

**URBANDALE COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS' MEETING
URBANDALE CITY HALL – 3600 86TH STREET
MONDAY, SEPTEMBER 30, 2013
BOARD MEETING – 7:00 P.M.
ADAM OBRECHT, PRESIDENT**

Call to Order and Roll Call

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

Approval of Agenda

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

Communication from the Public

There was no communication from the Public

Quality Update

Dottie Abrahamson, Second Grade Teacher at Jensen Elementary, updated the Board on the quality/continual improvement work occurring in her classroom. Students Cierra Bemisdarfer, Hunter Hanisch, and Melissa Livadic provided details of several learning strategies they are involved with in their classroom.

Consent Agenda Items

- A. Minutes of the Monday, September 16, 2013 board meeting as submitted,
- B. Personnel Report,
- C. Approval of Out of State Travel Request for High School Show Choir to attend Gretna Primetime Show Choir Competition, January 11, 2014, Gretna, NE,
- D. Approval of Imaging Technologies Copier Maintenance Agreement,
- E. Approval of 1989 Urbandale Community Schools Health Insurance Cafeteria Plan document, updated and reinstated for 2013,
- F. Approval of Right of Entry for Verizon Wireless, to determine possible cell equipment location.

Director Gunnare moved, and Director Newberg seconded the motion to remove item D for separate consideration. Motion passed with all ayes 6-0. Director Wierson moved, and Vice President Kruidenier seconded the motion to approve consent agenda items A, B, C, E, and F as submitted. Motion passed with all ayes 6-0. The Board of Directors discussed copier maintenance agreement terms.

Director Gunnare moved, and Vice President Kruidenier seconded the motion to table item D in order to explore options for different contract terms and pricing. Motion passed with all ayes 6-0.

Report of the Superintendent of Schools

A. District Hiring Procedures and Background Checks

Mark Lane, Director of Human Resources, discussed the process and requirements that their department performs when hiring new employees.

B. TalentEd Records Professional Program Approval

Mark Lane, Director of Human Resources, and Maggie Lichtenberg, Human Resources Manager, presented information about Netchemia's agreement for TalentEd, an electronic personnel records system. Dr. Stilwell reported that the TalentEd system would integrate with other existing District software systems and recommended approval. Director Gunnare moved, and Director Newberg seconded the motion to approve the TalentEd agreement. Motion passed with all ayes 6-0.

C. HIPAA Business Associate Agreement Approval

Dr. Doug Stilwell, Superintendent, recommended review and approval of the HIPAA Business Associate Agreement for Wellmark Self-Funded Accounts. Director Newberg moved, and Vice President Kruidenier seconded the motion to approve the agreement. Motion carried with all ayes 6-0.

D. Approval to Request Modified Allowable Growth for Excess Costs of Special Education Programing

Shelly Clifford, Chief Financial Officer, explained that the cost to educate special education students in fiscal year 2012-13 was \$702,046 in excess of the funding received. Therefore, with Board of Directors' approval the District may request modified allowable growth to recoup that amount of extra spending authority used. Director Wierson moved, and Director Gunnare seconded the motion to approve of a request for modified allowable growth in the amount of \$702,046. Motion passed with all ayes 6-0.

E. Discussion of Purchasing Card (P-card) Program

Shelly Clifford, Chief Financial Officer, discussed the P-card Program, a strategic plan initiative, to familiarize new board members with the program. The program was developed for schools by the Illinois Association for School Business Officials. More than sixty Iowa schools participate, along with hundreds of other schools in 13 states. Directors requested rebate percentage comparisons with other credit card companies before further implementation of the program.

F. ACT Report

Dr. Doug Stilwell, Superintendent, shared the ACT Report with the Board of Directors. The report reflects the achievement of the District's graduates on the ACT over time, and indicates that Urbandale students score higher college readiness than State averages in all courses.

G. Review and Approval of Superintendent Goals for 2013-14

Dr. Stilwell proposed five professional goals for the Superintendence: 1. Continue to promote, deploy, and monitor system-wide quality improvement practices throughout the District, with a focus on student learning. 2. Prioritize, deploy, and monitor the District's strategic plan. 3. Develop a more focused facilities plan with short and long-term options. 4. Monitor and report progress on school and department improvement goals. 5. Develop formal / informal processes to recognize individuals and work teams for contributions to the achievement of District goals. Director Wierson moved, and Director Newberg seconded the motion to approve the Superintendent Goals for 2013-14. Motion passed with all ayes 6-0.

H. Accept the Financial Report for Student Activity Funds

Shelly Clifford, Chief Financial Officer, submitted a year-to-date Student Activity Fund report. Ms. Clifford and the Board of Directors discussed a review of individual accounts to identify those that will instead be accounted for in the general fund or agency fund, as appropriate. Directors requested that future reports indicate the sponsor or staff member responsible for each individual activity. Director Newberg moved, and Director Gunnare seconded the motion to accept the Student Activity Fund financial report. 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 \$382,505.87. Director Newberg moved, and Vice President Kruidenier seconded the motion to approve the payment of bills as submitted. Motion passed with all ayes 6-0.

Report of the President

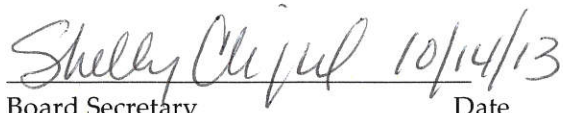
President Obrecht discussed setting Board of Education Goals for 2013-14. The Board of Directors chose Graham Giles as their IASB delegate.

Adjourn

Director Newberg moved, and Vice President Kruidenier seconded the motion to adjourn the meeting at 9:35 P.M. Motion passed with all ayes 6-0.


Board President 10/14/13
Date

ATTEST:


Board Secretary 10/14/13
Date

These minutes are unofficial until approved by the Board of Directors at their meeting on October 14, 2013.