

## **MINUTES**

### **REGULAR MEETING OF THE BOARD OF DIRECTORS CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT, IN THE COUNTY OF LINN, STATE OF IOWA**

Educational Leadership and Support Center, Cedar D Conference Room  
Monday, December 11, 2017 @ 5:30 p.m.

#### **ATTENDANCE**

John Laverty, President; Directors Gary Anhalt, Jennifer Borcharding, Nancy Humbles, Rafael Jacobo, Kristin Janssen, and Mary Meisterling.

Also present: Brad Buck, Lori Bruzek, Noreen Bush, Laurel Day, Val Dolezal, Rod Dooley, Eric Christensen, Carlos Grant, Steve Graham, Mary Ellen Maske, Akwi Nji, Linda Noggle, Karla Ries, Adam Zimmerman.

President John Laverty called the meeting to order at 5:30 p.m.

#### **APPROVAL OF AGENDA**

It was recommended that the agenda of Monday, December 11, 2017 Board of Education meeting be approved as set forth, and that each item is considered ready for discussion and/or action.

Director Mary Meisterling made the following motion: "I move that the Board of Directors approve the agenda of Monday, December 11, 2017, and that each item is considered ready for discussion and/or action. Motion was seconded by Director Nancy Humbles.

Record of the roll call vote: Ayes: Directors Anhalt, Borcharding, Humbles, Jacobo, Janssen, Laverty, and Meisterling. Nays: None. .

#### **SUPERINTENDENT'S REPORT**

Dr. Buck stated the District's appreciation to Mercy Medical Center, one of our community partners, who has donated several Automatic External Defibrillators (or AED's) to schools across the District. Mercy is just one of over 100 community partners who was recognized at the annual State of the District event. Thank you to Mercy and all of the organizations, and businesses who support the important work in our schools and for our students, staff, and community. Dr. Buck highlighted several of our staff members who have been recently recognized as outstanding educators: Rebecca Seeley, Hoover Elementary, was recently recognized as the A+ for Education teacher of the Month by KCRG; Franklin Middle School's Valerie Shanley was awarded the 2017 Philip Seemann Excellence in Teaching Award by the Northeast Iowa Bandmasters Association; and, Julie Cain, Washington High School, was recognized by the American Association of Teachers of Japanese as the national Japanese teacher of the year, "K-12 Teacher Award." Congratulations to all three of these outstanding educators!

#### **BOARD REPORTS**

Director Anhalt plans to attend the annual GWAEA hosted Legislative Session on Friday, Dec 22<sup>nd</sup>.

#### **COMMUNICATIONS, DELEGATIONS, AND PETITIONS**

Bult, Kelly, 440 Memorial Drive SE, Cedar Rapids, Grant Wood PTA, Neighborhood Schools  
Wigg, Danielle, 1618 13<sup>th</sup> Ave SE, Cedar Rapids, Kenwood Leadership Academy, Facilities Master Plan  
Ulrich, Kathy, 1400 36<sup>th</sup> Street SE, Cedar Rapids, Suggested Changes to Proposed Plan  
Chestnut, Corey, 2107 Greenwood Drive SE, Cedar Rapids, Facility Master Plan  
Duffy, Nick, 1300 38<sup>th</sup> Street NW, Cedar Rapids, Facilities Master Plan

