

**URBANDALE COMMUNITY SCHOOL DISTRICT  
BOARD OF DIRECTORS' MEETING  
MONDAY, MARCH 2, 2015  
BOARD WORK SESSION – 5:30 P.M.  
URBANDALE CITY HALL, 3600 86<sup>TH</sup> ST  
BOARD MEETING – 7:00 P.M.  
URBANDALE CITY HALL – 3600 86<sup>TH</sup> STREET  
CHRIS GUNNARE, PRESIDENT**

**Call to Order and Roll Call**

President Chris Gunnare called the board meeting to order at 5:30 P.M. Upon roll call, the following members were present: Directors Aaron Applegate, Graham Giles, Kyle Kruidenier, Mark Wierson, Vice President Cate Newberg, Adam Obrecht and President Gunnare.

**Approval of Agenda**

Director Obrecht moved, and Director Newberg seconded the motion to approve the agenda as posted. Motion passed with all ayes 7-0.

**Update on Karen Acres Planning from Board Facilities Committee**

The Board conducted a work session to discuss the planned additions and renovations at Karen Acres Elementary.

At 6:30 P.M. President Gunnare announced a Recess until 7:00 P.M.

**Call to Order and Roll Call**

President Chris Gunnare called the board meeting to order at 7:00 P.M. Upon roll call, all Board members were present: Directors Aaron Applegate, Graham Giles, Kyle Kruidenier, Mark Wierson, Vice President Cate Newberg, Adam Obrecht and President Gunnare.

**Approval of Agenda**

Agenda was approved with the removal of Item D. Approval of Karen Acres Schematic Plan. Director Obrecht moved, and Director Wierson seconded the motion to approve the agenda as amended. Motion passed with all ayes 7-0.

**Student Senate Report**

Student Taryn Roberson and Social Studies teacher, Lori Russell, from Urbandale Middle School reported \$400 was raised during a recent fundraiser. UMS will be donating funds to troops overseas and donating to the Animal

Rescue League. Taryn provided details on what the "Boxes of Love" fundraiser supported.

### **Consent Agenda Items**

- A. Minutes of the Monday, February 16, 2015 Board meeting as submitted,
- B. Open Enrollment of two students into the district, and one student enrolling out for the 2014 – 2015 school year and seven students into the district, and six students enrolling out for the 2015 – 2016 school year,
- C. Personnel Report as submitted,
- D. Amendment of Board Meeting Dates,
- E. Discussion and Approval of 2015-2016 Board Meeting Dates,
- F. Approval of Gym Floor Refinishing,
- G. Approval of Out-of-State Travel Request for Jensen Fourth Graders to the Henry Doorly Zoo in Omaha, NE on April 30, 2015, and
- H. Approval of Two-Year Contract with US Cellular.

Director Newberg moved, and Director Wierson seconded the motion to approve the consent agenda items A through H, as submitted. Motion passed with all ayes 7-0.

Mark Lane, Director of Human Resources, discussed the Teacher Leadership & Compensation Grant and introduced Michelle Cole, Steve Mefford, and Lindie Truitt as UCSD Curriculum Facilitators. Loren DeKruyf, UMS Principal, introduced Jennifer Silvay as the new UMS Associate Principal.

### **Report of the Superintendent of Schools**

#### **A. Website Change of Vendors**

Dena Soenke, Communications Partner, proposed a transition from the current website partner, Flying Hippo, to a new website partner, Dale Bentlage, JuiceBox Interactive, Independent Contractor. Ms. Soenke will request current website partner, Flying Hippo, to fix the existing two errors on the site; and once complete, the District would transition to partnering with JuiceBox Interactive. Director Newberg moved and Director Obrecht seconded the motion to approve the change of website vendors. Motion passed with all ayes 7-0.

