

MINUTES OF ANNUAL BOARD MEETING
Monday, September 14, 2009

- I. Call to Order
 - II. Roll Call
 - III. Open Forum
 - IV. Consent Agenda
 - a. Minutes
 - Workshop Meeting August 24, 2009
 - Regular Meeting August 24, 2009
 - Special Meeting September 1, 2009
 - b. Personnel
 - Resignations
 - Recommendations
 - New Hires – Support Staff
 - Initial Contracts – Certified Staff
 - c. Student Trip Requests
 - V. Superintendent's Report
 - VI. Board Reports
 - VII. Open Enrollment
 - VIII. Annual Settlement – June 30, 2009 Depository Bank Balances
 - IX. Title I Program Application 2009-2010
 - X. Hearing
 - a. MidAmerican Energy Easement
 - XI. 2009-2010 & 2010-2011 Early Retirement Plans
 - XII. Facility Projects
 - a. Western Hills Final Acceptance
 - b. Western Hills – change orders
 - c. Indian Hills Junior High Final Acceptance
 - d. Indian Hills Junior High Renovations – change orders
 - e. Crestview Elementary – change orders
 - XIII. Contracts/Agreements
 - a. Microsoft Live@Edu – terms of use
 - b. Employee & Family Resources, Inc.
 - c. ActiveNet
 - d. City of West Des Moines – addendum to 28E
 - e. MidAmerican Energy Easement
 - f. Drake University – Head Start
 - g. Grand View University – nursing affiliation
 - h. Microsoft School Agreement
 - i. Amendment One to Infinite Campus End User License Agreement
 - j. Datawarehouse Addendum to Infinite Campus End User License Agreement
 - k. CIC Licensed Product Agreement and Peopleware Schedule
 - XIV. Bills for Payment
 - XV. Regular Board Election Abstract
 - XVI. Adjournment
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Organizational Meeting

- I. Call to Order
- II. Oath of Office – Newly Elected Board Members
- III. Elect President
- IV. Elect Vice President
- V. Open Forum
- VI. Adjournment

The annual meeting of the Board of Education of the West Des Moines Community School District was held on Monday, September 14, 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 7:08 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

It was moved by Hansen and seconded by Suckow to amend the agenda to add item XIII-1: Contracts/Agreements, Partners in Leadership addendum. The motion was approved by a unanimous vote.

- III. **Open Forum** – Vicky Rosssander, president of the West Des Moines Education Association, thanked retiring Board members Susan Moritz and Barbara Burnett for their service to the district, schools and students. She welcomed newly elected Board members Liz Brennan and Mark , Lagomarcino. Jane Fogg, former Board member, shared the top ten reasons retiring Board members will miss being on the Board. Former Board member Mary Kay Shanley offered 11 reasons why they'll be glad they are leaving the Board. Superintendent Tom Narak expressed appreciation to Moritz and Burnett and presented commemorative plaques to the two retiring Board members.

Suckow expressed appreciation to Moritz for her mentoring skills as he learned about becoming an effective Board member during his initial term. He thanked Burnett for her insight and service. Tobin thanked Moritz and Burnett for their service and presented a gift to each. Hansen commented on the many changes that have occurred over the past several years. She presented a care package to each so they can find ways to occupy their time on Monday nights. Milton Cole presented a book for each school – A Day in the Life of an American Woman -- in honor of Moritz and Burnett. He also presented the book Daniel Defoe Complete and Unabridged for the Valley, Valley Southwoods and Walnut Creek media centers in memory of Hansen's mother Lucy Thompson and Burnett's father, James E. Brooker. He also presented a copy of the book Chicken Soup for the American Idol Soul to media centers at the five secondary schools in honor of Superintendent Tom Narak. The book Black – A Celebration of a Culture was donated to the five secondary school media centers in honor of Veleeta Lucas-Empty. Lyons expressed words of thanks to Moritz and Burnett. He thanked Board members for their service in 2008-09 and presented a book to each elementary school media center in honor of the 2008-09 Board of Education.

Burnett thanked the community for the opportunity to serve on the Board for the past six years. She thanked Dr. Narak and district administrators for their outstanding service. She reflected on the collective strengths of current and previous school boards. Burnett expressed appreciation to the staff in the district for the service to students. Moritz commented on milestone events that occurred during her campaigns for the Board of Education. She complimented her colleagues as good stewards of the children's education and public funds.