**COMMUNICATIONS, DELEGATIONS, AND PETITIONS - con't**

Hammer, Keith, 515 Forest Drive SE, Cedar Rapids, Facilities Master Plan  
 Happel, Alma, 2920 Westwood Drive NW, Cedar Rapids, School Changes  
 Cronbaugh, Chris, 427 26<sup>th</sup> Street SE, Cedar Rapids, Facilities Master Plan  
 Lund, Todd, 520 Limerock Drive NW, Cedar Rapids, Facilities Master Plan  
 Johnson, Tania, 3816 Riverside Dr NE, Cedar Rapids, CREA, CREA Narrative  
 DiGiacomo, Ann, CREA, CREA Narrative  
 McMahon, Kelly, 3508 Dostal Drive SW, Cedar Rapids, CREA, CREA Narrative  
 Rowles, Chris, CREA, CREA Narrative  
 Donahue, Molly, CREA, CREA Narrative  
 Oxley, Bre, CREA, CREA Narrative  
 Bairo, Ashlem, 1953 Bever Avenue SE, Cedar Rapids, School Closing  
 Harney, Jane, 552 Forest Drive SE, Cedar Rapids, Facilities Master Plan  
 Lynch, Candace, 1920 5<sup>th</sup> Avenue SE, Cedar Rapids, Master Facilities Committee  
 Schrondermann, Tanya, 2017 Glenway Drive SE, Cedar Rapids, Closing of Elementary Schools  
 Christy, Adam, 1953 Bever Avenue SE, Cedar Rapids, Master Facilities Plan  
 Carolon, Shawna, 1100 18<sup>th</sup>, Cedar Rapids, Facilities Master Plan  
 Spivey, Daryl, 555 Augusta Drive SE, Cedar Rapids, Committee, Response to Comments

**CONSENT AGENDA****BA-18-000/09 Minutes – Regular Meeting on November 13, 2017 (Laurel Day)**

It was recommended that the Board of Education approve the Minutes from the Regular Meeting held on November 13, 2017.

**BA-18-001/05 Approval of Claims Report – October 2017 (Steve Graham)**

It was recommended that the Board of Education approve the Claims Report and ratify the list of paid bills and payrolls for the period ending October 31, 2017.

**BA-18-002/05 Activity Fund Financial Report – October 2017 (Steve Graham)**

It was recommended that the Board of Education approve the Activity Fund Financial Reports for the period ended October 31, 2017.

**BA-18-003/05 Budget Summary Report – October 2017 (Steve Graham)**

It was recommended that the Board of Education approve the Budget Summary Report for the month ended October 31, 2017.

**BA-18-004/05 Statement of Receipts, Disbursements, and Cash Balances Report – October 2017 (Steve Graham)**

It was recommended that the Board of Education approve the Statement of Receipts, Disbursements, and Cash Balances Report for the month of October 2017.

**BA-18-005/05 Investments Report – October 2017 (Steve Graham)**

The Investments Report summarized investment transactions for the month of October 2017. There were no investments purchased this month, and investments redeemed during the month totaled \$654,500. The current interest rate for US Bank is 0.30%, in comparison to 0.25% at US Bank in October 2016. Information Item.

CONSENT AGENDA - con't**BA-18-008/06 Open Enrollment - Denial 2017-2018 (Karla Ries)**

It was recommended that the Board of Education approve the Open Enrollment - Denial of these students commencing with the 2017-2018 school year.

**BA-18-009/10 Personnel Report (Linda Noggle)****BA-18-009/A APPOINTMENTS - SALARIED STAFF**

<u>Name</u>	<u>Salary Placement</u>	<u>Assignment</u>	<u>Effective Date</u>
Alsafi, Heshem	\$1,806	MN Basketball (TEMP) McKinley	11/28/2017
Downing, Lanny	\$48,390 (prorated)	Engagement Specialist Polk	1/3/2018
Hand, Natalie	\$52,400 (prorated)	4th Grade Madison	11/10/2017
Hodges, Brandon	\$43,792 (prorated)	Engagement Specialist Polk	12/11/2017
Klostermann, Jason	\$48,390 (prorated)	Engagement Specialist Polk	12/4/2017
Lester, Jason	\$1,436	Football Asst. Kennedy	11/15/2017
Todd, McCauley	\$1,912	Football Asst. Washington	11/7/2017
Struss, Benjamin	\$2,686	MN Basketball Asst. Kennedy	12/5/2017

**BA-18-009/B RESIGNATIONS - SALARIED STAFF**

<u>Name</u>	<u>Reason</u>	<u>Assignment</u>	<u>Effective Date</u>
Carter, Danielle	Personal	Facilitator Grant Wood	11/24/2017
Johnson, Jacob	Personal	MN Soccer Asst. Washington	11/28/2017
Olejnczak, Lon	Personal	MN Basketball Kennedy	11/10/2017
Shields, Alexander	Personal	Drama Asst. Kennedy	11/15/2017
Upah, Caleb	Personal	Art McKinley	12/2/2017

Williams, Melissa	Personal	WM Basketball Franklin	11/14/2017
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**BA-18-009/C RETIREMENT - SALARIED STAFF**  
Name

