

**DES MOINES PUBLIC SCHOOLS  
REGULAR SCHOOL BOARD MEETING  
1800 GRAND AVENUE  
MINUTES  
MAY 21, 2013**

**PUBLIC FORUM — 5:45 P.M. - 5:52 P.M.**

The Board of Directors held a public forum on Tuesday, May 21, 2013, in the multi-purpose room at 1800 Grand Avenue; Dick Murphy presiding.

Present: Boesen, Caldwell-Johnson, Elsbernd, Howard, Jongewaard, Murphy, Sweeney

Speakers: Elaine Wolf, instructor, Central Campus  
Jerry Bradley, instructor, Central Campus

**REGULAR MEETING — 6:01 P.M.**

Mr. Murphy noted 106 years ago on May 21, 20+ school districts voted to merge into the Des Moines Independent Community School district and recognized all employees of the district, school board members, parents, and students who have worked during these 106 years to make Des Moines a good place to be from and to be in. President Murphy then called the first meeting of the 107<sup>th</sup> year of the Des Moines school district to order.

Present: Boesen, Caldwell-Johnson, Elsbernd, Howard, Jongewaard, Murphy, Sweeney

**APPROVAL OF AGENDA — 6:02 P.M.**

Mr. Howard moved approval of the agenda, seconded by Ms. Boesen.

Aye: Boesen, Caldwell-Johnson, Elsbernd, Howard, Jongewaard, Murphy, Sweeney

Nay: None

Motion passed 7-0.

**APPROVAL OF MINUTES — 6:03 P.M.**

Mr. Sweeney moved approval of the minutes for May 7, 2013, seconded by Ms. Boesen.

Aye: Boesen, Caldwell-Johnson, Elsbernd, Howard, Jongewaard, Murphy, Sweeney

Nay: None

Motion passed 7-0.

**DISTRICT RECOGNITIONS — 6:04 P.M.**

Superintendent Ahart recognized 11 students from the Central Campus Broadcast and Film class. These students have won awards for their films throughout the

2012-2013 school year. Awards were for recognition and achievement for short films, stop-motion animation, public service announcements and screenwriting. These awards were from various organizations: The Wild Rose Film Festival, Principal Bank, Iowa Coalition Against Domestic Violence, Cedar Rapids Film Festival, Thespian Festival, IHSSA, and the Iowa Motion Picture Association.

In addition, nine of these students are seniors and have earned scholarships and recognition from colleges such as USC, Columbia College in Chicago, University of Iowa, and the Collins Road Theatre group in Cedar Rapids.

Central Campus Broadcast and Film instructors are Tim Coleman and Kirk Johnson. Mr. Coleman provided additional information on the students and their accomplishments

#### **CONSENT ITEMS — 6:10 P.M.**

7. Architect Payments .....	1
8. Construction Payments .....	3
9. <i>Contracts for Approval (See separate minutes and action on this item)</i> .....	6
10. Award of Contracts on Bid.....	10
11. <i>Insurance and Risk Management Services (pulled)</i> .....	13
12. Asset Inventory: Award of Contract .....	14
13. Award of Hoyt Middle School Window Awning Project Quote #Q6598 .....	15
14. Final Acceptance of Bid No. B6321: Mechanical Retrofit—Harding Middle School ..	16
15. Final Acceptance of Contract—Hiatt Middle School .....	17
16. Award of Design for the Central Nutrition Center (CNC) Freezer Addition .....	18
17. Modular Building Sale at Cowles.....	19
18. Approval of High-Volume Technology Purchases for FY 2013-2014 .....	20
19. Inventory and Distribution of Commodity Food Products .....	22
20. 2013 Summer Food Service Program .....	23
21. Purchase of Instructional Materials—Grades 3-5 Writing.....	24
22. <i>PROACT Search, LLC(See separate minutes and action on this item)</i> .....	25
23. <i>Human Resources Management: Contract Approval (See separate minutes and action on this item)</i> .....	27

#### **ADDENDUMS**

A. <i>FY 2013-2014 Fee Schedule (pulled)</i> .....	29
B. Dependent Eligibility Audit Services Request.....	30
C. DLB Consulting, Inc.....	31
24. Personnel Recommendations ( <i>See separate minutes and action on this item</i> ) .....	32
25. List of Bills for Approval.....	35

