

MINUTES OF REGULAR BOARD MEETING
Monday, August 10, 2009

- I. Call to Order
- II. Roll Call
- III. Open Forum
- IV. Consent Agenda
 - a. Minutes
 - Regular Meeting July 13, 2009
 - Special Meeting August 3, 2009
 - b. Personnel
 - Resignations
 - Recommendations
 - New Hires – Support Staff
 - Initial Contracts – Certified Staff
- V. Superintendent’s Report
- VI. Board Reports
- VII. Open Enrollment
- VIII. Defer Hearing – Easement
- IX. Special Education Service Delivery Plan 2009-2014
- X. 2009-2010 Special Education Handbook
- XI. 2009-2010 ESL Handbook
- XII. Facility Projects
 - a. Roof Design – Crestview Elementary
 - b. Server Room Air Conditioning Design Services – LRC
 - c. Change Orders – Indian Hills
 - d. Change Orders – Western Hills
 - e. Change Orders – Crestview
 - f. SVPA Amendment – Crestview
 - g. Shive-Hattery Amendment – Indian Hills
- XIII. Contracts/Agreements
 - a. Iowa Events Center – 2010 Valley Prom
 - b. Iowa Events Center – All-District Concert Band Festival
 - c. BC Productions – WCC Dance
 - d. KJJY Event Center at 7 Flags – 2010 WCC Graduation
 - e. REMAX – addendum to listing agreement
 - f. Developmental Studies Center
 - g. Wesley Woods Camp & Retreat
 - h. Norwalk Community Schools – nutrition management services
 - i. Denman & Company – engagement letter
 - j. Childserve
- XIV. 2009 – 2010 Legislative Priorities
- XV. Bills for Payment
- XVI. Adjournment

The regular meeting of the Board of Education of the West Des Moines Community School District was held on Monday, August 10, 2009, at the Learning Resource Center, 3350 Mills Civic Parkway, West Des Moines, Iowa 50265.

- I. **Call to Order** – The meeting was called to order by President Mark Lyons at 7:04 p.m.
- II. **Roll Call** – The secretary noted the following Board members present: Mark Lyons, Terry Tobin, Susan Moritz, Barbara Burnett, Jill Hansen, Tom Suckow, Milton Cole Absent: None
- III. **Open Forum** – There were no participants in Open Forum

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

a. **Minutes**

- Regular Meeting July 13, 2009
- Special Meeting August 3, 2009

b. **Personnel**

- Resignations

<u>NAME</u>	<u>BUILDING</u>	<u>SUBJECT</u>
Cröse, Linda	Valley Southwoods	Community Service Learning
Balius, Kyrie	Transportation	Bus Assistant
Tyson, Wayne	Valley Southwoods	Special Ed Assistant
Roese, Renee	Jordan Creek	1:1 Special Ed Assistant
Kokott, Susan	Westridge	1:1 Special Ed Assistant
Sulentic, Sara	Valley Southwoods	1:1 Behavior Assistant
Rinner, W. Craig	Operations	Sub Utility Worker
Munoz, Richard	Operations	Sub Utility Worker
McKenna, Mark	Operations	Sub Utility Worker

- Recommendations

<u>NAME</u>	<u>REPLACEMENT FOR/OR COURSE</u>	<u>COMMENTS</u>
Reynolds, Alexandra	Ernie Rose	Assistant Debate Coach/VSW
Larson, Chris	Cheryl McConnell	JH Boys' Basketball Coach/ST
Kephart, Shirley	Kim Hacker	Nutrition General Worker/VH
Prescott, Tami	Increase contract to 80%	Home School Coordinator
Button, Erica	Rob Cox	Level 2 1:1 Spec Ed Assist/JC
Hyzer, Teri	Courtney Fett	Kindergarten Assistant/CV
Quandt, Hannah	Jessica Novelli	Junior Class Sponsor/VH
McHenry, Sherry	Holly Honnold	Health Assistant/WH
Lifka-Reselman, Alexandra	Kate Asplund	Asst Girls' Swim Coach/VH

