

MINUTES OF REGULAR BOARD MEETING
Monday, July 13, 2009

- I. Call to Order
- II. Roll Call
- III. Open Forum
- IV. Consent Agenda
 - a. Minutes
 - Regular Meeting June 22, 2009
 - Special Meeting June 24, 2009
 - b. Personnel
 - Resignations
 - Recommendations
 - New Hires – Support Staff
 - Initial Contracts – Certified Staff
- V. Superintendent's Report
- VI. Board Reports
- VII. Open Enrollment
- VIII. Establish Hearing – Easement
- IX. 2008-09 Year-End Evaluation Reports
- X. 2009-2010 Certified Staff Performance Evaluation Handbook
- XI. 2009-2011 Handbook for Substitute Teachers and Nurses
- XII. Bus Purchase
- XIII. Facility Projects
 - a. Baseball Field Improvements Design – Valley High School
 - b. Roof Design – Crossroads Park Elementary
 - c. Indian Hills Junior High Renovation – change orders
 - d. Bus Lane Design – Phenix Early Childhood Center
- XIV. Contracts/Agreements
 - a. Wellmark
 - b. Iowa Health – Athletic Training Services
 - c. Iowa Department of Education – Agreement #005910
 - d. Corporate MasterCard Program Member Account Agreement
 - e. RE/MAX
- XV. Fund Balance Designations and Reservations
- XVI. Appoint Realtor for Student Built Home
- XVII. Bills for Payment
- XVIII. Adjournment

The regular meeting of the Board of Education of the West Des Moines Community School District was held on Monday, July 13, 2009, 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 Mark Lyons at 7:03 p.m.
- II. **Roll Call** – The secretary noted the following Board members present: Mark Lyons, Terry Tobin, Barbara Burnett, Jill Hansen, Tom Suckow, Milton Cole (arrived at 7:05 p.m.) Absent: Susan Moritz
- III. **Open Forum** – There were no participants in Open Forum.

Milton Cole arrived at 7:05 p.m.

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

a. **Minutes**

- Regular Meeting June 22, 2009
- Special Meeting June 24, 2009

b. **Personnel**

- Resignations

<u>NAME</u>	<u>BUILDING</u>	<u>SUBJECT</u>
Pinkerton, Rich	Operations	Sub Utility Worker
Geiken, Jeff	Kids West	Child Care Provider
Underbakke, Amy	Stilwell/Indian Hills	Reading
Anderson, Kelly	Westridge	1:1 Special Ed Assistant
Osborn, Kayla	Indian Hills	Sign Language Interpreter
Griffith, Ron	Valley	Assistant Boys' Track Coach
Long, Andrew	Valley	Special Ed
Long, Andrew	Valley	Assistant Football
Long, Andrew	Valley	Assistant Boys' Track
Waggoner, Kathleen	Valley Southwoods	Noon Supervisor
Waggoner, Kathleen	Valley Southwoods	ESL Assistant

- Recommendations

<u>NAME</u>	<u>REPLACEMENT FOR/OR COURSE</u>	<u>COMMENTS</u>
Fett, Courtney	Renee Bradley/Increase contract to 100%	Kindergarten/CV
Evans, Jamie	Salary Adjustment	CE Communications Specialist/Web Master
Pan, Na	New/Increase contract to 100%	Chinese-ESL/VH-VSW

- New Hires – Support Staff

<u>NAME</u>	<u>REPLACEMENT FOR/OR COURSE</u>	<u>COMMENTS</u>
Werner, Donald	Ella Carr	Custodian/HD

- Initial Contracts – Certified Staff

<u>NAME</u>	<u>REPLACEMENT FOR/OR COURSE</u>	<u>COMMENTS</u>
Wharff-White, Marjorie	New Position	.5 Activities Director/VH
Mullins, Michelle	Michelle Bennett	.5 Special Ed/JC
Harmes, Jill	David Kelley	Special Ed/VH
Elliott, Kristine	Eric Warren	FLES-ESL-Interpreter/HD

The motion was approved by a unanimous vote.

V. **Superintendent's Report** – Superintendent Tom Narak called on Chief Financial Officer Kurt Subra to provide an update on facility planning and construction projects. Subra said the proposed projects in the next facility improvement plan are being discussed by administration in an effort to develop a recommendation for the Board in the fall. He noted the PPEL election will be held on September 8, 2009. Plans are underway for a PPEL campaign to be conducted by a citizen committee.

Donna Wilkin, Associate Superintendent of Teaching and Learning Services, reported on the process and progress of the math curriculum adoption of “Every Day Math” for grades K-6. She noted that this curriculum requires new teaching methods because it is a different approach to math. Significant professional development for teachers will be scheduled this summer and throughout the 2009-10 school year. Dr. Wilkin responded to questions from Board members.

Dr. Narak commented on the ongoing work addressing the achievement gap. Administrator groups are focusing on four specific areas: instructional design, learning supports, core curriculum and learning supports, he said.

