools Administration office on September 15, 2016 to accept his oath of office from President Coil. Directors voting in favor of the motion Coil, Hassman, Hines, Kenyon, Lantz, Leeper, and Shaw. Those voting "no" none. Motion carried.

Item No. 6 – Adoption of Written Policies, Rules, Regulations, and Procedures

Superintendent Pattee reported that under Iowa Code 279.8 the Board of Education may establish the policies, rules, regulations, and procedures that govern the organization. Director Shaw moved and Director Leeper seconded the motion to approve the policies, rules, regulations, and procedures in place for the school district for the 2016-2017 school year. Directors voting in favor of the motion: Coil, Hassman, Hines, Kenyon, Lantz, Leeper, and Shaw. Those voting "no" none. Motion carried.

Item No. 7 – Approval of the Following Consent Agenda Items:

Director Kenyon moved and Director Hines seconded the motion to approve the consent agenda as presented:

1. Open enrollment report
2. 28 E Agreement with Hudson CSD for BIC (Behavior Intervention Center)

Open Enrollment Report

September 12, 2016

Harmon (Hank) Sorenensen	12 th Grade
Current resident district:	Cedar Falls
District requested:	Waterloo
Effective date:	2016-2017
Kyla Elliott	1 st Grade
Current resident district:	Cedar Falls
District requested:	Hudson
Effective date:	2016-2017 – C
Keenan Hoosman	9 th Grade
Current resident district:	Cedar Falls
District requested:	Waterloo
Effective date:	2016-2017 – C
Curtis Holland	Kindergarten
Current resident district:	BCLUW
District requested:	Cedar Falls
Effective date:	2016-2017
Laial N Kono	1 st Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2016-2017 – C

Directors voting in favor of the motion: Coil, Hassman, Hines, Kenyon, Lantz, Leeper, and Shaw. Those voting “no” none.
Motion carried

Item No. 8 – Public Comment

Dr. Pattee reminded the public that school board meetings are open meetings. An open meeting means the meeting is open to the public to observe and listen to the proceedings of the meeting. At the public comment section of the agenda time is granted for citizens to make brief statements to the Board. To make a public comment, the District needs to be notified by 4:00 p.m. the day of the Board meeting, comments will be less than 3 minutes and comments should be germane to school district business.

Harry Roberts of 1515 W 5th Street, Cedar Falls commented that he believes that the Cedar Falls School’s baseball fields are deplorable and are the worst in the State of Iowa. Mr. Roberts reported the outfield fence is in bad shape and there are ruts in the outfield. He did comment positively on the concrete work that was performed in the fall of 2015 around the bleachers and spectator entrance. Mr. Roberts also commented about the weeds he photographed around the fields.

Item No. 9 – Communications

The Cedar Falls Community School Board of Education welcomed new student board liaison member, Julie Jorgensen.

Ms. Jorgensen reported on the following:

- Homecoming week activities will begin the week of October 2-8, 2016 and will include a dance and other activities
- Fall athletic events including football, volleyball and cross country
- Formation of a student social issue studies group: The intent is to discuss current issues across the region and country.

Dr. Pattee reported on the proposed 10-year facility master Physical Plant and Equipment Levy (PPEL) plan that includes approximately \$400 to \$500 thousand budgeted for the Robinson Dresser baseball facility. More information on the PPEL plan will be shared at the next meeting

Item No. 10 – Informational Report: ACT and Senior Year Plus

Mr. Wedgbury, Principal at Cedar Falls High School reviewed ACT test scores from the graduating class of 2016 in English, reading, math, science and overall composite score. The total composite score for Cedar Falls was 24.5, equal to the 24.5 from the previous year. The State's composite score was 22.1 and the national composite average was 20.8. Mr. Wedgbury reviewed the overall history of composite scores of graduating seniors and individual scores in English, reading, math and science in suggested ACT readiness, percent of graduates taking the ACT test and the breakdown of ethnicity and gender test scores. Mr. Wedgbury reviewed college credit opportunities for Cedar Falls High School students through the Advanced Placement (AP) courses, Postsecondary Enrollment Options (PSEO) and Concurrent enrollment. Mr. Wedgbury reported on the following:

- 77.4% of graduates enrolled in college level coursework while attending high school.
- 534 high school students enrolled in ten AP course classes at the high school during the 2015/16 school year, with 70% of those students taking the AP test. 85% of all students who took the AP test in 2015/16 received a score of 3 or greater (on a scale of 1 to 5).
- 76 high school students enrolled Postsecondary enrollment option classes during the 2015/16 school year from a list of 35 class offerings from the University of Northern Iowa and Hawkeye Community College.
- 922 high school students enrolled in Concurrent course offerings at the high school during the 2015/16 school year from approximately 21 course offerings through Hawkeye Community College.

Mr. Wedgbury reported that the high school and the District should be celebrating these achievements by all of our high school students.

