

MINUTES OF ORGANIZATIONAL BOARD MEETING
Monday, September 19, 2005

- I. Call to Order
 - II. Roll Call
 - III. Minutes
 - Workshop Meeting August 22, 2005
 - Regular meeting August 22, 2005
 - Special Meeting September 9, 2005
 - Workshop Meeting September 9, 2005
 - IV. 2006-07 Early Retirement Plan
 - V. Regular Board Election Abstract
 - VI. Superintendent's Report
 - VII. Adjournment (Past Board of Education)
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- I. Call to Order
- II. Oath of Office – Newly Elected Board Members
- III. Elect President
- IV. Elect Vice President
- V. Open Forum
- VI. Superintendent's Report
- VII. Board Reports
- VIII. Open Enrollment
- IX. Student Trip
- X. Heartland AEA Board Election
- XI. Facility Projects
 - a. Clive A/V Installation Change Order
 - b. Structured Cabling Change Orders for Crossroads Park Elementary
 - c. Structured Cabling Change Orders for Stilwell Jr. High
 - d. Structured Cabling Change Orders for Indian Hills Jr. High
 - e. Hillside Final Acceptance
 - f. Clive Change Orders
 - g. Rex Mathes Elementary School Site Improvement - Change Order
 - h. Siemens Building Technologies - Annual Service Agreement
- XII. Contracts & Agreements
 - a. Polk County Early Childhood Empowerment Grant
 - b. Microsoft Software Agreement Renewal
 - c. Mercy School of Nursing
 - d. Employee & Family Resources
 - e. Workers' Compensation
 - f. Cooperative Purchase Agreement – Heartland AEA
 - g. Breakthrough to Literacy
 - h. Nonpublic Transportation Agreement – Sacred Heart
- XIII. Bills for Payment
- XIV. Personnel
 - a. Resignations
 - b. Recommendations
 - c. New Hires – Support Staff
 - d. Initial Contracts – Certified Staff
- XV. Adjournment

The organizational meeting of the Board of Education of the West Des Moines Community School District was held on Monday, September 19, 2005, at the Learning Resource Center, 3550 Mills Civic Parkway, West Des Moines, Iowa 50265.

- I. **Call to Order** – The meeting was called to order by President John Ambrosion at 7:05 p.m.
- II. **Roll Call** – The secretary noted the following Board members present: John Ambrosion, Gretchen Tegeler, Susan Moritz, Deb Thomas, Barbara Burnett, Jill Hansen, Mark Lyons Absent: None
- III. **Minutes -- Workshop Meeting (August 22, 2005), Regular meeting (August 22, 2005), Special Meeting (September 9, 2005) and Workshop Meeting (September 9, 2005)** – Minutes of the workshop and regular meetings of August 22, 2005, and the special and workshop meetings of September 9, 2005, were presented for Board review. It was moved by Thomas and seconded by Tegeler to approve the minutes of the August 22 and September 9, 2005 meetings. The motion was approved by a unanimous vote.
- IV. **2006-07 Early Retirement Plan** – The agenda materials included a copy of the recommended 2006-07 early retirement plan. Superintendent Tom Narak called on Cheryl Huisman, Assistant Superintendent of Human Resources, to explain changes in the retirement plan for the next school year. Eligibility remains the same, she said. Early retirees will receive coverage for HMO single medical insurance until age 65, rather than the PPO coverage offered in previous plans. Tegeler commented on the discussion by the Human Resources committee. It was moved by Tegeler and seconded by Hansen to approve the 2006-07 Early Retirement Plan as presented. The motion was approved by a unanimous vote.
- V. **Regular Board Election Abstract** – It was moved by Tegeler and seconded by Thomas to approve the Abstract of Election for the school election held on Tuesday, September 13, 2005, as prepared by the Polk County Election Office. Roll call vote: Tegeler, yes; Hansen, yes; Moritz, yes; Thomas, yes; Lyons, yes; Burnett, yes; Ambrosion, yes.
- VI. **Superintendent's Report** – Dr. Narak called upon Mary Jane Stites, who introduced students from her Upper Iowa University Class who were attending the meeting as part of a class requirement. Stites introduced Brandon Pierce, the new assistant principal at Jordan Creek and Westridge Elementary schools.

Dr. Narak then recognized the outstanding service of retiring Board members John Ambrosion and Gretchen Tegeler. Tegeler and Ambrosion thanked the district for the opportunity to serve students and the community.
- VII. **Adjournment (Past Board of Education)** – It was moved by Moritz and seconded by Lyons to adjourn the meeting. The motion was approved by a unanimous vote. The meeting adjourned at 7:25 p.m.