AssignmentEffective  
Date

Graham, Steve		Executive Director ELSC	6/30/2018
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Maske, Mary Ellen		Deputy Superintendent ELSC	6/30/2018
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**BA-18-009/D APPOINTMENTS - HOURLY STAFF**  
Name

Salary PlacementAssignmentEffective  
Date

Ainesworth, Christy	\$11.92	Multicat Taft	11/10/2017
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Bolger, Michael	\$14.89	ID Student Specific Para Washington	11/9/2017
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Carr, Robert	\$11.95	Food Service Asst. Kennedy	10/31/2017
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Claus, Whitney	\$11.95	Food Service Asst. Wilson	12/4/2017
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Cook, Shelby	\$13.62	Bus Attendant Transportation	11/27/2017
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Curtis- Janey, Jodie	\$11.95	Food Service Asst. Harrison	11/4/2017
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Diggins, Dontae	\$11.92	Multicat Polk AEC	11/29/2017
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Hernandez-Troche, Fatima	\$13.62	Bus Attendant Transportation	11/28/2017
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Hilliker, Sara	\$12.91	Autism/Asper II Para Washington	11/13/2017
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Johnson, Laurie	\$11.95	Food Service Asst. Jefferson	10/31/2017
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Jontz, Shannon	\$16.24	Custodian II-Floater Kennedy	11/27/2017
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Laird, Willard	\$13.62	Bus Attendant Transportation	11/28/2017
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Larrimore, Shirley	\$13.62	Bus Attendant Transportation	11/27/2017
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Loffer, Leslee	\$11.92	Early Learning Taylor	11/13/2017
O'Brian, Don	\$18.01	Bus Driver Transportation	11/27/2017
Pearson, Linda	\$11.95	Food Service Asst. Taft	11/17/2017
Reinke, Kim	\$13.77	Cashier Wilson	11/29/2017
Stephenson, Katelyn	\$13.62	Bus Attendant Transportation	11/27/2017
Whitney, Heidi	\$15.05	ELSC Secretary ELSC	11/13/2017

**BA-18-009/E CHANGE OF GRADE/POSITION - HOURLY STAFF**

<u>Name</u>	<u>Salary Placement</u>	<u>Assignment</u>	<u>Effective Date</u>
Borcherding, Darci	\$14.89	Multicat Truman	7/1/2017

**BA-18-009/F RESIGNATIONS - HOURLY STAFF**

<u>Name</u>	<u>Reason</u>	<u>Assignment</u>	<u>Effective Date</u>
Dickenson, Lauren	Personal	Accounting Clerk I ELSC	12/15/2017
Hardin, Chaneka	Personal	BD Polk	10/6/2017
Hart, Thomas	Personal	Crossing Guard Harding	10/20/2017
Hunt, Christina	Personal	Child Care Professional 5 Seasons Coolidge	11/30/2017
Jordan, Rachel	Personal	Child Care Professional Rockwell	12/15/2017
Karim, Sultan	Personal	Multicat Kennedy	11/30/2017
Keppler, Jacqueline	Personal	At Risk Para Van Buren	11/30/2017
Petersen, Sara	Personal	Child Care Professional III Rockwell	12/22/2017
Oloff, Kay	Personal	Food Service Asst. Kennedy	11/28/2017

Ramirez, Marisol	Personal	Food Service Asst. ELSC	8/23/2017
Trimpe, Rachel	Personal	Para III Communication Specialist Hoover	12/1/2017
Velazquez, Maureen	Personal	Cashier Erskine	11/9/2017
Ward, McKenzie	Personal	Multicat I: I Garfield	11/13/2017
Wellik, Vickie	Personal	Child Care Professional III Rockwell	12/14/2017
Zoll, Lenore	Personal	Secondary Cook Harding	11/15/2017

**BA-18-009/G RETIREMENTS - HOURLY STAFF**

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Franklin, Diane	Assoc. Prin. Secretary Franklin	12/31/2017
Leggett, Gail	Kindergarten Para Coolidge	1/2/2018
Lundberg, Raymond	Elementary Engineer Garfield	1/12/2018
Neilly, Michael	Bus Driver Transportation	12/31/2017
Northup, Sharon	Mild ID 1:1 Jefferson	12/31/2017
Olinger, John	Grounds Maintenance Kingston	12/22/2017
Swayze, Clara	Moderate ID McKinley	12/21/2017