- New Hires – Support Staff

<u>NAME</u>	<u>REPLACEMENT FOR/OR COURSE</u>	<u>COMMENTS</u>
Heilman, Alyssa	Jennifer House	Educational Interpreter/VH
McNew, Rick	Sharon Bishop	Painter
Bentall, Ronald	Richard Munoz	Sub Utility Worker

- Initial Contracts – Certified Staff

<u>NAME</u>	<u>REPLACEMENT FOR/OR COURSE</u>	<u>COMMENTS</u>
Dinville, Nicole	Sonya Coy	ESL/IH & CV
Wilson, Catherine	New Position	.5 Vocal Music Teacher/VH Asst Vocal Music Stipend 10 Extended Days
Rieper, Danette	Amy Underbakke	Reading Resource/IH-ST
Dorrell, Kathryn	C. J. Matthews	.5 Speech/VSW
Mitchell, Andrew	Chris Novak	1:1 Special Ed Level III/VSW
Small, Trenae	Alicia Karwal	Special Ed Level II/JC
Anderson, Jill	Tom Whitehead	.3 Art/PH
Reynolds, Robert	Emily Zellmann	Special Ed Level III/VSW

- V. **Superintendent’s Report** – Superintendent Tom Narak described training scheduled August 11 for district administrators to learn about the Oz Principle. The Oz Principle will be tied to goals for annual student growth on standardized tests. In the WDMCSD, the focus will be on growth in reading. The goal will call for 1.2 years annual growth and every child reading at grade level. The training will also deal with accountability for and ownership of results. Dr. Narak emphasized this is not a new initiative, but a new way to focus on results. In response to a question from Lyons, Donna Wilkin, Associate Superintendent of Teaching and Learning Services commented that eight to nine percent of eighth grade students are reading below grade level.

Chief Financial Officer Kurt Subra provided an update on the construction project at Indian Hills Junior High School. It is anticipated that the building will be ready for students on the opening day of school, August 20, Subra said. Dr. Narak praised the work of district staff who are moving equipment and furnishings back into the school.

VI. **Board Reports**

Milton Cole commented on several activities he attended recently: closing day at Stretching Minds, Walnut Creek Campus summer school, band practice at Valley Stadium. He said some members of the Valley Band will be at the airport on Tuesday playing patriotic music in honor of the veterans who will be leaving for Washington, D.C. on the Honor Flight.

Jill Hansen expressed appreciation for the well-run registration process at Valley.

Susan Moritz said that tomorrow night IPTV is airing premiering a documentary produced in Iowa about President Herbert Hoover.

Terry Tobin wished a Happy Birthday to Tom Suckow.

- VII. **Open Enrollment** – The following open enrollment applications were approved by the administration and presented for Board review:

Open Enrollment In (2009-10)

<u>Name</u>	<u>Grade</u>	<u>From</u>
Beuse, Abby	11	Waukee
Beuse, Hannah	9	Waukee
Beuse, Walter	5	Waukee
Cox, Caitlyn	K	Des Moines
Davis, Garrett	3	Des Moines
Davis, Kaitlyn	1	Des Moines
Goodhall, Adler	3	Des Moines
Helverson, Gaby	7	Waukee
Helverson, Haley	10	Waukee
Helverson, Libby	4	Waukee
Issa, Aaqib	5	Waukee
Issa, Abdul-Badi	6	Waukee
Issa, Abdul-Haadi	7	Waukee
Laffey, Carson	2	Waukee
Laffey, Christopher	4	Waukee
Lee, BreeAnna	10	DC-G
Lee, RaeKwon	8	DC-G
Loghry, Kelsie	K	Des Moines
Loper, Ashley	10	Waukee
Loper, Courtney	6	Waukee
Loper, Lindsey	3	Waukee
McIntire, Jessica	10	Urbandale
Publow, Carter	5	Waukee
Schoessler, Isaac	K	Des Moines
Schoessler, Jacob	8	Des Moines

