

**URBANDALE COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS' MEETING
MONDAY, MAY 9, 2016
BOARD MEETING AND WORK SESSION – 6:00 P.M.
OLMSTED ELEMENTARY - 7110 PRAIRIE AVENUE
CHRIS GUNNARE, PRESIDENT**

***Our Mission:** teach all/reach all*

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

***UCSD School Board Mission:** To partner with stakeholders to teach all and reach all through governance of Board Policy and Operating Protocol.*

*Urbandale is a national leader in **CHARACTER COUNTS!**, endeavoring at all times to promote and model the principles of trustworthiness, respect, responsibility, fairness, caring and citizenship. In conducting tonight's meeting, we expect that all participants will act in a respectful manner consistent with these principles.*

AGENDA

Olmsted Elementary - 7110 Prairie Avenue

- I. **Call to Order and Roll Call**
- II. **Approval of Agenda**
- III. **Topics of Discussion**
 - A. Olmsted Elementary Tour and Meet the Olmsted PTO
- IV. **Report of the Superintendent of Schools**
 - A. School Board Recognition Month
 - B. Teacher Appreciation Week Proclamation
- V. **Consent Agenda**
 - A. Approval of Master Contracts
 - B. Approve the Appointment of Professional Growth Assessment Process Improvement Committee Members
 - C. Approval of 2016 Graduates
 - D. KA Construction Amendments
 - E. Personnel Report
- VI. **Work Session**
 - A. Presentation and Discussion of Fiscal Responsibility Standard #5
- VII. **Discussion of Other Matters**
- VIII. **Meeting Evaluation Form**
- IX. **Adjourn**

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AGENDA

Olmsted Elementary - 7110 Prairie Avenue

I. Call to Order and Roll Call

Name	Present	Absent
Aaron Applegate	_____	_____
Aldrich Cabildo	_____	_____
Graham Giles	_____	_____
Chris Gunnare	_____	_____
Katherine Howsare	_____	_____
Cate Newberg	_____	_____
Tanya Ruden	_____	_____

II. Approval of Agenda

BE IT RESOLVED that the Board of Directors approve the Agenda for the Board meeting being held on Monday, May 9, 2016.

Motion by: _____ Seconded by: _____

Board action:

III. **Topics of Discussion**

A. Olmsted Elementary Tour and Meet the PTO

IV. **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.

Please take this opportunity to thank the men and women that govern Urbandale's education system: Christopher Gunnare, Cate Newberg, Aaron Applegate, Aldrich Cabildo, Graham Giles, Katherine Howsare and Tanya Ruden

B. Teacher Appreciation Week Proclamation

Steve Bass, Superintendent, will recommend that the Board of Directors proclaim May 5-9, 2016, as Teacher Appreciation Week in the Urbandale Community School District.

BE IT RESOLVED that the Board of Directors proclaim the week of May 5-9, 2016 as Teacher Appreciation Week in the Urbandale Community School District.

Motion by _____ Seconded by _____

Board action:

V. **Consent Agenda**

Are there any consent agenda items that need to be exacted for separate consideration? If not, I will entertain a motion to approve consent agenda items A through E.

- A. Approval of Master Contracts - *Special Report #1*
UEA has not yet ratified the tentative agreement. If the Union does ratify by Meeting time, we will bring documents for Board Approval that evening.
- B. Approve the Appointment of Professional Growth Assessment Process Improvement Committee Members - *Special Report #2*
- C. Approval of 2016 Graduates - *Special Report #3*
- D. KA Construction Amendments - *Special Reports #4 & #5*
- E. Personnel Report - *Special Report # 6*

BE IT RESOLVED that the Board of Directors approve the consent agenda items A through E.

Motioned by _____ Seconded by _____

Board action:

VI. **Work Session**

A. Presentation and Discussion of Fiscal Responsibility Standard #5 - *Special Report # 7*

A PowerPoint is included for discussion purposes, more handouts and electronic Information will be shared Monday night.

VII. **Discussion of Other Matters**

VIII. **Meeting Evaluation Form**

IX. **Adjourn**

MEMORANDUM

DATE: May 5, 2016
TO: Board Members
FROM: Shelly Clifford, Chief Financial Officer
SUBJECT: Consideration of the United Electrical and Radio Workers Union 2016-17 Master Contract tentative agreement and Wages Schedule, and proposed 2016-17 Classified Wages Schedule

The contract negotiations teams for the District and United Electrical and Radio Workers union have reached a tentative agreement for the 2016-17 Master Contract. The UEW members have voted in ratification of the proposed contract.

The terms of the tentative agreement are:

- Step movement on the hourly wage schedule, and an increase of \$0.25 to each cell on the schedule. Longevity pay of \$1.05 for employees who have been on step 12 for one year.
- No change to the annual insurance flex dollar amount of \$6,730 for those employees eligible for insurance benefits.
- The total package increase is 2.80% over prior year, and the total average gross wages increase is 3.21%.

