



# URBANDALE COMMUNITY SCHOOL DISTRICT

**Our Mission:** Teaching All—Reaching All

**Our Vision:** Urbandale will be a school district that brings learning to life for everyone.

Website: [urbandaleschools.com](http://urbandaleschools.com) | Twitter: @UrbandaleSchool | YouTube: UrbandaleSchoolsIA

## DIRECTORY OF INFORMATION

### For information about....

- something that takes place in a classroom your child attends, call the teacher.
- school rules, schedules, special events, etc., call the school principal.
- policies and other matters of a district-wide nature, call the superintendent’s office.
- the answers you were given at the prior level, contact the office of the next level.

If you have a concern, the best place to begin is with those people directly involved and responsible for the situation, usually people in the specific school; the teacher and/or principal. It is there that most problems can be quickly and productively resolved. If questions/concerns still remain, please contact the superintendent. Then, if you're convinced further action is required, the board is available to hear your concerns.

### Board of Education:

			<u>Term Expires</u>
President:	Graham Giles	515-252-4361	2017
Vice President:	Tanya Ruden	515-457-1817	2019
Directors:	Aaron Applegate	515-339-6842	2017
	Aldrich Cabildo	515-222-2318	2019
	Chris Gunnare	515-327-0179	2017
	Katherine Howsare	515-490-3911	2019
	Cate Newberg	515-278-9712	2019

### Superintendent's Office:

11152 Aurora Avenue  
Urbandale, Iowa 50322  
Phone #: 515-457-5000  
Fax #: 515-457-5018

Superintendent: Steve Bass [basss@urbandaleschools.com](mailto:basss@urbandaleschools.com)  
Administrative Asst: Julie Mitchell [mitchellj@urbandaleschools.com](mailto:mitchellj@urbandaleschools.com)

The Superintendent serves as the Chief Executive Officer of the School Board. Responsibilities include supervision of the district's educational program, finances, personnel, long range planning, interpreting policies, public communications, and recommending to the Board needed policies and programs to improve operation of the district.

All telephone calls, walk-ins, or staff inquiries for the superintendent are to be routed through the superintendent's administrative assistant.

**Chief Financial Officer/Board Secretary:**

Shelly Clifford

515-457-5003

[cliffords@urbandaleschools.com](mailto:cliffords@urbandaleschools.com)

Responsible for the organization and operation of the financial and business affairs including accounting, payroll, budget, the annual District audit, purchasing, fixed assets, insurance, flex spending, workman's comp, Board of Education minutes, and other business-related functions.

**Associate Superintendent of Human Resources and Operations:**

Mark Lane

515-457-5014

[lanem@urbandaleschools.com](mailto:lanem@urbandaleschools.com)

Responsible for providing leadership and direction for district human resources and support service operations, administers Master Agreements and Board Policy related to hiring, employment, and evaluation. Ensures compliance with all federal and state employment law, and Iowa Board of Educational Examiners standards. Also assists in planning and preparation of district budgets related to certified and classified staffing.

**Director of Quality & Continual Improvement:**

Denise Wood

515-457-5023

[woodd@urbandaleschools.com](mailto:woodd@urbandaleschools.com)

Responsible for coordinating strategic planning processes across the district including the district, department, building, classroom, and student level strategic plans. Coordinates the deployment and work of instructional coaches and monitors and supports implementation of quality and continual improvement principles and practices across the district including the writing of the district's annual Iowa Recognition for Performance Excellence application and coordinates the on boarding of all new teacher hires including the mentoring and induction requirements from the State of Iowa.

**Director of Teaching & Learning:**

Crista Carlile

515-457-5001

[carlilec@urbandaleschools.com](mailto:carlilec@urbandaleschools.com)

Responsible for leadership in the areas of curriculum, instruction, assessment and accountability, including state and federal accountability requirements, Curriculum review and implementation, professional development, department-level strategic plans, and other teaching and learning functions.

**Director of Nutrition Services:**

Cathy Conklin

515-457-6912

[conklic@urbandaleschools.com](mailto:conklic@urbandaleschools.com)

Directs the school nutrition programs, including breakfast, lunch, and a la carte. Responsible for managing student special dietary needs and food allergies, overseeing the School Dining System, and assists with promotion of District wellness activities.

**Director of Activities & Community Education:**

Dr. William Watson

515-457-6945

[watsonb@urbandaleschools.com](mailto:watsonb@urbandaleschools.com)

Responsible for providing leadership and direction in the athletic programs, coordinates 6th-12th grade athletic schedules and transportation, assists in student discipline referrals & academic eligibility, manages athletic budget, writes coaches evaluations, and supervises events. Also assists in the preparation of individuals for democratic citizenship, providing individuals with means for economic improvement and cultural development, and enriching the personal lives of the participants.

