

**URBANDALE COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS' MEETING
MONDAY, MAY 5, 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 Graham Giles, Chris Gunnare, Cate Newberg, Mark Wierson, and President Obrecht. Vice President Kyle Kruidenier and Director Aaron Applegate were absent.

Approval of Agenda

Director Gunnare moved, and Director Newberg seconded the motion to approve the agenda as posted. Motion carried with all ayes 5-0.

Review Background of Facility Committee Work

Superintendent Dr. Doug Stilwell provided background information about the Facility Committee's work with regard to elementary school building configurations. He reviewed the work of a demographer, which provided future enrollment projections for each elementary school building. Dr. Stilwell also reviewed the results of a parent survey, which indicates maintaining smaller classroom sizes is more important to the community than maintaining smaller schools.

Review and Discuss Facility Committee's Recommendation for Guiding Principles

Dr. Stilwell and the Board of Directors discussed the committee's recommendation for guiding principles with regard to the facility configuration for the elementary school program.

Review Building Operating Costs and Projected Remodel Costs per Building

Dr. Stilwell presented total current operating costs for each building, along with the operating cost per student. Rob Collins from DLR Group, Des Moines, presented several options to reconfigure the elementary facilities according to enrollment projections and for operating cost efficiencies. He provided estimates of construction costs per square foot for new construction and remodel work.

Discuss Next Steps, Based on Guiding Principles

Dr. Stilwell presented a list of Guiding Principles for Elementary Facilities Planning for the Board of Directors' consideration. Directors discussed the 6 principles and took action on them later in the regular meeting – see details in minutes of regular meeting.

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

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 Graham Giles, Chris Gunnare, Cate

Newberg, Mark Wierson, and President Obrecht. Vice President Kyle Kruidenier and Director Aaron Applegate were absent.

Approval of Agenda

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

Student Senate Report

Middle School Student Senate representatives Leah Ingraham 8th grade, and Taryn Robertson, 7th grade, reported that the Recycle Club sent 240 pairs of shoes to Nike for recycling. They also updated the Board about their successful toy drive, fundraising events, and Boxes of Love treats sent to soldiers overseas. High School Student Senate President Quinn Prescott reported about fundraising efforts to purchase water bottle fillers on High School water fountains.

Communication from the Public

- John Hollebrands, 4217 86th Street, Urbandale, noted that estimated costs for certain Elementary facility upgrades could cost as much as \$10 million and he wonders where that funding would come from.
- High School student Jacob Thompson said he believes the Urbandale High School Student Handbook's clothing policy is unconstitutional.

Consent Agenda Items

- A. Minutes of the Monday, April 21, 2014 Board meeting as submitted,
- B. Open Enrollment of seven students into the district, and no students enrolling out for the 2013 – 2014 school year. No students into the district, and no students out of the district for the 2014 – 2015 school year.
- C. Personnel Report as submitted,
- D. 2014 List of High School Graduates,
- E. 2014-15 Contract for Activities Event Management Coverage with Contemporary Services Corporation,
- F. Overnight Travel Request for the HS Wrestling Team to Wartburg College Wrestling Team Camp, Waverly, IA – June 21-24, 2014 or June 26-29, 2014,
- G. Maintenance Renewal for Accounting Software with Weidenhammer,
- H. Food Service Job Descriptions,
- I. Intergovernmental Agreement for School-Based Supervision Program with the Department of Human Services,
- J. Metro West Learning Academy's 2014-15 Calendar,

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

Report of the Superintendent of Schools

A. School Board Recognition Month

School Board members volunteer countless hours of time each year to provide the best possible education for every Urbandale student. The month of May has been designated as Iowa School Board Member Recognition Month to celebrate and thank local school board members. This year's theme is "Educate! Advocate! Celebrate!" recognizes that Iowa's volunteer school board members are providing leadership, through responsibilities ranging

from strong financial stewardship to ensuring high-quality curriculum, to make sure all students are prepared for a bright future when they graduate.

Superintendent Dr. Stilwell took the opportunity to thank the men and women that govern Urbandale's education system: Adam Obrecht, Kyle Kruidenier, Aaron Applegate, Graham Giles, Christopher Gunnare, Cate Newberg and Mark Wiersen.

B. Teacher Appreciation Week Proclamation

Dr. Doug Stilwell and the Board of Directors discussed their appreciation for the dedicated Urbandale teachers. Director Gunnare moved, and Director Giles seconded the motion to proclaim that Teacher Appreciation Week in the Urbandale Community School District shall be May 5 – 9, 2014. Motion passed with all ayes 5-0.