#### **B. Acceptance of Bond Bids**

Dr. Doug Stilwell, the Superintendent of Schools of the Urbandale Community School District in the County of Polk, State of Iowa, and the Financial Advisor for the District, received bids before the 12:00 P.M. deadline and then referred the bids to the Board of Directors for further action at their 7:00 P.M. meeting. The details, including list of participating bidders and the low bid was provided to Board members on Monday afternoon via a special report sent to the dropbox. Director Obrecht moved and Director Newberg seconded the motion to accept the bids as

reported by the Superintendent and Financial Advisor. Upon roll call vote, the resolution passed 7-0.

C. Resolution Directing the Sale of Bonds

Director Obrecht moved, and Director Newberg seconded the motion to adopt the resolution directing the sale of approximately \$5,805,000 general obligation school refunding bonds, Series 2015. Upon roll call vote, the motion passed 7-0.

Resolution Authorizing the Redemption of Outstanding General Obligation School Bonds Dated January 10, 2007

Director Kruidenier moved, and Director Newberg seconded the motion to authorize the redemption of outstanding general obligation school bonds of the Urbandale Community School District, State of Iowa, dated January 10, 2007. Upon roll call vote, the motion passed with all ayes 7-0.

D. Approval of Karen Acres Schematic Plan - This item was deleted from the agenda.

E. 2015-2016 Calendars for the District and for Rolling Green

Dr. Doug Stilwell, Superintendent, requested approval for the 2015-2016 calendar year waivers for both Rolling Green Elementary and the District. Director Newberg moved, and Director Obrecht seconded the motion to approve the 2015-2016 waivers for both Rolling Green Elementary and the District. Motion passed with all ayes 7-0.

F. Authorization to Pay Bills

Shelly Clifford, Chief Financial Officer, requested approval to pay the bills as submitted, totaling \$246,703.19. Director Wierson moved, and Director Applegate seconded the motion to approve the payment of bills as submitted. Motion passed with all ayes 7-0.

**Report of the President**

President Gunnare praised the Urbandale Chamber of Commerce for their weekend event, and asked all to keep thoughts and prayers with Urbandale Middle School students, parents, and staff. Dr. Stilwell praised the UMS staff and all administrators for their dedication to helping students, families, and staff members cope with the tragic loss of two UMS students.

**Closed Session**

President Gunnare moved, and Director Kruidenier seconded the motion to enter closed session, as provided in Section 21.5(1)(i) of the Code of Iowa, and as requested by the individual, to evaluate the professional competency of the individual whose appointment, hiring, performance, or discharge is being considered to prevent needless

and irreparable injury to that individual's reputation. Also, as provided in Section 21.5(1)(a) of the Code of Iowa, to review or discuss records which are required or authorized by state or federal law to be kept confidential. Motion passed with all ayes 7-0. The Board then conducted a closed session meeting.


Later, in open session, Director Newberg moved, and Director Giles seconded the motion to approve Administration's handling of the personnel matter, as recommended by District legal counsel.

**Closed Session**


President Obrecht moved, and Director Newberg seconded the motion to enter closed session, as provided in Section 21.5(1)(i) and 21.5(1)(a) of the Code of Iowa, for the purpose of discussing applications received for the position of Superintendent. Motion passed with all ayes 7-0. The Board then conducted a closed session meeting.

**Adjourn**

Later, in open session, Director Wierson moved, and Director Obrecht seconded the motion to adjourn the meeting. Motion passed with all ayes 7-0.

  
Board President 4/6/15  
Date

ATTEST:

  
Acting Secretary 4/10/15  
Date

These minutes are unofficial until approved by the Board of Directors at their meeting on March 23, 2015.

**URBANDALE COMMUNITY SCHOOL DISTRICT  
BOARD OF DIRECTORS' MEETING  
MONDAY, MARCH 23, 2015  
WORK SESSION – 5:30 P.M.  
VALERIUS ELEMENTARY SCHOOL – 3305 92<sup>ND</sup> STREET  
BOARD MEETING – 7:00 P.M.  
URBANDALE CITY HALL – 3600 86<sup>TH</sup> STREET  
CHRIS GUNNARE, PRESIDENT**

**Call to Order and Roll Call**

Director Adam Obrecht called the board meeting to order at 5:30 P.M. Upon roll call, the following members were present: Directors Aaron Applegate, Graham Giles, Kyle Kruidenier, Mark Wierson, Vice President Cate Newberg.