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

a. **Minutes**

- Workshop Meeting August 24, 2009
- Regular Meeting August 24, 2009
- Special Meeting September 1, 2009

b. **Personnel**

- Resignations

<u>NAME</u>	<u>BUILDING</u>	<u>SUBJECT</u>
Wolf, Anne	Fairmeadows	Math Assistant
Button, Erica	Jordan Creek	1:1 Lv II Spec Ed Assistant
Kellar, Amanda	Jordan Creek	1:1 Lv III Spec Ed Assistant
Kadar, Shawn	Valley Southwoods	1:1 Lv III Spec Ed Assistant
Barnabo, Susan	Valley Southwoods	1:1 Lv III Spec Ed Assistant
Beisner, Alissa	Clive	Kindergarten Assistant
Downing, Jeff	Valley Southwoods	Drama/Speech Advisor
Nesbit, Mary	Indian Hills	1:1 Lv II Spec Ed Assistant
Jones, Mary	Fairmeadows	1:1 Lv I Spec Ed Assistant
Burgess, Christi	Valley	Study Hall Supervisor
Bogue, Patric	Crossroads Park	Custodian
McAllister, David	Jordan Creek	1:1 Lv II Spec Ed Assistant

- Recommendations

<u>NAME</u>	<u>REPLACEMENT FOR/OR COURSE</u>	<u>COMMENTS</u>
Beals, Larry	New Position	JH Volleyball Coach/ST
Adrian, Rebecca	Teresa Ericson	Noon Supervisor/HD
Merck, Savanna	New Position	KW Child Care Provider/CR
Kramer, Cameron	New Position	KW Child Care Provider/WR
Salazar, Melody	Charis Potter	Nutrition General Worker/IH
LeSher, Cavin	New Position	KW Child Care Provider/WH
Williams, Thatcher	New Position	Technical Director/VH
Dorrell, Katie	Jeff Downing	Drama/Speech Advisor/VSW
Cowley, Tina	New Position	Lv II Special Ed Assistant/CL
Hurley, P. J.	New Position	Lv II Special Ed Assistant/CL
Campbell, Georgia	Blanca Mendez	Nutrition General Worker/VSW
Bawek, Michelle	Tad Belling	1:1 Lv III Special Ed Assistant/FM
Wollan, Pat	Erica Button	1:1 Lv II Special Ed Assistant/JC

- New Hires – Support Staff

<u>NAME</u>	<u>REPLACEMENT FOR/OR COURSE</u>	<u>COMMENTS</u>
Beeman, Denise	Denise Blobaum	Lv III 1:1 Spec Ed Assistant/VSW
VanDrasek, Karen	New Position	Nutrition General Worker Sub
Chayee, Josephine	New Position	Nutrition General Worker Sub
Burvee, Sandy	New Position	Brighter Beginnings Child Care
Lagomarcino, Teresa	Holly Honnold	Health Assistant/WH
Booth, Megan	Kerri Clark	Lv III 1:1 Spec Ed Assistant/JC
Hilton, Kathy	Cathy Dubuisson	Nutrition General Worker/HD
Sciurba, Michael	Sarah Fitzgerald	Lv II 1:1 Spec Ed Assistant/CL
Novotny, Travis	New Position	KW Child Care Provider/CV
Barrett, Emily	New Position	Lv III 1:1 Spec Ed Assistant/IH

<u>NAME</u>	<u>REPLACEMENT FOR/OR COURSE</u>	<u>COMMENTS</u>
Combs, David	Sara Sulentic	1:1 Specialized Behavior Asst/VSW
Brandt, Rosemary	Becky Bennett	Silver Cord Coordinator/VSW
Hanna, Michael	New Position	Lv II 1:1 Spec Ed Assistant/IH
Pyatt, Lauri	Gretta Geneser	School Community Relations Spec.
Ray, Beverly J.	Shirley Kephart	Head Cook/VH
Zuber, Kelsey	New Position	KW Child Care Provider/JC

- Initial Contracts – Certified Staff

<u>NAME</u>	<u>REPLACEMENT FOR/OR COURSE</u>	<u>COMMENTS</u>
Cowan, Christine	Andrew Long	Special Ed Level I/VH

- c. **Student Trip Requests** – Valley High School Marchmasters request permission to travel to St. Joseph, Kansas City and Stilwell, Kansas for clinic and field show competition September 25-27 and Valley High School Vocalese request permission to travel to Minneapolis to perform for the North Central Division of the American choral Directors Association March 3-5, 2010.

The motion was approved by a unanimous vote.