Item No. 11 – Motion to authorize Secretary and Financial Advisor to proceed with refinancing of the outstanding School Infrastructure Sales, Services and Use Tax Revenue Bonds, Series 2011, dated May 10, 2011

Mr. Nefzger introduced Mr. Burger of Speer Financial. Mr. Burger reviewed the opportunity to refinance the 2011 \$20.5 million School Infrastructure Sales, Services and Use Tax Revenue Bonds. The process to refinance those Bonds is called an advanced refunding process. The current bonds are not callable from the District until June 2019. The District would sell new Bonds and would be placed in escrow where a holding agent would make the payments on the existing Bonds until the June 2019 date in which the Bonds would be called in and paid in full.

Mr. Burger described the two options available to the District through a traditional refinancing process. The first option is a public sale in which the District would have to set 10% of the Bond sale in a reserve fund, similar to previous bond sale. The second is a private sale where banks are invited to submit proposals for the purchasing of the bonds. In this process, no reserve fund would be required. With the second option, the District would use a placement agent to assist in the process of soliciting bids for the refinancing of the bonds. The District sent out proposals for this service and the Des Moines Iowa office of D. A. Davidson and Associates would be used should the Board move forward with the refinancing of the debt via private placement.

Mr. Burger stated the timeline would be to move forward quickly, with the hope of presenting the quotations of the refinancing to the Board at the October 10, 2016 school board meeting for final approval. It is Mr. Burger's recommendation to proceed with a private placement agent and proceed with the refinancing of the government bonds. The current revenue bonds are at an average interest rate of 5.06%. It is projected that the new bonds would be at approximately at 2.05%, with a net savings of \$1.5million. After a question and answer session, Director Hines moved and Director Kenyon seconded the motion to approve the authorization of Secretary and Financial Advisor to proceed with refinancing of the outstanding School Infrastructure Sales, Services and Use Tax Revenue Bonds, Series 2011, dated May 10, 2011. Directors voting in favor of the motion: Coil, Hassman, Hines, Kenyon, Lantz, Leeper, and Shaw. Those voting "no" none. Motion carried.

Item No. 12 – Approval of MOA with City of Cedar Falls for the New Elementary Site

Mr. Nefzger reviewed the Memorandum of Agreement with the City of Cedar Falls for new elementary school site. In summary, the school district and the City of Cedar Falls agree to share the costs associated with the re-grading and street/utility work construction at the new elementary school site. Dr. Pattee commented that the City of Cedar Falls has been wonderful to work with and the overall process of working out this agreement has been very positive one for the school district. Director Kenyon moved and Director Leeper seconded the motion to approve and authorizing execution of a Memorandum of Agreement with the City of Cedar Falls relative to development of jointly owned property in the McMahill Minor Plat. Directors voting in favor of the motion: Coil, Hassman, Hines, Kenyon, Lantz, Leeper, and Shaw. Those voting “no” none. Motion carried.

Item No. 13 – Approval of Temporary Access to New Elementary Site

Mr. Nefzger reviewed the request for temporary access for the new elementary site from Midwest Development Co. The temporary access will be off of Eric Road to the new elementary site. Director Hines moved and Director Leeper seconded the motion to approve the temporary access to the new elementary site. Directors voting in favor of the motion: Coil, Hassman, Hines, Kenyon, Lantz, Leeper, and Shaw. Those voting “no” none. Motion carried.

Item No. 14 – Approval of New Elementary Grading Package Contract

Mr. Nefzger introduced Dan Channer from Structure Architecture. Mr. Channer reviewed the quotations received for the grading package for the new elementary school site. A total of nine bids were received and it is the recommendation of the design team to accept the low quote of McAninch Corporation, Des Moines, Iowa with a total cost of \$406,500. Mr. Channer noted that the bid from McAninch Corporation did come in approximately \$153,500 below the original estimate of \$560,000. After discussion, Director Kenyon moved and Director Hines seconded the motion to approve the bid from McAninch Corporation in the amount of \$406,500 for grading of the new elementary site. Directors voting in favor of the motion: Coil, Hassman, Hines, Kenyon, Lantz, Leeper, and Shaw. Those voting “no” none. Motion carried.

Item No. 15 – Approval of Amendment of MOA for Southdale Park

Mr. Nefzger reviewed an amendment to the original Memorandum of Agreement signed between the school district and the City of Cedar Falls for Southdale Park. The original Memorandum of Agreement called for, upon the completion of the construction of the addition of Southdale Elementary school the site, to be resurveyed and dictated. The amendment to the original memorandum of agreement will show the final surveyed lines between the first part of the real estate and the second part of the real estate in the unlikely event the District would no longer use Southdale Elementary school as an educational facility. After discussion, Director Leeper moved and Director Hines seconded the motion to approve the amendment to the Memorandum of Agreement to the Southdale Park. Directors voting in favor of the motion: Coil, Hassman, Hines, Kenyon, Lantz, Leeper, and Shaw. Those voting “no” none. Motion carried.