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- I. **Call to Order** – The meeting was called to order by acting President Susan Moritz at 7:25 p.m.
 - II. **Oath of Office – Newly Elected Board Members** – The secretary administered the following oath of office to newly elected Board members Tom Suckow and Terry Tobin.
“Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Iowa and that you will faithfully and impartially to the best of your ability discharge the duties of the office of Director in the West Des Moines Community School District as now or hereafter required by law?”
Each responded, “I will.” Suckow and Tobin were welcomed to the Board.
 - III. **Elect President** – Seven votes were cast for Deb Thomas, who was elected president of the 2005-06 Board of Education.

- IV. **Elect Vice President** – Seven votes were cast for Jill Hansen, who was elected vice president of the 2005-06 Board of Education.
- V. **Open Forum** – Joyce Chapman of West Bank presented Board President Thomas with a check for \$967.40, a donation from the bank's Tools for Schools campaign. Funds are to be used to support students who need extra help with school supplies and activities, Chapman said.
- VI. **Superintendent's Report** – Dr. Narak introduced Valley High School Principal Vicky Poole, who talked about the development of the health week program held at the high school last spring. Nurse Melanie Hicklin, Nutrition Services Director Beth Hanna and then-chairperson of the Valley PE Department Tom Bakey designed the program. Teacher Vicky Rossander helped organize the data for analysis. Current PE Department Chair Gary Swenson and Hicklin talked about the health screening on students for body mass index, vision, blood pressure and elevated pulse. PE teachers then presented the results to the students to encourage healthy lifestyles. Results of the study will also be printed in an upcoming issue of *Tiger Tracks*. In response to a question from Thomas, Swenson commented on the importance of teaching healthy life choices and life activities to students. Hicklin said follow-up letters were sent to parents if students were at risk in any of the areas screened.
- VII. **Board Reports**
Susan Moritz welcomed the new members of the Board.
Jill Hansen said the Board Policy Committee will reconvene in October.
Terry Tobin expressed appreciation for the welcome he has received.
Tom Suckow thanked fellow Board members for their support.
Barbara Burnett congratulated the new Board members on their election. She also congratulated the new Board officers.
Mark Lyons welcomed new Board members.
- VIII. **Open Enrollment** – The following open enrollment applications were approved by the administration and presented for Board review: **Open Enrollment In (2005-06)** Adam Basma, grade 8 from Norwalk; Collin Brown, grade K from Des Moines; Estella Allen, grade 5 from Des Moines; Anthony Boggess (SpEd), grade 3 from Des Moines; Bobbi Boggess, grade 1 from Des Moines; Autumn Hitt (home school), grade 7 from Urbandale; Adelle Karkaba, grade 6 from Norwalk; Alvin Lu, grade 5 from Waukee; Kaitlin McCuen, grade 9 from Des Moines; Taylor McRae, grade K from Des Moines; Brandie Mickle (SpEd), grade 10 from Carlisle; James Mickle, grade 11 from Carlisle; Lindsay Mickle, grade 7 from Carlisle; Sanel Muratovic, grade 9 from Des Moines; Be'Dora Phillips, grade K from Waukee; Chad Seiberling, grade 10 from Des Moines; Zackary Stark, grade 2 from Urbandale. It was moved by Lyons and seconded by Moritz to approve the following open enrollment application received after the deadline, pending approval of the resident district: **Open Enrollment In (2005-06)** Jennifer Peters, grade 8 from Norwalk. The motion was approved by a unanimous vote. The following open enrollment applications were approved by the administration and presented for Board review: **Open Enrollment Out (2005-06) pending approval/denial by the receiving district** Lenin Cardwell, grade 3 to Des Moines; Lyndsey Gillen, grade 2 to Norwalk; Craig Gillen II, grade 5 to Norwalk; Ashley McKee, grade 3 to Norwalk; Taylor Reha, grade 2 to Dallas Center-Grimes; Alicia Rupprecht (SpEd), grade 3 to SE Warren; Hakeem Samara, grade 1 to Waukee. It was moved by Hansen and seconded by Moritz to approve the following open enrollment applications received after the deadline, pending approval by the receiving district: **Open Enrollment Out (2005-06)** Sixto Pavon III, grade 12 to Des Moines; Michelle Rasmussen, grade 10 to Des Moines. The motion was approved by a unanimous vote.
- IX. **Student Trip** – It was moved by Moritz and seconded by Hansen to approve the request from Valley Voices to travel to Moscow, Idaho on February 23-26, 2006, to participate in the Lionel Hampton Jazz Festival. The motion was approved by a unanimous vote.

