

**URBANDALE COMMUNITY SCHOOL DISTRICT  
BOARD OF DIRECTORS' MEETING  
MONDAY, MAY 19, 2014  
BOARD WORK SESSION – 5:30 P.M.  
URBANDALE HIGH SCHOOL, 7111 AURORA AVENUE  
BOARD MEETING – 7:00 P.M.  
URBANDALE HIGH SCHOOL, 7111 AURORA AVENUE  
ADAM OBRECHT, PRESIDENT**

**Call to Order and Roll Call**

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

**Approval of Agenda**

Director Wierson moved, and Director Gunnare seconded the motion to approve the agenda as posted. Motion carried with all ayes 4-0.  
Director Giles arrived at 5:37 P.M.

**Board Systems Work**

The Board of Directors began discussions around the Baldrige model for board growth and District alignment.

At 6:30 P.M. President Obrecht announced a 30 minute Recess for the Retiree Reception.

**Call to Order and Roll Call**

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

**II. Approval of Agenda**

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

**III. Retiree Recognition 2013 – 2014**

Superintendent Stilwell introduced each retiree and spoke about their career and years of service.

Brenda Auxier – Mailey	16 years	Administration Office
Deb Bentzinger	26 years	Olmsted Elementary
Cheryl Cunningham	27 years	Urbandale High School
Mary Dahlby	21 years	Urbandale High School
Tom Dale	22 years	Karen Acres Elementary
Marykay Gillam	29 years	Urbandale High School
Marsha Frakes	9 years	Urbandale High School

Linda Horner	17 years	Metro West
Martha Hutzell	15 years	Urbandale High School
Patricia Kingfield	45 years	Olmsted Elementary
Mary Lumley	39 years	Urbandale High School
Lisa Langan	20 years	Karen Acres Elementary
Lou Ann McClain	27 years	Administration Office
Nancy McClanahan	41 years	Olmsted Elementary
Gloria Peters	27 years	Urbandale High School
Leslie Sheridan	26 years	Urbandale High School
Marianne Smith	42 years	Olmsted Elementary
Joanne Sofen	16 years	Urbandale High School
Linda Templeman	23 years	Urbandale High School

#### **Communication from the Public**

High School 12<sup>th</sup> Grade students Jacob Thompson, Sam Plank, Sarah Leonhart, and Paige Dannenfield spoke to the Board of Directors about the High School Student Handbook. They believe the handbook is unconstitutional in prohibiting clothing with satanic symbols.

#### **Consent Agenda Items**

- A. Minutes of the Monday, May 5, 2014 Board meeting as submitted,
- B. Open Enrollment of ten students into the district, and three students enrolling out for the 2013 – 2014 school year. Nine students into the district, and five students out of the district for the 2014 – 2015 school year. Open Enrollment request of four students into the district for the 2013 – 2014 school year has been denied. One student denied the request to open enroll out of the district for the 2014 – 2015 school year,
- C. Personnel Report as submitted,
- D. Indemnification and Hold Harmless Agreement with UCAN,
- E. Drake University Head Start Agreement,
- F. United Way of Central Iowa 2013 – 2014 Investment Agreement,
- G. Food Service Job Descriptions,

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

#### **VI. Report of the Superintendent of Schools**

##### **A. Approval of Information Technology Purchase Request**

Josh Whitver, Manager of Information Systems, provided the Board with an update on the Urbandale Community School District's technology department and a technology purchase proposal. The \$560,867 proposal primarily calls for additional Chromebooks, MacBooks, and charging carts for classrooms, and some scheduled replacement units for some faculty machines. Ms. Clifford, CFO, reported that the purchase would be funded with a mix of PPEL funds and Sales Tax funds. The Technology Steering Committee would decide on the exact breakdown of quantities for each type of unit. Director Newberg moved, and Director Gunnare seconded the motion to approve the technology purchases as presented. Motion passed with all ayes 6-0.



B. Silver Cord Program Update

Director Cate Newberg discussed opportunities that the Silver Cord Program offers at Urbandale High School. The Urbandale Community Action Network (UCAN) donated the cords for seniors who had earned the distinction to wear at their graduation ceremony.

