

MINUTES OF REGULAR BOARD MEETING
Monday, April 9, 2007

- I. Call to Order
- II. Roll Call
- III. Open Forum
- IV. Consent Agenda
 - a. Minutes
 - Special Meeting March 26, 2007
 - Special Meeting April 2, 2007
 - b. Personnel
 - Resignations
 - Recommendations
 - New Hires – Support Staff
 - Initial Contracts – Certified Staff
- V. Superintendent's Report
- VI. Board Reports
- VII. Open Enrollment
- VIII. Hearing – 2007-08 Certified Budget
- IX. 2007-08 Certified Budget
- X. Board Policy
- XI. 2007-08 District Goals and Student Achievement Goals
- XII. SBRC Request
- XIII. Facility Projects
 - a. Change Order – Valley High School Improvement, Phase 3C
- XIV. Contracts & Agreements
 - a. Drake University – May 25, 2008 Graduation
 - b. Iowa Events Center – May 12, 2007 Prom
 - c. Seneca Environmental Services
 - d. Real Estate Offer / Realtor Recommendation
 - e. Wellmark BCBS – renewal of group binder
 - f. Palmer Hamilton, LLC – Valley High School cafeteria design agreement
- XV. Establish Hearing on Real Estate Sale
- XVI. Bills for Payment
- XVII. Adjournment

The regular meeting of the Board of Education of the West Des Moines Community School District was held on Monday, April 9, 2007, 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 acting President Deb Thomas at 7:06 p.m.
- II. **Roll Call** – The secretary noted the following Board members present: Jill Hansen (arrived at 7: p.m.), Susan Moritz, Deb Thomas, Mark Lyons, Tom Suckow, Terry Tobin, Absent: Barbara Burnett
- III. **Open Forum** – There were no participants in Open Forum.

IV. **Consent Agenda** – It was moved by Suckow and seconded by Tobin to adopt the consent agenda as follows:

a. **Minutes**

- Special Meeting March 26, 2007
- Special Meeting April 2, 2007

b. **Personnel**

- Resignations

<u>NAME</u>	<u>BUILDING</u>	<u>SUBJECT</u>
Belger, Scott	Indian Hills	Phys Ed
Belger, Scott	Indian Hills	JH Boys' Basketball
Belger, Scott	Indian Hills	JH Girls' Basketball
Belger, Scott	Indian Hills	JH Football
Thompson, Claire	Valley Southwoods	Vocal Music
Thompson, Claire	Valley Southwoods	VSW Vocal Music
Miller, Gale	Indian Hills	Social Studies
Marron, Lyndsay	Indian Hills	JH Yearbook
Heithoff, Cathy	Valley Southwoods	Special Ed
Hogan, Michelle	Hillside	Principal Secretary
Segura, Sofia	Stilwell	Nutrition General Worker
Walters, Leyria	Valley	1/3 Mimes Sponsor
Mead, Miki	Valley	Math
Kerr, Alissa	Valley	Special Ed

- Recommendations

<u>NAME</u>	<u>REPLACEMENT FOR/OR COURSE</u>	<u>COMMENTS</u>
Munoz, Richard	Richards Munoz	Sub Utility Worker
Russell, Otis	Jerry Saunders	Custodian/VH

- New Hires – Support Staff

<u>NAME</u>	<u>REPLACEMENT FOR/OR COURSE</u>	<u>COMMENTS</u>
Milliken, Kathy	Jennifer Perez	Nutrition General Worker Floater
Hull, Scott	Scott Hull	1:1 Special Ed Assistant/IH
Whyee, Mamie	Jackie Farris	Nutrition General Worker/VSW
Epstein, Justin	Ron Cronk	Sub Utility Worker
Dunn-Falcon, Virginia	New Position	Nutrition General Worker/IH
Egan, Elizabeth	LeAnn McCartan	Study Hall Supervisor/VH

- Initial Contracts – Certified Staff

<u>NAME</u>	<u>REPLACEMENT FOR/OR COURSE</u>	<u>COMMENTS</u>
Sigrist, Josef	Jill Moser	Math/ST
Weiler, Erin	Mark Larwick	Math/VSW
Short, Daniela	Breanna Hayes	Language Arts/IH
McCauley, Kirsten	Tara Peterson	Math/ST

The motion was approved by a unanimous vote.