It has been the District's past practice to apply the same hourly wage increases negotiated for the UEW to all other non-union classified staff members. Therefore, both the UEW and Classified schedules of wages are included for the Board of Director's consideration. Both have been increased by the terms of the UEW tentative agreement. Each employee would move to the next step, with an increase of \$0.25 to each cell, and \$1.05 longevity pay.

sc

UEW Wages Schedule 2016-17

CLASS	JOB CATEGORY	1	2	3	4	5	6	7	8	9	10	11	12
9	Engineer/Journeyman	\$18.41	\$18.77	\$19.13	\$19.50	\$19.86	\$20.24	\$20.63	\$21.03	\$21.44	\$21.85	\$22.27	\$22.70
8	Maintenance Engineer	\$17.36	\$17.70	\$18.04	\$18.37	\$18.73	\$19.09	\$19.45	\$19.82	\$20.21	\$20.59	\$20.99	\$21.40
7	General Maintenance	\$16.31	\$16.63	\$16.94	\$17.26	\$17.59	\$17.93	\$18.27	\$18.61	\$18.97	\$19.34	\$19.71	\$20.08
6	H.S. Head Custodian	\$15.99	\$16.29	\$16.60	\$16.91	\$17.24	\$17.56	\$17.90	\$18.25	\$18.59	\$18.95	\$19.31	\$19.69
	M.S. Head Custodian												
5	Groundskeeper	\$15.78	\$16.08	\$16.39	\$16.69	\$17.01	\$17.33	\$17.67	\$18.00	\$18.35	\$18.70	\$19.05	\$19.42
4	Head Baker	\$14.38	\$14.65	\$14.93	\$15.21	\$15.50	\$15.79	\$16.09	\$16.40	\$16.71	\$17.03	\$17.35	\$17.68
3	Cook	\$14.27	\$14.55	\$14.82	\$15.09	\$15.39	\$15.67	\$15.98	\$16.28	\$16.59	\$16.90	\$17.23	\$17.55
	Custodian												
	Storekeeper/Transport												
	Delivery/Maint. Ass't												
	Sweeper												\$16.63
2	General Worker - Production Kitchen	\$13.99	\$14.25	\$14.52	\$14.79	\$15.06	\$15.35	\$15.63	\$15.92	\$16.22	\$16.52	\$16.84	\$17.15
1	General Worker - Serving Kitchen	\$12.71	\$12.94	\$13.18	\$13.42	\$13.68	\$13.93	\$14.19	\$14.45	\$14.72	\$14.99	\$15.27	\$15.56
	longevity - after being on step 12 for one year, add an additional \$1.05 per hour												

UCSD 2016-17 Classified Salary Schedule

	Sub Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
CLASS VII	\$ 16.70	\$ 17.12	\$ 17.45	\$ 17.77	\$ 18.12	\$ 18.46	\$ 18.82	\$ 19.18	\$ 19.56	\$ 19.92	\$ 20.31	\$ 20.69	\$ 21.09
Administrative Assistant													
CLASS VI	\$ 16.12	\$ 16.54	\$ 16.86	\$ 17.17	\$ 17.50	\$ 17.84	\$ 18.18	\$ 18.53	\$ 18.89	\$ 19.23	\$ 19.61	\$ 19.99	\$ 20.37
Principal Secretary													
Production Manager													
CLASS V	\$ 15.67	\$ 16.09	\$ 16.40	\$ 16.70	\$ 17.03	\$ 17.34	\$ 17.68	\$ 18.02	\$ 18.37	\$ 18.71	\$ 19.08	\$ 19.44	\$ 19.81
Adventuretime Team Leader													
HS Kitchen Manager													
Computer Technician													
CLASS IV	\$ 15.28	\$ 15.70	\$ 16.00	\$ 16.30	\$ 16.62	\$ 16.92	\$ 17.26	\$ 17.58	\$ 17.92	\$ 18.26	\$ 18.61	\$ 18.97	\$ 19.33
Kitchen Supervisor													
Secretary													
ELL Associate													
CLASS III	\$ 14.08	\$ 14.50	\$ 14.78	\$ 15.05	\$ 15.35	\$ 15.63	\$ 15.93	\$ 16.23	\$ 16.54	\$ 16.85	\$ 17.18	\$ 17.51	\$ 17.84
Health/Media Associate													
Adv Assistant Team Leader													
CLASS II	\$ 13.57	\$ 13.99	\$ 14.25	\$ 14.52	\$ 14.80	\$ 15.07	\$ 15.37	\$ 15.65	\$ 15.95	\$ 16.25	\$ 16.56	\$ 16.88	\$ 17.19
Preschool/ECSE Associate													
Clerk Receptionist													
Special Education Associate													
Foodservice Office Assistant													
CLASS I	\$ 12.21	\$ 12.63	\$ 12.88	\$ 13.11	\$ 13.36	\$ 13.60	\$ 13.86	\$ 14.13	\$ 14.40	\$ 14.66	\$ 14.95	\$ 15.23	\$ 15.51
Campus Monitor													
Education Associate													