## **Buildings & Maintenance Supervisor**

John Lees

515-457-6879

[leesj@urbandaleschools.com](mailto:leesj@urbandaleschools.com)

Responsible for buildings and grounds maintenance, deliveries, environmental safety, equipment maintenance repair, summer maintenance projects, special projects/events, and custodial personnel.

## **Coordinator of Student Services**

Dr. Keri Schlueter

515-457-5004

[schlueterk@urbandaleschools.com](mailto:schlueterk@urbandaleschools.com)

Responsible for leadership in the areas of English Learners and services for at-risk students and families. Supervises student enrollment (open enrollment, foreign exchange/international students, home school). Serves as one of the districts equity coordinators.

## **Coordinator of Student Special Education**

Jason Volmer

515-457-5024

[volmerj@urbandaleschools.com](mailto:volmerj@urbandaleschools.com)

Responsible for district leadership and management of special education, including efforts to identify students who may have disabilities, and ensuring all students with disabilities receive a Free and Appropriate Public Education. Also responsible for Leadership of the counseling program, and section 504 accommodations.

## **Urbandale High School**

7111 Aurora Avenue

Urbandale, Iowa 50322

Phone #: 515-457-6800

Fax #: 515-457-6810

Principal: Dr. Brian Coppess

Associate Principal: Tim Carver

Assistant Principal: Dania Wilson

Principal Secretary: Chris Bergman

Nurse: Brenda Ness

[coopessb@urbandaleschools.com](mailto:coopessb@urbandaleschools.com)

[carvert@urbandaleschools.com](mailto:carvert@urbandaleschools.com)

[wilsond@urbandaleschools.com](mailto:wilsond@urbandaleschools.com)

[bergmanc@urbandaleschools.com](mailto:bergmanc@urbandaleschools.com)

[nessb@urbandaleschools.com](mailto:nessb@urbandaleschools.com)

## **Urbandale Middle School**

7701 Aurora Avenue

Urbandale, Iowa 50322

Phone #: 515-457-6600

Fax #: 515-457-6610

Principal: Loren DeKruyf

Associate Principal: Jennifer Silvay

Principal Secretary: Tiffany Zmolek

Nurse: Amy Stroud

[dekruyfl@urbandaleschools.com](mailto:dekruyfl@urbandaleschools.com)

[silvayj@urbandaleschools.com](mailto:silvayj@urbandaleschools.com)

[zmolekt@urbandaleschools.com](mailto:zmolekt@urbandaleschools.com)

[strouda@urbandaleschools.com](mailto:strouda@urbandaleschools.com)

## **Jensen Elementary School**

6301 Aurora Avenue

Urbandale, Iowa 50322

Phone #: 515-457-5100

Fax #: 515-457-5104

Principal: Brad Paul

Principal Secretary: Martha Raecker

Nurse: Susan Bruns

[paulb@urbandaleschools.com](mailto:paulb@urbandaleschools.com)

[raeckerm@urbandaleschools.com](mailto:raeckerm@urbandaleschools.com)

[brunss@urbandaleschools.com](mailto:brunss@urbandaleschools.com)

## **Karen Acres Elementary School**

3500 - 74th Street

Urbandale, Iowa 50322

Phone #: 515-457-5700

Fax #: 515-457-5704

Principal: Lara Justmann

Principal Secretary: Robin Van Roekel

Nurse: Jen Villegas

[justmannl@urbandaleschools.com](mailto:justmannl@urbandaleschools.com)

[vanroekelr@urbandaleschools.com](mailto:vanroekelr@urbandaleschools.com)

[villegasj@urbandaleschools.com](mailto:villegasj@urbandaleschools.com)

### **Olmsted Elementary School**

7110 Prairie Avenue  
Urbandale, Iowa 50322  
Phone #: 515-457-5800  
Fax #: 515-457-5804

Principal: Elyse Brimeyer  
Principal Secretary: Gina Cain  
Nurse: Susan Bruns  
Director of Adventuretime Family  
Services & Preschool: Ashley Myers  
Secretary of Adventuretime Family  
Services & Preschool: Deb Roetker

[brimeyere@urbandaleschools.com](mailto:brimeyere@urbandaleschools.com)  
[caing@urbandaleschools.com](mailto:caing@urbandaleschools.com)  
[brunss@urbandaleschools.com](mailto:brunss@urbandaleschools.com)  
  
[myersa@urbandaleschools.com](mailto:myersa@urbandaleschools.com)  
[roetkerd@urbandaleschools.com](mailto:roetkerd@urbandaleschools.com)

