

**URBANDALE COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS' MEETING
MONDAY, MARCH 28, 2016
BOARD MEETING – 7:00 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 7:00 P.M. Upon roll call, the following members were present: Directors Aaron Applegate, Aldrich Cabildo, Katherine Howsare, and Tanya Ruden, Vice President Cate Newberg, and President Gunnare. Director Graham Giles was absent.

Approval of Agenda

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

Report of the President

Approval of Revisions to Board Mission Statement

Directors discussed final revisions to their mission statement. Director Ruden moved, and Director Applegate seconded the motion to approve the following Board of Directors' Mission Statement:

*Partnering with stakeholders to teach and reach all,
by forming District policy and operating protocols.*

Motion passed with all ayes 6-0.

Report of the Superintendent of Schools

Certified Budget Presentation - 2016-2017 School Year

Shelly Clifford, Chief Financial Officer, presented an overview of the Certified Budget process for 2016-17. Ms. Clifford and the Board of Directors discussed financial targets for solvency and balance of spending authority.

Set Public Hearing Date for 2016-2017 Certified Budget

Shelly Clifford, Chief Financial Officer, recommended April 11, 2016 at 7:00 P.M. at the Urbandale Middle School as the date, time, and place for a public hearing regarding the proposed 2016-2017 Certified Budget for the 2016-2017 fiscal year. Director Howsare

moved, and Vice President Newberg seconded the motion to approve publication of a hearing notice. Motion passed with all ayes 6-0.

Discussion and Approval to Publish Proposed 2016-2017 Certified Budget

Shelly Clifford, Chief Financial Officer, discussed a proposed 2016-2017 Certified Budget with the Board of Directors, using a State Supplemental Aid (SSA) percentage of 0%, since the Governor has not signed a bill to finalize school funding. A rate of 2.25% has passed both Senate and House of Representatives, and is expected to be signed by the Governor. The proposed budget with SSA of 0% includes a tax rate of \$17.70. The District will have an opportunity to adjust the budget if finalized funding on the SSA impacts the tax rate. Vice President Newberg moved, and Director Howsare seconded the motion to approve publication of the proposed budget as presented. Motion passed with all ayes 6-0.

Set Public Hearing Date for the 2016-2017 Metro West Learning Academic Calendar

Steve Bass, Superintendent, recommended April 11, 2016 at 7:00 P.M. at the Urbandale Middle School as the date, time, and place for a public hearing regarding the proposed 2016-2017 Metro West Academic Calendar. Vice President Newberg moved, and Director Applegate seconded the motion to approve publication of a hearing notice. Motion passed with all ayes 6-0

Set Board Meeting Dates - 2016-2017 School Year

Steve Bass, Superintendent, and board members discussed the proposed Board of Directors' meeting dates for the upcoming 2016-2017 school year. Slight revisions were made, and then Director Ruden moved, and Director Applegate seconded the motion to approve the dates. Motion passed with all ayes 6-0. The meeting dates will be posted on the District website.

Set Hearing Date and Bid Date - High School Track Resurfacing

Shelly Clifford, Chief Financial Officer, recommended setting April 25th, 2016 as the hearing date, and April 19th as the bid date for the High School track resurfacing project. Vice President Newberg moved, and Director Howsare seconded the motion to approve publication of the hearing notice. Motion passed with all ayes 6-0.

Discussion and Approval of Food Service Software System Purchase

Cathy Conklin, Nutrition Services Director, and Shelly Clifford, Chief Financial Officer, requested approval to purchase the PrimeroEdge Food Service Software System. The vendor was chosen among others who answered a request for proposals for the new system. Vice President Newberg moved, and Director Applegate seconded the motion to approve purchase of the new system. Motion passed with all ayes 6-0.

Discussion and Approval of Proxy Card Time Card System Purchase

Mark Lane, Human Resources Director, and Steve Bass, Superintendent, requested approval for purchase and Installation of 16 proxy card time clocks, from TouchPoint Kiosk throughout the District. Total cost, including the equipment is \$39,200, to be paid from PPEL fund. An additional \$2,400 will be the costs for annual service and support in future years. Vice President Newberg moved, and Director Howsare seconded the motion to approve the purchase. Motion passed all ayes 6-0.

President Gunnare left the meeting at 8:45 P.M.

Discussion and Approval of Naviance Career Track Software for HS and MS

Jason Volmer, Coordinator of Special Education, and Steve Bass, Superintendent, requested approval for purchase of Naviance Career Track Software for the High School and Middle School. The system will be used for career tracking purposes by students, as required by Iowa Code. Initial cost of the system will be \$18,075, and \$11,078 for the following year. Director Howsare moved, and Director Aldrich seconded the motion to approve purchase of the Naviance system. Motion passed with all ayes 5-0.

Discussion and Approval of Follett Library Software System Purchase

Crista Carlile, Director of Teaching and Learning, and Steve Bass, Superintendent, requested approval for purchase of the Follett Destiny Solution Software Suite for the Library. The total purchase price will be \$24,315.14, with the Annual Licensing and Maintenance costs totaling \$9,047.00. Director Howsare moved, and Director Applegate seconded the motion to approve the Follett Software purchase. Motion passed with all ayes 5-0.

Learning Together Activity

Steve Bass, Superintendent, and the Board members discussed the February issue of *Board and Administrator*.

Consent Agenda Items

- A. Approval of Monday, March 7, 2016 Board Meeting Minutes
- B. Approval of Open Enrollment
- C. Approval of Personnel Report
- D. Approval of Spanish Program Field Trip Summer 2017
- E. Approval of German Program Field Trip Summer 2016
- F. Approval of Olmsted Elementary Henry Doorly Zoo Field Trip Request
- G. Approval of Webster Elementary Henry Doorly Zoo Field Trip Request
- H. Approval of Mowing Contract for 2016 – 2018 with The Grounds Keeper Co.

- I. Acceptance of Donated Sculptures from Quality Manufacturing, and the Approval to Install Sculptures on District grounds.
- J. Approval of Student Teaching, Field Experience and Practicums with Buena Vista University
- K. Approval of Student Teaching, Field Experience and Practicums with University of Northern Iowa
- L. Approval of Luther College Clinical Field Experience Contractual Agreement for the 2016-2017 Academic Year.
- M. Approval of Agreement with Educatius International
- N. Approval of a Change Order for the KA Project
- O. Approval of the Imaging Technologies Copier Maintenance Agreement for Webster Elementary
- P. Approval of Transfer From Building Trades Fund to the General Fund
- Q. Approval of Voya Life Insurance Renewal
- R. Approval of Voya Disability Insurance Renewal
- S. Acceptance of Financials for February
- T. Approval to Pay Bills

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

Adjourn

Director Howsare moved, and Director Ruden seconded the motion to adjourn the meeting at 9:45 P.M. Motion passed with all ayes 5-0.


 Board President (Vice) 4/11/16
Date

ATTEST:


 Board Secretary 4/11/16
Date

These minutes are unofficial until approved by the Board of Directors at their meeting on April 11, 2016.