**Approval of Agenda**

Director Giles moved, and Director Obrecht seconded the motion to approve the agenda as posted. Motion passed with all ayes 6-0.

**Valerius Update**

Presentation by Meredith Mauro.

**30-Minute Recess between Work Session and Board Meeting**

**Call to Order and Roll Call**

Director Adam Obrecht called the board meeting to order at 7:20 P.M. Upon roll call, the following members were present: Directors Aaron Applegate, Graham Giles, Kyle Kruidenier, Mark Wierson, Vice President Cate Newberg. President Chris Gunnare was absent.

**Approval of Acting Board Secretary**

Director Wierson moved, and Director Giles seconded the motion to approve Dena Soenke as the Acting Board Secretary for the meeting. Motion passed with all ayes 6 - 0.

**Approval of Agenda**

Director Newberg moved, and Director Kruidenier seconded the motion to approve the agenda with the removal of section "VI. A. Special Education Update" per request from President Chris Gunnare. Motion passed with all ayes 6 - 0.

**Consent Agenda Items**

- A. Approval of Open Enrollment
- B. Approval of Personnel Report

- C. Approval of Out-of-State Travel Request for Urbandale High School DECA Chapter to International DECA Career Development Conference, Orlando, Florida, April 24 – 29, 2015.

Denise Wood introduced the Instructional Coaches for the 2015-16 school year. Present were: Angie Lorenz, 3rd grade teacher at Jensen; Kori Maggart, 5th grade teacher at Jensen; Lance McConnell, 7th grade literacy teacher at UMS; Jill Miller, Kindergarten teacher at Webster; and Katie Sevald, Kindergarten teacher at Jensen. Unable to attend: Olga Barnes, ESL teacher at Olmsted; Cynthia Wohlford, Special Education teacher at Webster. Director Wierson moved, and Director Applegate seconded the motion to approve the consent agenda items A through C as submitted. Motion passed with all ayes 6 – 0.

### **Budget Amendments and Public Hearing Dates**

- A. Discussion & Approval of Proposed Budget Publication for 2015-2016

Shelly Clifford, Chief Financial Officer, had submitted the reports detailing the District's Proposed Certified Budget for fiscal year 2015 -2016. The Legislature has not acted to set the Supplemental State Aid (SSA) percentage of budget growth for the 2015 - 2016 budget year. Therefore, Ms. Clifford requested approval of an estimated Certified Budget, to be submitted on April 15<sup>th</sup> as required, which provides flexibility for changes after the Legislature has set the SSA. Director Wierson moved, and Director Newberg seconded the motion to approve the estimated Certified Budget. Motion passed with all ayes 6 – 0.

- B. Set Public Hearing Date for 2015 - 2016 Certified Budget Adoption

Director Newberg moved, and Director Kruidenier seconded the motion to approve a public hearing date of 7:00 P.M. on April 6, 2015 at Urbandale City Hall, 3600 86<sup>th</sup> Street, Urbandale, Iowa for the purpose of hearing public comments on the 2015 - 2016 Proposed Certified Budget. Motion passed with all ayes 6 – 0.

- C. Approve Budget Amendment for 2014 - 2015

Shelly Clifford, CFO, has submitted a Budget Amendment for the current 2014 – 2015 fiscal year, for the purpose of increasing certain expenses in three of the four functional areas of the Certified Budget. Certain revenues are expected to be in excess of the original Certified Budget for 2014 - 2015 and therefore, Ms. Clifford requests an increase in related expense estimates. Director Wierson moved, and Director Applegate seconded the motion to approve an increase in related expense estimates. Motion passed with all ayes 6 – 0.

