

**URBANDALE COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS' MEETING
MONDAY, MARCH 23, 2015
WORK SESSION – 5:30 P.M.
VALERIUS ELEMENTARY SCHOOL – 3305 92ND STREET
BOARD MEETING – 7:00 P.M.
URBANDALE CITY HALL – 3600 86TH STREET
CHRIS GUNNARE, PRESIDENT**

Our Mission: teach all/reach all

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

*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*

WORK SESSION AGENDA

Valerius Elementary School – 3305 92nd Street

- 5:30 I. Call to Order and Roll Call
- 5:32 II. Approval of Agenda
- 5:34 III. Valerius Update
- 6:30 IV. 30-Minute Recess between Work Session and Board Meeting

AGENDA

Urbandale City Hall – 3600 86th Street

- 7:00 I. Call to Order and Roll Call
- 7:02 II. Approval of Agenda
- 7:04 III. Communication from the Public
- 7:10 IV. Consent Agenda Items
 - A. Approval of Open Enrollment
 - B. Approval of Personnel Report
 - C. Approval of Out-of-State Travel Request

*Urbandale High School DECA Chapter to International DECA Career
Development Conference, Orlando, Florida, April 24 – 29*

- 7:15 V. Budget Amendments and Public Hearing Dates
- A. Discussion & Approval of Proposed Budget Publication for 2015-2016
 - B. Set Public Hearing Date for 2015-2016 Certified Budget Adoption
 - C. Approve Budget Amendment for 2014-2015
 - D. Set Public Hearing Date for 2014-2015 Budget Amendment
- 7:35 VI. Report of the Superintendent of Schools
- A. Special Education Update
 - B. Cabin Fever Day Video & Update
 - C. Discussion & Approval of 2015-2016 “Alternate” Calendar Selection
 - D. Budget Guarantee Resolution
 - E. Discussion and Approval of Karen Acres Construction Plan
 - F. Discussion & Approval of Second Reading of Board Policies as Identified
 - Series 800 – Business Procedures*
 - Series 900 – Building and Sites*
 - G. Authorization to Pay Bills
- 8:35 VII. Report of the President
- A. Superintendent Search
- 8:50 VIII. Discussion of Other Matters
- 9:00 IX. Adjourn

**URBANDALE COMMUNITY SCHOOL DISTRICT
 BOARD OF DIRECTORS' MEETING
 MONDAY, MARCH 23, 2015
 WORK SESSION – 5:30 P.M.
 VALERIUS ELEMENTARY SCHOOL – 3305 92ND STREET
 BOARD MEETING – 7:00 P.M.
 URBANDALE CITY HALL – 3600 86TH STREET
 CHRIS GUNNARE, PRESIDENT**

Our Mission: teach all/reach all

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

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

WORK SESSION AGENDA

Valerius Elementary School – 3305 92nd Street

5:30 I. Call to Order and Roll Call

Name	Present	Absent
Aaron Applegate	_____	_____
Graham Giles	_____	_____
Chris Gunnare	_____	_____
Kyle Kruidenier	_____	_____
Cate Newberg	_____	_____
Adam Obrecht	_____	_____
Mark Wiersen	_____	_____

5:32 II. Approval of Agenda

BE IT RESOLVED that the Board of Directors approve the Agenda for the work session being held on Monday, March 23, 2015.

Motion by _____ Seconded by _____

Board action:

- 5:34 III. Valerius Update
- 6:30 IV. 30-Minute Recess between Work Session and Board Meeting

AGENDA

Urbandale City Hall – 3600 86th Street

- 7:00 I. Call to Order and Roll Call

Name	Present	Absent
Aaron Applegate	_____	_____
Graham Giles	_____	_____
Chris Gunnare	_____	_____
Kyle Kruidenier	_____	_____
Cate Newberg	_____	_____
Adam Obrecht	_____	_____
Mark Wierson	_____	_____

- 7:02 II. Approval of Agenda

BE IT RESOLVED that the Board of Directors approve the Agenda for the Board meeting being held on Monday, March 23, 2015.

Motion by _____ Seconded by _____

Board action:

- 7:04 III. Communication from the Public

The Board of Directors encourages public input and will provide a time at the beginning of the regular monthly meeting for that purpose. Persons seeking to address the Board may contact the office of the Superintendent of Schools to be placed on the agenda, or they may request the opportunity to address the Board at the regularly scheduled monthly meeting. If several persons seek to address the Board, the President of the Board of Directors will determine how much time will be available to each speaker.

- 7:10 IV. Consent Agenda Items

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

- A. Approval of Open Enrollment – *Special Report #1*
- B. Approval of Personnel Report – *Special Report #2*
- C. Approval of Out-of-State Travel Request - *Special Report #3*
Urbandale High School DECA Chapter to International DECA Career Development Conference, Orlando, Florida, April 24 – 29

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

Motion by _____ Seconded by _____

Board action:

7:15 V. Budget Amendments and Public Hearing Dates

- A. Discussion & Approval of Proposed Budget Publication for 2015-2016 – *Special Report #4*

Shelly Clifford, Chief Financial Officer, has submitted the reports detailing the District’s Proposed Certified Budget for fiscal year 2015 - 2016. The Legislature has not acted to set the Supplemental State Aid (SSA) percentage of budget growth for the 2015 - 2016 budget year. Therefore, Ms. Clifford requests approval of this estimated Certified Budget, due on April 15th, which provides flexibility for changes after the Legislature has set the SSA.

BE IT RESOLVED that the Board or Directors approve publication of the District’s Proposed Certified Budget for 2015 - 2016 as submitted.

Motion by _____ Seconded by _____

Board action:

- B. Set Public Hearing Date for 2015 - 2016 Certified Budget Adoption

BE IT RESOLVED that the Board or Directors approve a public hearing date of 7:00 P.M. on April 6, 2015 at Urbandale City Hall, 3600

86th Street, Urbandale, Iowa for the purpose of hearing public comments on the 2015 - 2016 Proposed Certified Budget.

Motion by _____ Seconded by _____

Board action:

C. Approve Budget Amendment for 2014 - 2015 – *Special Report #5*

Shelly Clifford, CFO, has submitted a Budget Amendment for the current 2014 - 2015 fiscal year, for the purpose of increasing certain expenses in three of the four functional areas of the Certified Budget. Certain revenues are expected to be in excess of the original Certified Budget for 2014 - 2015 and therefore, Ms. Clifford requests an increase in related expense estimates.

BE IT RESOLVED that the Board of Directors approve publication of the Certified Budget Amendment for 2014 - 2015 as submitted.

Motion by _____ Seconded by _____

Board action:

D. Set Public Hearing Date for 2014-2015 Budget Amendment

BE IT RESOLVED that the Board of Directors approve a public hearing date of 7:00 P.M. on April 6, 2015 at Urbandale City Hall, 3600 86th Street, Urbandale, Iowa for the purpose of hearing public comments about the 2014 - 2015 Certified Budget Amendment.

Motion by _____ Seconded by _____

Board action:

7:35 VI. Report of the Superintendent of Schools

A. Special Education Update

Jason Volmer, Coordinator of Special Education, will provide an update on Special Education.

B. Cabin Fever Day Video & Update

Dr. Doug Stilwell, Superintendent, will share a video and provide an update on Cabin Fever Day.

C. Discussion & Approval of 2015 - 2016 "Alternate" Calendar Selection – *Special Report #6*

Dr. Doug Stilwell, Superintendent, will provide alternate calendar options for the 2015 - 2016 school year in the event the early start waiver date is not accepted by the Department of Education.

BE IT RESOLVED that the Board of Directors approve the alternate calendar options for the 2015 - 2016 school year.

Motion by _____ Seconded by _____

Board action:

E. Budget Guarantee Resolution

Shelly Clifford, Chief Financial Officer, requests the Board of Directors levy property tax for fiscal year 2015 - 2016 for the regular program budget adjustment as allowed under section 257.14, Code of Iowa.

BE IT RESOLVED, that the Board of Directors of the Urbandale Community School District, will levy property tax for fiscal year 2015-2016 for the regular program budget adjustment as allowed under section 257.14, Code of Iowa.

Motion by _____ Seconded by _____

Board action:

F. Discussion and Approval of Karen Acres Construction Plan

Dr. Doug Stilwell, Superintendent, will lead a discussion regarding planning for the Karen Acres construction project. Dr. Stilwell also requests the Board of Directors to approve the schematic plan as provided by DLR Group.

Motion by _____ Seconded by _____

Board action:

G. Discussion and Approval of Second Reading of Board Polices as Identified – *Special Reports #7 & #8*

Series 800 – Business Procedures

Series 900 – Building and Sites

Dr. Doug Stilwell, Superintendent, and Danielle Haindfield, the District’s legal counsel, have been working together on policy revisions including revisions necessary to accommodate changes in law and legal references.

Dr. Doug Stilwell will ask Board Members to approve the second reading of Board Series 800 – Business Procedures and Board Series 900 – Building and Sites.

BE IT RESOLVED that the Board of Directors approve the second reading of Board Series 800 – Business Procedures and Board Series 900 – Building and Sites.

Motion by _____ Seconded by _____

Board action:

G. Authorization to Pay Bills – *Special Report #9*

Shelly Clifford, Chief Financial Officer, requests Board authorization to pay the list of bills as submitted.

BE IT RESOLVED that the Board of Directors approve payment of bills as submitted.

Motion by _____ Seconded by _____

Board action:

8:35 VII. Report of the President

A. Superintendent Search

BE IT RESOLVED that the Board of Directors approve the offer to superintendent candidate, Mr. Steve Bass.

Motion by _____ Seconded by _____

Board action:

BE IT RESOLVED to approve Mr. Steve Bass' moving costs up to \$2,500 and a per diem payment, based on the contract salary amount, to attend conference in June.

Motion by _____ Seconded by _____

Board action:

8:50 VIII. Discussion of Other Matters

9:00 IX. Adjourn

BE IT RESOLVED that the Board of Directors adjourn.

Motion by _____ Seconded by _____

Board action:

Open Enrollment In
 March 23, 2015

Urbandale Community School District
 Submitted By Student Services

The following requests for open enrollment from another school district to attend the Urbandale Community School District in the 2014-2015 school year have been received:

<u>Student/Grade</u>	<u>Resident District</u>	<u>Reason For Request</u>
Brooklyn Boeckholt, 3rd	Southeast Polk	Personal/Continuation
Drake Boeckholt, 7 th	Southeast Polk	Personal/Continuation
Roslyn Duenas, 3 rd	Des Moines	Move/Continuation
Arnela Karajic, 11 th	Johnston	Trans. Of Res. Dist.
Esmeralda Karjic, 11 th	Johnston	Trans. Of Res. Dist.
Mona Kuylee, 2 nd	Des Moines	Move/Continuation
Marixa Moreno Mata, 7 th	Des Moines	Move/Continuation

The following requests for open enrollment from another school district to attend the Urbandale Community School District in the 2015-2016 school year have been received:

<u>Student/Grade</u>	<u>Resident District</u>	<u>Reason For Request</u>
Genesis Cevallos Chapa, K	West Des Moines	Applied On Time
Jenny Cruz, 4 th	West Des Moines	Applied On Time
Wendy Cruz, K	West Des Moines	Applied On Time
Madison Frank, K	Johnston	Applied On Time
Jemiya Grandberry, K	Johnston	Applied On Time
Kelsey Heller, 7 th	West Des Moines	Applied On Time
Joseph Huss, K	West Des Moines	Applied On Time
Alexander Lancaster, 4 th	Des Moines	Applied On Time
Amber Lancanster, 4 th	Des Moines	Applied On Time
Maia Lozovich, 4 th	West Des Moines	Applied On Time
Madisyn Mann, 6 th	Woodward-Granger	Applied On Time
Monica Martinez Ramirez, K	West Des Moines	Applied On Time
Jase McAndrew, K	West Des Moines	Applied On Time
Ava Nelson, K	West Des Moines	Applied On Time
Wyatt Ray, K	West Des Moines	Applied On Time
Dominic Ross, 4 th	Johnston	Applied On Time
Marshall Singer, 10 th	Nodaway Valley	Applied On Time
Madeleine Tijerino, K	Dallas Center-Grimes	Applied On Time
Matthew Tijerino, 2 nd	Dallas Center-Grimes	Applied On Time
Langston Ward, 1 st	Waukee	Applied On Time
Lourdes Ward, K	Waukee	Applied on Time

The following request for open enrollment from another school district to attend the Urbandale Community School District in the 2015-2016 school year has been denied:

<u>Student/Grade</u>	<u>Resident District</u>	<u>Reason For Request</u>
Student A	West Des Moines	Lack of SE space

Open Enrollment Out
March 23, 2015

Urbandale Community School District
Submitted By Student Services

The following requests for open enrollment out from the Urbandale Community School District in the 2014-2015 school year have been received:

<u>Student/Grade</u>	<u>District Requesting</u>	<u>Reason For Request</u>
Alexandera Cunningham, 10 th	Des Moines	Move/Continuation
Sinan Felic, 9 th	Des Moines	Move/Continuation
Cory Routh, 6 th	Colfax-Mingo	Move/Continuation

The following requests for open enrollment out from the Urbandale Community School District in the 2015-2016 school year have been received:

<u>Student/Grade</u>	<u>District Requesting</u>	<u>Reason For Request</u>
Bethany Asper, 2 nd	West Des Moines	Applied On Time
Kiersten Asper, K	West Des Moines	Applied On Time
Jabin Becker, 9 th	Martensdale-St. Mary	Applied On Time
Emerson Black, K	Johnston	Applied On Time
Faith Boyde, 10 th	CAM	Applied On Time
Riley Caylor, 7 th	West Des Moines	Applied On Time
Absadee Cruse, 1 st	West Des Moines	Applied On Time
Seth Gardner, 10 th	Des Moines	Applied On Time
Michael Gray, 9 th	West Des Moines	Trans Of Res. Dist.
Jace Hamilton, K	Waukee	Applied On Time
Audrina Harryman, K	Des Moines	Applied On Time
Chloe Johnson, 6 th	CAM	Applied On Time
Kobe Johnson, 10 th	Waukee	Applied On Time
Ava Lappin, K	Des Moines	Applied On Time
Jacob McNaughton, 3 rd	West Des Moines	Applied On Time
Jude McNaughton, 1 st	West Des Moines	Applied On Time
Leeah McNaughton, K	West Des Moines	Applied On Time
Prezley Sacre, K	Des Moines	Applied On Time
Peri Sagun, 8 th	Des Moines	Applied On Time
Jackson Wishman, K	Dallas Center-Grimes	Applied On Time

URBANDALE COMMUNITY SCHOOL DISTRICT
PERSONNEL REPORT FOR BOARD APPROVAL

BOARD MEETING AGENDA
March 23 2015 - Special Report #2

Board Meeting –March 23, 2015

1. **CERTIFIED APPOINTMENT**

OLGA BARNES, District Wide, Instructional Coach (TLC Position), 10 extra days, \$6500/year. Effective July 1, 2015. [New]

ADAM DIRKS, Urbandale High School, Social Studies Teacher, BA, Salary TBD. Effective August 2015. [Replacement]

ANGIE LORENZ, District Wide, Instructional Coach (TLC Position), 10 extra days, \$6500/year. Effective July 1, 2015. [New]

KORI MAGGART, District Wide, Instructional Coach (TLC Position), 10 extra days, \$6500/year. Effective July 1, 2015. [New]

LANCE MCCONNELL, District Wide, Instructional Coach (TLC Position), 10 extra days, \$6500/year. Effective July 1, 2015. [New]

JILL MILLER, District Wide, Instructional Coach (TLC Position), 10 extra days, \$6500/year. Effective July 1, 2015. [New]

KATIE SEVALD, District Wide, Instructional Coach (TLC Position), 10 extra days, \$6500/year. Effective July 1, 2015. [New]

CYNTHIA WOHLFORD, District Wide, Instructional Coach (TLC Position), 10 extra days, \$6500/year. Effective July 1, 2015. [New]

2. **CERTIFIED RESIGNATION**

LORI RUSSELL, Urbandale Middle School, 8th Grade Social Studies, personal. Effective at the end of the 2014-15 school year.

3. **CLASSIFIED APPOINTMENTS**

LYNN THOMAS, Olmsted Elementary School, Preschool Associate, Class II, Step 1, \$13.50/hr, 5.75 hr/day. Effective March 6, 2015. [Replacement]

MICHELE JENSEN, Olmsted Elementary School, Special Education Associate, Class II, Step 1, \$13.50/hr, 5.75 hr/day. Effective March 3, 2015. [Replacement]

CRAIG O'KEEFE, Webster Elementary School, Adventuretime Associate, Class I, Step 1, \$12.14/hr, 5 hr/day. Effective March 4, 2015. [New]

4. **CLASSIFIED RESIGNATIONS**

BRITNEY CALDWELL, Urbandale High School, Special Education Associate, personal. Effective March 20, 2015.

JODI SAFRIS, Webster Elementary School, Special Education Associate, personal. Effective March 27, 2015.

5. **CO-CURRICULAR RESIGNATION**

PENNY LUTHENS, Urbandale High School, Dance Coach, personal. Effective March 10, 2015.

TO: School Board
FR: Urbandale High School DECA Chapter
RE: Request to attend the International DECA
Career Development Conference

I would like to request that: Mr. White, Mr. Moreno, Kyle Donahoe, Grant MacDougall, Matt Johnson, Coleman May, Brody Egger, Jake Quirk, Erik Miller, Spencer Hotovec, John Heinrich, Ross Kramer, Dalton Nelson, Cody Pearson, Paige Staton, McKinsey Gartner, attend the National DECA Conference. The date of the conference is April 24 – April 29. The conference is in Orlando, FL.

The following students qualified by competing against 400 other students from the State of Iowa and will compete Nationally against 15,000 students. They qualified for the conference by writing manuals or doing tests and role plays. There will be approximately 80 other students and 20 teachers attending from Iowa.

The cost for the trip is approximately \$750 per student.

\$395 for airfare

\$200 for hotel

\$100 for registration

\$50 for transportation

Each student will pay approximately \$500 of that to attend the conference with \$100 being paid by the DECA Chapter's previous fund raising and another \$100-\$200 done by individual fundraising and donations.

Thank you for your time.

David C. White

NOTICE OF PUBLIC HEARING
 PROPOSED URBANDALE SCHOOL BUDGET SUMMARY
 FISCAL YEAR 2015-2016

Department of Management - Form S-PB-8

		Budget 2016	Re-est. 2015	Actual 2014	Avg % 14-16
Taxes Levied on Property	1	19,153,484	18,652,485	18,366,282	2.1%
Utility Replacement Excise Tax	2	1,009,271	965,781	1,214,718	-8.9%
Income Surtaxes	3	0	0	0	
Tuition\Transportation Received	4	7,000,000	6,750,000	6,387,174	
Earnings on Investments	5	20,550	20,450	83,943	
Nutrition Program Sales	6	1,300,000	1,200,000	1,093,488	
Student Activities and Sales	7	1,120,000	1,020,000	1,157,703	
Other Revenues from Local Sources	8	3,935,000	3,350,000	2,116,833	
Revenue from Intermediary Sources	9	55,000	53,000	52,333	
State Foundation Aid	10	19,655,751	19,025,353	18,049,950	
Instructional Support State Aid	11	87,258	0	0	
Other State Sources	12	4,442,865	3,867,400	3,685,267	
Commercial & Industrial State Replacement	13	615,664	302,087	0	
Title I Grants	14	300,000	300,000	273,102	
IDEA and Other Federal Sources	15	1,600,000	1,575,000	1,409,537	
Total Revenues	16	60,294,843	57,081,556	53,890,330	
General Long-Term Debt Proceeds	17	0	6,000,000	0	
Transfers In	18	2,108,391	2,140,000	2,124,440	
Proceeds of Fixed Asset Dispositions	19	0	0	58,742	
Total Revenues & Other Sources	20	62,403,234	65,221,556	56,073,512	
Beginning Fund Balance	21	12,165,778	30,061,827	37,307,860	
Total Resources	22	74,569,012	95,283,383	93,381,372	
*Instruction	23	31,114,087	29,186,530	26,899,334	7.6%
Student Support Services	24	2,314,837	2,176,016	1,986,931	
Instructional Staff Support Services	25	2,394,799	2,289,345	2,146,624	
General Administration	26	940,394	968,686	857,885	
School/Building Administration	27	3,088,917	2,898,147	2,916,804	
Business & Central Administration	28	1,874,707	1,712,903	1,321,383	
Plant Operation and Maintenance	29	5,122,394	4,723,967	4,346,881	
Student Transportation	30	1,462,559	1,370,149	1,242,507	
This row is intentionally left blank	31	0	0	0	
*Total Support Services (lines 24-31)	31A	17,198,607	16,139,213	14,819,015	7.7%
*Noninstructional Programs	32	4,794,552	4,500,000	3,335,893	19.9%
Facilities Acquisition and Construction	33	5,790,000	2,450,000	1,465,946	
Debt Service	34	6,485,000	27,150,000	13,370,246	
AEA Support - Direct to AEA	35	1,519,303	1,551,862	1,317,608	
*Total Other Expenditures (lines 33-35)	35A	13,794,303	31,151,862	16,153,800	-7.6%
Total Expenditures	36	66,901,549	80,977,605	61,208,042	
Transfers Out	37	2,108,391	2,140,000	2,111,503	
Total Expenditures & Other Uses	38	69,009,940	83,117,605	63,319,545	
Ending Fund Balance	39	5,559,072	12,165,778	30,061,827	
Total Requirements	40	74,569,012	95,283,383	93,381,372	
Proposed Tax Rate (per \$1,000 taxable valuation)		17.81176			

Location of Public Hearing:

Urbandale City Hall
 3600 86th Street, Urbandale, IA

Date of Hearing:

04/06/15

xx/xx/xx

Time of Hearing:

7:00 P.M.

The Board of Directors will conduct a public hearing on the proposed 2015/16 school budget at the above-noted location and time. At the hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the district secretary. A copy of the details will be furnished upon request.

**ADOPTION OF BUDGET AND TAXES
JULY 1, 2015-JUNE 30, 2016**

Department of Management - Form S-TX

URBANDALE

District Number 6579

Total Special Program Funding

Instructional Support (A&L line 10.5)	097	2,218,167
Educational Improvement (A&L line 11.3)	099	0
Voted Physical Plant & Equipment (A&L line 19.3)	105	579,568

Special Program Income Surtax Rates

Instructional Support (A&L line 10.15)	096	0
Educational Improvement (A&L line 11.4)	098	0
Voted Physical Plant & Equipment (A&L line 19.4)	104	0

Utility Replacement and Property Taxes Adopted

		Utility Replacement AND Property Tax Dollars	Levy Rate	Property Taxes Levied	Estimated Utility Replacement Dollars
Levy to Fund Combined District Cost (A&L line 15.3)	1	10,104,795			
+Educational Improvement Levy (A&L line 15.5)	2	0			
+Cash Reserve Levy - SBRC (A&L line 15.9)	3	2,276,202			
+Cash Reserve Levy - Other (A&L line 15.10)	4	0			
-Use of Fund Balance to Reduce Levy (A&L line 15.11)	5	0			
=Subtotal General Fund Levy (A&L line 15.14)	6	12,380,997	11.18079	11,747,449	633,548
+Instructional Support Levy (A&L line 15.13)	7	1,704,883	1.44141	1,623,212	81,671
=Total General Fund Levy (A&L line 15.12)	8	14,085,880	12.62220	13,370,661	715,219
	9				
Management	10	750,000	.67730	711,627	38,373
Amana Library	11	0	.00000	0	0
Voted Physical Plant & Equipment (Loan Agreement)	12	0			
+Voted Physical Plant & Equipment (Capital Project)	13	579,568			
=Subtotal Voted Physical Plant & Equipment	14	579,568	.49000	551,803	27,765
+Regular Physical Plant & Equipment	15	390,321	.33000	371,622	18,699
=Total Physical Plant & Equipment	16	969,889			
	17				
Reorganization Equalization Levy	18	0	.00000	0	0
Emergency Levy (for Disaster Recovery)	19	0	.00000	0	0
Public Education/Recreation (Playground)	20	149,492	.13500	141,842	7,650
Debt Service	21	4,207,494	3.55726	4,005,929	201,565
GRAND TOTAL	22	20,162,755	17.81176	19,153,484	1,009,271

1-1-14 Taxable Valuation	WITH Gas & Electric Utilities	1,107,345,516	WITHOUT Gas&Elec	1,050,681,481
1-1-14 Tax Increment Valuation	WITH Gas & Electric Utilities	75,446,085	WITHOUT Gas&Elec	75,446,085
1-1-14 Debt Service, PPEL, ISL Valuation	WITH Gas & Electric Utilities	1,182,791,601	WITHOUT Gas&Elec	1,126,127,566

I certify this budget is in compliance with the following statements:

- The prescribed Notice of Public Hearing and Proposed Budget Summary (Form S-PB) was lawfully published, with said publication being evidenced by verified and filed proof of publication.
- The budget hearing notice was published not less than 10 days, nor more than 20 days, prior to the budget hearing.
- Adopted property taxes do not exceed published amounts.
- Adopted expenditures do not exceed published amounts for any of the four individual expenditure categories, or in total.
- Adopted property taxes meet the debt service and loan agreement needs identified on Form 703. Debt service levy for GO bond payments only.
- This budget was certified on or before April 15, 2015.

_____ District Secretary

_____ County Auditor

Department of Management
 Form S-A Publication

**NOTICE OF PUBLIC HEARING
 URBANDALE SCHOOL DISTRICT
 AMENDMENT OF CURRENT BUDGET
 FISCAL YEAR 2014/2015**

Date of Public Hearing:
 Time of Public Hearing:
 Location of Public Hearing:

The Board of Directors will conduct a public hearing at the above-noted time and place for the purpose of amending the current school budget by changing estimates of expenditures in the following areas by the following amounts:

Area	From	To	Reasons
Instruction	28,635,832	29,186,530	Spending authority for increased revenue
Total Support Services	15,531,339	16,039,213	Spending authority for increased revenue
Noninstructional Programs	4,450,000	4,450,000	No changes
Total Other Expenditures	24,116,862	31,151,862	Sold refunding bonds and called Series 2007

This change in estimates of expenditures will be financed from increased receipts and balances not budgeted or considered in the current budget. There will be no increase in taxes to be paid in the fiscal year ending June 30, 2015. At the hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed amendment. A detailed statement of additional receipts other than taxes, balances on hand at the close of the preceding fiscal year, and proposed expenditures, both past and anticipated, will be available at the hearing.