C. Approval of Computer Coding Class at Urbandale High School

Lou Ann McClain, Director of Curriculum and Assessment, recommended approval for the addition of a computer coding class at Urbandale High School beginning in the 2014 – 2015 school year. Director Newberg moved, and Director Giles seconded the motion to approve the computer coding class as presented. Motion passed with all ayes 6-0.

D. Facility Funding Sources

Dr. Doug Stilwell, Superintendent, shared details of potential funding sources for future facility improvements based on financial forecasting work by Piper Jaffray Co, Inc.

E. Discussion and Approval of the 2014 – 2015 Master Contract with the Urbandale Education Association (UEA)

The negotiations teams reached a tentative agreement on the 2014 – 2015 UEA Master Contract. The UEA union voted to ratify, and the District Administration recommended Board of Directors' approval. The Human Resources Department submitted a list of contracted employees subject to the UEA Master Contract. Shelly Clifford, CFO, submitted the financial details of the agreement, showing the total package increase of 3.56% includes a 1.25% plus \$1,425 increase to salary and no change to insurance flex monies. This equates to a 3.89% average salary increase. Other notable changes are: Extra Duty Pay salary schedule base generator increased by \$900; Supplemental Pay increased from \$23.00 per hour to \$26.00 per hour; and the number of sick leave days that new hires can bring with them to the District increased from 10 days to 15 days. Director Gunnare moved, and Director Applegate seconded the motion to approve the UEA Master Contract agreement for 2014-15. Motion passed with all ayes 6-0.

F. Discussion and Approval of Administrative Compensation Package

Dr. Doug Stilwell, Superintendent, and Shelly Clifford, Chief Financial Officer, discussed recommendations on a compensation package increase for District Administrators. Dr. Stilwell and Ms. Clifford recommended introducing a new Tax Sheltered Annuity program (TSA) as part of the Administrator total package. The program calls for a District paid TSA of 1% in 2014-15, increasing by 1% each year to a maximum of 5% of base salary. The Administrator would be required to contribute an equal amount each year to receive the District paid TSA matching contribution. For 2014-15, the recommended salary increase was 3%, which, in addition to the 1% TSA and related payroll tax savings, equals the 3.89% salary increase that all other District staff received. Director Wierson moved, and Director Newberg seconded the motion to approve the compensation package as proposed for District Administrators. Motion passed with all ayes 6-0.

G. Discussion and Approval of Substitute Pay Increase

Maggie Lichtenberg, Human Resource Manager, provided information on substitute pay rates as compared with other area school districts. Ms. Lichtenberg recommended an increase in substitute pay for the 2014 – 2015 school year, in order to remain competitive in attracting substitutes to fill vacancies. The Board of

Directors discussed the competitive rates in other districts. Director Gunnare moved, and Director Newberg seconded the motion to set the daily rate for substitutes at \$120, an increase of \$15 per day. Motion passed with all ayes 6-0.

**H. Accept the Financial Report**

Shelly Clifford, Chief Financial Officer, requested acceptance of the financial reports through April 2014. Director Wierson moved, and Director Newberg seconded the motion to accept the financial reports as presented. Motion passed with all ayes 6-0.

**I. Authorization to Pay Bills**

Shelly Clifford, Chief Financial Officer, requested approval to pay the bills as submitted, totaling \$524,946.48. Director Newberg moved, and Director Applegate seconded the motion to approve the payment of bills as submitted. Motion passed with all ayes 6-0.

**Discussion of Other Matters**


Shelly Clifford, Chief Financial Officer, reported that the District's tax rate will decrease by 5 cents for 2014-15. The District's certified budget called for a rate of \$17.62 per \$1000 of taxable valuation. Due to Legislative changes with regard to the mix of State Aid and property tax, the rate will decrease to \$17.55.

**Adjourn**

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

 6/9/14  
Board President Date

ATTEST:

  
Board Secretary Date

These minutes are unofficial until approved by the Board of Directors at their meeting on June 9, 2014.