It was moved by Hansen and seconded by Tobin to deny the following open enrollment applications received after the deadline, as recommended by the administration: **Open Enrollment In (2009-10)** Sartorio Pope, grade 9 from Des Moines; Jonathan Raggoza, grade 6 from Des Moines; Luis Raggoza, grade 3 from Des Moines; Emily Sherwood, grade 8 from Des Moines; Amber Seenhoek, grade 11 from Norwalk **Open Enrollment Out (2009-10)** Katie Nguyen, grade 1 to Urbandale. 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 (2009-10) pending approval/denial by the receiving district**

<u>Name</u>	<u>Grade</u>	<u>To</u>
Abner, Joseph	1	Johnston
Avis, Andrew	1	Urbandale
Bell, Cassandra	7	Waukee
Boyd, Kevin Jr.	4	Waukee
Brown, McKenna	10	Des Moines
Byrnett, Holly	9	Waukee
Caseley, Anna	12	Des Moines
Gross, Lucy	K	Des Moines
Hale, Hannah	1	SE Polk
Hampton, Jamie	10	Des Moines
Lantz, Merideth	5	Des Moines
Murphy, Logan	3	Urbandale
Murphy, Sophie	1	Urbandale
Norris, Eilish	3	DC-G
Norris, Jaden	8	DC-G
Norris, Jonah	2	DC-G
Peterschmidt, Ashton	K	Urbandale
Robinson, Ja'Vonta	K	Urbandale

- VIII. **Defer Hearing – Easement** – It was moved by Moritz and seconded by Tobin to defer the hearing to August 24, 2009, for the conveyance of an easement in real estate to Wastewater Reclamation Authority. The motion was approved by a unanimous vote.
- IX. **Special Education Service Delivery Plan 2009-2014** – Special Education Director Angie Calhoun said every five years, every Iowa school district is required to update the local plan to serve special needs students. Guidance was provided by the Iowa Department of Education due to new regulations. The committee was approved by the Board in March. Major changes include: continuum of services (shifted from programs described as levels to services provided) and caseload determination (how many students can be served by a teacher, based on student needs). Calhoun said training on the new delivery plan will be provided to teachers and administrators. The document was released for public comment for two weeks; 28 people responded, she said. The plan has been approved by the Director of Special Education at Heartland AEA. In response to a question from Hansen, Calhoun talked about procedures for implementation. She noted the plan could be amended in the future. In response to a question from Tobin, Calhoun said the final plan does represent a consensus among the committee. It was moved by Tobin and seconded by Hansen to approve the 2009-14 Special Education Service Delivery Plan as presented. The motion was approved by a unanimous vote.