Flex Spending = \$3,620 per year for employee 30 hours/week or more, waiving insurance prior to 7/1/00

Flex Spending = \$6,730 per year for employee 30 hours/week or more, participating in insurance plan

Longevity: After earning step 12 rate for one year, additional **\$1.05** per hour

AV/Technical Assistance: additional **25** cents per hour

Paraeducator Licensed Associates: additional **50** cents per hour

Tech Dept Student Workers:

HS graduates - earn Class I sub rate

HS students - earn a percentage of Class I sub rate

1st year of service	80%	\$ 9.77
2nd year of service	85%	\$ 10.38
3rd year of service	90%	\$ 10.99
4th year of service	95%	\$ 11.60



URBANDALE

COMMUNITY SCHOOL DISTRICT

To: UCSD Board of Directors

From: Mark Lane, Director of Human Resources

Date: May 9, 2016

Re: Board appointment of four representatives to a Professional Growth Assessment Process Improvement Committee

About two years ago the Iowa Legislature directed the Iowa Department of Education to develop a task force to study teacher and administrator evaluation, and to make a recommendation. That task force's work is drawing to a conclusion, and their recommendation will be completed by October of this year. Our current Professional Growth Assessment Process Handbook for Beginning and Career Teachers was approved by the Urbandale CSD Board of Directors in 2006. With the pending task force recommendation, it is time for UCSD to prepare to update our teacher evaluation handbook.

Both board policy and the Master Agreement provide guidance related to the formation of a committee and the intent of evaluation.

Board Policy 411- Formal Evaluations Of Staff Personnel

Evaluation of Licensed Employees Other Than Administrators:

The primary purposes of formal evaluation of licensed employees are to improve and enhance the performance of each employee and to provide written documentation of the employee's level of performance to assist in making employment decisions. Licensed employees of the District shall be formally evaluated by the administrative staff of the District. The administrative staff may utilize relevant information from other individuals in the performance of this duty. Licensed employees shall be evaluated in accordance with the procedures set forth in the negotiated agreement with their bargaining representative. Licensed employees in the District shall be formally evaluated using the criteria specified on the evaluation form as approved by the Board of Directors.

2015-2016 Master Contract Article 17 Evaluation

Item B. Evaluation Committee

As mutually agreed upon by the Board of Education and the Association an evaluation committee shall be formed consisting of eight (8) members, four (4) appointed by the Board and four (4) appointed by the Association. The committee shall have the responsibility for research, review, and design of evaluation instruments. The committee shall have the power to make recommendations concerning evaluation instruments to the Board through the Superintendent. Final approval concerning evaluation instruments shall reside with the Board. Recommendations from the committee shall be transmitted to the Superintendent by May 1 of each year to take effect, if approved by the Board, for the following year.

The UEA took applications for participation, and has appointed the following three people to the committee. A fourth appointee has recently accepted a different job for next year, therefore the UEA is seeking a new fourth team member.

Lora Trenary- School Counselor

Christine Watson- Teacher Librarian

Tiffany Vasquez-Dewein- Preschool Teacher

I reached out to our administrative team to see who was interested in being a part of the study. I recommend the board appoint the following four people to the committee.

Lara Justmann- Principal

Meredith Mauro- Principal

Dania Wilson- Assistant Principal

Mark Lane- Director of Human Resources

The following timeline will guide the formation and eventual work of the group.

May 2016- Committee orientation meeting and dissemination of summer reading materials

May-August 2016- Individual reading and review

September-November 2016- Committee meetings addressing summer reading

October 2016- Expected release of task force recommendation

November 2016-April 2017- Committee meetings synthesizing team understanding of best practice and the task force recommendation, and development of a recommendation to the Board.