VI. **Board Reports**

Tom Suckow commented on the Facility/Finance Committee discussion at last Friday’s meeting. He called on Ben Bruns from Capital Resources Group, who gave progress reports on projects at Western Hills, Indian Hills and Crestview.

- VII. **Open Enrollment** – The following open enrollment applications were approved by the administration and presented for Board review: **Open Enrollment In (2009-10)** Moriah Hale (home school), grade K from Des Moines; Benjamin Park, grade 1 from Waukee; Jorge Ramos, grade 9 from Waukee; Jose Ramos, grade 4 from Waukee; Ashley Skokan, grade 8 from Van Meter; Brittany Skokan, grade 7 from Van Meter; Aviontae Whitely, grade K from Des Moines **Open Enrollment Out (2009-10) pending approval/denial by the receiving district** Hailey Kepple, grade 4 to Urbandale; Samantha Kepple, grade 2 to Urbandale; Karla Melendez, grade 10 to Waukee; Natalie Melendez, grade 6 to Waukee.

- VIII. **Establish Hearing – Easement** – Subra said the Waste Reclamation Authority has requested the easement to connect conduit to a sanitary sewer line near Clive Elementary School. It was moved by Tobin and seconded by Hansen to set a hearing on Monday, August 10, 2009 and publish notice of the same for the conveyance of an easement in real estate to Wastewater Reclamation Authority. The motion was approved by a unanimous vote.

- IX. **2008-09 Year-End Evaluation Reports** – The agenda materials included copies of the 2008-09 progress reports on district and building level goals and improvement plans. Dr. Wilkin commented on the 2008-09 district goals on closing the achievement gap and improving student achievement. She summarized the efforts made during the past school year to address these goals. She noted that growth has occurred in standardized test scores, despite a significant increase in the percentage of students who qualify for free and reduced lunch. She noted signs of the achievement gap closing, but other indicators that the achievement gap still exists. Dr. Wilkin said considerable effort is made to improve the number of students who fall into the “proficient” category, but many special education students are not able to significantly improve their standardized test scores. She summarized the building-level goals and praised the schools for their work in addressing these goals. In response to a question from Tobin, Dr. Wilkin and principals present “graded” the efforts in meeting the district and building goals. Dr. Narak said school improvement is most effective when student needs are identified at each school building and efforts are made to address those specific needs.

- X. **2009-2010 Certified Staff Performance Evaluation Handbook** – The agenda materials included copies of the 2008 Certified Staff Performance Evaluation Handbook, with proposed changes noted. Lori Diebel, Director of Human Resources, commented on the purpose of the handbook. In response to a question from Hansen, Dr. Diebel explained the concept of artifacts in the evaluation process. It was moved by Tobin and seconded by Cole to approve the 2009-10 handbook as revised. The motion was approved by a unanimous vote.

- XI. **2009-2011 Handbook for Substitute Teachers and Nurses** – The agenda materials included copies of the 2008-10 handbook with proposed changes noted. Dr. Diebel commented on the purpose of this handbook and responded to questions from Board members. It was moved by Tobin and seconded by Cole to approve the 2009-11 Handbook for Substitute Teachers and Nurses as revised. The motion was approved by a unanimous vote.
- XII. **Bus Purchase** – It was moved by Hansen and seconded by Suckow to approve the purchase of three 84-passenger, transit style buses from School Bus Sales at a cost of \$97,387 each for a total of \$292,161. It was noted the buses would be purchased from the 2009-10 Physical Plant and Equipment Levy (PPEL) budget. All buses will be equipped with passenger and stop arm view cameras with VCRs. The motion was approved by a unanimous vote.
- XIII. **Facility Projects**
- a. **Baseball Field Improvements Design – Valley High School** – It was moved by Tobin and seconded by Hansen to approve the design proposal from Shive-Hattery, Inc. in the amount of \$25,200 plus reimbursables for baseball field improvements. It was noted that PPEL funds have been allocated and a total budget of approximately \$200,000 has been established for this project. The motion was approved by a unanimous vote.
 - b. **Roof Design – Crossroads Park Elementary** – It was moved by Suckow and seconded by Tobin to approve the design proposal from Shive-Hattery, Inc. in the amount of \$11,500 plus reimbursables for the roofing for the new 18,000 square foot addition at Crossroads Park. It was noted that funds have been allocated from the Sales and Services Tax for this project. The motion was approved by a unanimous vote.
 - c. **Indian Hills Junior High Renovation – change orders** – It was moved by Suckow and seconded by Tobin to approve the following change orders on the Indian Hills Junior High renovation project: Edge Commercial to furnish/install interior signage (\$12,809), stabilize footings/lift floor slab in art room (\$17,330), demo/dispose of art room millwork and furnish/install new cabinets as specified (\$6,131), demo floor covering and acoustical ceilings areas specified (\$2,714) for a total cost of \$38,984; Olympic Drywall (\$3,968) to furnish/install acoustical ceiling grid and tile in specified areas; AJ Allen Mechanical (\$2,113) to disconnect/relocate existing art room sinks and furnish/install new faucets; Color Inc. (\$7,723) to paint wall and ceiling surfaces in specified areas; Poindexter Flooring (\$10,348) to furnish/install carpet tile and vinyl base in specified areas; Shive-Hattery (\$27,327.25) for additional design services requested by the district. It was noted that the change order costs will be funded by the sales tax. The motion was approved by a unanimous vote.
 - d. **Bus Lane Design – Phenix Early Childhood Center** – This item was deferred to a future meeting.
- XIV. **Contracts/Agreements**
- a. **Wellmark** – It was moved by Hansen and seconded by Suckow to approve the agreement with Wellmark for administrative services in support of the district's medical claims and for the Whole Health Dimensions program. It was noted the lifetime maximum is increased from \$3 million to \$5 million per member. The motion was approved by a unanimous vote.
 - b. **Iowa Health – Athletic Training Services** – In response to a question from Hansen, Subra noted the contract calls for a trainer on site four hours per day. He said efforts will be made to analyze the contract during the 2009-10 school year and revisions may be made for in future contracts. It was moved by Hansen and seconded by Suckow to approve the agreement with Iowa Health for athletic training services for freshman through varsity athletic practices and events from August 1, 2009 through July 31, 2010 at a cost of \$10,000. The motion was approved by a unanimous vote.
 - c. **Iowa Department of Education – Agreement #005910** – It was moved by Hansen and seconded by Tobin to approve the agreement with the Iowa Department of Education to compensate the district for one teacher to design and create online units for component recovery from July 1 to August 15, 2009. The motion was approved by a unanimous vote.