**BA-18-009/H TERMINATIONS - HOURLY STAFF**

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Erving, Sasha	Food Service Asst. I McKinley	11/29/2017
Kapayou, Kinda	Food Service Asst. I McKinley	11/29/2017
McLane, Melanie	Food Service Assistant Kennedy	11/22/2017

**BA-18-009/I SHORT TERM CONTRACTS**

<u>Name</u>	<u>Salary Placement</u>	<u>Assignment</u>	<u>Effective Date</u>
Brown, Jennifer	\$6,631	Online Teacher McKinley	11/20/2017

It was recommended that the Board of Education approve the Personnel Report.

**BA-18-011/04 Policy Manual – Review and Revision –Regulation 202.11 “Public Participation at Board Meetings and Public Hearings”, Policy 401 “Multicultural and Nonsexist Education” Policy 405 “Student Assessment”, Regulation 502.5 “Harassment”, Regulation 502.6 “Nepotism”, Regulation 602.2 “Compulsory Education”, Procedure 602.4c “Proof of Residency”, Policy 610 “Wellness Policy”, Regulation 610.1 “Wellness Regulation” (Brad Buck/Laurel Day)**

The Board of Education reviews policies, regulations and procedures at least once every five years. Board approval is required for all policies. Administrative regulations and procedures do not require Board approval.

The agenda item included policies, regulations, and a procedure that has been reviewed by Policy Review Committee and the Superintendent’s Cabinet. Most proposed revisions are based on changes to state and federal law, current District practice, and to keep the District’s Policy Manual up-to-date as required by Iowa Code. The Policy Review Committee utilizes legal and policy services provided by the Iowa Association of School Boards, National Association of School Boards, Iowa School Finance Information Services, including policy primer and on-line sample policy documents. Guidance from District Legal Counsel was sought.

<b>Policy Manual #</b>	<b>Title</b>	<b>Action</b>
202.11	Public Participation at Board Meetings and Public Hearings	Revised
401	Multicultural and Nonsexist Education	Revised
405	Student Assessment	Revised
502.5	Harassment	Revised
502.6	Nepotism	Revised
602.2	Compulsory Education	Review
602.4c	Proof of Residency	Revised
610	Wellness Policy	Revised
610.1	Wellness Regulation	Revised

Information Item.

**BA-18-012/03 Policy Manual – Approval –Policies 200 “Board Code of Ethics”, 508 “Voluntary Retirement Incentive Program – Licensed Teaching Staff”, 509 “Voluntary Retirement Incentive Program – Administrative Staff”, 510 “Voluntary Retirement Incentive Program – Support Staff” (Brad Buck)**

It was recommended that the Board of Education approve Proposed Policies 200 “Board Code of Ethics”, 508 “Voluntary Retirement Incentive Program – Licensed Teaching Staff”, 509 “Voluntary Retirement Incentive Program – Administrative Staff”, 510 “Voluntary Retirement Incentive Program – Support Staff” of the District Policy Manual as recommended by the Superintendent.

