

**URBANDALE COMMUNITY SCHOOL DISTRICT
BOARD MEETING, ORGANIZATIONAL MEETING AND WORK SESSION
MONDAY, SEPTEMBER 12, 2016 – 6:00 P.M.
ADMINISTRATION OFFICE - 11152 AURORA AVENUE
CHRIS GUNNARE, PRESIDENT**

Board Meeting

Call the Board Meeting to Order and Roll Call

President Chris Gunnare called the board meeting to order at 6:02 P.M. Upon roll call, the following members were present: Directors Aaron Applegate, Chris Gunnare, Katherine Howsare, Cate Newberg and Tanya Ruden. Director Graham Giles arrived at 6:12 P.M. prior to Consent Agenda.

Motion to Appoint a Secretary: Pro Tempore of the Board for the Evenings Meetings

The Board of Directors appoint Superintendent Steve Bass as acting Board Secretary for the meetings held on Monday, September 12th, 2016.

VP Newberg moved and Director Applegate seconded to approval of Secretary Pro Tempore. Motion passed with all ayes 5-0.

Approval of Agenda

Director Newberg moved, and Director Applegate seconded the motion to approve the agenda as posted. Motion passed with all ayes 5-0.

Communication from the Public

None

Report of the Superintendent of Schools

Policy Update Proposal for Board Policy 306 - Succession of Authority. Superintendent, Steve Bass, will review the proposed changes to Board Policy 306 to reflect the new title for the Associate Superintendent.

Motioned by VP Newberg; Seconded by Director Howsare

Board Action: Motion to approve 1st and only reading with all ayes 5-0.

Report of the President

None

Consent Agenda Items

Approval of August 15, 2016 Board Meeting Minutes -

Approval of Open Enrollment

Approval of Personnel Report - *Possible Addendum Available at Board Meeting*

Approval of Job Description and Position

Approval of Field trips, Overnight Travel, or Out of State Travel (nothing submitted for the 9/12/16 meeting)

Approval of Contracts and Agreements

1. Facility Use Agreement with Aldersgate United Methodist Church for the temporary use by Karen Acres during the completion of the renovation project.
2. MMIT Copier Maintenance Agreement for Karen Acres
3. Forecast5 Customer Agreement

Approval to Publish Asset Disposal Procedure

Authorization to Pay Bills and Approve the Karen Acres Project Payment Application.

Director Applegate moved, and Director Newberg seconded the motion to approve all consent agenda items as submitted. Motion passed with all ayes 6-0.

Discussion of Other Matters

None

Adjournment

The Board of Directors adjourned the Board meeting at 6:20 P.M..

Motion by: VP Newberg Seconded by: Director Giles

Motion to adjourn passed with all ayes 6-0.

Organizational Meeting of the Board of Directors

The Superintendent of Schools Will Serve As the President: Pro Tempore of the Board

Call the Organizational Meeting to Order and Roll Call

President: Pro Tempore, Steve Bass called the board meeting to order at 6:21 P.M. Upon roll call, the following members were present: Directors Aaron Applegate, Graham Giles, Chris Gunnare, Katherine Howsare, Cate Newberg and Tanya Ruden.

Steve Bass thanked the out-going President, Chris Gunnare, and Vice President, Cate Newberg, for their services as the past year officers.

Election of the President of the Board of Directors

1. Nomination(s)

Director Newberg nominated Director Gunnare
Director Howsare nominated Director Giles

Director Newberg motioned to close nominations.
Director Giles 2nd the motion to close nominations.
Motion to close nominations passed with all ayes 6-0.

2. Election

After viewing paper ballots: Gunnare 3 votes; Giles 3 votes
After viewing 2nd paper ballots: Gunnare 3 votes; Giles 3 votes
Prior to 3rd vote, Director Gunnare withdraws his name for nomination
Directors verbally vote with all ayes (6-0) to elect Director Giles to
President of the Board of Directors

3. Oath

As Secretary: Pro Tempore of the Board, Steve Bass gave Director
Giles the Oath of Office.

Election of Vice President of the Board of Directors

1. Nomination(s)

Director Howsare nominated Director Ruden as Vice President and that
nominations close. Director Newberg seconded the nomination and
motion to close nominations

2. Election

The motion to elect Director Ruden to the Vice President position
passed with all ayes 6-0.

3. Oath

As Secretary: Pro Tempore of the Board, Steve Bass gave Director
Ruden the Oath of Office.

Report of the President

None

Discussion of Other Matters

None

Adjournment

The Board of Directors adjourned the Organizational Board meeting at 6:40 P.M..

Motion by: Director Howsare Seconded by: Director Applegate
Motion to adjourn passed with all ayes 6-0.

WORK SESSION

Work Session Meeting Call to Order and Roll Call

President Graham Giles called the board meeting to order at 6:41 P.M. Upon roll call, the following members were present: Directors Aaron Applegate, Graham Giles, Chris Gunnare, Katherine Howsare, Cate Newberg and Tanya Ruden.

Updates

Time Card System

Associate Mark Lane shared an update on placement and usage of the new Time Card System:

Board Goals

The Directors discussed the need for further discussion in the near future to make modifications to their current goals in order to get them more aligned with other goals across the school district.

Administrator-Board Survey (Data and Follow-up Comments)

The Directors discussed the follow up comments and how they might use them to establish Board Goals, if deemed appropriate.

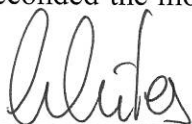
Superintendent Evaluation Process for 2016-17

The Directors briefly discussed the current instrument used (SAI Model) to evaluate the Superintendent and plan to have another discussion during the next work session or retreat to discuss options, including desired goals, timelines, and metrics to measure progress.

Meeting Evaluation Form

Adjourn

Director Newberg moved and Director Applegate seconded the motion to adjourn the meeting. Motion passed with all ayes 6-0.




Board President

9/26/16

Date

ATTEST:



Board Secretary

9/26/16

Date

These minutes are unofficial until approved by the Board of Directors at their meeting on September 26, 2016