C. Approval of Elementary Facility Guiding Principles

Dr. Doug Stilwell, Superintendent, reviewed the following list of proposed guiding principles for development of a long-term elementary facility plan:

1. Kindergarten program at every elementary school
2. Use 24 students per classroom as a general rule for calculating the number of sections.
3. Reduce the number of buildings that serve K-5 population for greater administration efficiencies and reduced cost per student.
 - a. Criteria for selecting the building(s):
 - i. Ability to expand the building, cost to remodel
 - ii. Proximity to other buildings
 - iii. Ability to repurpose the building for Preschool or Administrative use.
4. Use 5-year demographic information for planning building sizes.
5. Create build-out options to be implemented when student enrollments warrant a larger and/or new elementary building.
6. Where room permits, build out gym space for better flexibility with cafeteria and for community recreation use.

The Board of Directors discussed these guiding principles during the work session held prior to the regular meeting. Director Newberg moved, and Director Gunnare seconded the motion to approve the list of guiding principles. Motion passed with all ayes 5-0.

D. Annual Energy Report

Damon Staker, Energy Education Manager, presented his annual update on Energy Education in the District. He reported that the District has cumulative energy savings of nearly \$2.4 million during the program's 15 years.

E. Approval of United Electrical, Radio and Machine Workers' (UEW) and All Classified Staff Wage and Salary Increases for 2014 – 2015

Dr. Doug Stilwell, Superintendent, and Shelly Clifford, Chief Financial Officer, reviewed details of the United Electrical, Radio and Machine Workers' (UEW) master contract negotiations and the Classified Staff wage and salary increases for 2014 – 2015. The UEW agreement, which was ratified by union membership, called for step movement plus a 2.25% increase to each wage on the schedule. Additionally, longevity pay increased

by \$.10/hour and Class 1 and 2 wages increased by an additional \$.20/hour. The total package increase is 3.31%, and the average wage increase is 3.88%. Dr. Stilwell and Ms. Clifford proposed the same wage increase to all other non-union classified staff, as has been done in past years. Director Giles moved, and Director Wierson seconded the motion to approve the UEW and all other non-union Classified Staff wage and salaries increases for 2014-15 as proposed. Motion passed with all ayes 5-0.

F. Approval for Sale or Disposal of District Equipment

Shelly Clifford, Chief Financial Officer, provided a list of items that had been identified for sale or disposal. The list included the portable classroom at Olmsted, office equipment such as desks, tables, chairs, and file cabinets; classroom equipment such as student chairs, desks, tables, and chalkboards; technology equipment such as computers, monitors, TV's, media players, projectors, and storage carts; and various electrical, plumbing, and maintenance items. Ms. Clifford also asked for the Board of Directors' approval to sell or dispose of any additional office or classroom equipment that may be identified before end of fiscal year, and that any unsold or unsalable items could be disposed of. Director Newberg moved, and Director Wierson seconded the motion to approve the items listed and other similar items identified for sale or disposal. Motion passed with all ayes 5-0.

G. Review and Approval of Administrative Restructure Plan

Dr. Doug Stilwell, Superintendent, presented an administrative restructure plan for the District. Most notable changes are creation of a full-time Human Resources Director, who will evaluate elementary principals and provide general oversight of elementary programing. The Curriculum Director position title would be changed to Director of Teaching and Learning, and will oversee the Student Services and Special Education Coordinators, and also evaluate secondary principals. The plan also calls for creation of a Coordinator of Quality/Continual Improvement position that will oversee technology managers. Director Wierson moved, and Director Gunnare seconded the motion to approve the restructured Administrative Organizational Chart as presented. Motion passed with all ayes 5-0.

H. Authorization to Pay Bills

Shelly Clifford, Chief Financial Officer, requested approval to pay the bills as submitted, totaling \$424,241.98. Director Newberg moved, and Director Gunnare seconded the motion to approve the payment of bills as submitted. Motion passed with all ayes 5-0.

Discussion of other Matters

Director Giles reported that he represented the District in casting a vote for Randy Ripperger for Polk County Assessor. Superintendent Stilwell reminded Board Members that graduation ceremonies will be held May 22nd.

Adjourn

Director Gunnare moved, and Director Newberg seconded the motion to adjourn the meeting at 8:15 P.M. Motion passed with all ayes 5-0.



5/19/14

Board President

Date

ATTEST:

Shelly Clived 5/19/14
Board Secretary Date

These minutes are unofficial until approved by the Board of Directors at their meeting on May 19, 2014.