- BA-18-189 Chapter 12 Exemption Request – Physical Education (Karla Ries)**
- It was recommended that the Board of Education approve the General Accreditation Standards 281 – IAC Chapter 12 Exemption Request for Jefferson High School, Kennedy High School, and Washington High School to condense all the required physical education minutes into one semester.
- BA-18-190 Tabulation – School Buses (Tom Day/Denny Schreckengast)**
- It was recommended that the Board of Education approve the Tabulation – School Buses.
- BA-18-191 Amended Membership - District Audit Committee – 2017-2018 School Year (Steve Graham)**
- It was recommended that the Board of Education approve the Amendment to the District's Audit Committee Membership for the 2017-18 School Year.
- BA-18-192 Activity Fund Agreed Upon Procedures Engagement Letter with RSM US LLP (Steve Graham)**
- As requested by the Board of Education, the Activity Fund Engagement letter was prepared by RSM US LLP for the agreed upon procedures related to the Fall Activity Fund review of financial activity to be conducted at all secondary schools and Kingston Stadium. These procedures are aligned with District established cash management procedures. Information Item.
- BA-18-193 Agreement – Cedar Rapids Community School District and Intercultural Development Inventory (IDI) – Qualifying Seminar (Rod Dooley)**
- It was recommended that the Board of Education approve the Agreement between the Cedar Rapids Community School District and IDI, LLC for a qualifying seminar on January 30 – February 1, 2018.
- BA-18-194 Tabulation – Musical Instruments (Tom Day/Beth Davies)**
- It was recommended that the Board of Education approve the Tabulation – Musical Instruments.
- BA-18-195 Approval – Change Order #1 – Pierce Elementary School Playground Concrete Project - 2017-2018 School Year (Chris Gates)**
- It was recommended that the Board of Education approve Change Order #1 to Olmstead Construction for the **Pierce Elementary School Playground Concrete Project**.
- BA-18-196 Final Approval – Jackson Elementary School 2017 Window Abatement Project – Certificate of Substantial Completion (Chris Gates)**
- It was recommended that the Board of Education approve the Certificate of Substantial Completion and approve payment of the retainage pay application for the **Cedar Rapids Community School District – Jackson Elementary School Window Abatement Project**.



**BA-18-197 Approval – Change Order #1 – Hoover Elementary School 2017-18 Boiler Replacement Project (Jon Galbraith)**

It was recommended that the Board of Education approve Change Order #1 to B.G. Brecke Mechanical for the **Hoover Elementary School Boiler Replacement Project**.

**BA-18-198 Agreement – Cedar Rapids Community School District and Obelisk Consulting (Val Dolezal)**

It was recommended that the Board of Education approve the Agreement between the Cedar Rapids Community School District and Obelisk Consulting Services to conduct program reviews of magnet schools and other innovative programs.

**BA-18-199 Agreement – Cedar Rapids Community School District and Classlink (Mary Ellen Maske/Lori Bruzek)**

It was recommended that the Board of Education approve the Agreement between the Cedar Rapids Community School District and Classlink.

**BA-18-200 Approval – Temporary Grading Easement – Jackson Elementary School (Jon Galbraith)**

It was recommended that the Board of Education approve the Temporary Grading Easement at Jackson Elementary School as requested by the City of Cedar Rapids.

**BA-18-201 Preliminary Approval –Jefferson High School 2018-2019 ADA Compliance Project (Jon Galbraith)**

It was recommended that the Board of Education approve the preliminary documents and schedule for the Jefferson High School ADA Compliance Project.

**BA-18-202 Agreement – Cedar Rapids Community School District and Advanced Placement Testing Service (APTS) for Data Sharing (Karla Ries)**

It was recommended that the Board of Education approve the Agreement between The Cedar Rapids Community School District and AP Testing Service for on-line registration services and Data Sharing.

**BA-18-203 Agreement – Cedar Rapids Community School District and School Bus Consultants (Steve Graham)**

It was recommended that the Board of Education approve the Agreement between the Cedar Rapids Community School District and School Bus Consultants to provide a comprehensive review of the District’s transportation delivery system.

**BA-18-204 Tabulation – Food Service Chemical & Sanitation Program (Suzy Ketelsen/Tom Day)**

It was recommended that the Board of Education approve the Tabulation for the Food Service Chemical Sanitation Program.

**BA-18-205 Agreement – Cedar Rapids Community School District and Big Brothers/Big Sisters for Data Sharing (Noreen Bush)**

It was recommended that the Board of Education approve the Agreement between the Cedar Rapids Community School District and Big Brothers/Big Sisters for Data Sharing.

**BA-18-206 Agreement - PowerSchool Public Registration – School Choice PS (Noreen Bush)**

It was recommended that the Board of Education approve the Agreement between the Cedar Rapids Community School District and PowerSchool Group LLC for on-line E-Registration services.

**BA-18-207 Agreement – Cedar Rapids Community School District and Four Oaks (Carlos Grant)**

It was recommended that the Board of Education approve the Agreement between the Cedar Rapids Community School District and Four Oaks.

Upon motion by Director Mary Meisterling and second by Director Gary Anhalt, the Board approved the Consent Agenda.