- X. **Heartland AEA Board Election** – It was moved by Moritz and seconded by Lyons to authorize Board President Deb Thomas to cast the weighted vote for Jane Bell to serve on the Heartland Area Education Board of Directors from Director District 9. The motion was approved by a unanimous vote.
- XI. **Facility Projects`**
- a. **Clive A/V Installation Change Order** – It was moved by Burnett and seconded by Moritz to approve the following change order on the Clive Elementary School project: Midwest Computer Products in the amount of \$500 for wall mounted speaker systems for rooms 1208 and 1210. The motion was approved by a unanimous vote.
- It was moved by Burnett and seconded by Hansen to approve the change orders outlined in items b, c, and d.
- b. **Structured Cabling Change Orders for Crossroads Park Elementary** – Communications Innovators in the amount of \$385.06 for additional telephone outlets outside the community room
- c. **Structured Cabling Change Orders for Stilwell Jr. High** – Communications Innovators in the amount of \$610.25 for one additional TV outlet and three computer outlets
- d. **Structured Cabling Change Orders for Indian Hills Jr. High** – Communications Innovators in the amount of \$808.66 for re-termination of pre-existing interior fiber optics that were re-located and one additional cable TV outlet. The motion was approved by a unanimous vote.
- e. **Hillside Final Acceptance** – It was moved by Burnett and seconded by Moritz to accept the Hillside Elementary School project as complete by Siemens Building Technologies. The motion was approved by a unanimous vote.
- f. **Clive Change Orders** – It was moved by Burnett and seconded by Moritz to approve the change order to the DDVI contract in the amount of \$14,556 for sidewalk revisions (\$9,988), installation and removal of additional temporary partitions during construction (\$1,756), additional stringer materials to cover the concrete bases at the lockers (\$308), repair existing door frame at the Multipurpose Room (\$956), additional labor for hand grading the Art Room (\$1,294) and relocation of two benches at the west playground (\$254). The motion was approved by a unanimous vote.
- g. **Rex Mathes Elementary School Site Improvement - Change Order** – It was moved by Burnett and seconded by Moritz to approve the change order from the Hansen Company in the amount of \$2,067 for additional grading and landscaping timbers to create a new window well for the existing north kitchen window. The motion was approved by a unanimous vote.
- h. **Siemens Building Technologies - Annual Service Agreement** – It was moved by Burnett and seconded by Moritz to approve the annual service agreement with Siemens Building Technologies at a cost of \$40,352. It was noted the agreement would be paid for with General Fund monies. The motion was approved by a unanimous vote.
- XII. **Contracts & Agreements**
- a. **Polk County Early Childhood Empowerment Grant** – It was moved by Burnett and seconded by Hansen to approve the 2005-06 Polk County Early Childhood Empowerment contract. The grant provides funding in the amount of \$124,000 to place district children from families with low income into preschools and to offer services to support school readiness. The motion was approved by a unanimous vote.
- b. **Microsoft Software Agreement Renewal** – It was moved by Burnett and seconded by Moritz to approve the three year agreement with CDW-G in the amount of \$149,793.07 to provide licensing for all district laptop and desktop units, version flexibility and server licensing. The amount could increase if additional computers, servers or laptops are acquired by the district. The motion was approved by a unanimous vote.

- c. **Mercy School of Nursing** – It was moved by Burnett and seconded by Moritz to approve the agreement with Mercy College of Health Sciences for placement of student nurses in the district. Lyons commented on the language in the contract, expressing concern that the contract refers to the district as a health care organization and/or hospital. Burnett amended the motion to add “pending review by legal counsel” and change of the language to accurately reflect the nature of the district. Moritz seconded. The motion was approved -- as amended -- by a unanimous vote.
 - d. **Employee & Family Resources** – It was moved by Burnett and seconded by Lyons to approve the annual agreement with Employee & Family Resources for the Student Assistance Program (\$1 per student) and Employee Assistance Program (\$10 per employee). Huisman commented on the benefits of the district’s association with the service agency. The motion was approved by a unanimous vote.
 - e. **Workers’ Compensation** – It was moved by Burnett and seconded by Moritz to approve the three-year agreement with Safety National for workers’ compensation coverage with CCMSI as the third party administrator. Galen Howsare, Associate Superintendent of Administrative Services, commented on the process used to determine the best approach to providing workers’ compensation. He responded to questions from several Board members. The motion was approved by a unanimous vote.
 - f. **Cooperative Purchase Agreement – Heartland AEA** – It was moved by Burnett and seconded by Moritz to approve the cooperative purchase agreement through Heartland Area Education Agency. The motion was approved by a unanimous vote.
 - g. **Breakthrough to Literacy** – It was moved by Burnett and seconded by Hansen to approve the agreement for providing the Breakthrough to Literacy program to first grade students at Phenix Early Childhood Center and Clive, Hillside and Western Hills elementary schools. The cost is \$115,351 for a two year contract. It was noted this agreement is an extension of the kindergarten Breakthrough to Literacy program implemented last year at the four schools. The contract costs will be funded through Early Childhood Class Intervention, Title V, ESL and Title I funds. The motion was approved by a unanimous vote.
 - h. **Nonpublic Transportation Agreement – Sacred Heart** – It was moved by Burnett and seconded by Moritz to approve the 2005-06 nonpublic transportation agreement for Sacred Heart School. The motion was approved by a unanimous vote.
- XIII. **Bills for Payment** – The agenda materials included bills for payment dated September 19, 2005. It was moved by Moritz and seconded by Hansen to approve the bills for payment in the amount of \$8,341,271.19 as recommended by the administration. The motion was approved by a unanimous vote.
- XIV. **Personnel Resignations** – Dr. Narak presented the following personnel resignations:

<u>NAME</u>	<u>BUILDING</u>	<u>SUBJECT</u>
Vincent, Jeff	Kids West	Child Care Provider
Boyken, Scott	Kids West	Child Care Provider
Clayton, Allison	Kids West	Child Care Provider
DeBartolo, Katie	Kids West	Child Care Provider
Dickson, Dana	Kids West	Child Care Provider
Fontanini, Aubrie	Kids West	Child Care Provider
Hoffman, Katie	Kids West	Child Care Provider
Johnson, Dana	Kids West	Child Care Provider
Luthringer, Tori	Kids West	Child Care Provider
Nelson, Kristin	Kids West	Child Care Provider
Owens, Stacy	Kids West	Child Care Provider
Perez, Kristi	Kids West	Child Care Provider

<u>NAME</u>	<u>BUILDING</u>	<u>SUBJECT</u>
Shelhamer, Molly	Kids West	Child Care Provider
Sires, Jill	Kids West	Child Care Provider
Smith, Sara	Kids West	Child Care Provider
Stenger, Chelsea	Kids West	Child Care Provider
Stone, Korley	Kids West	Child Care Provider
VonGillern, Sam	Kids West	Child Care Provider
Westvold, Jason	Kids West	Child Care Provider
Winn, Joseph	Kids West	Child Care Provider
Grote, Timothy	Kids West	Child Care Provider
Burkland, Emmaly	Jordan Creek	1:1 Special Ed Assistant
Engelhardt, Maggie	Jordan Creek	1:1 Special Ed Assistant
Nyemah, Mark	Valley Southwoods	1:1 Special Ed Assistant

It was moved by Hansen and seconded by Lyons to approve the personnel resignations. The motion was approved by a unanimous vote.

Personnel Recommendations – Dr. Narak presented the following personnel recommendations:

<u>NAME</u>	<u>REPLACEMENT FOR/OR COURSE</u>	<u>COMMENTS</u>
Cone, Jennifer	Robert Sanda	Bus Driver
Leto, Ralph	Pam Curtis	Bus Assistant

It was moved by Moritz and seconded by Hansen to approve the personnel recommendations. The motion was approved by a unanimous vote.

New Hires – Support Staff – The following support staff new hires were approved by the Superintendent and presented for Board review:

<u>NAME</u>	<u>REPLACEMENT FOR/OR COURSE</u>	<u>COMMENTS</u>
Farrell, Michelle	Russ Baker	Bus Assistant
Remsburg, Marty	New Position	Brighter Beginnings
Lisle, Judy	Jennifer Cone	Bus Assistant
Waters, Kurt	Kate Shepherd	Bus Driver
Cotton, Jake	Daniel Nizzi	Substitute Custodian
Hoambrecker, MacKenzie	Vicki Cassady	Special Ed Assistant/JC
Mendez, Blanca	Pastor Mendez	Nutrition General Worker/VH
Bivens, Shanna	Mark Nyemah	1:1 Special Ed Assistant/VSW
Bond, Patti	Charlotte Edwards	HS Secretary/VSW
Veeder, David	New Position	1:1 Special Ed Assistant/JC
Cason, Leslie	Jamie Trogden	Bus Driver

Initial Contracts – Certified Staff – There were no initial contracts presented for Board review.

- XV. **Adjournment** – It was moved by Lyons and seconded by Moritz to adjourn the meeting. The motion was approved by a unanimous vote. The meeting adjourned at 9:05 p.m.

Kay Rosene, Board Secretary