- V. **Superintendent's Report** – Superintendent Tom Narak called on Drew McLellan and Kari Schulte, chairpersons of the recent successful Physical Plant and Equipment Levy campaign. Members of the PPEL committee present at the meeting introduced themselves. McLellan said the job of the committee was to get the many supporters of the school district to the polls on September 8. He thanked the district for the opportunity to serve. Schulte thanked Cindy Todd, committee treasurer, and also expressed appreciation for the opportunity. Dr. Narak thanked the PPEL committee for their successful efforts.
- VI. **Board Reports**
Milton Cole said he watched last week's speech by President Obama with students at Walnut Creek Campus. He shared comments from the students about what they had learned from the President's speech.
- VII. **Open Enrollment** – The following open enrollment applications were approved by the administration and presented for Board review: **Open Enrollment In (2009-10)** Amanda Armstrong (HS .4), grade 10 from Urbandale; Ashley Armstrong (HS .4), grade 7 from Urbandale; Joshua Beltman (HS .4), grade 2 from Lynnville-Sully; Estefani Clavijo-Delgado, grade 11 from Waukee; Emily Kelmme, grade 10 from Waukee; Ariadna Morales, grade 6 from Des Moines; Armando Morales, grade 2 from Des Moines; Lizet Morales, grade 4 from Des Moines; ReBecca Olsen, grade 10 from Johnston; Elisa Rifas, grade K from Des Moines; Karen Rifas, grade 8 from Des Moines; Mia Wells, grade 1 from Des Moines. It was moved by Hansen and seconded by Suckow to deny the following open enrollment applications submitted past the deadline **Open Enrollment In (2009-10)** Alexis Wangler, grade 10 from ADM **Open Enrollment Out (2009-10)** Angelina Clausi, grade 11 to Urbandale; Marc Little, grade 6 to Urbandale; Aleksandra Lukic, grade 10 to Johnston. 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** Linda Barlee, grade 10 to Urbandale; Michael Courtney, Jr., grade 3 to Urbandale; Joshua Gist, grade 10 to Urbandale; Morgan Little, grade 10 to Urbandale; Morgan Neades, grade 9 to Des Moines; Jason Reuanthong, grade K to Des Moines; Johnny Reuanthong, grade 5 to Des Moines; Brooke Washington, grade 6 to Urbandale; Isaac Washington, grade 9 to Urbandale/

- VIII. **Annual Settlement – June 30, 2009 Depository Bank Balances** – Chief Financial Officer Kurt Subra said the district is required by statute to report the June 30 balance annually. He reviewed the balances in the various funds. It was moved by Suckow and seconded by Hansen to accept the June 30, 2009 cash balances as confirmed by Denman & Company, district auditors, and presented to the Board as follows: JPMorgan Chase Bank (sales tax reserve)- \$3,748,000; ING Investment (annuity) \$327,497.93; ISJIT \$3,975.84 (Pay Schools receipts); ISJIT (certificates of deposit) \$4,00,000 and West Bank \$39,723,461.35. With the addition of outstanding deposits and the subtraction of outstanding checks, the treasurer's balance is \$39,556,096.31. The motion was approved by a unanimous vote.
- IX. **Title I Program Application 2009-2010** – District Title I coordinator Janelle Green said the total allocation is \$354,688, including carryover. She noted that staff was reduced by 1.5 FTE due to reduced funding. Title I programming would be in place at Phenix, Hillside, Crestview and Clive elementary schools. Green said the 2009-10 grant allocation is \$330,106, with most of the cost allocated to staffing. Approximately 285 students will be served through the district's Title I program this school year. It was moved by Cole and seconded by Tobin to approve the 2009-10 Title I program application as presented. In response to a question from Suckow, Green explained how the qualification for supplemental funds are determined. The motion was approved by a unanimous vote.
- X. **Hearing**
a. **MidAmerican Energy Easement** – Lyons announced this agenda item is for those who wish to speak to the Board regarding the conveyance of a permanent easement for an underground electric line to MidAmerican Energy Company. The Notice of Hearing was published in the *Des Moines Register* on August 28, 2009. It was moved by Moritz and seconded by Tobin to close the hearing. The motion was approved by a unanimous vote.
- XI. **2009-2010 & 2010-2011 Early Retirement Plans** – It was moved by Tobin and seconded by Suckow to approve the 2009-10 and 2010-11 Early Retirement Plans as presented. Lisa Remy, Associate Superintendent of Human Resources, noted that the Board generally approves the plan a year in advance. The 2009-10 plan is being revised to include a \$10,000 incentive for early notification of intent to retire. In 2010-11, the lump sum incentive would be removed from the plan. Tobin noted that the 2009-10 incentive was introduced as a way to assist with future budget challenges. Lyons noted that the early retirement program is supported by the district's Management Fund, not the General Fund. The motion was approved by a unanimous vote.
- XII. **Facility Projects** -- It was moved by Suckow and seconded by Hansen to approve items XII a, b, c, d and e as follows:
a. **Western Hills Final Acceptance** – Accept the Western Hills project as complete by Prostruct and Ingamells Commercial Flooring.
b. **Western Hills – change orders** – Approve the following change order on the Western Hills project: IES (Menninga Electric) in the amount of \$5,441 for confined space entry into the existing tunnels and repair of electrical devices within the tunnels. The motion was approved by a unanimous vote.
c. **Indian Hills Junior High Final Acceptance** – Accept the Indian Hills Junior High project as complete by Academy Roofing, Olympic Wall Systems, Color Inc. and Continental Fire Sprinkler Company.
d. **Indian Hills Junior High Renovations – change orders** – Approve the following change orders on the Indian Hills project: AJ Allen Mechanical in the amount of \$8,807 to add stainless steel cladding at specified locations (\$3,591), furnish and install stainless steel covers on the back of the combination oven (\$635), premium for overtime worked in the kitchen on August 16 (\$2,260), furnish and install a booster fan for a clothes dryer vent (\$1,029) and rerouting of spiral supply duct at Vocal Music 141 (\$1,292).