- X. **2009-2010 Special Education Handbook** – Calhoun noted that there are few substantive changes in the handbook. A major changes includes a revision in the transition process from Valley Southwoods to Valley and Walnut Creek. Another change is more specificity in describing the Morningside program for teachers to earn provisional licenses. It was moved by Hansen and seconded by Cole to approve the 2009-10 Special Education Handbook as presented. The motion was approved by a unanimous vote.
- XI. **2009-2010 ESL Handbook** – Calhoun said the ESL program will be supervised by Dr. Wilkin (curriculum) and Curriculum Director Gordon Dahlby (budget). The person now responsible for each portion of the program is specified in the handbook. It was moved by Moritz and seconded by Tobin to approve the 2009-10 ESL Handbook as presented. The motion was approved by a unanimous vote.
- XII. **Facility Projects**
- a. **Roof Design – Crestview Elementary** – It was moved by Suckow and seconded by Hansen to approve the amendment to the agreement with Shive-Hattery, Inc. in the amount of \$5,000 plus reimbursables to design the new addition roof at Crestview Elementary School. It was noted that Physical Plant and Equipment Levy (PPEL) funds have been allocated for the design fees. The motion was approved by a unanimous vote.
 - b. **Server Room Air Conditioning Design Services – LRC** – It was moved by Suckow and seconded by Hansen to approve the agreement with Shive-Hattery in the amount of \$5,800 plus reimbursables to conduct a number of research activities and then to design an air conditioning system for the LRC computer service room. It was noted that Sales and Service Tax funds have been allocated for the design fees. The motion was approved by a unanimous vote.
 - c. **Change Orders – Indian Hills** – It was moved by Suckow and seconded by Hansen to approve the following change orders on the Indian Hills Junior High renovations project: Edge Commercial (\$93,558) to furnish and install marker boards and tack boards (\$40,568), repair specified storm and sanitary sewer (\$22,198) replace specified doors and repair damage on specified doors (\$22,707), furnish and install locks on specified cabinets (\$3,242) and furnish and install additional interior signage as specified (\$4,843); AJ Allen Mechanical (\$15,950) to replace specified light diffusers and return air grilles (\$7,886) and insulate existing hot water supply and return piping as specified (\$8,064); Van Maanen Electric to furnish and install outlets at the millwork in the Clothing Lab (\$4,103). Stephanie Morrison from The Weitz Company responded to questions from Board members on the process of accepting change orders and the contingency funds for the Indian Hills project. The motion was approved by a unanimous vote.
 - d. **Change Orders – Western Hills** – It was moved by Suckow and seconded by Moritz to approve the following change orders on the Western Hills renovation project: IES (Menninga Electric) contract to add emergency exit devices, horn strobes and emergency light fixtures (\$12,470); ProStruct (\$7,267) to furnish and install additional signage and door hardware (\$2,700), rout and epoxy seal existing cracks in the floor tile as specified (\$1,199) and modify stair treads at the Mechanical Mezzanine (\$3,368). The motion was approved by a unanimous vote.
 - e. **Change Orders – Crestview** – It was moved by Suckow and seconded by Hansen to approve the following change orders on the Crestview renovation project: Koester Construction (\$10,401) to remove additional concrete footings as specified; Excel Mechanical (\$3,598) to replace the floor drain in the kitchen, demo and install new fixtures at specified locations. The motion was approved by a unanimous voter.
 - f. **SVPA Amendment – Crestview** – It was moved by Suckow and seconded by Hansen to approve the agreement with SVPA for the additional scope of design services on the Crestview Elementary project at a cost of \$43,800. The motion was approved by a unanimous vote.

- g. **Shive-Hattery Amendment – Indian Hills** – It was moved by Suckow and seconded by Hansen to approve the amendment to the agreement with Shive-Hattery in the amount of \$14,212.50 to complete design work on items added to the Indian Hills construction project this summer. It was noted that Sales and Service Tax funds have been allocated for the design fees. The motion was approved by a unanimous vote.