School District
Calendar 2015-2016

	M	T	W	T	F
Aug.	3 10 17 <u>24</u> 31	4 11 18 <u>25</u>	5 12 19 <u>26</u>	6 13 20 <u>27</u>	7 14 <u>21</u> <u>28</u>
Sept.	<u>7</u> 14 21 28	1 8 15 22 29	2 9 10 17 24	3 10 17 24	4 11 18 25
Oct.	5 12 19 26	6 13 20 27	7 8 15 22	1 8 15 22 29	2 9 16 23 <u>30</u>
Nov.	<u>2</u> 9 16 23 30	3 10 17 24	4 5 12 19 <u>26</u>	5 12 19 <u>26</u> <u>27</u>	6 13 20 <u>27</u>
Dec.	7 14 21 <u>28</u>	1 8 15 22 29	2 9 16 23 30	3 10 17 <u>24</u> <u>31</u>	4 11 18 <u>25</u>
Jan.	4 <u>11</u> <u>18</u> 25	5 12 19 26	6 7 14 21 28	7 14 21 28	<u>1</u> 8 <u>15</u> 22 29
Feb.	1 8 <u>15</u> 22 29	2 9 16 23	3 4 11 18 25	4 11 18 25	5 12 19 <u>26</u>
Mar.	7 <u>14</u> 21 <u>28</u>	1 8 15 22 29	2 3 10 17 24 31	3 10 17 24	4 <u>11</u> <u>18</u> <u>25</u>
Apr.	4 11 18 25	5 12 19 26	6 7 14 21 28	7 14 21 28	1 8 15 22 29
May	2 9 16 23 <u>30</u>	3 10 17 24 31	4 5 12 19 26	5 12 19 26	6 13 20 27
June	<u>6</u> 13 20 27	7 14 21 28	1 8 15 22 29	2 9 16 23 30	<u>3</u> 10 17 24

Aug.	21 & 24 25 - 28 31	New Teacher In-Service Teacher In-Service First Day of Class
Sept.	7 14-18 16 30	Labor Day/No School Homecoming Week Late Start/In-Service K-8 Late Start/In-Service K-8
Oct.	14 28 30	Late Start/In-Service K-8 Late Start/In-Service K-8 End of 1st Quarter (44 days)
Nov.	11 20 25 26 - 27	Late Start/In-Service K-8 End of 1st Trimester (59 days) Recess Day/No School Thanksgiving Holiday/No School
Dec.	2 16 24 - Jan. 1	Late Start/In-Service K-8 Late Start/In-Service K-8 Winter Recess/No School
Jan.	13 15 15 18 27	Late Start/In-Service K-8 End of 2nd Quarter (45 days) End of Semester (89 days) MLK Holiday/No School Late Start/In-Service K-8
Feb.	10 15 24 26	Late Start/In-Service K-8 Teacher Professional Development/No School Late Start/In-Service K-8 End of 2nd Trimester (58 days)
Mar.	9 11 14-18 25 30	Late Start/In-Service K-8 Recess Day/No School Spring Recess/No School End of 3rd Quarter (42 days) Late Start/In-Service K-8
Apr.	13 27	Late Start/In-Service K-8 Late Start/In-Service K-8
May	11 30	Late Start/In-Service K-8 Memorial Day/No School
June	3 3 3 6	Last Day for Students End of 4th Quarter (49 days) End of 2nd Semester (91 days) End of 3rd Trimester (63 days) Teacher In-Service

Includes 1 day for UHS Community Service.
Parent-Teacher Conferences to be scheduled by individual buildings.
Note: Make-up for missed days due to inclement weather will begin June 2, 2016 and continue until completed.

LEGEND

- In-Service/No School
- Late Start/In-Service
- Holiday/Recess Day/No School
- Beginning of Quarter/Semester
- End of Quarter/Semester
- End of Trimester
- New Teacher In-Service

CALENDAR B - 175 DAYS
Teacher PD All AT beginning of year



School District
Calendar 2015-2016

	M	T	W	T	F
Aug.	3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28
Sept.	7 14 21 28	1 8 15 22 29	2 9 16 23	3 10 17 24	4 11 18 25
Oct.	5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29	2 9 16 23 30
Nov.	2 9 16 23 30	3 10 17 24	4 11 18 25	5 12 19 26 27	6 13 20
Dec.	7 14 21 28	1 8 15 22 29	2 9 16 23 30	3 10 17 24 31	4 11 18 25
Jan.	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	8 15 22 29 31
Feb.	1 8 15 22 29	2 9 16 23	3 10 17 24	4 11 18 25	5 12 19 26
Mar.	7 14 21 28	1 8 15 22 29	2 9 16 23 30	3 10 17 24 31	4 11 18 25
Apr.	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	8 15 22 29 30
May	2 9 16 23 30	3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27
June	6 13 20 27	7 14 21 28	8 15 22 29	9 16 23 30	10 17 24

Aug.	17 & 18 19 - 28 31	New Teacher In-Service Teacher In-Service First Day of Class
Sept.	7 14-18 16 30	Labor Day/No School Homecoming Week Late Start/In-Service K-8 Late Start/In-Service K-8
Oct.	14 28 30	Late Start/In-Service K-8 Late Start/In-Service K-8 End of 1st Quarter (44 days)
Nov.	11 20 25 26 - 27	Late Start/In-Service K-8 End of 1st Trimester (59 days) Recess Day/No School Thanksgiving Holiday/No School
Dec.	2 16 24 - Jan. 1	Late Start/In-Service K-8 Late Start/In-Service K-8 Winter Recess/No School
Jan.	13 13 13 18 27	Late Start/In-Service K-8 End of 2nd Quarter (43 days) End of 1st Semester (87 days) MLK Holiday/No School Late Start/In-Service K-8
Feb.	10 15 24 26	Late Start/In-Service K-8 Teacher Professional Development/No School Late Start/In-Service K-8 End of 2nd Trimester (58 days)
Mar.	9 11 14-18 25	Late Start/In-Service K-8 Recess Day/No School Spring Recess/No School End of 3rd Quarter (44 days)
Apr.	13 27	Late Start/In-Service K-8 Late Start/In-Service K-8
May	11 26 26 26 26	Late Start/In-Service K-8 Last Day for Students End of 4th Quarter (44 days) End of 2nd Semester (88 days) End of 3rd Trimester (58 days)

Includes 1 day for UHS Community Service.
Parent-Teacher Conferences to be scheduled by individual buildings.
Note: Make-up for missed days due to inclement weather will begin May 27, 2016 and continue until completed.

LEGEND

- In-Service/No School
- Late Start/In-Service
- Holiday/Recess Day/No School
- Beginning of Quarter/Semester
- End of Quarter/Semester
- End of Trimester
- New Teacher In-Service



School District
Calendar 2015-2016

	M	T	W	T	F
Aug.	3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28
Sept.	7 14 21 28	1 8 15 22 29	2 9 16 23	3 10 17 24	4 11 18 25
Oct.	5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29	2 9 16 23 30
Nov.	2 9 16 23 30	3 10 17 24	4 11 18 25	5 12 19 26 27	6 13 20
Dec.	7 14 21 28	1 8 15 22 29	2 9 16 23 30	3 10 17 24 31	4 11 18 25
Jan.	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29
Feb.	1 8 15 22 29	2 9 16 23	3 10 17 24	4 11 18 25 26	5 12 19
Mar.	7 14 21 28	1 8 15 22 29	2 9 16 23 30	3 10 17 24 31	4 11 18
Apr.	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29
May	2 9 16 23 30	3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27
June	6 13 20 27	7 14 21 28	1 8 15 22 29	2 9 16 23 30	3 10 17 24

Aug.	20 & 21 24 - 28 31	New Teacher In-Service Teacher In-Service First Day of Class
Sept.	7 14-18 16 30	Labor Day/No School Homecoming Week Late Start/In-Service K-8 Late Start/In-Service K-8
Oct.	2 14 28 30	Teacher Professional Development/No School Late Start/In-Service K-8 Late Start/In-Service K-8 End of 1st Quarter (43 days)
Nov.	11 24 25 26 - 27	Late Start/In-Service K-8 End of 1st Trimester (60 days) Recess Day/No School Thanksgiving Holiday/No School
Dec.	2 4 16 24 - Jan. 1	Late Start/In-Service K-8 Teacher Professional Development/No School Late Start/In-Service K-8 Winter Recess/No School
Jan.	13 15 15 18 27	Late Start/In-Service K-8 End of 2nd Quarter (44 days) End of 1st Semester (87 days) MLK Holiday/No School Late Start/In-Service K-8
Feb.	10 15 24	Late Start/In-Service K-8 Teacher Professional Development/No School Late Start/In-Service K-8
Mar.	4 9 11 14-18 23 29	End of 2nd Trimester (60 days) Late Start/In-Service K-8 Recess Day/No School Spring Recess/No School Late Start/In-Service K-8 End of 3rd Quarter (44 days)
Apr.	13 27 29	Late Start/In-Service K-8 Late Start/In-Service K-8 Teacher Professional Development/No School
May	11 30	Late Start/In-Service K-8 Memorial Day/No School
June	1 1 1 1	Last Day of School End of 4th Quarter (44 days) End of 2nd Semester (88 days) End of 3rd Trimester (55 days)

Includes 1 day for UHS Community Service.
Parent-Teacher Conferences to be scheduled by individual buildings.
Note: Make-up for missed days due to inclement weather will begin June 2, 2016 and continue until completed.

LEGEND

- In-Service/No School
- Late Start/In-Service
- Holiday/Recess Day/No School
- Beginning of Quarter/Semester
- End of Quarter/Semester
- End of Trimester
- New Teacher In-Service

Code No. 804

Comment [KLM1]: The appropriate financial/accounting personnel at the District should review this policy to ensure it is updated as appropriate for the District and is otherwise complete and accurate.

FINANCIAL ACCOUNTING SYSTEM

The *Uniform Financial Accounting for Iowa School Districts and Area Education Agencies* shall be used as the system for financial accounting for the District. Revenues and expenditures shall be promptly classified in the accounting system by proper fund and subaccount.

Financial records of the District shall be maintained in accordance with generally accepted accounting principles (GAAP) as required or modified by law. District monies shall be received and expended from the appropriate fund and/or account. The funds and accounts of the District shall include, but not be limited to:

Governmental fund type:

- General Fund
- Special revenue fund
 - Management levy fund
 - ~~--Physical plant and equipment levy fund~~
 - Public education and recreation levy fund
 - Student activity fund
- Capital projects fund
- ~~--Physical plant and equipment levy fund~~
- Debt service fund

Proprietary fund type:

- Enterprise fund
 - School nutrition fund
 - Child care fund
 - ~~--Community education fund (if not included in PERL fund)~~
 - ~~--Building trades fund~~
- Internal service fund

Fiduciary funds:

- Trust or agency funds
 - Expendable trust funds
 - Nonexpendable trust funds
 - Agency funds
 - Pension trust funds

Governmentwide Funds:

- Governmental long-term fixed assets fund
- Governmental long-term debt/liability fund

As necessary the Board may, by resolution, create additional funds within the governmental, proprietary and fiduciary fund types. The resolution shall state the type of fund, name of the fund and purpose of the fund.

The general fund is used primarily for the education program. Special revenue funds are used to account for monies restricted to a specific use by law. Proprietary funds account for operations of the school district operated similar to private business, and they account for the costs of providing goods and services provided by one department to other departments on a cost reimbursement basis. Fiduciary funds are used to account for monies or assets held by the District on behalf of, or in trust for, another entity. The governmentwide funds are the accounting records for fixed assets and long-term debt.

Comment [KLM2]: Iowa Chart of Account Coding indicates the PPEL fund is now coded as a capital projects fund, along with capital projects from GO bonds and local option/statewide sales and service tax. Consider whether these latter funds should also be listed in this policy.

Code No. 804

FINANCIAL ACCOUNTING SYSTEM

Date of Revision:

February 12, 2007, 20154

0106312701084481

Legal References:

11.6, Chapter 12C, 256.9(18), 278.1, 279.41, 279.42,
279.52, 283A.5, 291.6, 291.7, 297.10, 297.22, 297.36,
298.3, 298.4, 298.10, 298.13, Chapter 298A, 300.2,
473.20, Code of Iowa; 281 I.A.C. 12.3(1)

INVESTMENTS

District funds in excess of current needs shall be invested in compliance with this policy and in compliance with law. The goals of the District's investment portfolio in order of priority are:

- To provide safety of the principal;
- To maintain the necessary liquidity to match expected liabilities; and
- To obtain a reasonable rate of return

The responsibility for conducting investment transactions resides with the District's Secretary-Treasurer. Only the Secretary-Treasurer and those authorized by resolution may invest public funds. When investing or depositing public funds, the Secretary-Treasurer shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use to meet the goals of the investment program.

District funds are monies of the District, including operating funds. "Operating funds" of the District are funds which are reasonably expected to be used during a current budget year or within fifteen months of receipt. When investing operating funds, the investments must mature within three hundred and ninety-seven days or less. When investing funds other than operating funds, the investments must mature according to the need for the funds.

The Board authorizes the Secretary-Treasurer to invest funds in excess of current needs in the following investments.

- Interest-bearing savings, money market, and checking accounts at the District's authorized depositories;
- Iowa Schools Joint Investment Trust Program (ISJIT);
- The Education Liquidity Fund (TELF);
- Obligations of the United States government, its agencies and instrumentalities;
- Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions; and
- Repurchase agreements in which underlying collateral consists of investments in government securities. The District must take delivery of the collateral either directly or through an authorized custodian. Reverse repurchase agreements are not authorized investments.

It shall be the responsibility of the Secretary-Treasurer to oversee the investment portfolio in compliance with this policy and the law.

The records of investment transactions made by or on behalf of the District are public records and are the property of the District whether in the custody of the District or in the custody of a fiduciary or other third party.