- d. **Corporate MasterCard Program Member Account Agreement** – It was moved by Hansen and seconded by Tobin to approve the Member Account Agreement for participation in a procurement card program. Hansen called upon Subra to explain the benefits of the program. The motion was approved by a unanimous vote.
- e. **RE/MAX** – Subra explained the contract document is not available at the time of this meeting, but the resolution will allow the district to utilize the services of the realty company. In response to a question from Cole, Subra explained the process utilized to appoint a specific realtor (Agenda Item XVI). It was moved by Hansen and seconded by Tobin to adopt the following resolution:
The West Des Moines Community School District Board of Directors hereby approves the contract documents with RE/MAX to market the student built home at 4026 High Street, West Des Moines, Iowa, with such changes to the documents as recommended by legal counsel and administration.
The motion was approved by a unanimous vote.
- XV. **Fund Balance Designations and Reservations** – Subra said a portion of the fund balance is annually designated for cash flow purposes and monies are also reserved to carry over at-risk dollars. It was moved by Tobin and seconded by Suckow to adopt the following resolution:
- FUND BALANCE DESIGNATIONS AND RESERVATIONS
WHEREAS, the West Des Moines Community School District in the counties of Polk and Dallas, State of Iowa, will have an ending general fund balance on June 30, 2009, and
WHEREAS, the District wishes to designate the June 30, 2009 unexpended balance in the at-risk program, and
WHEREAS, the District wishes to designate \$7,200,000 of its fund balance for cash flow purposes, an amount representing approximately one-month (8.5%) of annual general fund revenues,
NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF DIRECTORS OF THE WEST DES MOINES COMMUNITY SCHOOL DISTRICT IN THE COUNTIES OF POLK AND DALLAS, STATE OF IOWA: that the West Des Moines Community School District's Board of Directors hereby designates the unexpended balance in the FY09 at-risk budget and \$7,200,000 of the district's general fund balance for cash flow purposes.
- Roll call vote: Tobin, yes; Suckow, yes; Cole, yes; Burnett, yes; Hansen, yes; Lyons, yes.
- XVI. **Appoint Realtor for Student Built Home** – It was moved by Tobin and seconded by Hansen to appoint Don Godwin, Broker/Owner with the RE/MAX Real Estate Group, to assist the district in selling the student-built home at 4026 High Street in West Des Moines, subject to the terms set by legal counsel. The motion was approved by a unanimous vote.
- XVII. **Bills for Payment** – The agenda materials included bills for payment dated July 13, 2009. It was moved by Burnett and seconded by Cole to approve the bills for payment in the amount of \$3,910,194.21 as recommended by the administration. The motion was approved by a unanimous vote.
- XVIII. **Adjournment** – It was moved by Cole and seconded by Burnett to adjourn the meeting. The motion was approved by a unanimous vote. The meeting adjourned at 8:25 p.m.

Kay Rosene, Board Secretary

Board Agenda IV
IV-a Minutes
IV-b Personnel

August 10, 2009
Dr. Tom Narak, Kay Rosene, Lisa Remy

Board Agenda IV-a
Minutes of Regular Board Meeting – July 13, 2009
Minutes of Special Board Meeting – August 3, 2009

August 10, 2009
Kay Rosene