

**URBANDALE COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS' MEETING
MONDAY, MARCH 7, 2016
6:00 P.M.
ADMINISTRATIVE OFFICE - 11152 AURORA AVENUE
CHRIS GUNNARE, PRESIDENT**

Our Mission: teach all/reach all

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

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

AGENDA

Administrative Office - 11152 Aurora Avenue

- I. **Call to Order and Roll Call**
- II. **Approval of Agenda**
- III. **Activities & Topics of Discussion**
 - A. **Discussion on Budget for Furniture, Fixtures, and Equipment (FF&E) for the Karen Acres Remodel Project**
 - B. **Jensen Elementary School Improvement Plan**
 - C. **Revision of Board of Directors Mission Statement**
 - D. **Discussion on Certified Budget for 2016-2017**
 - E. **Approval of Out of State Travel Request**
- IV. **Discussion of Other Matters**
- V. **Meeting Evaluation Form**
- VI. **Adjourn**

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AGENDA

Administrative Offices - 11152 Aurora Avenue

I. Call to Order and Roll Call

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

II. Approval of Agenda

BE IT RESOLVED that the Board of Directors approve the Agenda for the Board Meeting being held on Monday, March 7, 2016.

Motion by: _____ Seconded by: _____

Board action:

III. Activities & Topics of Discussion

A. Discussion on Budget for Furniture, Fixtures, and Equipment (FF&E) for the Karen Acres Remodel Project

Jim Huse, DLR Group, and District Administrators will discuss FF&E needs, estimated costs, and seek approval to move forward with product selection. Lara Justmann, Karen Acres Elementary Principal, and others will discuss the proposed process for vendor selection and timeline for purchases.

BE IT RESOLVED that the Board of Directors approve the Budget for Furniture, Fixtures, and Equipment (FF&E) for the Karen Acres Remodel Project. *Special Report #1*

Motion by: _____ Seconded by: _____

Board action: _____

B. Jensen Elementary School Improvement Plan

Ms. Kelley Harrison, Principal at Jensen Elementary School, will share with the Board of Directors the School Improvement Plan for Jensen Elementary.

C. Revision of Board of Directors Mission Statement

Ms. Denise Wood, Director of Quality and Continual Improvement, will lead the Board of Directors in revisions to their mission statement.

D. Discussion on Certified Budget for 2016-2017

Chief Financial Officer, Shelly Clifford, will discuss the certified budget process and budget scenarios with board members in preparation for approval at the March 28th board meeting.

E. Approval of Out of State Travel Request

A student competed and qualified to attend the International DECA Conference in Nashville, TN on April 22nd - 27th, 2016. The student would be accompanied by High School teacher David White. *Special Report #2*

BE IT RESOLVED that the Board of Directors approve the Out of State Travel Request as submitted in Special Report #2.

Motion by: _____ Seconded by: _____

Board action: _____

IV. Discussion of Other Matters

V. Meeting Evaluation Form

VI. Adjourn

BE IT RESOLVED that the Board of Directors adjourn the meeting at _____ P.M.

Motion by: _____ Seconded by: _____

Board action: _____

FF&E CONCEPTUAL BUDGET SUMMARY



Project Karen Acres Elementary School - F F & E
 Project No. 11-15106-00
 Date 3-Mar-16

Expense Item	Budget Amt	Actual Amt	Comments
FURNITURE			
Kindergarten Classrooms	\$ 27,600	\$ -	
Library	\$ 69,000	\$ -	
Administration Area	\$ 57,500	\$ -	
SPED Suite	\$ 10,350	\$ -	
Cafeteria	\$ 17,250	\$ -	
Art Room	\$ 9,200	\$ -	
General Conditions	\$ 15,000	\$ -	
Freight/installation Estimate	\$ 20,300	\$ -	
SUB TOTAL	\$ 226,200	\$ -	
PROFESSIONAL FEES			
Arch/Eng	\$ 12,500	\$ -	<i>Not to exceed fee</i>
SUB TOTAL	\$ 238,700		
BUDGET CONTINGENCIES			
Design / Construction Phase	\$ 36,300		
TOTAL CONCEPTUAL FURNITURE EXPENSE	\$ 275,000		

OTHER ITEMS PROCURED BY DISTRICT	Estimate
Network / Computer Equip Phasing	\$ 10,000
Classroom Audio / Visual Equip	\$ 21,000
Administration Audio / Visual Equipment	\$ 4,000
Cafeteria Audio / Visual Equipment	\$ 16,500
Telephone Equipment	\$ -
Kitchen Equipment	\$ 25,000
Security System / Cameras	\$ 9,000
Wireless Clocks	\$ 4,000
Baby Changing Station	\$ 1,200
Storage Shelving	\$ 6,600
Interior Room Signage	\$ -
Scoreboards	\$ -
Window Treatments	\$ -
Office Equip (copiers, shredders, etc.)	\$ -
Classroom Paper Towel and Soap Dispensers	\$ -
Relocated Projection Screen at Library	\$ -
PE Equipment / Volleyball Equipment	\$ -
TOTAL CONCEPTUAL EXPENSE	\$ 97,300

DATE: March 3, 2016
TO: School Board
FROM: Urbandale High School DECA Chapter
RE: Request to attend the International DECA
Career Development Conference

I would like to request Board of Education approval for Out of State Travel for one student and one staff member.

Mr. David White and student Tyler Harms would be attending the National DECA Conference.

The date of the conference is April 22 – April 27.
The conference is in Nashville, TN.

Tyler qualified by competing against 460 other students from the State of Iowa and will compete nationally against 15,000 students. He 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 \$364 per student.
\$164 for hotel
\$110 for registration
\$90 for transportation

The student will pay \$200 of that to attend the conference with the other \$164 being paid by the DECA Chapter's previous fund raising and another.

Thank you for your time.

David C. White