INVESTMENTS

It shall be the responsibility of the Secretary-Treasurer to bring to the Board of Directors for review and approval any contract with any outside person to invest District funds, to advise on investments, to direct investments, to act in a fiduciary capacity or to perform other services to the Board for review and approval. The Secretary-Treasurer shall also provide the Board with information about and verification of the outside person's fiduciary bond. Contracts with outside persons shall include a clause requiring the outside person to notify the District within thirty days of any material weakness in internal structure or regulatory orders or sanctions against the outside person regarding the services being provided to the District and to provide the documents necessary for the performance of the investment portion of the District audit. The compensation of the outside persons shall not be based on the performance of the investment portfolio.

The Secretary-Treasurer shall be responsible for reporting to and reviewing with the Board at its regular meetings the investment portfolio's performance, transaction activity and current investments including the percent of the investment portfolio by type of investment and by issuer and maturities. The report shall also include trend lines by month over the last year and year-to-year trend lines regarding the performance of the investment portfolio. It shall also be the responsibility of the Secretary-Treasurer to obtain the information necessary to ensure that the investments and the outside persons doing business with the District meet the requirements outlined in this policy.

It shall be the responsibility of the Superintendent to deliver a copy of this policy to the District's depositories, auditor and outside parties assisting with or facilitating investment of the funds of the District.

It shall also be the responsibility of the Superintendent, in conjunction with the Secretary-Treasurer, to develop a system of investment practices and internal controls over the investment practices. The investment practices shall be designed to prevent losses, to document the officers' and employees' responsibility for elements of the investment process and address the capability of the management.

Date of Revision:

~~October 24, 1994~~, 2015-

54572501085773

Legal References:

11.2, 11.6, 11.11, 12.62, Chapter 12B, Chapter 12C,
22.1, 279.29, 502.701, Code of Iowa

TAX-EXEMPT OBLIGATIONS POST-ISSUANCE COMPLIANCE

1. Compliance Coordinator:
 - a) The Treasurer ("Coordinator") shall be responsible for monitoring post-issuance compliance.
 - b) The Coordinator will maintain a copy of the transcript of proceedings in connection with the issuance of any tax-exempt obligations. Coordinator will obtain such records as are necessary to meet the requirements of this policy.
 - c) The Coordinator shall consult with bond counsel, IRS publications and such other resources as are necessary to understand and meet the requirements of this policy.
 - d) Training and education of Coordinator will be sought and implemented upon the occurrence of new developments and upon the hiring of new personnel to implement this policy.

2. Financing Transcripts. The Coordinator shall confirm the proper filing of an 8038 Series return, and maintain a transcript of proceedings for all tax-exempt obligations issued by the School District, including but not limited to all tax-exempt bonds, notes and lease-purchase contracts. Each transcript shall be maintained until eleven (11) years after the tax-exempt obligation it documents has been retired.

3. Proper Use of Proceeds. The Coordinator shall review the resolution authorizing issuance for each tax-exempt obligation issued by the School District, and shall:

- a) obtain a computation of the yield on such issue from the School District's financial advisor;
- b) create a separate Project Fund (with as many sub-funds as shall be necessary to allocate proceeds among the projects being funded by the issue) into which the proceeds of issue shall be deposited;
- c) review all requisitions, draw schedules, draw requests, invoices and bills requesting payment from the Project Fund;
- d) determine whether payment from the Project Fund is appropriate, and if so, make payment from the Project Fund (and appropriate sub-fund if applicable);
- e) maintain records of the payment requests and bank statements showing payment transactionseorresponding cancelled checks showing payment;
- f) maintain records showing the earnings on, and investment of, the Project Fund;

TAX-EXEMPT OBLIGATIONS POST-ISSUANCE COMPLIANCE

- g) ensure that investments acquired with proceeds are purchased at fair market value;
- h) identify bond proceeds or applicable debt service allocations that must be invested with a yield-restriction and monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted.

4. Timely Expenditure and Arbitrage/Rebate Compliance. The Coordinator shall review the Tax-Exemption Certificate (or equivalent) for each tax-exempt obligation issued by the School District and the expenditure records provided in Section 43 of this policy, above, and shall:

Comment [KLM1]: Should this be "3"? Clarify as appropriate.

- a) monitor and ensure that proceeds of each such issue are spent within the temporary period set forth in such certificate;
- b) if the School District does not meet the "small issuer" exception for said obligation, monitor and ensure that the proceeds are spent in accordance with one or more of the applicable exceptions to rebate as set forth in such certificate;
- c) not less than 60 days prior to a required expenditure date confer with bond counsel if the School District will fail to meet the applicable temporary period or rebate exception expenditure requirements of the Tax-Exemption Certificate; and
- d) in the event the School District fails to meet a temporary period or rebate exception:
 - i. procure a timely computation of any rebate liability and, if rebate is due, file a Form 8038-T and arrange for payment of such rebate liability;
 - ii. arrange for timely computation and payment of "yield reduction payments" (as such term is defined in the Code and Treasury Regulations), if applicable.

5. Proper Use of Bond Financed Assets. The Coordinator shall:

- a) maintain appropriate records and a list of all bond financed assets. Such records shall include the actual amount of proceeds (including investment earnings) spent on each of the bond financed assets;

TAX-EXEMPT OBLIGATIONS POST-ISSUANCE COMPLIANCE

- b) with respect to each bond financed asset, the Coordinator will monitor and confer with bond counsel with respect to all proposed:
 - i. management contracts,
 - ii. service agreements,
 - iii. research contracts,
 - iv. naming rights contracts,
 - v. leases or sub-leases,
 - vi. joint venture, limited liability or partnership arrangements,
 - vii. sale of property; or
 - viii. any other change in use of such asset;
- c) maintain a copy of the proposed agreement, contract, lease or arrangement, together with the response by bond counsel with respect to the proposal for at least three (3) years after retirement of all tax-exempt obligations issued to fund all or any portion of bond financed assets; and
- d) In the event the School District takes an action with respect to a bond financed asset, which causes the private business tests or private loan financing test to be met, the Coordinator shall contact bond counsel and ensure timely remedial action under IRS Regulation Sections 1.141-12.

6. General Project Records. For each project financed with tax-exempt obligations, the Coordinator shall maintain, until three (3) years after retirement of the tax-exempt obligations or obligations issued to refund those obligations, the following:

- a) appraisals, demand surveys or feasibility studies,
- b) applications, approvals and other documentation of grants,
- c) depreciation schedules,
- d) contracts respecting the project.

7. Continuing Disclosure. The Coordinator shall assure compliance with each continuing disclosure certificate and annually, per continuing disclosure agreements, file audited annual financial statements and other information required by each continuing disclosure agreement. The Coordinator will monitor material events as described in each continuing disclosure agreement and assure compliance with material event disclosure. Events to be reported shall be reported promptly, but in no event not later than ten (10) Business Days after the day of the occurrence of the event, and shall include, but not be limited to:

- a) Principal and interest payment delinquencies;
- b) Non-payment related defaults, if material;
- c) Unscheduled draws on debt service reserves reflecting financial difficulties;

TAX-EXEMPT OBLIGATIONS POST-ISSUANCE COMPLIANCE

- d) Unscheduled draws on credit enhancements relating to the bonds reflecting financial difficulties;
- e) Substitution of credit or liquidity providers, or their failure to perform;
- f) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax-exempt status of the bonds, or material events affecting the tax-exempt status of the bonds;
- g) Modifications to rights of Holders of the Bonds, if material;
- h) Bond calls (excluding sinking fund mandatory redemptions), if material, and tender offers;
- i) Defeasances of the bonds;
- j) Release, substitution, or sale of property securing repayment of the bonds, if material;
- k) Rating changes on the bonds;
- l) Bankruptcy, insolvency, receivership or similar event of the Issuer;
- m) The consummation of a merger, consolidation, or acquisition involving the Issuer or the sale of all or substantially all of the assets of the Issuer, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
- n) Appointment of a successor or additional trustee or the change of name of a trustee, if material.

Date of Adoption:

January 9, 2012, 2015-

Legal References:

Chapter 296, Code of Iowa

0406213501085788

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

DISTRICT PURCHASES; PREFERENCES

Prior Approval.

All purchases of goods and services by District personnel or students shall be approved in advance by authorized administrators and business office personnel.

Requisitions.

Any District employee or student desiring to purchase goods or services for the District shall file a requisition with the appropriate administrator for approval.

Credit/Procurement Cards.

District personnel may be issued credit/procurement cards for certain purchases authorized by the District business office. Employees using credit/procurement cards shall be required to follow the established policy and procedures for their use.

Purchase Orders.

Any goods or services to be purchased by District personnel or students, except those purchased by credit/procurement cards or pursuant to a valid written contract, shall be procured only after at least two authorized employees (including at least one authorized business office employee) have approved the purchase order. The appropriate building administrator must also approve the purchase order if the purchase is for the administrator's building. The list of employees authorized to sign purchase orders shall be listed in the business procedures manual.

Receipt of Goods.

All goods shall be processed through the building office. The building secretary shall certify to the business office the receipt of all goods. No invoice shall be paid without evidence of receipt of the goods.

Preference.

Except as otherwise required by law, it shall be the policy of the Board of Directors to purchase products and services from locally owned enterprises within the District community which offer the goods and services if the cost and other considerations are relatively equal. Except as otherwise required by law, the District shall give preference to purchasing Iowa products ~~and purchasing from Iowa-based businesses~~ if the bids submitted are comparable in cost and products meet the required specifications and can be secured without additional cost over other products. Other statutory purchasing preferences may also apply.

Comment [KLM1]: Iowa Code Chapter 73 was amended in 2011 to delete the preference given to Iowa labor in the constructing or building of public improvements or works.

Coordinated Purchases.

When practical, the District will endeavor to coordinate and combine purchases with other governmental bodies to take advantage of volume price breaks.

DISTRICT PURCHASES; PREFERENCES

Contributions Towards Purchases by Parent-Teacher Organizations, Parent-Teacher Associations, Foundations and Booster Clubs.

District parent-teacher organizations or associations, foundations and booster clubs may agree to contribute towards the acquisition or improvement of District facilities and grounds or towards the purchase of equipment for the District as mutually agreed in advance between the organization and the Board of Directors. The District shall prepare or cause to be prepared any necessary specifications, bid proposals, and contracts for the improvements or purchases in accordance with Iowa law and in accordance with this policy and Policy 814 on bidding procedures. The organization, association, foundation or club shall provide the funds directly to the District for the acquisition or improvement as agreed to with the Board of Directors in advance of the District contracting with the vendor or contractor.

Date of Revision:

~~April 19, 2010~~, ~~20145-~~

0106315401085794

Legal References:

19B.8, Chapter 23A.3, Chapter 26, 72.3, Chapter 73,
73A.21, 274.1, 279.8, 279.28, 279.29, 279.30, 279.32,
279.35, 279.36, 291.6, 291.7, 291.8, 291.12, 721.2(2),
Code of Iowa; 261 I.A.C. Chapter 54; 281 I.A.C.
12.3(1), 43.25

BIDS

Public Improvement. Before the District enters into any contract for any public improvement ~~to cost with an estimated total cost of more than \$100,000~~ the statutory competitive bid threshold, the Board shall adopt proposed plans and specifications and proposed form of contract and ~~hold estimated total cost for the public improvement following a public hearing thereon.~~ hold estimated total cost for the public improvement following a public hearing thereon. The procedures of Policy 218 shall apply, with ~~at least ten days' notice to be given published at least four days, but not more than twenty days, before the hearing.~~ at least ten days' notice to be given published at least four days, but not more than twenty days, before the hearing. In addition, the Board shall advertise for bids as required by the statutes of the State of Iowa. The Board will award the contract to the lowest responsive, responsible bidder. Resident bidders shall be given preference if required by law.

Before the District enters into any contract for any public improvement ~~to cost at least with an estimated total cost of more than the statutory competitive quotation threshold or more but not in excess of \$100,000, more than the statutory competitive bid threshold,~~ the Board shall follow quotation procedures as required by the statutes of Iowa, including adopting proposed plans and specifications, and proposed form of contract. In addition, the Board shall make a good faith effort to obtain quotes from at least two contractors regularly engaged in such work, shall provide contractors an opportunity to inspect the site, and shall designate the time, place and manner for filing quotes. The District may also submit a quote to use its own employees. The Board shall record the quotes in Board meeting minutes and award the contract to the lowest responsive, responsible contractor.

These procedures need not be followed if emergency repairs are necessary to ~~prevent the closing of~~ ensure the continued use of a school or school facility, and the administrator of the Area Education Agency issues a certificate to that effect.

~~Services, Supplies and Equipment~~ Equipment, Supplies and Materials. Purchase of services, supplies, and equipment ~~equipment, supplies and materials~~ costing less than \$15,000 shall be governed by the rules and regulations set forth in the business procedures manual. Before the District purchases services, supplies, or equipment ~~equipment or supplies or materials~~ costing \$15,000 or more but less than \$25,000, the District shall advertise for bids or obtain written quotes from at least two vendors. If only one vendor quote can or is obtained, the purchase shall first be approved by the Superintendent with notice to the Board of Directors. Purchases of \$25,000 or more shall be by advertised bid or written quotes and shall require Board approval. Purchases of buses shall be by bid and shall require Board approval. Purchases of similar ~~items~~ supplies should be assumed to be aggregated at arriving at dollar figures and not broken into smaller segments to avoid the intent of this policy. Contracts will be awarded to the lowest responsible bidder contractor based upon total cost considerations, including, but not limited to, the cost of the goods and services being purchased, availability of service or repair, delivery date, the targeted small business procurement goals, prior record of the bidder contractor, and other factors deemed relevant by the District (including any applicable statutory purchasing preferences). The District reserves the right to negotiate terms with a contractor as it deems appropriate.