- V. **Superintendent's Report** – Superintendent Tom Narak presented information on the Rotary-sponsored work trip to Xicotepec, Mexico that he participated in during spring break last month. He said the trip focused on health measures and assistance to local schools. Funds from the West Des Moines Rotary were used to purchase uniforms for students who live in poverty. He narrated the selection of photos from his experience.

VI. **Board Reports**

Deb Thomas reported on the Human Resources Committee meeting held this morning. A tentative agreement was reached with the West Des Moines Education Association, she said.

Jill Hansen arrived at 7:25 p.m.

- VII. **Open Enrollment** – The following open enrollment applications were approved by the administration and presented for Board review: **Open Enrollment In (2006-07)** Pedro Arechiga, grade 2 from Urbandale; Austin Barrett (SpEd), grade 1 from Des Moines; Rebecca Barrett, grade 4 from Des Moines; Alexander Berry, grade 2 from Des Moines; Hansini Bhasker, grade 4 from Waukee; Teagan Brown, grade 1 from Urbandale; James Hites III, grade 6 from Des Moines; Megan Hites, grade 8 from Des Moines; Samuel Hites, grade 4 from Des Moines; Fernando Penate-Chavez, grade 5 from Des Moines; Rae Jean Steele (SpEd), grade 8 from Urbandale; Cody Straight (SpEd), grade 6 from Des Moines; Jayden Straight (SpEd), grade K from Des Moines; Mackenzi Straight (SpEd), grade 8 from Des Moines. **Open Enrollment Out (2006-07) pending approval/denial by the receiving district** Shreya Kalavala, grade K to Urbandale; Dakota Wenzel, grade 7 to Martensdale-St. Mary's; Keaton Wenzel, grade 2 to Martensdale-St. Mary's; Keeghan Wenzel, grade 2 to Martensdale-St. Mary's; Dennis Zamora, grade 8 to Des Moines. **Open Enrollment In (2007-08)** Mikayla Dirksen, grade K to Des Moines; Misty Hites, grade 10 to Des Moines; Ashley Hook, grade 9 to Des Moines; Avni Mahatme, grade K to Des Moines; Ezekiel Miller, grade K to Des Moines; Kimberly Partlow, grade K to Des Moines; Patrick Perez Jr., grade K to Des Moines; Megan Riddle, grade K to Des Moines; Devin Ring, grade K to Johnston **Open Enrollment Out (2007-08) pending approval/denial by the receiving district** Gabriel Butler-Klein, grade 4 to Des Moines; Fiona Donnelly, grade K to Des Moines; Rachel Galluzzo, grade K to Des Moines; Kyle Geerts, grade K to Johnston; Christen Gieseke, grade 10 to Des Moines; Jordan Hamilton, grade K to Urbandale; Samantha Kepple, grade K to Urbandale; Karlee Kline, grade K to Urbandale; Grace Lilienthal, grade K to Urbandale; Kelsey Mays, grade K to Waukee; Brooke Northup, grade K to Des Moines; James Rankin, grade 9 to Urbandale; Ryan Rankin, grade 5 to Urbandale; Amila Saric, grade K to Urbandale; Joseph Smith, grade K to Urbandale; Ryan Staub, grade K to Des Moines; Ava Tanner, grade K to Des Moines; Maya Villaneuva, grade K to Des Moines.

It was moved by Moritz and seconded by Lyons to approve the following open enrollment applications received after the deadline: **Open Enrollment In (2007-08) pending approval of the resident district** Katherine James, grade 9 from Carlisle; Alexander Nowysz, grade 10 from Earlham **Open Enrollment Out (2007-08) pending approval by the receiving district** Tayler Allen, grade 8 to Des Moines; Samra Mehic, grade 6 to Urbandale. The motion was approved by a unanimous vote.

Hansen assumed the chairmanship of the meeting.