Urbandale High School – Seniors 2016

Rachel Lin Adamson

Adis Ahmetovic

J’Vaughn La’Roc Alexander

Damon Connor Allan

Katherine Elizabeth Allison

Madison Christine Anderson

Noah Jacob Anderson

Joel Peter Andrews

Rustin Carl Aufdenkamp

Maria Guadalupe Ayala

Alma Bajramovic

David Yung Baldwin

Jasmine Lee Banwell

Kaylee Marie Barker

Michael Anthony Beaman

Claudia Mae Becker

Amra Begovic

Jaelyn Shana Belmaster

Lesly Isabel Benitez

Alivia Marie Bergmann

Zachary Wayne Bergmann

Asmir Besic

Christian Wesley Betts

Eleanor Mabel Billerbeck

Austin James Birkett

Kirsten Elizabeth Bleich-Sisco

Kyle Alan Bragg

Renner Joseph Breitbach

Caleb Scott Bright

Ryan Jacob Brockney

Emma Nicole Burkhead

Zebulon Emmanuel Burroughs

Ashlan Nicole Burton

Tiffany Marie Caffrey

Priscillia Cann

Brett James Carrier

Deni Catic

Cole Allen Caudill

Noah Benjamin Chalfant

Johanna Suzanne Chambers

Charlie Alexander Chapa-Farez

Mohammad Afzal Chaudhry

Vernon Terrell Cheatem

Lee Devalle Chinyama

Louise Chulu

Griffin Robert Clabaugh
John Stephen Clapham
Danielle Marie Katie Diana Clayton
Jordan Michael Coggeshall
Mykaela Ann Cole
Benise LeNae' Collier
Angel Lynn Conn
Austin Charles Cook
Nathan Michael Cooper
Natalia Ann Coppess
Trey Charles Cowley
John Thomas Cox
Lewis Aaron Cox
Deja Lee Ann Crain
Armin Crnalic
Nathan Keith Daniels
Quinn Merritt Dannenfeldt
Patrick Michael Day
Rosemary Jacquelyn Dayton
Rachel Joy De Haan
Jeremy Allen Dietch
Ajla Dolic
Sarah Domazet

Yarazeth Andrea Dominguez Estrada

Taylor Michael Donner

Bridget Mary Dougherty

Noah Wayne Dudley

Jared Alan Edwards

Kachi Obiajulu Ekwena

Amy Lea Eldridge

Nicole Olivene Elgin

McKenna Kay Ellis

Jenna Lauren Emerson

Elizabeth Faye Eppink

Sasha Misaki Fetty

Stjepan Fiolic

Andrea Marie Follman

Katelyn Christine Foster

Callie Eileen Fouche

Zachary Tyler Frye

Domeco Harris Fugenschuh

Kelsi Ann Gajewsky

Angeles Anani Garcia Moreno

Holly Jane Gardner

Kaily Rae German

Alyssa Renee Giampolo

Luke Jeffrey Gilkeson
Mackenzie Elizabeth Gosden
Selvedin Grahovic
Kilee Melinda Greethurst
Brandon Dean Groh
Jonah Elliott Guy
Madyson Keli Guzman
Quinlan Craig Habel
Autumnrose Hajduk-Walborn
Ethan Patrick Haller
Grace Elizabeth Haney
Elizabeth Corrine Harlan
Tyler John Harms
Kyle Daniel Hart
Sydney Faye Hauge
Jacob Michael Heinrich
John Owen Heinrich
Lindsay Nicole Hemphill
Alex Hernandez
Allegra Lauren Hernandez
Annalese Maria Hildreth
Samantha Jeanne Hillmer
Alek Artur Hofman

Spencer James Hotovec
David Russell Houghman
Chancelor James House
Tiffany Ruth Howard
Dalton Presley Huerter
Daniel Joseph Hunter
Julia Ann Hutton
Nini Huynh
Salena Ilnitsky
Joshua Todd Ingham
Ryan Gordon Jackson
Melinda Carol Jarman
Austin Jeffrey Jeglum
Abigial Katie Johnson
Austin Arthur Johnson
Jacob Ross Johnson
Ray Anthony Johnson
Ritana Marie Johnson
Roxanne Faith Kadoun
Kory Kenneth Kane
Arnela Karajic
Esmeralda Karajic
Marshall Steven Keller

Elise Margaret Kerr
Logan Michael Keuck
Anne Elizabeth Kieffer
Trevor Jacob Kimm
Dawson Karl Kimmer
Kyle Gregory Kissinger
Morgan Leigh Klarenbeek
Carly Emma Klavins
Steven Michael Koele
Emma Claire Kohls
Ajdin Korkman
Kennedy Hope Kracht
Benjamin Carl Kramer
Emily Taylor Kramer
Ross Jordan Kramer
Lauren Ashley Krause
Chase Michael Lee Krugler
Alynn Marie Kruse
Kelly Maly Kue
Dave Kyne
Andrew Christian Lanpher
Vanessa Elizabeth Lara-Leyva
Ethan Quinn Larsen

Madeline Marie Leahy
Andrianna Marie Ledo
Emily Laura Leonhart
McKenzie Susanna Lind
Matthew Miles Linford
Jowell Denise Logan
Olivia Caldina Mabota
Neanagit Malow
Tyler Earl Manning
Meleena Ena Maric
Jacob Andrew Marshall
Alexandra Martinez
Abigail Linn Mason
Christopher Michael Mathern
Huntur Joseph Matthews
Christopher Reily McBride
Patrick John McBroom
Riley Michelle McCarthy
Precious Joy McDade
Camryn Grace McDermott
Ashley Lynn McDowell
Jesse Vernon McLearn-Montz
Eliason Scott McNeas

