



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: www.urbandaleschools.com

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.

(See Policy 229: Complaint Procedures)

Board of Education:

			<u>Term Expires</u>
President:	Katherine Howsare	515-490-3911	2023
Vice President:	Sarah Schmitz	515-314-5762	2021
Directors:	Ashley Anderson	218-390-4160	2023
	Stacy Andersen	515-554-5495	2021
	Judy Downs	515-314-5762	2023
	Brianna Sayre Geiser	515-250-6703	2023
	Mark Smith	702-813-9001	2021

Superintendent's Office:

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

Superintendent:	Steve Bass	basss@urbandaleschools.com
Administrative Asst:	Julie Mitchell	mitchellj@urbandaleschools.com

The Superintendent serves as the Chief Executive Officer of the School District. 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:

Mary Beth Fast	515-457-5003	fastm@urbandaleschools.com
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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.

Director of Human Resources and Operations:

Loren DeKruyf	515-457-5014	dekruyfl@urbandaleschools.com
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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

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:

Dr. Crista Carlile

515-457-5001

carlilec@urbandaleschools.com

Responsible for leadership in the areas of curriculum, instruction, assesment and accountability, including state and federal accountability requirements, curriculum review and implementation, professional development, and other teaching and learning functions. Responsible for providing leadership and direction for middle and high school principals and Facilitators of Curriculum and Professional Development.

Director of Nutrition Services:

Jessy Sadler

515-457-6912

sadlerj@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

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

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

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 district's equity coordinators.

Coordinator of Equity & Inclusion, Title IX Coordinator:

Ryan Williamson

515-457-5025

williamsonr@urbandaleschools.com

Responsible for leadership surrounding the equitable and inclusive access to education throughout the district. Also provides leadership to ELP (extended learning programs), Professional School Counselors and FFO's (Facilitators of Family Outreach).

Coordinator of Special Education:

Shawna Shanahan

515-457-5024

shanahans@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.

Communications Manager:

Dena Claire

515-868-1879

quistd@urbandaleschools.com

Provides leadership and expertise in planning, development, and implementaton of district communications, public relations, marketing, and media relations. Builds understanding, connection and involvement in the mission, vision, and values of the district among school and community stakeholders.

Urbandale High School

7111 Aurora Avenue
Urbandale, Iowa 50322
Phone #: 515-457-6800
Fax #: 515-457-6810

Principal: Tim Carver
Associate Principal: Casey Goodhue
Dean of Students (A-K): Derek Wilkins
Dean of Students (L-Z): Jolee Donnelly
Principal Secretary: Brittany Hogue
Nurse: Brenda Ness

carvert@urbandaleschools.com
goodhuec@urbandaleschools.com
wilkinsd@urbandaleschools.com
donnellyj@urbandaleschools.com
hogueb@urbandaleschools.com
nessb@urbandaleschools.com

Urbandale Middle School

7701 Aurora Avenue
Urbandale, Iowa 50322
Phone #: 515-457-6600
Fax #: 515-457-6610

Principal: Jeremy Braden
Associate Principal: Jennifer Silvay
Dean of Students/Activities Director: Joe Blazeovich
Principal Secretary: Tiffany Zmolek
Nurse: Amy Stroud

bradenj@urbandaleschools.com
silvayj@urbandaleschools.com
blazeovichj@urbandaleschools.com
zmolekt@urbandaleschools.com
strouda@urbandaleschools.com

Jensen Elementary School

6301 Aurora Avenue
Urbandale, Iowa 50322
Phone #: 515-457-5100
Fax #: 515-457-5104

Principal: Elyse Brimeyer
Dean of Students: Kara Paulson
Principal Secretary: Martha Raecker
Nurse: Allison Fisher

brimeyere@urbandaleschools.com
paulsonk@urbandaleschools.com
raeckerm@urbandaleschools.com
fishera@urbandaleschools.com

Karen Acres Elementary School

3500 - 74th Street
Urbandale, Iowa 50322
Phone #: 515-457-5700
Fax #: 515-457-5704

Principal: Lara Justmann
Dean of Students: Kara Paulson
Principal Secretary: Robin Van Roekel
Nurse: Jen Villegas

justmannl@urbandaleschools.com
paulsonk@urbandaleschools.com
vanroekelr@urbandaleschools.com
villegasj@urbandaleschools.com