VIII. **Hearing – 2007-08 Certified Budget** – Hansen announced this agenda item was for those who wish to speak to the Board of Education to present objections to, or arguments in favor of, any part of the proposed 2007-08 Certified Budget. Notice of the hearing was published in the *Des Moines Register* on March 29, 2007.

Ted Lodden, representing the Polk Des Moines Taxpayers Association, read a statement of support for the district’s 2007-08 Certified Budget. It was moved by Thomas and seconded by Suckow to close the hearing. The motion was approved by a unanimous vote.

IX. **2007-08 Certified Budget** – The agenda materials included information on the proposed 2007-08 Certified Budget with the property tax levies for the General Fund, Management Fund, Regular Physical Plant and Equipment Levy Fund, Voted Physical Plant and Equipment Levy Fund, Debt Service Fund and Public Education and Recreation Levy Fund. It was noted that the proposed tax rate is \$13.7000 per \$1,000 of property valuation. It was moved by Lyons and seconded by Thomas to approve the 2007-08 budget and certification of school taxes as recommended by the administration. Roll call vote: Lyons, yes; Tobin, yes; Moritz, yes; Suckow, yes; Thomas, yes; Hansen, yes.

X. **Board Policy** – Policies 704.2 (Bids and Quotes), 802.3 (Emergency Repairs), 704.1 (Purchasing) and the 900 Series (Policy 905 excluded) were presented for Board review. It was noted that the 900 series policies are on cycle this year for a full review. It was moved by Thomas and seconded by Moritz to waive the first reading of the policies as presented. The motion was approved by a unanimous vote. It was moved by Tobin and seconded by Thomas to approve the policies as presented.

- 704.2 Bids and Quotes - reflects changes in legislation on the bidding process
- 802.3 Emergency Repairs - reflects changes in legislation regarding the statutory minimum for waiving the bidding process
- 704.1 Purchasing - reflects procedural changes resulting from the district’s adoption of the new financial system

900 Series – No Changes

- 900 Statement of Guiding Principles
- 901.4 Electronic Communication
- 903.4 Volunteer Participation
- 904.2 Participation in Fund Drives
- 907.2 Use of School Facilities for Private Profit
- 907.6 Supervision of Facilities
- 907.8 Teaching Controversial Issues
- 908 Tobacco Use Free District
- 910 Crisis Management

900 Series – Changes

<i>Number</i>	<i>Policy Title</i>	<i>Type of Change</i>
901.1	Board - Community Relations	Grammar correction
901.2	Access to Public Information	Minor wording changes
901.3	Formal and Informal Communication	Updated language to include electronic communication
902	News Media Relationships	Minor wording changes
903.5	Parent Teacher Organizations	“shall” to “will”
904.1	Fundraising Activities and For-profit Sales	Clarifying language to include individuals, eliminates reference to Learning Village and adds electronic mail system

904.3	Distribution of Information	Adds a disclaimer statement
906.1	Complaints Concerning School Personnel	Updates wording with regard to administrative title changes and assignments
907.1	Community Use of School Facilities	Add wording clarifying when community can use schools
907.3	Fees for Rental of School Facilities	Minor wording changes
907.4	Use of School Equipment	Minor wording changes
907.5	Use of School Facilities – Sunday Use	Delete from policies
907.7	Gratuities to Personnel	Minor wording change

In response to questions from Board members, Tobin provided information on the proposed revisions. Chief Financial Officer Kurt Subra explained the changes in the policy on bids and quotes, which reflect recent legislative action. In response to a question from Hansen, Rosene said that a volunteer screening process will be implemented in the fall. Hansen commented on the need to prepare information in multiple languages to district families.

The motion was approved by a unanimous vote.