Item No. 16 – Board of Education Goals Update

Dr. Pattee reviewed the District Board goals for the Cedar Falls Community Schools Board of Education for the 2016-2017 school year. After discussion, Director Leeper moved and Director Hines seconded the motion to accept the 2016-2017 Board Goals as follows: Directors voting in favor of the motion: Coil, Hassman, Hines, Kenyon, Lantz, Leeper, and Shaw. Those voting “no” none. Motion carried.

2016-2017 Board of Education Goals

Goal 1 Student Achievement: The Board will focus on student achievement and undertake a culture of learning and participate in the following:

- Learn, discuss and gain a deeper understanding of the CAPS program
- Start a process to create and utilize benchmarks with other high achieving Districts across the Midwest
 - Explore what benchmarks/metrics to utilize
 - Explore and create a list of which Districts we should be compared to across the Midwest
- Create and have a successful PPEL renewal vote
 - Create and review a 10 year PPEL facility plan
 - Communicate and show how funds have been utilized in the past (66 years of consecutive public supported PPEL use)

Goal 2 Culture/Climate: The Board will “model learning” and enhance support and expansion of a positive climate and culture across our District:

- Participate in a book study centered on *Fierce Conversations* by Susan Scott
- Participate in a *7 Habits of Effective People* training with the Cedar Falls City Council and other leadership groups
- Participate in a joint meeting with the Cedar Falls City Council and CFU Board of Directors
- Explore options and opportunities to create consistent language for K-12 character education programs

Goal 3 PLC: The Board will continue to build and support awareness of the PLC process and enhance its engagement and visibility at the building level and at PTO/PTA meetings:

- Attend PTO/PTA meetings to discuss, provide information and gather feedback
- Board member visits to buildings during regular school time, PLC time and staff training to see the work that is ongoing throughout our District

Item No. 17 – Superintendent Goal Update

Dr. Pattee reviewed the Superintendent goals for the 2016-2017 school year. Director Leeper moved and Director Kenyon second the motion to approve the 2016-2017 Superintendent goals as follows. Directors voting in favor of the motion: Coil, Hassman, Hines, Kenyon, Lantz, Leeper, and Shaw. Those voting “no” none. Motion carried.

Student Achievement

- Implementation of CAPS and Workshop Model
- Deeper Learning Opportunities and exploration:
 - Learning Based Grading
 - Personalized Learning
 - Project/Magnet Elementary School Exploration/Options
- Evaluation of TLC and Year 2planning

PLC:

- Work with state groups to grow my learning and explore best practice
 - Executive Leaders
 - Board of Educational Examiners
 - IASB Advisory Board
 - Chamber and Alliance
- Undertake training with the Admin Council on “Fierce Conversations” focused on how to best deal with difficult conversations and focusing on how to diffuse emotional conflict.

Culture/Climate

- PPEL expenditure Plan and Facility Planning
- Enhance and engage in Social Media to showcase the work that is ongoing in our buildings
- Increase Community and Parent Engagement
 - Parent University
 - Golden Age Pass
 - Partners in Education Development
- Work on Renewal of Technology Plan for a 5-year Timeframe

Item No. 18 – Approval of 2016-2017 Career and Technical Committee

Mr. Conrad provided a list of names recommended for approval for the Cedar Falls Community School District Career and Technical Committee. Mr. Conrad reported that this was a state required committee and reviewed the responsibilities of the committee. Director Kenyon moved and Director Leeper seconded the motion to approve the appointments to the Career and Technical Committee as presented. Directors voting in favor of the motion: Coil, Hassman, Hines, Kenyon, Lantz, Leeper, and Shaw. Those voting “no” none. Motion carried.

Luann Alemao
Scott Lee
David Grunklee
Kelly Kobliska
Jason Wedgbury
Dan Conrad
Rod Ball
Kenton Swartley
Mark Aalderks
Clair Anderson
Adam Reilly
Brett Tjaden

Chris Wood
Troy Becker
Chad Anderson
Todd Ellison
Shane Paige
Brad Remmert
Dirk Homewood
Paul Fuller
Connie Smith

1 more TBD

Item No. 19 – Facilities Discussion

Dr. Pattee stated the 10-year Physical Plant and Equipment Levy (PPEL) plan will be presented at the September 26, 2016 meeting, as well as updates on new elementary school and planned work for both Orchard Hill and North Cedar Elementary buildings. The naming for the new elementary school will also be discussed.

Item No. 20 - Superintendent’s Report

Dr. Pattee reported on the following:

- IASB State Convention is November 16-18, 2016 in Des Moines.
- Board meetings are scheduled for October 10 & 24, 2016
 - October 10th Board meeting will include Certified Annual Report (CAR) and Board Committee Assignments
 - October 24th Board meeting will include informational reports on the Iowa Assessments

Item No. 21– Questions, Comments, and Concerns

None

Item No. 22 – Adjournment

Director Kenyon moved and Director Leeper seconded the motion to adjourn. Directors voting in favor of the motion: Coil, Hassman, Hines, Kenyon, Lantz, Leeper, and Shaw. Those voting “no” none. Motion carried.