### **Rolling Green Elementary School**

8100 Airline Avenue  
Urbandale, Iowa 50322  
Phone #: 515-457-5900  
Fax #: 515-457-5904

Principal: Julia Taylor  
Principal Secretary: Linda Fees  
Nurse: Stephanie Barron

[taylorj@urbandaleschools.com](mailto:taylorj@urbandaleschools.com)  
[feesl@urbandaleschools.com](mailto:feesl@urbandaleschools.com)  
[barrons@urbandaleschools.com](mailto:barrons@urbandaleschools.com)

### **Valerius Elementary School**

3305 - 92nd Street  
Urbandale, Iowa 50322  
Phone #: 515-457-6500  
Fax #: 515-457-6504

Principal: Meredith Mauro  
Principal Secretary: Kate Johnson  
Nurse: Jen Villegas

[mauram@urbandaleschools.com](mailto:mauram@urbandaleschools.com)  
[johnsonk@urbandaleschools.com](mailto:johnsonk@urbandaleschools.com)  
[villegasj@urbandaleschools.com](mailto:villegasj@urbandaleschools.com)

### **Webster Elementary School**

12955 Aurora Avenue  
Urbandale, Iowa 50323  
Phone #: 515-331-8600  
Fax #: 515-331-8604

Principal: Erin Shearer  
Principal Secretary: Mary Gass  
Nurse: Heidi York

[shearere@urbandaleschools.com](mailto:shearere@urbandaleschools.com)  
[gassm@urbandaleschools.com](mailto:gassm@urbandaleschools.com)  
[yorkh@urbandaleschools.com](mailto:yorkh@urbandaleschools.com)

### **Metro West Learning Academy**

4420 NW Urbandale Dr.  
Urbandale, Iowa 50323  
Phone #: 515-727-6301  
Fax #: 515-727-6311

Director: Carla Krogman  
Secretary: Leigh Stamer

[krogmanc@urbandaleschools.com](mailto:krogmanc@urbandaleschools.com)

## Index of District Information

<b>Topic</b>	<b>Contact</b>	<b>Office Phone</b>
504/Spec. Education	Jason Volmer	515-457-5024
Accounting	Shelly Clifford/Steve Richman	515-457-5000
Accounts Payable	Shelly Clifford/Steve Richman	515-457-5000
Adventuretime/Preschool	Ashley Myers/Deb Roetker	515-457-5855
Alumni Information	urbandalehighschoolalumni@gmail.com	
Athletics	Dr. William Watson	515-457-6800
Board of Education	Graham Giles/Steve Bass	515-457-5000
Board Policies	Steve Bass	515-457-5000
Budget	Shelly Clifford/Steve Bass	515-457-5000
Buildings & Grounds	John Lees	515-457-6879
Bus Routes/Bus Stops	Sandy Walters	515-457-5011
Certified Enrollment	Dr. Keri Schlueter	515-457-5004
Contracts	Mark Lane	515-457-5014
Curriculum/Cont. Improve.	Crista Carlile/Denise Wood	515-457-5000
Custodial Staff	John Lees	515-457-6879
District Audit	Shelly Clifford/Steve Richman	515-457-5000
District Vehicles	John Lees	515-457-6879
Dual Enrollment	Sandy Walters	515-457-5011
Employment	Mark Lane	515-457-5014
Finance	Shelly Clifford/Steve Richman	515-457-5000
Fixed Assets	Shelly Clifford/Steve Richman	515-457-5000
Food & Nutrition	Cathy Conklin	515-457-6912
Homeless Students	Dr. Keri Schlueter	515-457-5004
Home-School/CPI	Dr. Keri Schlueter	515-457-5004
Human Resources Manager	Maggie Holton	515-457-5006
Insurance	Deb Boston	515-457-5012
Maintenance	John Lees	515-457-6800
Media Services	Dr. William Watson	515-457-6945
Medicaid Reimbursement	Jason Volmer	515-457-5024
Minor School License	Julie Mitchell	515-457-5000
Negotiations	Mark Lane/Shelly Clifford	515-457-5000
Open Enrollment	Danielle Corsaut	515-457-5007
Payroll	Deb Boston	515-457-5012
Registration	Sandy Walters	515-457-5011
Student Records	School Secretaries	
Substitute Teaching	Mark Lane	515-457-5014
Technology (IT) Support	Josh Whitver/Mark Spidle	515-457-6800
Textbook Orders	School Principals	
Title I Reading	Lara Justmann	515-457-5700
Transportation	Durham Student Services	515-276-4407
In-town Busing	Sandy Walters	515-457-5011
Urbandale Education Foundation	Steve Schuler, UEF Board President	515-473-8901
Website	Dena Soenke	515-868-1879
Workman's Comp	Shelly Clifford	515-457-5003