Raelynn Marie Meade
Emily Christine Mefford
Enes Mehic
Casey Marie Middleswart
Sarah Ann Miller
Tyler Daniel Miller
Prydein Preston Miller-Moore
Abigail Dalton Mockus
Alexandra Eryn Mockus
Elmi Yassin Mohamud
Molly Crystal Monroe
Oscar Montalvo
Katrina Ann Moreno
Robert Ashton Muller
Chloe Lavon Mundy
Kaitlyn Jo Munsterman
Macrae Douglas Murphy
Cameron Jason Nash
Mesias Steven Naula
Gee Nayou
Camrun Sinclair Nelson
Dalton James Nelson
Alexander Samuel Newberg

Sy Hoang Nguyen
Brady Rance Nichols
Elizabeth Caroline Nichols
Leah Sue Nicola
Julia Christine Noah
Kayla Renee Northrup
Christopher Nunez-Naranjo
Christian Patrick O'Hara
Elma Omanovic
Ahmed Omeragic
Jose Luis Orozco
Michael Thomas Owens
Hannah Oghenenyerhowvo Oyibo
Justin Robert Pack
Lauren Taylor Padavich
Samed Palic
John Charles Parker
Olivia Grace Pattison
Erich Ryan Patton
Cody John Pearson
Jonah Daniel Penningroth
Rachel Rae Penningroth
Keegan Michael Perez

Tyler Dean Peters
Steven Phan
Lucas Allen Phillips
Kitana Jade Melissa Pickett
Mackenzie Taylor Pilcher-Andorfer
Brenda Natally Pineda Rivas
Thomas Benjamin Plank
Anthony Robert Prehm
Elyse DeOn Prescott
Connor Dean Prevette
Blaine Michael Price
Henry Thomas Puckett
Lisa Thuy Quang
Vanessa Ramirez Huerta
Leslie Yamileth Ramos
Allison Marie Rathjen
Trevor Kyle Reinhold
Logan Spencer Remetch
Brenda Yadira Reyes
Jacob Joel Reynolds
Joshua Michael Richards
Kelsi Jane Riley
Megan Louise Rinke

Omar Rivera-Barragan
Chelsi Lynn Roberts
Lauren Elizabeth Roberts
Samuel Aaron Rodriguez
Isabelle Marie Roth
Kaitlin Elizabeth Russell
Nina Louise Russo
Nash Allen Salmon
Emily Ann Salyer
Dieudonne Bubasha Samuel
Paden Jon Sanford
Marissa Mae Sankey
Noah Bradley Schneider
Brittany Hope Schultz
Jordan Patrick Schwartz
Tad Allen Schweizer
Asim Sehic
Nedzad Selimovic
Shimikiro Shabani
Austin Edward Shaffer
Kelsey Noel Shepherd
Alec Charles Sheppard
Matthew Jacob Siegel

Julian Anthony Siems
Zijada Sinanovic
Berina Sivic
Sabrina Smajlovic
Austin Riley Smith
Darien Michael Smith
Alex Scott James Snyder
Christopher Atreyu Sorbo
Jennifer Lee Spaulding
Nathaniel Pratt Spicer
Jordan David Spidle
Hunter Seth St. John
Tyler Joseph Steinke
Jayden Renae Stepp
Victoria Mae Stewart
Kyle Perry Stolze
Spenser Chase Stripe
Kaitlin Morgen Stroebele
Riley Thomas Stuart
Zineta Suljic
McKenna Ann Sutton
Sophia Ann Szakacs
Jordan Todd Thomas

Mia Tiric

Matthew Ryan Tollas

Noah Cameron Torstenson

Payton Walter-Chad Towers

Tammy Thi Tran

Madison Elizabeth Trow

Aaron Ross Tucker

Emma Faye Van Zante

Marin Vidovic

Lance Edward Vohs

Mason Christopher Walsh

Emmanuel Yatta Wani

Alexander James Waters

Spencer James Weese

Michael John Westphal

Benjamin Emmet White

Patrick Loren Williamson

Indigo Aaliyah Womble

Gillian Michael Woodard

Kameron Zane Wrice

Daniel Jeremias Yanqui

Jordan Williams Young

Decontee Zulu



DLR Group

Architecture Engineering Planning Interiors

1430 Locust Street
Suite 200
Des Moines, Iowa 50309

o: 515/276-8097
f: 515/252-0514

Memo

Date April 21, 2016
To John Lees
Shelly Clifford
Urbandale Community School District
From Paul Arend
Kristina Warnemunde
Subject Karen Acres Elementary School Additions & Renovations
Project No. 11-15106-00

Message The following proposal has been reviewed by DLR Group inc. Board approval is recommended.