- e. **Crestview Elementary – change orders** – Approve the following change orders on the Crestview project as distributed at the meeting: Poindexter Flooring (\$9,170) for flooring work associated with the north addition and preschool room, Color Inc. (\$4,126) for painting work associated with the north addition and preschool room, Blackhawk Fire Sprinkler (\$10,803) for fire sprinkler work associated with the north addition and preschool room, Nikkel & Associates (\$58,877) for electrical work associated with the new addition and preschool room and Siemens Building Technologies (\$4,583) for controls work associated with the north addition and preschool room.

In response to a question from Burnett, Ben Bruns of Weitz said that the contingency fund at Indian Hills is at zero; at Western Hills \$15,000 remains and approximately \$130,000 remains in the Crestview project contingency budget.

The motion was approved by a unanimous vote.

XIII. Contracts/Agreements –

It was moved by Hansen and seconded by Suckow to approve items XIII-a, h, i, j and k as presented. Abeling presented a brief overview of each proposed technology contract.

- a. **Microsoft Live@Edu – terms of use** – Approve the Microsoft Live@Edu Organization Terms of Use for student email and online collaboration . There is no cost for this service.
- h. **Microsoft School Agreement** – Approve the Microsoft School agreement with CDWG at a cost of \$156,388.57 per year to provide access to all Microsoft operating systems and productivity software, including the district e-mail system. It was noted the costs would be paid for from the district technology budget.
- i. **Amendment One to Infinite Campus End User License Agreement** – Approve Amendment One to the Infinite Campus End User license agreement to provide automated attendance reporting at a cost of \$1.50 per student per year. This cost is covered by the district technology budget.
- j. **Datawarehouse Addendum to Infinite Campus End User License Agreement** – Approve the data warehouse addendum to the Infinite Campus Agreement to provide the district the ability to store a copy of student records in a condensed format. A one-time cost of \$1,200 would be paid to Computer Information Concepts for the installation setup; the funds would come from the district technology budget.
- k. **CIC Licensed Product Agreement and Peopleware Schedule** – Approve the agreement with Computer Information Concepts at a cost of \$1,350 to install the data warehouse feature in Infinite Campus and to provide one hour of training.

The motion was approved by a unanimous vote.

- b. **Employee & Family Resources, Inc.** – It was moved by Hansen and seconded by Burnett to approve the addendums to the Student Assistance Program and Employee Assistance Program as presented. There are no changes from the previous agreement. The motion was approved by a unanimous vote.
- c. **ActiveNet** – A revised version of the contract was distributed to Board members and made available to those present at the meeting. It was moved by Hansen and seconded by Burnett to approve the contract with ActiveNet which provides access to web-based software products to manage continuing education classes and facility reservations and to allow for on-line reservations and payments. Director of Community Education Shahna Janssen summarized the features of ActiveNet. In response to a question from Tobin, Janssen said staffing in Community Education has been reduced in anticipation of cost efficiencies from the new software. In response to a question from Burnett, Subra said there is no single vendor that could provide software for all district fees. Hansen said the revised version of the contract has eliminated the indemnification clause. Legal counsel has advised that Iowa law would be applied if the indemnification would need to be applied. The motion was approved by a unanimous vote.

