

**URBANDALE COMMUNITY SCHOOL DISTRICT**  
**BOARD OF DIRECTORS' MEETING**  
**MONDAY, NOVEMBER 10, 2014**  
**BOARD WORK SESSION – 5:30 P.M.**  
**URBANDALE HIGH SCHOOL – 7111 AURORA AVENUE (MEDIA CENTER)**  
**BOARD MEETING – 7:00 P.M.**  
**URBANDALE HIGH SCHOOL – 7111 AURORA AVENUE (MEDIA CENTER)**  
**CHRIS GUNNARE, PRESIDENT**

**Call to Order and Roll Call**

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

**Approval of Agenda**

Director Giles moved, and Director Obrecht seconded the motion to approve the agenda as posted. Motion passed with all ayes 4-0.

**Introduction to J-Hawk Foundation**

Dr. William Watson, Director of Community Education and Student Activities, and Scott Raecker, Character Counts, presented an overview of J-Hawk Foundations, a program that provides a resource for leadership and civic development. Together with the Institute for Excellence and Ethics, New York, and Character Counts, Des Moines, J-Hawk Foundations was created and launched in the Fall of 2003. High School students Erik Miller, Jake Quirk, Evan Economos, Megan Watson, Elyse Prescott, and Abby Burton spoke about their emerging leadership experiences, goal setting, and their dedication to excellence.

Dr. Coppess, High School Principal, used the remaining time to update the Board of Directors about other special programs and educational strategies at the High School. Several students joined in the discussion and offered examples they are involved with.

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, the following members were present: Directors Graham Giles, Kyle Kruidenier, Adam Obrecht, Mark Wierson, and President Gunnare. Vice President Cate Newberg and Director Aaron Applegate were absent.

### **Approval of Agenda**

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

### **Student Senate Report**

Middle School representatives reported that they've fundraised by collecting 100 pairs of tennis shoes, and are conducting a food drive for Urbandale Food Pantry. High School representatives reported that the Winter Warmth Drive and Hat Day were successful in securing hats and gloves for those in need; and also that a Blood Drive is planned for December.

### **Consent Agenda Items**

- A. Minutes of the Monday, October 27, 2014 Board meeting as submitted,
- B. Open Enrollment of six students into the district, and no students enrolling out for the 2014 – 2015 school year,
- C. Personnel Report and addendum as submitted,
- D. Renewal of the Avaya Maintenance Agreement, and
- E. Renewal of the Employee and Family Resources contract.

Director Obrecht moved, and Director Wierson seconded the motion to approve the consent agenda items A through E as submitted. Motion passed with all ayes 5-0.

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

- A. Approval of U.S. Cellular Request to Sublease Portion of Cellular Tower at Urbandale High School

Shelly Clifford, Chief Financial Officer, provided details on the request of US Cellular to sublease a portion of their cell tower on District property to Verizon Wireless. Director Wierson moved, and Director Kruidenier seconded the motion to approve the sublease arrangement as presented. Motion passed with all ayes 5-0.

- B. Certified Annual Report (CAR) Highlights

Shelly Clifford, Chief Financial Officer presented financial highlights of the Certified Annual Report for fiscal year 2014. The District is financially healthy, but will monitor enrollment trends and staffing levels due to the recent enrollment decrease.

- C. Special Education Update

Jason Volmer, Coordinator of Special Education, updated Board members on the Special Education program for the District. While the Special Education program funding deficit grew considerably, the District is seeing positive results of student achievement with program exits due higher than average among area schools. The District will continue to seek cost savings by monitoring student numbers and staffing levels.

D. Approval of Increase of Modified Allowable Growth from SBRC for Increase in Open Enrollment Out and Limited English Proficient (LEP) Instruction

Shelly Clifford, Chief Financial Officer, requested approval for an application to the School Budget Review Committee (SBRC) for Modified Allowable Growth in the amount of \$412,555 for an increase in Open Enrollment Out students and the amount of \$113,442 for Limited English Proficient students served beyond 5 years, based on the October 2014 Certified Enrollment count. Director Obrecht moved, and Director Wierson seconded the motion to approve the application as presented. Motion passed with all ayes 5-0.

E. Approval of the SBRC Modified Allowable Growth Request for Excess Costs of Limited English Proficient (LEP) Programming

Shelly Clifford, Chief Financial Officer, requested approval of an application to the School Budget Review Committee (SBRC) for modified allowable growth in the amount of \$700,455 for the excess costs of providing LEP programming in fiscal year 2014. Director Kruidenier moved, and Director Obrecht seconded the motion to approve the application as presented. Motion passed with all ayes 5-0.

F. Approval of Proposed Updates to Board Policy 638 – Graduation Requirements

Crista Carlile, Director of Teaching and Learning, recommended updates to Board Policy 638 – Graduation Requirements, with regard to the new High School English curriculum and course structures previously approved by the Board of Directors in October, 2014. Director Obrecht moved, and Director Giles seconded the motion to approve the updated credit requirements listing in Board Policy 638. Motion passed with all ayes 5-0.

G. Discussion of Board Policies as Identified – Series 800 – Business Procedures and Series 900 – Building and Sites

Dr. Doug Stilwell, Superintendent, will solicit feedback from Board members on Board Policies in Series 800 – Business Procedures and Series 900 – Building and Sites. Board members are asked to submit any modifications for discussion at the December 8<sup>th</sup> Board meeting.

H. First Reading of Proposed Changes to Board Policies as Identified – Board Policy 306 – Succession of Authority, Board Policy 413 – Vacations, and Board Policy 916 – Tobacco Prohibited

Dr. Doug Stilwell, Superintendent, submitted the first reading of proposed changes to the above policies for the Board of Directors' review. Director Wierson moved, and Director Kruidenier seconded the motion to approve the first reading of proposed changes on Board Policies 306 – Succession of Authority, 413 – Vacations, and 916 – Tobacco Prohibited. Motion passed with all ayes 5-0.

I. Authorization to Pay Bills

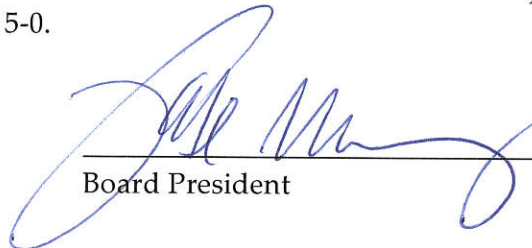
Shelly Clifford, Chief Financial Officer, requested approval to pay the bills as submitted, totaling \$469,181.05. Director Obrecht moved, and Director Wierson seconded the motion to approve the payment of bills as submitted. Motion passed with all ayes 5-0. Motion passed with all ayes 5-0.

**Discussion of Other Matters**

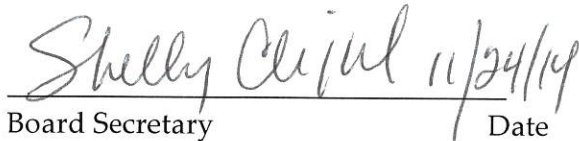
Shelly Clifford, Chief Financial Officer, announced that a buyer had been found for the portable classroom located at Olmsted Elementary, and that it would be removed from the Olmsted site later in the month.

**Adjourn**

Director Wierson moved, and Director Giles seconded the motion to adjourn the meeting. Motion passed with all ayes 5-0.

  
Board President 11/24/14  
Date

ATTEST:

  
Board Secretary 11/24/14  
Date

These minutes are unofficial until approved by the Board of Directors at their meeting on November 24, 2014.