Comment [KML1]: Consider whether to include "services" throughout this section.

Cooperative Purchasing. The District shall cooperate with other governmental entities in making purchases. In such cases, the procedures of ~~814.~~ this policy need not be followed if the other entity has utilized bidding or other comparative purchase procedures.

Award. In all cases, the District retains the right to reject any or all bids and quotations or any part thereof, and to enter into the contract(s) deemed to be in the best interests of the District.

Code No. 814

BIDS

Date of Revision:

April 19, 2010, 20154

0106319701085799

Legal References:

23A.3, Chapter 26, 72.3, Chapter 73, 73A.21, 278.1,
279.28, 285.10, 297.7, 297.8, 297.22, 301.1, 362.3,
Chapter 573, 721.2, Code of Iowa; 281 I.A.C. 43.25,
43.26

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

PAYROLL PERIODS

Licensed Employees. All salary checks for licensed employees ~~and for the Director of Business Services~~ shall be issued on the 20th day of each month. If the 20th falls on a Saturday, Sunday, holiday or recess, the checks will be issued on the last day the business office is open prior to this date. No exceptions will be made.

Classified Employees. All salary checks for classified employees ~~except for the Director of Business Services~~, shall be issued on the 10th and 25th day of each month. If the 10th or 25th falls on a Saturday, Sunday, holiday or recess day, the checks will be issued on the last day the business office is open prior to this date.

All employees under contract shall be paid in accordance with provisions of their signed contract.

Date of Revision:

~~January 24, 2005~~, 2015-

54573401085816

Legal References:

20.9, 91A.3, 279.8, Code of Iowa

DISTRICT RECORDS

District records shall be housed in the administrative offices of the District or in another secure location. The Secretary shall cause to be kept and preserved District records for the periods of time listed below:

<u>Record</u>	<u>Length of Preservation</u>
a. Secretary's financial records	Permanently
b. Treasurer's financial records	Permanently
c. Annual budget and financial reports	Permanently
d. Minutes of open Board meetings	Permanently
e. Tape recordings of open Board meetings	One year
fe. Minutes and recordings of closed Board meetings	One year
gf. Results of school elections	Permanently
hg. School bonds and coupons	Ten Eleven years after maturity
ih. Annual report	Permanently
ji. Annual audit reports	Permanently
kj. Record of payment of judgments against the District	Twenty years
lk. Written contracts	Ten years
ml. Cancelled warrants, checks, bank statements, bills, invoices and other related records	Five years
nm. Employment applications	Two years
on. Records regarding number of hours worked, pay rates, deductions, payroll records	Three years
po. Record of medical exams used to monitor exposure to hazardous materials	Duration of employment plus 30 years.

DISTRICT RECORDS

ep.	Permanent personnel files	Permanently
eq.	Permanent student records	Permanently
er.	Program grants	According to grant requirements
es.	School meal program accounts/records	Three years after submission of final claim for reimbursement for fiscal year.
et.	Real property records including deeds and abstracts	Permanently

The Secretary of the Board shall not be required to preserve original paper copies of ~~Board of Directors' District~~ records permanently, but is authorized, after electronically storing the record, to destroy, by burning or shredding, any paper records. ~~A properly authenticated reproduction of any electronically stored record~~ An electronic record which accurately reflects the information set forth in the paper record after it was first generated in its final form, and which remains accessible for later reference, meets the same legal requirements for retention as the original paper record.

In the event any federal or state agency requires that a record be retained for a period of time longer than that specified in this policy for audit purposes or otherwise, the record shall be retained beyond the specified period for as long as is required for the resolution of the issue by the agency.

Date of Revision:

~~January 24, 2005~~, 2015-

0406323001085817

Legal References:

~~Chapter 22~~, 21.5, 91A.6, 279.8, 291.6, 291.7, 291.8, 291.10, 291.14, 554D.119, 614.1, Code of Iowa; 281 I.A.C. 12.3(1), 12.3(2), 12.3(4), 12.3(8), 12.4(11), 41.35, 41.624, 7 CFR 210.23, 29 CFR 1910.1020.

PETTY CASH ACCOUNTS

The Board of Directors authorizes the central office and each school building to have a petty cash fund. Reimbursement of petty cash funds shall be made upon submission to the business office of proper receipts and records to substantiate the expenditures of petty cash moneys. All expenditures of petty cash funds shall be charged to the appropriate expenditure budget account.

The amount of the petty cash fund and supervision will be the responsibility of the Chief Financial Officer~~Superintendent~~.

Date of Revision:

~~January 24, 2005~~, 2015-

54573701085824

Legal References:

279.8, 280.14, Code of Iowa

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

CREDIT/PROCUREMENT CARDS

The District may obtain credit/procurement cards for use by District ~~and~~ employees to pay for actual and necessary expenses incurred in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties may include, but not be limited to, materials and supplies, fuel for school district transportation vehicles used for transporting students to and from school and for school-sponsored events, payment of fees or other costs related to professional development of employees, and other expenses required by employees in the performance of their duties. The cards shall not be used for cash advances. The cards shall not be used for purchasing goods for personal use. The use of District credit/procurement cards is to provide users with an effective and efficient way to simplify and expedite the process of paying numerous vendors for approved purchases while ensuring compliance with purchasing policies.

~~The Board must approve obtaining credit cards and shall approve the limits of the credit cards. The Superintendent and the Director of Business Services~~ Chief Financial Officer shall administer the use~~have control~~ of ~~the~~District credit/procurement cards, and no employee shall use the cards without prior approval.

Any official or employee using a District credit/procurement card shall ~~immediately~~ submit to the District business office~~Director of Business Services~~ ~~the credit card charge slip along with the~~ original receipts for the purchases showing the date of the transaction, the vendor, the items purchased, the cost of the items and any other detail. Receipts must be printed for purchases made via the Internet with payment by credit/procurement card also showing the details of the purchase. District officials must insure that the District is not inadvertently charged for sales taxes. Failure to provide a proper receipt may make the employee responsible for expenses incurred. In exceptional circumstances, the Superintendent or Board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the District's record of the claim.

The Chief Financial Officer is responsible for developing administrative forms and procedures regarding use of a District credit/procurement card.

Date of Revision:

April 15, 2013, 2015-

0406328701085827

Legal References:

279.8, 721.2(5), Code of Iowa

REIMBURSEMENT FOR EXPENSES

The mode of transportation selected for employee travel for District-related business shall be at the most reasonable rate and be the most efficient available.

Meals

Meal expenses will be reimbursed only when incurred with overnight travel for District-related business. Meals within the state and out-of-state will be reimbursed at a rate not to exceed the IRS standard per diem meal allowance rate set by the US General Services Administration. All per diem amounts include tips and detailed receipts must be submitted. Payment is based on actual cost.

Hotel

Double occupancy is encouraged when feasible and appropriate. The District will reimburse only for the time spent during attendance at the meeting or conference. Hotel receipts and/or bills must be attached to the travel reimbursement form.

Taxis, Limos, Busses

Usual charges for these services will be reimbursed. Receipts must be attached to the reimbursement form.

Airfare

Travelers must arrange for the most economical airfare available. Only coach fare will be reimbursed. Receipts and ticket stubs must be attached to reimbursement form.

Automobile

The District will reimburse for the authorized use of personal vehicles for District business at the maximum rate allowed by the Internal Revenue Service for the actual number of miles driven.

Other Authorized Expenses

Rental cars, parking, business telephone calls and other miscellaneous items will be reimbursed provided proper receipts are attached to the reimbursement form.

Unauthorized Expenses

Personal items such as alcoholic beverages, entertainment, personal telephone calls, laundry, or dry cleaning are not authorized expenses and therefore, will not be reimbursed.

Date of Adoption:

2015

Legal References:

70A.9, 70A.10, 70A.11, 279.8, 279.32, Code of Iowa

01085906

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

Kristy Latta 2/12/2015 3:13 PM

Deleted: Mileage. School officials and personnel will be reimbursed for authorized use of their personal automobiles at a mileage rate determined by the Board of Directors. This will not include travel between their homes and their normal work sites. School employees must make a request each time the personal automobile is to be used or the Superintendent must approve routine reimbursable trips. The employee must file an expense voucher to receive reimbursement, showing the miles driven, the destination and the purpose for the trip. A monthly expense voucher may be filed by employees authorized to routinely make trips. School officials and personnel shall have personal liability insurance on their vehicles. ... (1)

Danielle J. Hainfield 2/23/2015 4:53 PM

Deleted: \$35.00 per day. For travel for less than a full day, meal rates will not exceed \$5.00 for breakfast, \$11.00 for lunch, and \$19.00 for dinner. Out-of-state meal reimbursement will be limited to \$65 per day.

Danielle 3/13/2015 11:18 AM

Deleted: ch

Kristy Latta 2/12/2015 3:16 PM

Deleted: October 24, 1994

Kristy Latta 2/12/2015 3:16 PM

Deleted: ..

Kristy Latta 2/12/2015 3:16 PM

Deleted: 01063305

EXPENDITURES FOR PUBLIC PURPOSES

The Board of Directors recognizes and supports the principle that District funds are to be expended only for legitimate public purposes and not for private personal gain for which services of comparable value have not been rendered to the District. The Board of Directors, therefore, believes it is important to designate those expenditures for officers, directors, employees, and volunteers, which are in addition to salaries and benefits authorized and/or specified in Code 400 and legitimate expense reimbursements, which serve a legitimate public purpose.

The Board of Directors authorizes the expenditure of District funds for District officers, directors, employees, and volunteers for the following purposes, as these are commonly-granted benefits for employees and volunteers in public and private organizations which aid in recruitment of personnel, promotes improvement of staff morale and cooperation, and assists in building a commitment to the District, thus assisting in creating a more productive learning environment:

- Mementos for employees for recognition of every five-years of service to the District, with the mementos not to exceed \$50.00 each in cost to the District.
- A retirement appreciation function once per year to recognize retiring employees with the cost not to exceed \$10.00 per attendee.
- A recognition item upon the retirement of an employee, with the recognition item not to exceed \$75.00 in cost to the District.
- A recognition item upon the end of service by a Board member not to exceed \$25.00 each in cost to the District.
- A recognition item for the president of the Board of Directors upon completion of service as president, not to exceed \$25.00 in cost to the District.
- Staff welcome and appreciation breakfast or lunch which Board members and employees attend (a limited number of invited community members may be invited also), once per school year, to recognize employee contributions and to promote communication between Board members, administrators, and other staff members, with the cost of the breakfast to the District not to exceed \$10.00 per attendee.
- Meals for licensed interviewees (and if the interviewee is an administrative candidate, the interviewee's spouse) and members of the interview committee accompanying the interviewee at the time of an interview not to exceed \$10.00 per attendee if the interview extends over lunch and/or dinner.
- Meals on-site during staff-development (in-service) meetings, committee meetings, and meetings hosted at Urandale with the costs of the meals to the District not to exceed \$10.00 per attendee. This is to promote a more efficient day so that staff members and attendees do not leave the premises.

Comment [KLM1]: This is unclear and should be clarified as appropriate.

Code No. 829

EXPENDITURES FOR PUBLIC PURPOSES

- Light meals may also be served to Board members, the administrators, and other school personnel required to be present at Board meetings if the meetings are called prior to 7:00 p.m., or if they go unusually long, in order to enable the Board to continue with business without interruption, with the cost to the District not to exceed ~~\$120.00~~ per attendee.
- A volunteer appreciation function which Board members, employees, and volunteers may attend once a year to recognize the contributions of volunteers with the cost not to exceed \$10.00 per attendee and where tokens of appreciation may be given to volunteers not to exceed \$10.00 per volunteer in cost to the District.

The Board of Directors also authorizes the expenditure of District funds for coffee and soft drinks in the school buildings. Coffee, soft drinks, light refreshments, such as cookies, may also be made available at Board and committee meetings to promote a welcoming environment and as a common courtesy for individuals who travel to the District building for attendance at District meetings and conferences.

No District funds will be used to pay the cost of any alcoholic beverage and no alcoholic beverage will be available on school grounds.

Date of Adoption:

~~February 26, 2001~~, ~~20145-~~

0106330801085942

Legal References:

Iowa Constitution Article III, Section 31; 279.8,
721.2(5), Code of Iowa

Code No. 832

Comment [KLM1]: We have added a policy regarding disposal of District personal property to the 900 series, to follow the policy regarding disposal of District real property.

RESERVEDDISPOSAL OF DISTRICT PERSONAL PROPERTY

DISPOSAL OF DISTRICT PERSONAL PROPERTY

The Superintendent shall recommend to the Board the disposal of personal property of the District that no longer is useful or necessary for the educational program. If the property is usable and has a value of \$5,000 or less, the Board shall adopt the procedure for disposing of the property. For sales of such property, the Board shall advertise the procedure for two consecutive weeks in a newspaper. If the property is valued at more than \$5,000, the Board shall adopt a procedure for disposing of the property and shall hold a public hearing on the proposal. Whenever any furnishings, equipment, or supplies have been declared obsolete, the Board of Directors shall sell or dispose of such furnishings, equipment, or supplies at the best price possible in accordance with law. If the personal property has a value of not more than \$5,000, the Board shall determine the procedures for the sale or other disposition of the property. Notice of a sale of personal property shall be published in the newspaper at least once for two consecutive weeks while notice of any other disposition of personal property (non-sale) shall be published in the newspaper at least once. If the property has a value of more than \$5,000, the Board shall pass a resolution outlining the sale and setting a public hearing on the sale. The public hearing shall be held after publication of the notice for the hearing as required by law. The Secretary of the Board shall credit such receipts from the sale of personal property to the fund which was used to account for the acquisition of the property. If the fund for acquisition is unknown or the fund no longer exists then the proceeds from any sale of the personal property shall be placed in the general fund.