Combined Construction – Larson & Larson Construction

Cost for the following sewer changes:

Item No. 1: Remove and replace existing manhole EXST-1.

Total for Item No. 1: \$5,595.19

Item No. 3: Existing concrete removal along Storm sewer route between ST-2 and ST-3.

Total for Item No. 2: \$3,732.79

Item No. 4: Sanitary sewer reroute, exploration, added removals and replacement, and patching.

Total for Item No. 3: \$10,393.61

Item No. 5: Storm sewer reroute, additional unmarked sewers, replacement and connection of other sewers into system as directed.

Total for Item No. 4: \$16,542.08

TOTAL: \$36,263.67

Pricing per Larson & Larson Construction correspondence CP #08 dated February 15, 2016, reviewed by DLR Group on April 21, 2016.

TOTAL ADJUSTMENT TO THE CONTRACT:

Add: \$36,263.67

Date of Acceptance _____

Signature _____

Sign and return to the DLR Group inc.(an Iowa Corporation)

cc

Memo



Architecture Engineering Planning Interiors

1430 Locust Street
Suite 200
Des Moines, Iowa 50309

o: 515/276-8097
f: 515/252-0514

Date April 21, 2016
To John Lees
Shelly Clifford
Urbandale Community School District

From Paul Arend
Kristina Warnemunde

Subject Karen Acres Elementary School Additions & Renovations
Project No. 11-15106-00

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Shelly Clifford
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From Paul Arend
Kristina Warnemunde
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Project No. 11-15106-00

Message The following proposal has been reviewed by DLR Group inc. Board approval is recommended.

Combined Construction – Larson & Larson Construction

Cost for overexcavation of existing piers from the existing front entrance at gridline E22, all work was recommended and reviewed by Terracon Consultants. 260 cubic yards @ \$30/cy.

Pricing per Larson & Larson Construction correspondence CP #07 dated February 15, 2016, reviewed by DLR Group on April 21, 2016.

TOTAL ADJUSTMENT TO THE CONTRACT:

Add: \$8,312.85

Date of Acceptance _____

Signature _____

Sign and return to the DLR Group inc.(an Iowa Corporation)

Memo



Architecture Engineering Planning Interiors

1430 Locust Street
Suite 200
Des Moines, Iowa 50309

o: 515/276-8097
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Shelly Clifford
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TOTAL ADJUSTMENT TO THE CONTRACT:

Add: \$8,312.85

Date of Acceptance _____

Signature _____

Sign and return to the DLR Group inc.(an Iowa Corporation)

Board Meeting – May 9, 2016

1. **CERTIFIED RETIREMENT**

MARY SCIESZINSKI, Olmsted/Jensen Elementary School, Nurse, retirement. Effective end of 2016-17 school year.

2. **CERTIFIED RESIGNATIONS**

AMBER HELLER, Olmsted Elementary School, ECSE Teacher, personal. Effective end of 2016-17 school year.

CHARLA NORRIS, Urbandale Middle School, Special Education Teacher, personal. Effective end of 2016-17 school year.

3. **CLASSIFIED RESIGNATIONS**

MEGAN HALLING, Rolling Green Elementary School, General Education Associate, personal. Effective April 28, 2016.

JESSICA MARKS, Elementary Facilitator of Family Outreach Services, personal. Effective June 30, 2016.

DONNA O'BRAZA, Olmsted Elementary School, Special Education Associate, personal. Effective April 29, 2016.

4. **CO-CURRICULAR RESIGNATION**

JON PARROTT, Urbandale High School, Assistant Girls Basketball Coach, personal. Effective May 3, 2016.