- XI. **2007-08 District Goals and Student Achievement Goals** – It was moved by Tobin and seconded by Thomas to approve the 2007-08 district goals and student achievement goals as presented. It was noted the district goals would not change from those currently in place: (1) Close the gap between present practices and the Shared Vision; (2) Improve student achievement through effective instructional and assessment practices. The typographical errors in the annual improvement goals were noted as follows: change 2006-07 to 2007-08 and 2004-05 to 2005-06. The motion was approved by a unanimous vote.
- XII. **SBRC Request** – It was moved by Moritz and seconded by Suckow to authorize the administration to request from the School Budget Review Committee \$545,921.78 of modified allowable growth for costs attributed to the removal, maintenance and abatement of environmental hazards. The motion was approved by a unanimous vote.
- XIII. **Facility Projects**
- a. **Change Order – Valley High School Improvement, Phase 3C** – It was moved by Moritz and seconded by Thomas to approve the change order to the Hansen Company, Inc. in the amount of \$54,585 for adding new finishes to the Valley Forum. The motion was approved by a unanimous vote.
- XIV. **Contracts & Agreements**
- a. **Drake University – May 25, 2008 Graduation** – It was moved by Moritz and seconded by Tobin to defer action on the contract. The motion was approved by a unanimous vote.
 - b. **Iowa Events Center – May 12, 2007 Prom** – It was moved by Moritz and seconded by Suckow to approve the license agreement with the Iowa Events Center for the Valley High School Prom on May 12, 2007 at a cost of \$1,550. An addendum was presented on catering at the Iowa Events Center. In response to a question from Tobin, Moritz noted the cost of the contract will be paid by student activity funds, not district general funds. The motion was approved by a unanimous vote.

- c. **Seneca Environmental Services** – It was moved by Moritz and seconded by Thomas to approve the agreement with Seneca Environmental Services in the amount of \$2,250 for permanent closure of the monitoring wells located at 2109 Grand Avenue. A revised contract was distributed to Board members with minor revisions from legal counsel. In response to a question from Lyons, Subra said the revisions had been approved by Seneca Environmental Services. Suckow expressed concern with some of the specific provisions in the contract. Dr. Narak suggested all changes be reviewed and a special meeting called to approve the contract. Moritz withdrew the original motion with the consent of Thomas. It was moved by Moritz and seconded by Lyons to defer action on the Seneca Environmental Services contract until changes can be reviewed and a special meeting scheduled to approve the document. The motion was approved by a unanimous vote.
 - d. **Real Estate Offer / Realtor Recommendation** –It was moved by Moritz and seconded by Thomas to provide an exclusive listing with Valley Realty for a period of not more than three months for the sale of the former Operations building at 2109 Grand Avenue. The motion was approved by a unanimous vote.
 - e. **Wellmark BCBS – renewal of group binder** – It was moved by Moritz and seconded by Suckow to approve the addendum to the contract with Wellmark BCBS to eliminate a 21 day restriction related to medical lab testing. The motion was approved by a unanimous vote.
 - f. **Palmer Hamilton, LLC – Valley High School cafeteria design agreement** – It was moved by Moritz and seconded by Thomas to approve the contract with Palmer Hamilton, LLC in the amount of \$4,000 for the design of educational cafeteria seating and décor at Valley High School. The motion was approved by a unanimous vote.
- XV. **Establish Hearing on Real Estate Sale** – It was moved by Moritz and seconded by Thomas to hold a hearing to receive comment on the sale of district-owned real estate at 7:00 a.m. on Friday, April 27, 2007, and to publish notice of this hearing. The motion was approved by a unanimous vote.
- XVI. **Bills for Payment** – The agenda materials included bills for payment dated April 9, 2007. It was moved by Thomas and seconded by Thomas to approve the bills for payment in the amount of \$6,696,630.68 as recommended by the administration. In response to questions from Thomas and Lyons, Business Manager Donna Gregory provided details on some of the expenditures. The motion was approved by a unanimous vote.
- XVII. **Adjournment** – It was moved by Suckow and seconded by Thomas to adjourn the meeting. The motion was approved by a unanimous vote. The meeting adjourned at 8:02 p.m.

Kay Rosene, Board Secretary

Board Agenda IV
Consent Agenda
IV-a Minutes
IV-b Personnel

April 23, 2007

Dr. Tom Narak and Kay Rosene

Board Agenda IV-a
Minutes of Board Workshop – April 9, 2007
Minutes of Regular Board Meeting – April 9, 2007
Minutes of Special Board Meeting – April 16, 2007

April 23, 2007
Kay Rosene