Comment [KL2]: It is up to the District where it believes this policy regarding disposal of District personal property is most properly placed. If you want to keep it in the 800 series, as you have indicated, then we have added the language back in for this, as previously provided by Danielle in her review of the 900 series (see policy 915.1).

Date of Adoption:

April 19, 2010, 2015-

0406338301085958

Legal References:

279.22, Code of Iowa 279.22, Code of Iowa

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

**BUILDINGS AND SITES
ARTICLE 900**

- 901 STATEMENT OF GUIDING PRINCIPLES
- 902 SCHOOL FACILITIES SURVEYS
- 903 SELECTION OF AN ARCHITECT AND/OR ENGINEER
- 904 SITE SPECIFICATIONS
- 905 EDUCATIONAL SPECIFICATIONS FOR BUILDINGS
- 906 PRELIMINARY BUILDING SPECIFICATIONS
- 907 FINAL BUILDING SPECIFICATIONS
- 908 FINANCING SITE ACQUISITIONS AND CONSTRUCTION
- 909 MAINTENANCE SCHEDULE
- 910 REQUESTS FOR IMPROVEMENTS
- 911 EMERGENCY REPAIRS
- 912 USE OF CONTRACT SERVICES
- 913 ENERGY EFFICIENCY AND CONSERVATION
- 914 ASBESTOS
- 915 DISPOSAL OF SCHOOL SITES AND BUILDINGS
- 915.1 DISPOSAL OF PERSONAL PROPERTY**
- 916 TOBACCO PROHIBITED
- 917 SCHOOL DISTRICT CURFEW
- 918 VANDALISM
- 919 WARNING SYSTEM AND EMERGENCY PLANS
- 920 BOMB THREATS
- 921 NAMING OF DISTRICT'S FACILITIES AND EVENTS
- 922 ENVIRONMENTAL PROTECTION AND RESOURCE CONSERVATION
- 923 BUILDING SECURITY
- 924 PARKING AND TRAFFIC REGULATIONS

**BUILDINGS AND SITES
ARTICLE 900**

The Board of Directors of the Urbandale Community School District reviewed all of the policies in Article 900, Buildings and Sites, on the following dates:

October 30, 1989
November 28, 1994
February 23, 1998
February 26, 2001
January 24, 2005
April 19, 2010
January , 2015

NOTE: If changes were made to the text of a policy, a date of revision is shown. If changes were made only to Legal References, no new date of revision was shown.

Filing Instructions: File this page immediately behind the Table of Contents in Article 900.

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

01059085

STATEMENT OF GUIDING PRINCIPLES

~~The primary purpose of the school building program is~~ It is the policy of the Board of Directors of the Urbandale Community School District to provide facilities that aid in fulfilling the mission statement and enhance the educational goals and objectives of the ~~Urbandale Community School~~ District.

The Board of Directors shall have final responsibility for the selection, purchase, lease and disposal of school sites, for the purchase, lease, construction, remodeling, and disposal of school buildings, for the approval of plans, ~~and~~ specifications, forms of contracts and estimated total cost and budget of improvement projects for the authorization and acceptance of bids, for the payment for work performed on contractual agreements, and for final acceptance or rejection of work done. Unless the Board votes otherwise on a specific project, the Board grants authorization to the Superintendent, or his/her designee to approve change orders up to \$5,000. The Board of Directors will be subsequently notified of any authorized change orders. The Board of Directors will be notified in advance of change orders totaling \$5,000, but less than \$10,000. Change Orders in excess of \$10,000 shall first be approved by the Board of the Directors.

The Superintendent shall be responsible for organizing and coordinating the efforts of the various individuals and groups to best achieve the established educational objectives in the building program and for making resulting recommendations to the Board of Directors.

Date of Revision:

~~April 19, 2010~~, 2014

01059088

Legal References:

Chapter 26, 72.3, 73.3, Chapter 100, Chapter 103A, Chapter 104A, Chapter 278, 279.8, 279.9, 279.11, 279.26, ~~279.28~~, 279.39, 279.41, ~~279.42~~, 279.44, 279.48, 279.49, 279.52, 279.64, 279.A9, 280.14, 292.2, Chapter 296, Chapter 297, Chapter 298A, 298.2, 298.3, 298.18, 298.234, Chapter 300, Chapter 423E, Chapter 573, Code of Iowa, Chapter 423 F

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

SCHOOL FACILITIES SURVEYS

It shall be the policy of the Board of Directors, upon the recommendation of the Superintendent, and when deemed advisable, to contract for the services of consultants and other resource personnel for the study of particular problems or needs associated with sites and buildings of the District.

Date of Revision:

January 24, 2005

Legal References:

279.8, 297.7, Code of Iowa

SELECTION OF AN ARCHITECT AND/OR ENGINEER

It shall be the responsibility of the Superintendent to provide the Board of Directors with suggested methods and appropriate criteria for the selection of an architect or engineer. The Board of Directors shall select the architect and/or engineer and shall approve any contract with the selected architect or engineer. The architect and/or engineer may be selected for a single project or for a series of projects.

Date of Revision:

April 19, 2010, 2014

Legal References:

26.3, 26.4, 26.14, 72.5, 297.7, 542B.1, 544A.1, 544B.2
Code of Iowa

01059170

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

SITE SPECIFICATIONS

The Board of Directors shall accept as its minimum standards such site specifications as issued by the Iowa Department of Education. The Board of Directors may adopt additional standards over and above the site specifications issued by the Iowa Department of Education as it deems necessary and beneficial to the District.

Date of Adoption:

October 30, 1989

01059174

Legal References:

Chapter 103A, Chapter 104A, ~~297.1-297.7,~~
~~297.15-279.19, Code of Iowa~~

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

EDUCATIONAL SPECIFICATIONS FOR BUILDINGS

The Board of Directors, the administrative and instructional staff, and other staff members shall assist the architect and/or engineer selected by the Board of Directors in developing educational specifications for building projects. Citizens may also be asked to aid in this process. The educational specifications shall provide the architect or engineer with an inventory of program requirements, a statement of functional program relationships, specification of the number and character of classrooms, a description of needed specialized instructional facilities, the educational requirements for such areas as the library, outside site activities, gymnasium, cafeteria, auditorium, administrative offices, staff and student service facilities, public service or community service facilities and any other pertinent information which will be of significance.

Date of Revision:

October 30, 1989

01059176

Legal References:

Chapter 26, Chapter 100, Chapter 103A, Chapter
104A, 279.49, 297.7, 473.13A, 542B.16, 544A.28,
Code of Iowa

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

PRELIMINARY BUILDING SPECIFICATIONS

The architect or engineer shall proceed with preparation of the preliminary plans and specifications after receiving authorization from the Board of Directors. The Superintendent shall provide the architect or engineer with educational specifications, financial data, and other pertinent information necessary to his/her planning. The architect or engineer shall make revisions to the plans until a consensus of opinion is reached and approval is given by the Board of Directors.

Date of Revision:

November 28, 1994

01059177

Legal References:

Chapter 26, Chapter 200, Chapter 103A, Chapter
104A, 279.49, 279.7, 474.13A, 542B.16, 544A.28,
Code of Iowa

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

FINAL BUILDING SPECIFICATIONS

The architect or engineer shall proceed with preparation of the final working drawings, specifications, ~~and contract documents,~~ and estimate of cost after receiving authorization from the Board of Directors. The Superintendent, staff members and the Board of Directors shall continue to provide information and decisions necessary for the architect or engineer to finalize the plans. Before plans and specifications are formally adopted a public hearing shall be noticed and held in accordance with the Iowa law.

It shall be the responsibility of the architect or engineer to obtain approval of the final plans by the State Fire Marshall, local building authorities, and all other local and state regulatory bodies, and of the Board of Directors before releasing the plans for bid purposes.

Date of Revision:

~~February 10, 2003~~, 2014

01059181

Legal References:

Chapter 26, Chapter 100, Chapter 103A, Chapter 104A, 279.49, 279.13A, 542B.16, 544A.28, Code of Iowa

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

FINANCING SITE ACQUISITIONS AND CONSTRUCTION

The Board of Directors shall determine the sources of financing construction, remodeling, improvements, leasing, and purchases as provided by the Code of Iowa. Possibilities include the issuance of bonds, the issuance of loan agreements, and levies authorized by law. The Board may also utilize money received from gifts, grants, sales tax revenues, and money derived from the lease or sale of schoolhouses and/or sites.

Date of Revision:

April 19, 2010

01059187

Legal References:

26.6, 278.1, 279.26, 279.39, 279.41, 279.42, 279.48, 279.52, 279.53, 280.14, 283A.9, Chapter 292, 296.1, 296.6, 297.1, 297.9, 297.10, 297.12, 297.22, 297.36, 298.2, 298.3, 298.7, 298.18, 298.19, 298.20, 298.21, 298A.4, 298A.5, 298A.9, 298A.10, 298A.13, 300.1, Chapter 423E, 473.20, 423F, 473.20A, 565.6, Code of Iowa; 281 I.A.C. Chapter 96

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

MAINTENANCE SCHEDULE

It is the policy of the Board of Directors to require inspection of buildings and sites for reconstruction, repair and maintenance. The Superintendent shall develop and administer a comprehensive maintenance schedule for the general care and housekeeping of all buildings, equipment, and grounds of the District. This schedule shall include provisions establishing the proper lines of authority in administering such schedule.

Date of Revision:

April 19, 2010 , 2014

Legal References:

279.8, 280.14, 297.8, 298.3, Code of Iowa

01059188

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

REQUESTS FOR IMPROVEMENTS

Provisions for procedures in making requests for improvements and/or repairs for all District property shall at all times, except in cases of emergency, follow the proper lines of authority and the proper sequence of organization as outlined in the District maintenance schedule.

Date of Revision:

October 30, 1989

Legal References:

279.8, 280.14, 297.8, Code of Iowa

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

EMERGENCY REPAIRS

When an emergency arises in the maintenance or operation of any District property that directly affects the learning environment and/or safety and welfare of personnel and students, the following actions shall be taken:

- (1) Insure the safety and welfare of the students.
- (2) Insure the safety and welfare of the personnel.
- (3) Report such emergency condition to the appropriate administrator and/or maintenance staff for correction or to outside authorities.

If an emergency repair is in excess of the competitive bid or quotation threshold, and is necessary to keep the school building open, the District may seek an emergency repair certificate from the AEA administrator.

Date of Revision:

October 30, 1989, 2014

Legal References:

279.8, 280.14, 297.8, 298.3, Code of Iowa

01059198

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

USE OF CONTRACT SERVICES

The Superintendent shall use his/her judgment as conditions dictate as to the use of District maintenance personnel or contracting for a special service in the maintenance of the District's grounds, buildings, and equipment. The Board may approve contracting for management services from an outside company or agency to assist in operating an efficient and effective maintenance program.

Date of Revision:

January 24, 2005

Legal References:

Chapter 28E, 279.8, 280.14, Code of Iowa

ENERGY EFFICIENCY AND CONSERVATION

The District shall continually audit its energy consumption and shall take steps to insure that the District's facilities are operated as energy efficiently as possible. The District shall file, on appropriate forms, with the economic development authority, the results of an energy audit of the buildings owned and leased by the District as required by law.

Prior to constructing or renovating a District building having 20,000 or more square feet of usable floor space heated and/or cooled by a mechanical or electrical system, a life cycle cost analysis done in compliance with state law shall be conducted for the facility. The life cycle cost analysis shall be approved by the Board prior to letting contracts.

Date of Adoption:

~~October 30, 1989~~, 2014

01059206

Legal References:

279.8, 279.44, Chapter 470, 473.13A, 473.19, 473.20, 473.20A, Code of Iowa

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ASBESTOS

Friable and non-friable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed for any reason. If there is a need to ~~replace asbestos wrapped pipes or boiler covering, these will be replaced with non-asbestos containing materials~~ remove asbestos containing materials, they will be replaced with non-asbestos containing materials. Any asbestos abatement or removal work will be performed by qualified and properly licensed individuals or entities. Each school building will maintain a copy of the asbestos management plan and related records, as applicable.

The District will implement the rules of AHERA and will provide the necessary funding to implement the response actions as required. The District will appoint and train as necessary the appropriate person as required in the rules.

Date of Adoption:

October 30, 1989, 2014

01059213

Legal References:

Chapter 88B, 279.52, 298.3, Code of Iowa; 40 C.F.R. Parts 61 and 763; 29 C.F.R. Part 1926

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

DISPOSAL OF SCHOOL SITES AND BUILDINGS

The Superintendent shall recommend to the Board of Directors the sale or other disposal of school sites and buildings when it is judged that a site or building is no longer necessary for the operation of the educational program. The Board of Directors shall set the terms for the sale or disposal of the site or building.

If the Board desires to sell, lease for more than one year, or otherwise dispose of real property, the Board ~~shall hold a public hearing prior to disposing of the property. The Board may dispose of a student-constructed building and the property on which it is located without first holding a hearing or taking bids~~ pass a resolution outlining the proposed disposition and shall publish notice of and hold a public hearing on the disposal of the property prior to any final Board action. However, no public hearing is required for the lease of a portion of an existing school building or for the sale or disposal of a student-constructed building and the property on which it is located. Proceeds from the sale or disposition of a student – constructed building shall be placed in the District’s student construction fund. Moneys remaining in the student construction fund after the Board discontinues the student construction program shall first be used to reimburse the fund or funds from which the student construction program’s start-up costs were paid. Remaining moneys after reimbursement shall be transferred by Board resolutions to the general fund.