Record of the roll call vote for items **BA-18-000/09, BA-18-001/05, BA-18-002/05, BA-18-003/05, BA-18-004/05, BA-18-008/06 BA18-009/10, BA-18-012/03, BA-18-189, BA-18-190, BA-18-191, BA-18-193, BA-18-194, BA-18-195, BA-18-196, BA-18-197, BA-18-198, BA-18-199, BA-18-200, BA-18-201, BA-18-202, BA-18-203, BA-18-204, BA-18-205, BA-18-206, and BA-18-207** was: Ayes: Directors Anhalt, Borcharding, Humbles, Jacobo, Janssen, Laverty, and Meisterling. Nays: None.

## **BOARD GOVERNANCE**

**BA-18-208 Closed Session – Evaluation of Professional Competency in accordance with the Code of Iowa Section 21.5(1)(i) (John Laverty)**

It was recommended that the Board of Education meet in Closed Session on Monday, December 11, 2017, (immediately following the conclusion of the Board Meeting) for the purpose of the Evaluation of Professional Competency as provided by the Iowa Code Section 21.5(1)(i).

Director Mary Meisterling moved: “I move that the Board of Education hold a Closed session on Monday, December 11, 2017 to evaluate the professional competency of an individual(s) whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to those individual’s reputation and that the individual(s) request a Closed Session as provided in Section 21.5(1)(i) of the Iowa Code.” Director Jennifer Borcharding seconded the motion.

Record of the roll call vote: Ayes: Directors Anhalt, Borcharding, Humbles, Jacobo, Janssen, Laverty, and Meisterling. Nays: None.

**ADMINISTRATION****BA-18-209 Comprehensive Annual Financial Report (CAFR) (Steve Graham)**

It was recommended that the Board of Education approve the 2016-2017 Comprehensive Annual Financial Report.

Record of the vote: Ayes: Directors Anhalt, Borcharding, Humbles, Jacobo, Janssen, Laverty, and Meisterling. Nays: None.

**BA-18-210 Facilities Master Plan Task Force – Proposed Plan (Brad Buck/Steve Graham)**

The Facilities Master Plan Task Force began their work in September 2016 and presented a proposed plan to the Board of Education. Information Item.

**SCHOOL BOARD CALENDAR**

(Dates and times are tentative – please consult with the Board Secretary’s Office for more details)

**2017 - DECEMBER**

Monday	Dec 11	5:30 pm	Board Regular Meeting/ Work Session	ELSC, Board Room 2500 Edgewood Rd NW
Mon/Tues	Dec 25/26		Holiday	Offices Closed
Fri/Mon	Dec 29/Jan 1		Holiday	Offices Closed

**2018 - JANUARY**

Monday	Jan 8	5:30 pm	Board Regular Meeting/ Work Session	ELSC, Board Room 2500 Edgewood Rd NW
Thursday	Jan 18	7:00 pm	Metro High School Graduation	DoubleTree by Hilton 350 First Ave NE
Monday	Jan 22	5:30 pm	Board Regular Meeting	ELSC, Board Room 2500 Edgewood Rd NW
Tuesday	Jan 30		IASB “Day on the Hill”	Iowa State Capitol Des Moines

**2018 - FEBRUARY**

Wednesday	Feb 7	11:30 am	Metro Economic Alliance Annual Meeting	DoubleTree by Hilton 350 First Ave NE
Monday	Feb 12	5:30 pm	Board Regular Meeting	ELSC, Board Room 2500 Edgewood Rd NW
Monday	Feb 26	5:30 pm	Board Regular Meeting/ Work Session	ELSC, Board Room 2500 Edgewood Rd NW

The Board of Education recessed at 8:20 p.m.  
The Board of Education went into Closed Session at 8:44 p.m.  
The Board of Education adjourned the Closed Session at 9:42 p.m.

There being no further business coming before the Board, President Lavery adjourned the meeting at 9:42 p.m.

By: Laurel Day, Board Secretary

Board of Education approved Record of Proceedings on January 8, 2018 and I hereby declare these minutes as part of the permanent record of the District.

By \_\_\_\_\_  
John Lavery, President

ATTEST \_\_\_\_\_  
Laurel A. Day, Board Secretary