

**URBANDALE COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS' MEETING
MONDAY, AUGUST 15, 2016 – 5:30 P.M.
URBANDALE CITY HALL - 3600 86th 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, Aldrich Cabildo, Chris Gunnare, Katherine Howsare, and Tanya Ruden. Director Graham Giles arrived later, and Vice President Cate Newberg was absent.

Approval of Agenda

Director Cabildo moved, and Director Applegate seconded the motion to approve the agenda as posted. Motion passed 5-0.

Report of the Superintendent of Schools

Discussion and Approval of Revisions to the Board Policy 414 - Holidays

Mark Lane, Associate Superintendent, proposed updating Board Policy 414 - Holidays to match current practice of including Martin Luther King Jr. Day as a paid holiday for eligible employees. Director Applegate moved, and Director Howsare seconded the motion to update Board Policy 414 as discussed. Motion passed 5-0.

Director Giles arrived at 5:35 P.M.

Employee Gallop Poll Results

Mark Lane, Associate Superintendent, reviewed the Employee Gallop Poll results, centered around employee engagement. Mr. Lane provided details on disaggregated survey results, action guides, and District Workforce Committee notes.

Discussion and Approval of the Annual Contract with Employee and Family Resources

Mark Lane, Associate Superintendent, presented information regarding the annual contract for both the Student Assistance Program and Employee Assistance Program. Director Howsare moved, and Director Giles seconded the motion to approve the annual contracts as presented. Motion passed 6-0.

Approval of the Lease Agreement for Metro West Learning Academy

Shelly Clifford, CFO, proposed renewal of a lease agreement for the MWLA building for a five-year period beginning with the 2016-2017 school year. Director Cabildo moved, and Director Giles seconded the motion to approve the lease agreement. Motion passed 6-0.

Approval of the Updates to the District Handbooks

Steve Bass, Superintendent of Schools, reviewed the proposed revisions to the Student Parent Handbook for the 2016-2017 school year. Director Applegate moved, and Director Cabildo seconded the motion to approve all proposed revisions as presented. Motion passed 6-0.

Approval of the 2016-2017 EL Lau Plan and Procedure Manual

Dr. Keri Schlueter, Coordinator of Student Services, reviewed updates to the 2016-2017 Lau Plan and Procedure Manual and recommended approval. Director Howsare moved, and Director Giles seconded the motion to approve the revised Lau Plan and Manual as presented. Motion passed 6-0.

Karen Acres Ribbon Cutting Ceremony on September 12th at 5pm.

Steve Bass, Superintendent of Schools, updated Directors on project completion; and shared details regarding a ribbon cutting ceremony, scheduled for September 12th at 5:00 P.M. at Karen Acres Elementary.

Report of the President

Directors discussed topics covered at the recent IASB Financial Management Conference and shared information from sessions they attended. President Gunnare reminded Directors to register for the IASB Annual Conference in November.

Consent Agenda

- A. Approval of July 11, 2016 Board Meeting Minutes
 - B. Approval of Open Enrollment
 - C. Approval of Personnel Report
 - D. Approval of the Activities Job Descriptions and Evaluations Forms
 - E. Approval of Boys Cross Country Overnight Trip July 16-21, 2017
 - F. Approval of Contracts and Agreements:
 - Change Order for the Karen Acres Project, and
 - Polk County Early Childhood Agreement for the Preschool Programming Support for Low-Income Families
 - G. Acceptance of July 2016 Financial reports
 - H. Authorization to Pay Bills as submitted
 - I. Approval of Payment on Karen Acres project
- Director Giles moved, and Director Howsare seconded the motion to approve all consent agenda items as submitted. Motion passed 6-0.

Learning Together Activity

Steve Bass, Superintendent, shared with Board members the July issue of *Board and Administrator*.

Meeting Evaluation Form


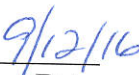
Directors used Quality and Continuous Improvement tools to evaluate their meeting.

Adjourn

Director Howsare moved and Director Applegate seconded the motion to adjourn the meeting at 7:50 P.M.. Motion passed 6-0.


Board President _____ Date _____

ATTEST:

 
Board Secretary _____ Date _____

These minutes are unofficial until approved by the Board of Directors at their meeting on September 12, 2016