- d. **City of West Des Moines – addendum to 28E** – It was moved by Hansen and seconded by Suckow to approve the addendum to the agreement with the City of West Des Moines for the use of Rex Mathes and operation of the Teen Center. It was noted the addendum extends the original terms of the agreement through June 30, 2010. The motion was approved by a unanimous vote.
 - e. **MidAmerican Energy Easement** – It was moved by Hansen and seconded by Burnett to approve the underground electric line easement for property located at 9401 Indian Hills Drive in Clive at a fee of \$1. The motion was approved by a unanimous vote.
 - f. **Drake University – Head Start** – It was moved by Hansen and seconded by Tobin to approve the agreements with Drake University Head Start for the district to provide a food service program to serve children and adults attending the West Des Moines Head Start at Phenix and at the Ashworth location for regular Head Start and a toddler program. Nutrition Services Director Beth Hanna described the content of the agreements. The motion was approved by a unanimous vote.
 - g. **Grand View University – nursing affiliation** – It was moved by Hansen and seconded by Suckow to approve the agreement with Grand View University to provide a clinical experience for nursing students in our high school. Lyons noted this is the same contract language that was used with the University of Iowa. The motion was approved by a unanimous vote.
 - i. **Partners in Leadership – addendum** – It was moved by Hansen and seconded by Burnett to permit the district’s Administrative Leadership Team to use and incorporate proprietary material into an internet-based survey accessible between September 10 and 16, 2009. The motion was approved by a unanimous vote.
- XIV. **Bills for Payment** – The agenda materials included bills for payment dated September 14, 2009. It was moved by Moritz and seconded by Tobin to approve the bills for payment in the amount of \$3,888,210.47 as recommended by the administration. The motion was approved by a unanimous vote.
- XV. **Regular Board Election Abstract** -- It was moved by Burnett and seconded by Tobin to approve the Abstract of Votes for the regular school election and held Tuesday, September 8, 2009 as prepared by the Polk County Election Office. Roll call vote: Burnett, yes; Hansen, yes; Tobin, yes; Suckow, yes; Moritz, yes; Cole, yes; Lyons, yes.
- XVI. **Adjournment** – It was moved by Tobin and seconded by Suckow to adjourn the meeting. The motion was approved by a unanimous vote. The meeting adjourned at 8:40 p.m.
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Organizational Meeting

The organizational meeting of the Board of Education of the West Des Moines Community School District was held on Monday, September 14, 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 8:42 p.m.
- II. **Oath of Office – Newly Elected Board Members** – The secretary administered the following Oath of Office to newly elected Board members Jill Hansen, Elizabeth Brennan and Mark Lagomarcino: “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 of the West Des Moines Community School District as now or hereafter required by law?” Each responded, “I will.”

- III. **Elect President** – Lyons called for nominations for the office of 2009-10 President of the Board of Education. Hansen nominated Terry Tobin to serve as president; Suckow seconded. It was moved by Suckow and seconded by Cole to close the nominations for president. The motion was approved by a unanimous vote. Seven ballots were cast for Tobin, who was elected President.
- IV. **Elect Vice President** – Tobin called for nominations for the office of 2009-10 Vice President of the Board of Education. Cole nominated Tom Suckow; Hansen seconded. It was moved by Lyons and seconded by Cole to close the nominations for vice president. The motion was approved by a unanimous vote. Seven votes were cast for Tom Suckow who was elected Vice President.
- V. **Open Forum** – Barbara Burnett, 4861 Timberwood Court, West Des Moines, Iowa congratulated the new Board members.
- Tobin invited Board members to submit preferences for assignment to the Superintendent Advisory Committees.
- VI. **Adjournment** – It was moved by Lyons and seconded by Cole to adjourn the meeting. The motion was approved by a unanimous vote. The meeting adjourned at 8:51 p.m.

Kay Rosene, Board Secretary

Board Agenda IV
IV-a Minutes
IV-b Personnel
IV-c Student Trips

October 12, 2009

Dr. Tom Narak, Kay Rosene, Lisa Remy, Dr. Donna Wilkin

Board Agenda IV-a
Minutes of Annual and Organizational Board Meetings – September 14, 2009
Minutes of Special Board Meeting – September 18, 2009
Minutes of Special Board Meeting – September 30, 2009

October 12, 2009
Kay Rosene