The Secretary of the Board shall credit the proceeds from the sale of District real property to the fund which was used to account for the acquisition of the property. If the fund for acquisition is unknown or the fund no longer exists in the District then the proceeds from the sale shall be credited to the physical plant and equipment levy fund. The proceeds from the lease of real property for more than a year shall be credited to the general fund.

Date of Revision:

February 23, 1998, 2014

Legal References:

278.1, 280.14, 297.15-297.25, Code of Iowa

01059074

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

DISPOSAL OF PERSONAL PROPERTY

Whenever any furnishings, equipment, or supplies have been declared obsolete, the Board of Directors shall sell or dispose of such furnishings, equipment, or supplies at the best price possible in accordance with law. If the personal property has a value of not more than \$5,000, the Board shall determine the procedures for the sale or other disposition of the property. Notice of a sale of personal property shall be published in the newspaper at least once for two consecutive weeks while notice of any other disposition of personal property (non-sale) shall be published in the newspaper at least once. If the property has a value of more than \$5,000, the Board shall pass a resolution outlining the sale and setting a public hearing on the sale. The public hearing shall be held after publication of the notice for the hearing as required by law. The Secretary of the Board shall credit such receipts from the sale of personal property to the fund which was used to account for the acquisition of the property. If the fund for acquisition is unknown or the fund no longer exists then the proceeds from any sale of the personal property shall be placed in the general fund.

Date of Revision:

~~August 11, 2014~~, 2014

Legal References:

278.1, 297.22 Code of Iowa

01059081

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

TOBACCO PROHIBITED SMOKE AND TOBACCO FREE POLICY

No smoking or use of smokeless tobacco products, including e-cigarettes, will be permitted at any time in District buildings, ~~or on school~~ District grounds (including in private vehicles on District grounds), or in District-owned vehicles (regardless of the location of the vehicles). This prohibition applies to both school-sponsored and non-school-sponsored activities and notices to this effect will be displayed in all District buildings and vehicles. Additionally, no smoking or use of smokeless tobacco products, including e-cigarettes, shall be permitted in other locations used for school activities while the school activities are taking place. ~~This applies to school-sponsored and also to non-school-sponsored activities at any time.~~ No smoking or use of smokeless tobacco products will be permitted in school vehicles at any time, regardless of the location of the vehicles. ~~Notices to this effect will be displayed in all buildings and vehicles.~~

It shall be the responsibility of all ~~school~~ District personnel and visitors to abide by this policy and to enforce the policy. If, after being asked to abide by this policy, a visitor fails to comply, the visitor will be asked to leave District property or the school activity or event if held off District property. District personnel failing to abide by the policy shall be subject to disciplinary actions. Groups using school property who violate the policy may be refused future use of District property.

Date of Revision:

February 12, 2007 , 2014

Legal References:

Pro-Children Act of 1994, 20 U.S.C. 6081, et seq.;
Chapter 142B, 279.8, 279.9, Code of Iowa

01054009

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

SCHOOL DISTRICT CURFEW

No unauthorized person shall remain on school property between the hours of 10:30 p.m. to 6:00 a.m. unless attending a school-sponsored event or unless special permission has been given by the administration or by the Urbandale Board of Directors for such a person or a group of persons to remain on the property. Violators will be subject to trespass laws of the State of Iowa.

Date of Revision:

February 26, 2001

Legal References:

279.8, 716.7, 716.8, Code of Iowa

00545766

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

VANDALISM

District buildings, sites and property are expected to be treated with respect and care. Vandalism should be promptly reported to the building principal.

Persons who have damaged or destroyed District property may be subject to discipline and may also be reported to law enforcement officials. Persons who are not under the jurisdiction of the District may be reported to law enforcement officials. In addition, persons who have damaged or destroyed District property may be required to make restitution.

Date of Revision:

April 19, 2010

Legal References:

279.8, Chapter 716, Code of Iowa

654493

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

WARNING SYSTEM AND EMERGENCY PLANS

The District shall maintain a warning system designed to inform students, employees, and visitors in the facilities of an emergency. This system shall be maintained on a regular basis under the maintenance plan.

Students shall be informed of this system. Licensed employees shall be responsible for instructing students on the proper techniques to be followed during an emergency. Fire and tornado drills will be performed annually as required by law. Emergency plans shall include procedures to ensure that those in need of assistance are aided during an emergency, including students and staff with disabilities.

Date of Revision:

~~April 19, 2010~~, 2014

01059217

Legal References:

~~109.31~~, 279.8, Code of Iowa

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

Code No. 921

Comment [DJH1]: District needs to review.

NAMING OF DISTRICT FACILITIES AND EVENTS

Naming of Facilities. The Board of Directors must approve all names of District facilities. For purposes of this policy, "District facility" shall refer to a District owned or leased site, building, or a room or other facility located upon or within a site or building. Any person or group proposing a name for a District facility must submit a written proposal to the Superintendent, outlining the reasons for the proposed name. If the proposal is to name a District facility after an individual, the proposal must outline specific contributions the individual has made to the nation or to the District community. The Superintendent shall make a recommendation to the Board regarding the proposal and may involve other persons in making the recommendation.

The District is committed to respecting the diverse and multi-cultural characteristics of the District community. Therefore, any name should have broad acceptance in a diverse community.

The District, except for an unusual and extraordinary circumstance, shall not name a District facility after a person currently employed in the District or after a person who was employed in the District during the previous three years.

Naming of Events or Activities. The Board of Directors must approve all names of District events or activities that are named after an individual. A proposal to name an event or activity after an individual must outline specific contributions the individual has made to the nation or to the District community. The Superintendent shall make a recommendation to the Board regarding the proposal and may involve other persons in making the recommendation. The District, except for an unusual and extraordinary circumstance, shall not name an event or activity after a person who was employed in the District during the previous three years.

Other Alternatives. The Board of Directors recognizes that there may be a desire to commemorate the contributions of an individual through the naming of a District facility, event or activity. However, the Board also recognizes that many staff members and volunteers make a variety of extraordinary contributions. Therefore, the Board strongly suggests that other alternatives, such as the following, be considered:

- Establishing a scholarship with a District foundation, booster club or other organization;
- Landscaping improvements such as trees, stepping stones, or benches;
- Establishing a special purpose fund with a District foundation or booster club or other organization to benefit a program.

Date of Adoption:

April 19, 2010

Legal References:

Chapter 274.1, 279.8, 279.62, Code of Iowa

648588

URBANDALE COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ENVIRONMENTAL PROTECTION AND RESOURCE CONSERVATION

The District is committed to the protection of the environment and to resource conservation. This commitment imposes responsibilities upon all members of the District community and includes:

- Preserving natural resources.
- Preventing pollution.
- Reducing waste.
- Improving all aspects of environmental management.

The District will:

1. Comply with all applicable environmental laws and regulations.
2. Effectively communicate the District's environmental and resource conservation commitment to staff, students, and the District community.
3. Promote recycling, reuse and conservation of resources.
4. Safely store and manage fuel, chemicals and waste.
5. Encourage proactive attitudes and behaviors towards environmental protection and resource conservation.
6. Inspect and evaluate environmental performance to help ensure continual improvement.

Date of Revision:

~~April 19, 2010~~, 2014

01059227

Legal References:

279.8, 279.44, Chapter 470, 473.a3A, 473.19, 473.20, 473.20A, Code of Iowa; 281 I.A.C. 12.5

BUILDING SECURITY

The Superintendent shall develop a security plan for all District facilities. The plan will include provisions for control of entry into buildings, monitoring of visitors to the buildings, procedures for threat responses, procedures for evacuation of the buildings, surveillance of the buildings and grounds, the use of technology to enhance building security, procedures for cooperation with local emergency and safety officials, and procedures for communications with parents and community members. Said emergency plans shall be kept confidential to the extent authorized by law.

Date of Revision:

April 19, 2010

01059630

Legal References:

Chapter 100.31, 279.8, Code of Iowa

PARKING AND TRAFFIC REGULATIONS

The Superintendent shall develop and implement rules and regulations relating to the parking and operation of vehicles and bicycles on District grounds by staff, students and visitors. The purpose of the rules and regulations will be to:

- Ensure the safe and orderly flow of traffic;
- Make available parking facilities to designated staff, students and visitors;
- Promote pedestrian, rider and vehicular safety;
- Assure the maneuverability of school buses and vehicles;
- Assure the maneuverability of emergency vehicles; and
- Protect District property.

The rules and regulations will be consistent with motor vehicle and other laws related to vehicular operation and parking of the State of Iowa and of the City of Urbandale.

No person may park a vehicle or bicycle on District grounds for the purpose of displaying the vehicle or bicycle for sale or for the purpose of storage. Any vehicle or bicycle on District property in violation of this policy ~~will~~may be removed from District property without prior notice and at the owner's expense.

The use of bicycles, skateboards, sleds, snowboards, automobiles, go-carts, motorcycles, mopeds, motor scooters, snowmobiles and other motorized vehicles and similar recreational devices will not be permitted on District playgrounds, sidewalks, or parking lots unless otherwise specifically permitted by the Superintendent or his/her designee.

Comment [DJH1]: Do kids drive these to school?

Date of Revision:

~~April 19, 2010~~, 2014

01059235

Legal References:

279.8, 279.8A, Code of Iowa

10 - GENERAL		
ACCESS SYSTEMS-	Services	\$ 426.66
ACE HARDWARE	Supplies	\$ 53.99
ADVENTURE LIGHTING	Repairs	\$ 456.00
AHLERS & COONEY, P.C.-	SERVICES	\$ 2,450.00
ALLEGRA (WAS THE PRINTING STATION)	Printing	\$ 3,735.49
AMERICAN FLOOR MATS	Supplies	\$ 2,043.32
AMSAN	Supplies	\$ 273.51
ARAMARK UNIFORM SERVICES-	SERVICES	\$ 575.06
AVESIS THIRD PARTY ADM.	Withholdings	\$ 2,260.06
BARNES & NOBLE	Books	\$ 287.64
BMO MASTERCARD	Supplies and Services	\$ 13,040.33
CAMCOR, INC.-	Services	\$ 546.36
CANFIELD, ABBY	MILEAGE	\$ 146.16
CAPITAL SANITARY SUPPLY	CREDIT	\$ 1,631.15
CARLISLE COMMUNITY SCHOOLS-	SE Billing	\$ 4,707.57
CARVER, TIM	Reimbursement	\$ 24.00
CENTURYLINK	SERVICES	\$ 737.73
CHEMSEARCH	Supplies	\$ 144.00
CIVIC CENTER	Admissions	\$ 101.00
CLAIMAID CONSULTING CORPORATION	SERVICES	\$ 2,626.99
CONFERENCE-AFRICAN AMERICAN CHILDREN/FAM	Conferences	\$ 150.00
CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	Supplies	\$ 41.62
CONTINUUM RETAIL ENERGY(WAS SEMINOLE)-	SERVICES	\$ 27,260.46
COPY SYSTEMS, INC	Copier Charges	\$ 118.84
CREATIVE NOTEBOOK SOLUTIONS-	Supplies	\$ 412.50
DALLAS CENTER-GRIMES SCHOOL DIST	OE Tuition	\$ 15,502.06
DES MOINES INDEPENDENT SCHOOLS	Services	\$ 4,041.36
DES MOINES LOCK SERVICE	Supplies	\$ 7.50
DES MOINES REGISTER	ADVERTISEMENT	\$ 714.00
DES MOINES STAMP MFG CO-	shipping	\$ 41.80
DIAMOND OIL COMPANY	SERVICES	\$ 6,525.11
DICKINSON, MACKAMAN, TYLER,-	SERVICES	\$ 14,650.50
EAI EDUCATION	Supplies	\$ 87.09
EGAN SUPPLY CO.	Supplies	\$ 809.33
ELECTRICAL ENGINEERING & EQUIP	Repairs	\$ 1,293.74
ELECTRONIC ENGINEERING CO	Services	\$ 38.00
ELECTRONIX EXP/RSR ELECTRONICS-	Services	\$ 179.00
FEES, LINDA	Withholding	\$ 308.66
FIRST CHOICE COFFEE SERVICES	Supplies	\$ 65.98