5. **RENEW LETTERS OF ASSIGNMENT FOR 2016-2017**

ROBERT HADLEY, Maintenance Department
DUANE LENDER, Maintenance Department
JEFF HENDRICKSON, Maintenance Department
TIM SIMON, Maintenance Department
CHARLIE MAINS, Grounds Department
DENNIS TREVILLYAN, Grounds Department
SCOTT MAASS, Delivery Driver
ORIEN RHODES, Weekend Security
MARY FISHER, Custodian
PAUL MONROE, Custodian
DAN AUSTIN, Custodian
MAHIR MEHMEDOVIC, Custodian
MICHAEL WRIGHT, Custodian
HARVEY RICKS, Custodian
RICHARD PEARSON, Custodian
THOMAS CLARK, Custodian
RICHARD SCOTT, Custodian
JOE ELDREDGE, Custodian
SERENDA MURPHY, Custodian
ED OSBURNE, Custodian
JACOB BIAR, Custodian
RANELL BELDEN, Custodian
LETICIA DOMINGUEZ, Custodian
MATT HOWARD, Custodian
DAVID MAPES, Custodian
JAY MCBRIDE, Custodian
PATRICK WILLIAMSON, Custodian
JAMES BEELER, Custodian
RAISA RODRIGUEZ, Custodian
DRAZEN BLAZEVIC, Custodian
STAN BROWNE, Custodian
GARY SCHMIDT, Custodian
KHAM SOUTHIPHOMA, Custodian
TOM FRANK, Custodian
LESTER SMITH, Custodian
LOIS MCCARTY, ELL Associate
SELINA HAMILTON, ELL Associate
JANESSA GUARDIOLA, ELL Associate
AZRA BEGANOVIC, ELL Associate
DIJANA TIRIC-COHODAREVIC, ELL Associate
ALMA KAVAZOVIC, ELL Associate
JAM DUANY, ELL Associate
SHAWN KARAIIDOS, Facilitator of Family Outreach Services
HEIDI ZWICK, Facilitator of Family Outreach Services
CHRISTY STROOPE, Juvenile Court Officer
MICHELE HAMILTON, Coordinator of Student, Family, and Community Outreach Services
STEPHANIE ALLSUP, Nutrition Services
FEHIM BEGANOVIC, Nutrition Services
LAURA CLARK, Nutrition Services

VICKI DANNEN, Nutrition Services
VESNA DJURIC, Nutrition Services
ASMIRA DOLIC, Nutrition Services
ESMIRA DUBINOVIC, Nutrition Services
ANGIE ENGELEN, Nutrition Services
DOLORES ESCOTO, Nutrition Services
LILJANA FIOLIC, Nutrition Services
LAURA HAAG, Nutrition Services
JENNIFER HERMAN, Nutrition Services
REFIJA HRNJICIC, Nutrition Services
SHERYL HURD, Nutrition Services
DAWN IPSON, Nutrition Services
SUVADA ISAKOVIC, Nutrition Services
BECKY KESTNER, Nutrition Services
VICKI LANGFORD, Nutrition Services
JANELLE LUTZ, Nutrition Services
JANE MCKINLEY-MACK, Nutrition Services
FIKRETA MEHIC, Nutrition Services
EDINA, MEHIC, Nutrition Services
SANDRA MELENDEZ, Nutrition Services
HILARY MOSER, Nutrition Services
WENDY MUELLER, Nutrition Services
KAREN ROBERTSON, Nutrition Services
SARA SALVINI, Nutrition Services
WENDY SCHUBERT, Nutrition Services
LESA SMITH, Nutrition Services
LEORA RUSSELL-SOURWINE, Nutrition Services
MARY SZABO, Nutrition Services
LYNN VAN WYK, Nutrition Services
TODD WARMING, Nutrition Services
LINDA WILLEMS, Nutrition Services
MARY JO WOOLF, Nutrition Services
DEB BOSTON, Administrative Assistant-Payroll
DENISE MARSHALL, Administrative Assistant-Accounts Payable
STEVE RICHMAN, Accounting Supervisor
MAGGIE HOLTON, Human Resources Manager
DANIELLE CORSAUT, Administrative Assistant-Student Services
SANDY WALTERS, Student Data Manager
VICKI METTILLE, Administrative Assistant-Curriculum
JULIE MITCHELL, Administrative Assistant to Superintendent and Director of Quality/Continual Improvement
JOSH JACOBS, Assistant Activities Director
ANDREW OLSON, Administrative Assistant-Activities
SCOTT KRAVA, Community Education Coordinator
ERIC WALTER, Community Education Assistant
ANDREW HOVERSON, Stadium/PAC Manager

6. SUMMER ADVENTURETIME STAFF

ANN ASHENFELTER, Associate
ZURIJETA BEJIC, Associate
ANDREW CHUGG, Associate
KAYLA COLLINS, Associate
RYAN FOREMAN, Associate
SHERI HANSEN, Associate
CHRISTIAN HINES, Associate
KELSEY HILL, Associate
JADE HULSE, Associate
GEORGE JONES, Associate
BEV KADING, Associate
ANNE KIEFFER, Associate
AARON KRAUS, Associate
MAMIE LUST, Associate
LINDSAY MINER, Assistant Team Leader
ISABELLE MONCADA, Associate
MELANIE WILSON-OSBORNE, Associate
LOGAN REMETCH, Associate
ANDREW RICHARDS, Associate
KAYLA SHEPHERD, Associate
KRISTIE SWICK, Associate
MARIA TYLER, Associate
WILL VAN ROEKEL, Associate
PATTY VAN SCOY, Team Leader