XIII. Contracts/Agreements

- a. **Iowa Events Center – 2010 Valley Prom** – It was moved by Hansen and seconded by Burnett to approve the agreement with the Iowa Events Center in the amount of \$1,700 for the 2010 Valley High School Prom. The fees are paid for by ticket sales and student activity funds. The motion was approved by a unanimous vote.
- b. **Iowa Events Center – All-District Concert Band Festival** – It was moved by Hansen and seconded by Burnett to approve the agreement with the Iowa Events Center in the amount of \$1,600 for the 4th annual All-District Concert Band Festival. The motion was approved by a unanimous vote.
- c. **BC Productions – WCC Dance** – It was moved by Hansen and seconded by Suckow to approve the agreement with BC Productions in the amount of \$450 for deejay services for the Walnut Creek Dance. The fees are paid for by the Walnut Creek activity fund and donations from the WCC parent group. The motion was approved by a unanimous vote.
- d. **KJJY Event Center at 7 Flags – 2010 WCC Graduation** – It was moved by Hansen and seconded by Cole to approve the agreement with KJJY Event Center at 7 Flags in the amount of \$1,500 for the 2010 Walnut Creek Campus Graduation. The motion was approved by a unanimous vote.
- e. **REMAX – addendum to listing agreement** – It was moved by Hansen and seconded by Suckow to approve the addendum to the agreement with REMAX for the sale of the student-constructed home at 4026 High Street in West Des Moines. The addendum states that for online services, third parties are not authorized to write comments or reviews about the listing of the property. The motion was approved by a unanimous vote.
- f. **Developmental Studies Center** – It was moved by Hansen and seconded by Cole to approve the license agreement with the Developmental Studies Center in the amount of \$1,968 to allow district printing of *Being a Writer* materials. The motion was approved by a unanimous vote.
- g. **Wesley Woods Camp & Retreat** – It was moved by Hansen and seconded by Burnett to approve the agreement with Wesley Woods in the amount of \$12 per student for field trips by Valley Southwoods in September. It was noted that the appropriate addresses would be included in the agreement document. The motion was approved by a unanimous vote.
- h. **Norwalk Community Schools – nutrition management services** – It was moved by Hansen and seconded by Burnett to approve renewal of the agreement with Norwalk Schools for the WDMCS to provide management services in the Norwalk Nutrition Department at the cost of fees specified in the agreement. The motion was approved by a unanimous vote.
- i. **Denman & Company – engagement letter** – It was moved by Hansen and seconded by Burnett to approve the letter of engagement with Denman & Company confirming they will provide the required annual audit of the district's financial statements for fiscal year 2009. The motion was approved by a unanimous vote.
- j. **Childserve** – It was moved by Hansen and seconded by Cole to approve the contract with Childserve at a cost of \$4.00 per student to allow students in the WDMCSD Functional Life Skills programs to attend Childserve for swimming. The motion was approved by a unanimous vote.

- XIV. **2009 – 2010 Legislative Priorities** – Subra explained each of the proposed priorities. In response to a question from Hansen, Valley Principal Vicky Poole explained the secondary schools' commitment to Authentic Intellectual Work. It was moved by Burnett and seconded by Cole to approve the following priorities for the 2010 Iowa legislative session and to submit them to the Iowa Association of School Boards as requested:
1. **Allowable Growth** – Retain 2% allowable growth for 2010-11 as approved during the 2009 legislative session. Provide allowable growth for 2011-12 that reflects actual cost increases experienced by school districts.
 2. **Preschool Students** – Continue program expansion to enable more districts to participate. Allow districts to start preschools and to qualify for funding as long as they meet appropriate criteria.
 3. **Professional Development** – Provide professional development funding for Teacher Quality, the Iowa core curriculum, 21st Century Skills, and Authentic Intellectual Work (AIW).
 4. **Collective bargaining** – Preserve management rights to evaluate and terminate teachers. On behalf of taxpayers, maintain management rights to determine appropriate fiscal decisions, including class sizes and early retirement programs.

The motion was approved by a unanimous vote.

- XV. **Bills for Payment** – The agenda materials included bills for payment dated August 10, 2009. It was moved by Moritz and seconded by Cole to approve the bills for payment in the amount of \$11,400,525.07 as recommended by the administration. The motion was approved by a unanimous vote.

- XVI. **Adjournment** – It was moved by Cole and seconded by Suckow to adjourn the meeting. The motion was approved by a unanimous vote. The meeting adjourned at 8:30 p.m.

Kay Rosene, Board Secretary

Board Agenda IV
IV-a Minutes
IV-b Personnel

August 24, 2009

Dr. Tom Narak, Kay Rosene, Lisa Remy

Agenda IV-a
Minutes of Regular Board Meeting – August 10, 2009

August 24, 2009
Kay Rosene