

**URBANDALE COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS' MEETING
MONDAY, FEBRUARY 15, 2016 – 7:00 P.M.
URBANDALE CITY HALL – 2600 86TH STREET
CHRIS GUNNARE, PRESIDENT**

Call to Order and Roll Call

President Chris Gunnare called the board meeting to order at 7:00P.M. Upon roll call, the following members were present: Directors Aaron Applegate, Aldrich Cabildo, Graham Giles, Tanya Ruden, and President Gunnare. Director Katherine Howsare and Vice President Cate Newberg were absent.

Approval of Agenda

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

Report of the Superintendent of Schools

A. Approval of Physical Education Exemption for Connor Hendricks

Christa Carlile, Director of Teaching and Learning, requested Board of Directors' approval for continued exemption from required physical education courses for Connor Hendricks. Connor is a competitive gymnast and he currently attends practice sessions totaling 22 hours per week at a private gymnastics facility. Director Giles moved, and Director Applegate seconded the motion to approve the exemption as submitted. Motion passed with all ayes 5-0.

B. Approval of Participation in Student Concussion Survey

Dr. William Watson, Director of Activities and Community Education, requested approval for student participation in a Survey of Concussion History and Concussive Education through Mercy Hospital. The survey would be administered by the Activities Office to students involved in Football, Soccer, Basketball, Wrestling, and Cheerleading between February 15, and May 1, 2016; and students may opt out as they wish. Director Cabildo moved, and President Gunnare seconded the motion to approve survey participation. Motion passed with all ayes 5-0.

C. Annual Human Resources Report

Mark Lane, Director of Human Resources, presented District human resources data, including staffing demographics and teacher salary comparisons with other districts. Mr. Lane also showed a detailed history of employee absence data and the department's action steps for retention strategy.

D. Approval of InfoSnap Agreement for Online Registration Services

The InfoSnap system was chosen by representatives of the Business Office and Registrar to improve the student registration process. The InfoSnap system is compatible with

existing software, and will be utilized for online fee payment. InfoSnap will retain 3.49% of all online fees collected on behalf of the District. Director Giles moved, and Director Cabildo seconded the motion to approve the InfoSnap agreement. Motion passed with all ayes 5-0.

E. Approval of SBRC Application for Dropout Prevention and At Risk Students

Keri Schlueter, Director of Student Services, presented information about the District's School Budget Review Committee (SBRC) application for modified state supplemental aid. The requested amount of \$409,717 is a significant reduction compared to prior years, due to changes in the application process and the District's carryover balance from prior years. Director Applegate moved, and Director Giles seconded the motion to approve the application as presented. Motion passed with all ayes 5-0.

F. Approval of DLR Group - Contract for Track Resurfacing

The Board of Directors had prioritized the High School track resurfacing project for completion during 2016. DLR Group submitted an amendment to the original master agreement for architectural services. Director Giles moved, and Director Applegate seconded the motion to approve the contract with DLR Group for the Track Resurfacing project. Motion passed with all ayes 5-0.

G. Approval of Change Order and Proposal Requests for Karen Acres Project

Director Cabildo moved and Director Giles seconded the motion to approve change orders in the amount of \$6,211.00 for electrical room placards and additional tote trays in cabinets. Motion passed with all ayes 5-0.

H. Approval of Pay Applications #2, #3, and #4 to Larson and Larson for Karen Acres Project

Director Giles moved and Director Cabildo seconded the motion to approve pay applications on the Karen Acres Project totaling \$1,116,911.41. Motion passed with all ayes 5-0.

I. Approval of Woodman Controls Update Project

Mr. John Lees recommended upgrades to the HVAC automated controls system in the amount of \$42,490.00. A Mid-American Energy incentive of \$24,940 is preapproved and would reduce the cost to \$17,550.00 and additional rebates may be available upon completion. Director Giles moved, and Director Applegate seconded the motion to approve the project. Motion passed with all ayes 5-0.

J. Discussion and Approval of Updates to Board Policy 228 – Board Policies

Steve Bass, Superintendent, requested approval of changes to Board Policy 228, to indicate that the District website is the dissemination method and not hard copy policy manuals in school buildings. Director Ruden moved, and Director Cabildo seconded

the motion to waive the first reading and approve second and final reading of changes to Board Policy 228 as presented. Motion passed with all ayes 5-0.

K. Learning Together Activity

Superintendent Steve Bass and Board Members discussed the January issue of *Board and Administrator*.

Report of the President

Board members and Superintendent Bass discussed possible work session topics for upcoming meetings.

Approval of Consent Agenda Items

- A. January 28, 2016 Board Meeting Minutes
- B. February 1, 2016 Board Meeting Minutes
- C. Open Enrollment into and out of the District
- D. Personnel Report
- E. Class of 2016 UHS and Metro West Semester Graduates
- F. Addendum to Wellmark Master Services Agreement
- G. Agreement with Kinum Collection Services
- H. Agreement with Otis Elevator Company
- I. Acceptance of Financial Reports for January 2016
- J. Bills for Payment

Director Giles moved, and Director Applegate seconded the motion to approve the consent agenda items A through J. Motion passed with all ayes 5-0.

Adjourn

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

ATTEST:

Shelly Chyn 3/28/16
Board Secretary Date

[Signature] 4/11/16
Board President (Vice) Date

These minutes are unofficial until approved by the Board of Directors at their meeting on March 28, 2016.