- D. Set Public Hearing Date for 2014-2015 Budget Amendment

Director Newberg moved, and Director Kruidenier seconded the motion to approve a public hearing date of 7:00 P.M. on April 6, 2015 at Urbandale City Hall, 3600 86<sup>th</sup> Street, Urbandale, Iowa for the purpose of hearing public comments about the 2014 - 2015 Certified Budget Amendment. Motion passed with all ayes 6 – 0.

### **Report of the Superintendent of Schools**

A. Special Education Update (Removed from agenda.)

B. Cabin Fever Day

Dr. Doug Stilwell, Superintendent, shared a video and provided an update on Cabin Fever Day.

C. Discussion and Approval of 2015 – 2016 “Alternate” Calendar Selection

Dr. Doug Stilwell, Superintendent, will discuss some calendar options that exist relative to the early start waiver date.

Director Giles shared concern regarding shortening the school year to 175 days. He indicated he would prefer to consider other options such as removing the week of spring break than having the school year extend into June.

Directors Kruidenier, Newberg, Applegate, and Obrecht shared their preference for Calendar “C” as they would prefer to keep a week for spring break in the calendar. Dr. Stilwell shared his preference for Calendar “A” and Calendar “C” and mentioned the possibility of considering a 177-day calendar. Director Obrecht requested that the October Professional Development Day coincide with Columbus Day if possible.

Director Obrecht requested Dr. Stilwell and the District explore the option of adding five to seven minutes to each school day as it would equal an additional 14 hours of contract time (based on adding five minutes). Dr. Stilwell to review the option of adding five to seven minutes to the school day with District staff and determine the impact for teacher planning time, busing, and general scheduling logistics and report back to the Board.

Director Wierson moved, and Director Applegate seconded the motion to approve the alternate calendar options as presented in Calendar “C” with Dr. Stilwell reporting back to the Board regarding the viability of adding five to seven minutes to the school day. Motion passed 5 – 1 with Director Giles voting no.

D. Budget Guarantee Resolution

Shelly Clifford, Chief Financial Officer, requests the Board of Directors levy property tax for fiscal year 2015 - 2016 for a regular program budget adjustment as allowed

under section 257.14, Code of Iowa. The budget guarantee will be applied to the District's funding formula, depending on the final Legislated budget growth percentage. Director Wierson moved, and Director Newberg seconded the motion to approve the levying of local property tax for budget guarantee for fiscal year 2015-2016, as allowed under Iowa Code section 257.14. Motion passed 6 -0.

E. Discussion & Approval of Karen Acres Construction Plan

Dr. Doug Stilwell, Superintendent, led a discussion regarding planning for the Karen Acres construction project. DLR Group presented schematic plans. The intention of the plans is to provide a general direction for design and budget. The plans are still in the beginning stages of the project; thus, this is the time to vet issues, concerns, and ideas as these items could be added or removed ("add alternates") based on prioritizing needs and budget parameters. An area for exploration will be the needs of Food Service including abilities to serve hot/cold meals, storage, and preparation space—this will be explored during the Design Development stage. The Board requested DLR Group to consider the most effective way to reconfigure classrooms in terms of integrating technology (e.g. projection wall), location of entry points, walls, bathrooms, etc. Director Wierson moved, and Director Newberg seconded the motion to have DLR Group move to the next phase of design based on the schematic plan. Motion passed 6 -0.

F. Discussion & Approval of Second Reading of Board Policies as Identified

Dr. Doug Stilwell, Superintendent, asked the Board Members to approve the second reading of Board Policies in the 800 Series – Business Procedures and 900 Series – Building and Sites. Director Giles suggested a revision to Board Policy 814 to include a minimum of three bids; currently states a minimum of two bids. There was not a second; thus this motion failed. Director Newberg moved and Director Kruidenier seconded the motion to approve the second reading of Board Policies in the 800 Series. Motion passed with all ayes 6 - 0.