FORSELLES II PARTNERS-	LEASE	\$ 6,692.00
GOPHER SPORT	Supplies	\$ 133.32
GRAINGER INC-	Supplies	\$ 66.48
GREATER DES MOINES UNITED WAY	Withholding	\$ 314.00
GREATER IOWA CREDIT UNION	Withholdings	\$ 1,983.60
GROUNDS KEEPER, THE (NEW)-	SERVICES	\$ 3,253.50
HEARTLAND AEA 11	SERVICES	\$ 270.15
HEARTLAND TECHNOLOGY SOLUTIONS-	Repairs	\$ 949.00
HIGGINS PLAZA SERVICE	Repairs	\$ 164.50
HYVEE FOOD STORE - URBANDALE	Supplies	\$ 869.06
IMAGING TECHNOLOGIES	Services	\$ 1,006.80
IOWA ASSOCIATION-SCHOOL BOARDS-	Services	\$ 636.00
IOWA COMMUNICATIONS NETWORK	SERVICES	\$ 817.08
IOWA DECA	Registration	\$ 820.00
IOWA DEPARTMENT OF REVENUE	Withholdings	\$ 135.64
IOWA DEPT. OF HUMAN SERVICES	SERVICES	\$ 119,368.04
IOWA INTERNATIONAL CENTER-	Services	\$ 240.00
IOWA LIVING MAGAZINES	SERVICES	\$ 960.00
IOWA WATER MANAGEMENT-	Services	\$ 435.00
IRON MOUNTAIN RECORDS MANAGEMENT-	SERVICES	\$ 26.78
JIM SHIPLEY & ASSOCIATES-	Services	\$ 8,188.76
JOURNEYED	Licenses Renewal	\$ 24,957.16
JUSTMANN, LARA	Reimbursement	\$ 25.00
KARAIDOS, SHAWN	MILEAGE	\$ 89.30
KAVAZOVIC, ALMA	MILEAGE	\$ 127.20
LANGUAGETECH, INC.-	Services	\$ 55.00
LIFETOUCH SCHOOL PORTRAITS	Services	\$ 4,194.73
LINK ASSOCIATES-	Services	\$ 935.50
LINN COUNTY SHERIFF	Withholdings	\$ 223.48
MAIL SERVICES, LLC-	SERVICES	\$ 1,155.21
MCCARTY, LOIS	MILEAGE	\$ 11.27
MCGRAW HILL EDUCATION	Books	\$ 1,792.58
MENARDS	Supplies	\$ 234.17
METHODIST OCCUPATIONAL HEALTH -	SERVICES	\$ 174.00
METRO WEST LEARNING CENTER-	Services	\$ 5,130.00
MIDAMERICAN ENERGY-	Services	\$ 36,096.52
MIDWEST COMPUTER PRODUCTS	Equipment	\$ 500.91
MINER, LINDSAY	Refund	\$ 250.65
MONSON, DAPHNE	Reimbursement	\$ 56.00
MOVIE LICENSING USA	License	\$ 2,658.00

NAPA GENUINE PARTS	Supplies	\$ 19.48
OFFICE DEPOT-(USE FOR ALL)	Supplies	\$ 1,301.20
OFFICE OF CHILD SUPPORT ENFORCEMENT	Withholdings	\$ 313.00
O'KEEFE ELEVATOR COMPANY, INC	Services	\$ 433.73
PALMER'S DELI	Supplies	\$ 456.54
PERFECTION LEARNING CORPORATION	Books	\$ 76.75
PHOENIX CHILDRENS ACADEMY(WAS BRADFORD)	Services	\$ 5,098.68
POLK COUNTY SHERIFF'S OFFICE	Withholdings	\$ 661.31
PRAXAIR DISTRIBUTION INC	Services	\$ 42.74
QUILL CORPORATION-	Supplies	\$ 616.54
RELIASTAR LIFE INSURANCE CO.	Withholding	\$ 6,735.02
R & R REALTY GROUP	LEASE	\$ 5,846.19
SAM'S CLUB	Supplies	\$ 121.76
SCHLUETER, KERI	MILEAGE	\$ 132.57
SCHMIDT, CONRAD-	Reimbursement	\$ 48.50
SCHOLASTIC INC	Supplies	\$ 123.80
SCHOOL HEALTH	Supplies	\$ 99.68
SCHULTZ, NANCY	Reimbursement	\$ 56.00
SCIENCE CENTER, THE	Services	\$ 300.00
SIT SPOTS	Supplies	\$ 22.85
SMITH'S SEWER SERVICE INC-	Services	\$ 70.00
SOENKE-QUIST, DENA-	SERVICES	\$ 6,800.00
SONNER, ABBY	MILEAGE	\$ 53.53
KOGA & IAN BARTON	REFUND	\$ 8.00
ST PIUS X	Services	\$ 5,698.53
SWEET HONEY, INC-	Services	\$ 1,500.00
TARGET	Supplies	\$ 31.77
THERMAL SERVICES-	Supplies	\$ 2,275.00
TONER PLACE, THE	Toner	\$ 802.00
TRANS IOWA, L.C.-	Services	\$ 480.50
TRUCK EQUIPMENT	Repairs	\$ 179.58
UE LOCAL 893	Withholdings	\$ 207.00
UNITED STATES TREASURY	Withholdings	\$ 308.66
UNITYPOINT HEALTH-DES MOINES	Services	\$ 39.70
URBANDALE EDUCATION ASSOCIATION	Withholdings	\$ 10,007.82
URBANDALE HOT LUNCH	Services	\$ 60.35
URBANDALE SWIM POOL	Classes	\$ 550.00
URBANDALE WATER UTILITY	WATER/SEWER	\$ 5,251.65
U.S. DEPARTMENT OF EDUCATION	Withholdings	\$ 476.46
VAN WALL EQUIP (PREV GREAT AM OUTDOOR)	Repairs	\$ 18.06

VIERLING, KELLY D'ANN	Withholdings	\$ 636.24
WALSH DOOR & HARDWARE CO	Supplies	\$ 259.98
WASTE CONNECTIONS OF DM	SERVICES	\$ 99.63
WASTE MANAGEMENT OF IOWA	SERVICES	\$ 4,248.49
WAUKEE COMMUNITY SCHOOLS	OE Tuition	\$ 15,948.69
WELLMARK	Claims Processing Fee	\$ 360.00
WELLS FARGO CORPORATE CARD	Conference Expenses	\$ 3,800.28
WEST DES MOINES COMM SCHOOL DIST-	Sp Ed Tuition	\$ 32,728.35
WEX BANK (WAS FLEET SVCS/WRIGHT EXP)	GASOLINE	\$ 1,726.31
WINDSTAR LINES-	CHARTER	\$ 13,070.00
WOLFE MACHINERY	Repairs	\$ 16.03
10 - GENERAL	**Fund Total**	\$ 464,729.91
21 - STUDENT ACTIVITY		
ANDREWS, DANA-	Judge	\$ 100.00
BC PRODUCTIONS-	Services	\$ 625.00
BMO MASTERCARD	Expense	\$ 1,879.87
CONTEMPORARY SERVICES CORP	Services	\$ 204.00
DANNENFELDT, AMY-(EMPLOYEE)	Accompanist	\$ 150.00
DRAKE UNIVERSITY BELL CENTER	Entry fee	\$ 15.00
HARRIS, ANNIE (RUTH)-	Accompanist	\$ 300.00
HILTON GARDEN INN	Judge	\$ 1,109.82
IMAGING TECHNOLOGIES	Copier Charges	\$ 455.23
INNOVATIVEEVENTS INC-	Services	\$ 2,557.60
IOWA DECA	Conference	\$ 3,660.00
IOWA HS SPEECH ASSOCIATION	Large Group entries total: \$121	\$ 121.00
JIMMERSON, DERON-	Services	\$ 100.00
KELLAR, STEPHEN-	Judge	\$ 100.00
LIGHT THIS PRODUCTIONS-	Services	\$ 1,100.00
MOHR, DONNA-	Accompanist	\$ 320.00
RAPSON, IRA (JOHN)-	Services	\$ 100.00
RIEMAN MUSIC INC	Repairs s	\$ 210.00
TEMPLE, JEFFREY-	Accompanist:	\$ 1,573.00
URBANDALE, CITY OF	Services	\$ 379.92
WALCK, PAMELA-	Accompanist	\$ 320.00
WELLS FARGO	change order	\$ 50.00
WELLS FARGO CORPORATE CARD	Expenses	\$ 17.38
WESTERN INT'L BAND CLINIC(ABC/BANDWORLD)	Supplies	\$ 22.00
WILCOX PRINTING & PUBLISHING	Printing	\$ 349.00
WOLFE, PEGGY-	Judge	\$ 100.00

WOLFE, RICHARD-	Judge	\$ 100.00
21 - STUDENT ACTIVITY	**Fund Total**	\$ 16,018.82
22 - MANAGEMENT LEVY		
AVESIS THIRD PARTY ADM.	Retirees	\$ 123.26
22 - MANAGEMENT LEVY	**Fund Total**	\$ 123.26
33 - SALE TAX FUND		
THERMAL SERVICES-	Services	\$ 6,679.63
33 - SALE TAX FUND	**Fund Total**	\$ 6,679.63
40 - DEBT SERVICE		
PIPER JAFFRAY & CO.	SERVICES	\$ 20,000.00
STANDARD & POOR'S-	SERVICES	\$ 239.00
40 - DEBT SERVICE	**Fund Total**	\$ 20,239.00
61 - SCHOOL NUTRITION		
AMERICAN BOTTLING CO (WAS DR PEPPER)	Water	\$ 268.80
BMO MASTERCARD	Supplies	\$ 1,059.93
CONKLIN, CATHY	MILEAGE	\$ 93.50
EARTHGRAINS BAKING CO--BIMBO BAKERIES	Bread	\$ 1,367.00
GOODWIN TUCKER GROUP-	Repairs	\$ 325.50
GRAPHIC EDGE, THE	Supplies	\$ 2,366.09
HERMAN, JENNIFER	MILEAGE	\$ 16.96
HILAND DAIRY FOODS	Milk	\$ 9,231.46
KECK, INC	Services	\$ 254.89
LAZARD, MARY	REFUND	\$ 3.35
LOFFREDO FRESH PRODUCE CO.	Produce	\$ 3,947.87
MARTIN BROTHERS DISTRIBUTING	Chemical	\$ 39,437.57
MCKINLEY-MACK, JANE	MILEAGE	\$ 29.13
NAPA GENUINE PARTS	Supplies	\$ 34.02
SCHOOL NUTRITION ASSOCIATION	Conference	\$ 1,005.00
SINK PAPER & PACKAGING	Napkins and Lids	\$ 646.87
SNAI	Reistrations	\$ 530.00
JENNIFER RAES	REFUND	\$ 324.20
WALKER, WENDY	REFUND	\$ 19.85
WILDERMUTH, TRACEY	REFUND	\$ 134.15
WILLEMS, LINDA	Reimbursement	\$ 9.28
61 - SCHOOL NUTRITION	**Fund Total**	\$ 61,105.42

62 - CHILD CARE		
ALLEGRA (WAS THE PRINTING STATION)	Printing	\$ 168.20
BMO MASTERCARD	Registration	\$ 324.00
HILAND DAIRY FOODS	Milk	\$ 134.62
MOVIE LICENSING USA	License	\$ 2.00
SAM'S CLUB	Snack and Supplies	\$ 1,146.78
62 - CHILD CARE	**Fund Total**	\$ 1,775.60
64 - BUILDING TRADES		
LOGAN CONTRACTORS SUPPLY, INC.	Supplies	\$ 182.52
MENARDS	Supplies	\$ 259.47
MIDAMERICAN ENERGY-	Services	\$ 58.60
RED ROCK PAINTING-	SERVICES	\$ 5,069.44
SHERWIN-WILLIAMS	Supplies	\$ 653.36
SHERWIN WILLIAMS CO.	Supplies	\$ 80.90
WARD, BRYAN-	SERVICES	\$ 1,347.43
WOODSMITH STORE, THE	Supplies	\$ 139.51
64 - BUILDING TRADES	**Fund Total**	\$ 7,791.23
65 - COMMUNITY EDUCATION		
BMO MASTERCARD	Registration	\$ 330.00
BOWERMAN, CHANDLER-	Band Lessons	\$ 252.00
COOK, LYNETTE	Refund	\$ 65.00
DANNENFELDT, QUINN-	Official	\$ 46.00
DAY, STEPHEN-	Band Lessons	\$ 564.00
DENNING, KRISTINE-	Official	\$ 92.00
GEIGLEY, JENNIFER RENEE-	Knitting Class	\$ 229.50
GUBANI, ORLI-	Class Instruction	\$ 204.00
IOWA CIRCUS ACADEMY-LAURA ERNST-	Iowa Circus Academy	\$ 255.00
IOWA SPORTS SUPPLY	T-Shirts	\$ 4,161.50
RICHARDS, MATTHEW-	Official	\$ 46.00
SAN, ANTHONY-	Services	\$ 114.75
SHELLMYER, SKYLER-	Official	\$ 92.00
THOMSON, JACQUELINE GWEN-	Voice Lessons	\$ 1,265.00
WITT, JEANNE-	Band Lessons	\$ 144.00
65 - COMMUNITY EDUCATION	**Fund Total**	\$ 7,860.75
71 - SELF-INSURANCE FUND		
MARK J. BECKER & ASSOCIATES, LLC-	SERVICES	\$ 3,496.50
71 - SELF-INSURANCE FUND	**Fund Total**	\$ 3,496.50

91 - AGENCY		
BMO MASTERCARD	Services	\$ 1,420.30
CHOCOLATE STORYBOOK	Fundraiser	\$ 1,330.00
CHRISTIANSSEN, AMANDA	Reimbursement	\$ 173.44
CIVIC CENTER	Admissions	\$ 91.00
COOK, SARAH	Reimbursement	\$ 378.76
FOLLETT SCHOOL SOLUTIONS-	Books	\$ 416.85
HEARTLAND AEA 11	Services	\$ 925.00
HYVEE FOOD STORE - URBANDALE	Supplies	\$ 286.53
LEGO EDUCATION	Supplies	\$ 820.33
NEYENS, MICHELLE	Reimbursement	\$ 34.86
NU-LINE SALES AND PROMOTIONS	Supplies	\$ 104.00
PALMER'S DELI	Services	\$ 224.91
PAPA JOHN'S	Pizza for Fun Night	\$ 607.17
RICHARDSON, MELISSA	Refund	\$ 21.00
SAM'S CLUB	Supplies	\$ 195.21
SPAHR, BRETT	Reimbursement	\$ 63.93
SPIRITWEAR EXPRESS	Supplies	\$ 568.41
TARGET	Supplies	\$ 56.98
WELLS FARGO	Change Order	\$ 600.00
WISHMAN, KARA	Refund	\$ 14.00
91 - AGENCY	**Fund Total**	\$ 8,332.68
	District Total	\$ 598,152.80