URBANDALE COMMUNITY SCHOOL DISTRICT

FISCAL RESPONSIBILITY FOR BOARD MEMBERS

Shelly Clifford, CFO

May 9, 2016



Board Member Fiscal Responsibility

2

- IASB Standard #5 – Competencies:
 - Financial Health
 - Monitors, evaluates, with accountability and transparency
 - Financial Forecasting
 - Ensures strong financial planning
 - Budgeting
 - Ensures District budget aligns with District goals
 - Risk Oversight
 - Ensures sufficient risk management to protect resources
 - Facilities
 - Ensures that school facilities enhance and enrich learning

Financial Health

3

- Understands key concepts of school funding
 - ▣ Legislated SSA, enrollment changes, tax levies
- Understands key financial measures and targets
 - ▣ Solvency ratio, spending authority
- Monitors progress toward financial goals
 - ▣ Certified Budget process, end of year review
- Reviews monthly financial statements
 - ▣ Discussion on revenue shortfall or expense increases
- Meets with auditor
 - ▣ Review annual audit report and asks questions

Financial Forecasting

4

- Multi-year financial planning
 - ▣ Key components are highly variable and unknown
- Five-year financial forecasts
 - ▣ Establish parameters or targets for sustainability
 - ▣ Proactive vs. reactive
- Informed decision-making
 - ▣ Understanding impact of one-time vs. recurring expenses
 - ▣ Sustainability of operations or programming

Budgeting

5

- Prioritize resources
 - ▣ District goals guide budget development
 - ▣ Management recommendations
 - ▣ Community and District stakeholders
 - ▣ Consider capacity of existing and future resources
- Approve the line-item budget and review it monthly
 - ▣ Review by fund, by function, by program, or by object
 - ▣ Contingencies
 - ▣ Relationship to the Certified Budget

Risk Oversight

6

- Risk mitigation
 - ▣ Ensures safety of Students and Staff
 - ▣ Ensures District assets sufficiently protected
 - ▣ Review of insurance coverages
 - ▣ Policy on safety committee responsibilities
 - ▣ Internal controls
 - ▣ Annual independent audits

Facilities

7

- Ensures facilities meet District needs
 - ▣ System or District-wide focus – Big picture
- Long-term facilities planning
 - ▣ Analysis of future District enrollment forecasts
 - ▣ Operational efficiency
- Adequate resources for facilities
 - ▣ Preventative maintenance
 - ▣ Upkeep of physical plant

Summary

8

- Board member responsibility
 - ▣ Governance
 - Policy making
 - Contracts and legal instruments
 - High level oversight
 - ▣ Hires Superintendent
- Management responsibility
 - ▣ Superintendent manages all District operations
 - Utilizes Directors and Leadership teams
 - Establishes District practices and procedures

Urbandale Board of Education Operating Protocol

For the purpose of enhancing teamwork and increase efficiency and effectiveness, the board members of the Urbandale Community School District are committed to the implementation of the following operating protocol:

Advocacy and Goals

- Our top priority is to assure that each and every student receives a quality education; the board represents the needs and interest of all the children in the Urbandale Community School District. Our mission is to “teach all and to reach all.”
- The board will set clear goals for themselves and the superintendent. They will also set clear goals for the Urbandale Community School District.
- We agree to “move the question” when discussion is repetitive. Board meetings are for decision-making, actions, and votes, not endless discussion. To be efficient and effective, long board meetings must be avoided.

Communication and Decision-making

- We will listen and direct individuals to follow policy related Chain of Command.
- We will ensure that every board member has equal access to all information and a responsibility to become well informed prior to conversations.
- We will consider research, best practice, public input, and financial impact when making decisions.
- We will listen with an open mind and be willing to change our stance based upon evidence.
- Surprises to the board or the superintendent will be the exception, not the rule. There should be no surprises at a board meeting.

Roles and Responsibilities

- We will emphasize planning, policy-making, public relations, and direction for the district.
- We will develop and nurture positive relationships that foster trust among ourselves and our administrative team.
- We will commit to an annual retreat to review strategic plan progress and establish yearly goals.

Urbandale Community School District
2015-2016 Board Meeting Evaluation Form
Meeting Date: _____

Purpose of form: This form is provided as a meeting evaluation tool for the Urbandale School Board Members to keep us focused on the important issues and how we want to operate at board meetings. It further can help administration to ensure the right materials and information is provided to the directors so they can make informed decisions.

The mission of the Urbandale Community School District Board of Directors is to partner with district employees, parents, community members, and students to teach all and reach all. We will accomplish this by establishing high expectations for learning, monitoring data and input, and modeling continuous improvement through lifelong learning while being financial stewards.

Board Goals

-
-
-

Questions:

1. Were you sufficiently prepared for the decisions that you had to make tonight? If not, what other information would have been helpful?

2. What follow-up is needed for any of the items we dealt with tonight?

3. How did we hold ourselves accountable to our agreed upon Operating Protocol?

4. What topic would you like information on, for future meetings?

Assessing Tonight's Meeting

Plus (Positives)

Delta (Potential Changes)