Director Newberg had questions for Dr. Stilwell, Superintendent, in regard to Board Policy 910 and 924. Dr. Stilwell will review policies and respond to the Board's questions prior to the next reading. Director Giles moved and Director Newberg seconded the motion to table the second reading of Board Policies in the 900 Series. Motion passed with all ayes 6 – 0.

F. Authorization to Pay Bills

Shelly Clifford, Chief Financial Officer, requested approval to pay the bills as submitted, totaling \$598,152.80. Director Wierson moved, and Director Obrecht seconded the motion to approve the payment of bills as submitted. Motion passed with all ayes 6 – 0.

**Report of the President**

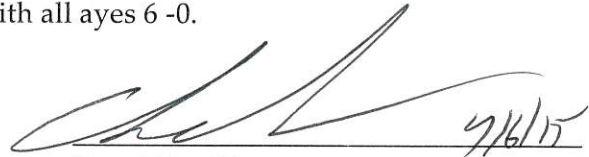


A. Superintendent Search

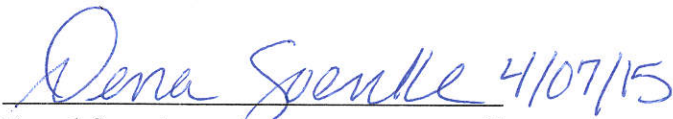
Director Giles moved and Director Kruidenier seconded the motion of approve the offer of superintendent candidate Mr. Steve Bass. Motion passed with all ayes 6 – 0. Director Wierson moved and Director Kruidenier seconded the motion of approve moving costs up to \$2,500 and a per diem payment, based on the contract salary amount, to attend a conference in June.

**Adjourn**

Director Giles moved, and Director Wierson seconded the motion to adjourn the meeting at 9:12 P.M. Motion passed with all ayes 6 -0.

  
Board President 4/16/15  
Date

ATTEST:

*Acting*   
Board Secretary 4/10/15  
Date

These minutes are unofficial until approved by the Board of Directors at their meeting on April 6, 2015.



**URBANDALE COMMUNITY SCHOOL DISTRICT**  
**BOARD OF DIRECTORS' MEETING**  
**MONDAY, MARCH 30, 2015**  
**SPECIAL BOARD MEETING – 12:00 P.M.**  
**UCSD ADMINISTRATION OFFICE – 11152 AURORA AVE**  
**CHRIS GUNNARE, PRESIDENT**

**Call to Order and Roll Call**

President Chris Gunnare called the board meeting to order at 12:00 P.M. Upon roll call, the following members were present, all by telephone: Directors Graham Giles, Kyle Kruidenier, Vice President Cate Newberg, and President Gunnare. Directors Applegate, Obrecht, and Wierson were absent.

**Approval of Agenda**

Director Newberg moved, and Director Giles seconded the motion to approve the agenda as posted. Motion passed with all ayes 7-0.

**General Obligation School Refunding Bonds**

Director Newberg moved, and Director Kruidenier seconded the motion to approve a resolution appointing Wells Fargo Bank, National Association of Minneapolis, Minnesota to serve as Paying Agent, Bond Registrar, and Transfer Agent; Approving the Paying Agent, Bond Registrar, and Transfer Agent Agreement as submitted; and Authorizing the Execution of Same. With roll call vote, motion passed with all ayes 4-0.

**Approval of form of Tax Exemption Certificate**

Director Newberg moved, and Director Kruidenier seconded the motion to approve the form of Tax Exemption Certificate as submitted. Upon roll call vote the motion passed with all ayes 4-0.

**Approval of Continuing Disclosure Certificate**

Director Giles moved, and Director Newberg seconded the motion to approve the form of Continuing Disclosure Certificate as submitted. With a roll call vote, motion passed with all ayes 4-0.

**Resolution Authorizing the Issuance of Bonds**

Director Kruidenier moved, and Director Newberg seconded the motion to approve the Resolution Authorizing the Issuance of General Obligation School Refunding Bonds, Series 2015, in the amount of \$5,655,000, and levying a tax for the payment thereof. Motion passed with all ayes 4-0.