Rolling Green Elementary School

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

Interim Principal: Dania Wilson
Principal Secretary: Linda Fees
Nurse: Stephanie Barron

wilsond@urbandaleschools.com
feesl@urbandaleschools.com
barrons@urbandaleschools.com

Valerius Elementary School

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

Principal: Michelle Cole
Principal Secretary: Angie Jones
Nurse: Jen Villegas

colem@urbandaleschools.com
jonesal@urbandaleschools.com
villegasj@urbandaleschools.com

Webster Elementary School

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

Principal: Brandon Schrauth
Dean of Students: Malorie Todd
Principal Secretary: Mary Gass
Nurse: Sarah Bonnot

schrauthb@urbandaleschools.com
toddm@urbandaleschools.com
gassm@urbandaleschools.com
bonnots@urbandaleschools.com

Metro West Learning Academy

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

Director: Mike Moran
Secretary: Jamie Evans

moranml@urbandaleschools.com
evansj@urbandaleschools.com

Adventuretime Family Services & Preschool

11140 Aurora Avenue
Urbandale, IA 50322
Phone # 515-4574-5855

Director of Adventuretime: Ashley Myers
Preschool Assistant Director: Kellie Dickenson
Before & Afterschool Assistant Director: Rob Wisnewski
Secretary for Adventuretime: Deb Roetker

myersa@urbandaleschools.com
dickinsonk@urbandaleschools.com
wisnewskir@urbandaleschools.com
roetkerd@urbandaleschools.com

Index of District Information

<u>Topic</u>	<u>Contact</u>	<u>Office Phone</u>
Accounting	Mary Beth Fast/Steve Richman	515-457-5000
Accounts Payable	Mary Beth Fast/Steve Richman	515-457-5000
Activities and Athletics	Dr. William Watson	515-457-6800
Adventuretime/Preschool	Ashley Myers/Deb Roetker	515-457-5855
Alumni Information	urbandalehighschoolalumni@gmail.com	
Board of Education	Katherine Howsare/Steve Bass	515-457-5000
Board Policies	Steve Bass	515-457-5000
Budget	Mary Beth Fast/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
Communications	Dena Claire	515-868-1879
Contracts	Loren DeKruyf	515-457-5014
Curriculum and Assessment	Dr. Crista Carlile	515-457-5001
Custodial Staff	John Lees	515-457-6879
District Audit	Mary Beth Fast/Steve Richman	515-457-5000
District Vehicles	John Lees	515-457-6879
Dual Enrollment	Sandy Walters	515-457-5011
Employment	Loren DeKruyf	515-457-5014
Finance	Mary Beth Fast/Steve Richman	515-457-5000
Fixed Assets	Mary Beth Fast/Steve Richman	515-457-5000
Food & Nutrition	Jessy Sadler	515-457-6912
Homeless Students	Dr. Keri Schlueter	515-457-5004
Home-School/CPI	Dr. Keri Schlueter	515-457-5004
Human Resources Manager		515-457-5006
Insurance	Brandi Crawford	515-457-5012
Maintenance	John Lees	515-457-6800
Media Relations	Dena Claire	515-457-6945
Medicaid Reimbursement	Shawna Shanahan	515-457-5024
Minor School License	Julie Mitchell	515-457-5000
Negotiations	Loren DeKruyf/Mary Beth Fast	515-457-5000
Open Enrollment	Sandy Walters	515-457-5011
Payroll	Brandi Crawford	515-457-5012
Quality/Continuous Improvement	Denise Wood	515-457-5000
Registration	Sandy Walters	515-457-5011
Special Education/504	Shawna Shanahan	515-457-5024
Student Records	School Secretaries	
Substitute Teaching	Loren DeKruyf	515-457-5014
Technology (IT) Support	Josh Whitver/Jeremy Mead	515-457-6800
Textbook Orders	Dr. Crista Carlile	515-457-5001
Title I	Lara Justmann	515-457-5700
Title IIA	Dr. Crista Carlile	515-457-5001
Title III	Dr. Keri Schlueter	515-457-5004
Title IVA	Dr. Crista Carlile	515-457-5001
Transportation	Durham Student Services	515-276-4407
Urbandale Education Foundation	Steve Schuler, UEF Board President	515-473-8901
Website	Dena Claire	515-868-1879
Workman's Comp	Mary Beth Fast	515-457-5003