

**URBANDALE COMMUNITY SCHOOL DISTRICT**  
**BOARD OF DIRECTORS' MEETING**  
**MONDAY, January 19, 2015**  
**BOARD WORK SESSION – 5:30 P.M.**  
**URBANDALE CITY HALL – 3600 86<sup>TH</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**

Vice President Cate Newberg called the board work session to order at 5:37 P.M. Upon roll call, the following members were present: Directors Aaron Applegate, Graham Giles, Mark Wierson, Adam Obrecht, and Vice President Newberg. Director Kyle Kruidenier and President Chris Gunnare were absent.

**Approval of Agenda**

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

**Board Mission Statement**

Denise Wood, Coordinator of Quality and Continuous Improvement, facilitated a work session for the Board of Directors to finalize their mission statement. The group used Quality Tools including P3T, Consensogram, Affinity Diagram, and Plus/Delta to accomplish the task.

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

**Call to Order and Roll Call**

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

**Approval of Agenda**

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

**Communication from the Public**

Matt Carver, 4505 77<sup>th</sup> Street, Urbandale, spoke to the Board in favor and support of the District's observance of MLK day, the upcoming PPEL Vote, and Student Activity programs. His daughter, Jessie Carver, HS senior, spoke favorably about the Integrity in Action Checklist.

### **Consent Agenda Items**

- A. Minutes of the Monday, December 22, 2014 Board meeting as submitted,
- B. Minutes of Friday, December 26 2014 Board meeting as submitted,
- C. Minutes of Monday, January 12, 2015 Board meeting as submitted,
- D. Open Enrollment of three students into the district, and no students enrolling out for the 2014 – 2015 school year and six students into the district, and one student enrolling out for the 2015 – 2016 school year,
- C. Personnel Report as submitted, including addendum
- D. Lease Agreement between City of Urbandale and Urbandale Community School District for use of Lions Park,
- E. Out-of-State Travel Request – Olmstead Fourth Graders to Henry Doorly Zoo in Omaha, NE on May 18, 2015

Director Wierson moved, and Director Obrecht seconded the motion to approve the consent agenda items A through E as submitted. Motion passed with all ayes 6-0.

### **Superintendent Search Update**

Superintendent Search Committee members Cate Newberg, Graham Giles, and Aaron Applegate reported that the committee has developed a rubric to score applications, and a timeline for interviews is being developed to ensure all parties involved can participate.

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

#### **A. Human Resources Report**

Mark Lane, Director of Human Resources, and Maggie Lichtenberg, Human Resources Manager, presented a Human Resources update. They reported on the educational degrees of teaching staff, staff retention rates, and absence comparisons.

#### **B. Teacher Leadership and Compensation Plan Job Descriptions**

Mark Lane, Director of Human Resources, presented information on the new Teacher Leadership and Compensation positions, including roles, tasks, and job descriptions. Mr. Lane reported on the process and timeline for implementation of the TLC plan, which will be funded through a State grant for 2015-16.

#### **C. Lease Amendment for Current Administration Office**

The Administration has worked with R & R Realty on negotiating a lease agreement amendment, to continue the lease on the current Administration Office space in Aurora Business Park. The leased area of 5,043 square feet remains the same; annual rent remains \$8.75 per square foot for year 1, and increases by 1% in following years. An allowance of \$25,215 is included in the proposal for the District's use on paint or carpet upgrades and light renovation. The proposed term is 7 years, with opportunity for termination after 5 years. Director Obrecht moved and Director

Giles seconded the motion to approve the proposed lease agreement amendment. Motion passed with all ayes 6-0.

D. Accept Financial Report

Shelly Clifford, Chief Financial Officer, requested acceptance of the financial reports for December 2014. Director Obrecht moved and Director Kruidenier seconded the motion of approve the financial report as submitted. Motion passed with all ayes 6-0.

E. Authorization to Pay Bills

Shelly Clifford, Chief Financial Officer, requested approval to pay the bills as submitted, totaling \$462,343.67. Director Obrecht moved, and Applegate seconded the motion to approve the payment of bills as submitted. Motion passed with all ayes 6-0.

**Report of the President**

The PPEL Committee reminds the community that the voting is February 3<sup>rd</sup> for the Voted PPEL.

**Closed Session**

A. Discuss Strategy with Counsel

Director Obrecht moved, and Director Giles seconded the motion to enter into closed session, as provided in Section 21.5(1)(c) of the Code of Iowa to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the District in that litigation. Upon roll call vote, motion passed with ayes 6-0. Board members entered into closed session with legal counsel to discuss a legal matter.

B. Return to Open Session


The Board of Directors returned to open session at 8:41 P.M.

B. Action Regarding Recommendation of Counsel

Director Kruidenier moved and Director Weirson seconded the motion to follow the advice of counsel with regard to legal representation. Motion passed with all ayes 6-0.

**Adjourn**

Director Giles moved, and Director Kruidenier seconded the motion to adjourn the meeting at 8:45 P.M. Motion passed with all ayes 6-0.

 2/12/15  
Board President Date

ATTEST:

Shelly C. Lynn 2/2/15  
Board Secretary Date

These minutes are unofficial until approved by the Board of Directors at their meeting on February 2, 2015.