## Minutes

Ms. Elsbernd moved that the board approve the consent items with the removal of item #11 including payment of bills previously authorized and certified by the secretary in the amount of \$587,053.60 and unpaid bills in the amount of \$5,071,292.81. Mr. Jongewaard requested separate discussion and action on items #22 and #24, Mr. Howard requested separate discussion and action on item #9, Ms. Boesen requested addendum A be moved to a future agenda specifically noting the preschool fee increase, and Ms. Caldwell-Johnson requested separate discussion and action on item #23. The motion was seconded by Mr. Jongewaard.

Aye: Boesen, Caldwell-Johnson, Elsbernd, Howard, Jongewaard, Murphy, Sweeney

Nay: None

Motion passed 7-0.

### **PUBLIC HEARINGS – 7:20 P.M.**

26. Casady Education Center—Building Demolition .....	36
27. Mitchell—Student Drop Off .....	38
28. Fiscal Year 2012-2013 Budget Amendment .....	39

### **BREAK – 7:42-7:55 P.M.**

### **OTHER – 7:55 P.M.**

29. Preliminary Plans for the New Casady Education Center .....	41
30. Standards-Referenced Grading and Reporting Practices (Part 2) .....	43
31. Operations—Technology and Custodial Presentations .....	46
32. Monitoring Report for Management Limitation 2.3—Financial Condition and Activities for the Quarter Ending March 31, 2013.....	49

### **ITEMS OF PRIVILEGE – 10:04 P.M.**

#### **33. Chair's Report**

Mr. Murphy commented on a recent report of Maryland beating Iowa in the National Assessment of Educational Progress (NAEP) at the fourth-grade level. This is the first turn in the race and Iowa may be starting slow, but Iowa is stronger in the home stretch when comparing SAT and ACT scores, with only Minnesota ahead of Iowa.

#### **34. Superintendent's Report**

Mr. Ahart mentioned the Common Core information was presented as a lead-in to the standards-referenced grading system that the district is moving toward. The teachers and curriculum staff are doing outstanding work on implementation of this major shift.

May 21, 2013

**CLOSED SESSION**

At 10:15 p.m., Mr. Howard moved to go into closed session pursuant to Iowa Code Chapter 21.5(1)(i): To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Ms. Elsbernd seconded the motion.

Aye: Boesen, Caldwell-Johnson, Elsbernd, Howard, Jongewaard, Murphy, Sweeney  
Nay: None

Motion passed 7-0. There was a brief break to allow individuals to leave the room prior to beginning the closed session.

The board returned to open session at 11:40 p.m.

Present: Boesen, Caldwell-Johnson, Elsbernd, Howard, Murphy, Jongewaard, Sweeney

**ADJOURN – 11:40 P.M.**

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**Item No. 7**
**Page 1 of 2****Subject: ARCHITECT PAYMENTS****For: ACTION****Presentation: None****Contact: Bill Good****Attachment: None**

(harold.good@dmschools.org; 242-8321)

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**Issue:** Payment of architect/engineer invoices.**Superintendent's Recommendation:** The superintendent recommends that the following architect/engineer payments be authorized.

<u>Architect/Engineer/Project</u>	<u>Percent Paid</u>	<u>Estimated Fee</u>	<u>Previous Payments</u>	<u>Current Payment</u>
<b><u>KCL Engineering</u></b>				
Prospect Support Facility Architect App 6 (SWP)	68%	\$82,500.00	\$52,800.00	\$3,300.00
Prospect Support Facility Architect App 7 (SWP)	70%	\$106,568.00	\$56,100.00	\$18,498.00
<b><u>Design Group</u></b>				
Edmunds Elementary Architect App 27 (SWP)	88%	\$566,500.00	\$488,623.06	\$10,621.00
Hoyt Middle School Architect App 10 (SWP)	74%	\$375,000.00	\$266,484.00	\$12,823.71
<b><u>Wells + associates</u></b>				
Findley Elementary Architect App. 10 (SWP)	75%	\$253,686.00	\$188,055.94	\$2,604.53
Casady Education Center Architect App. 2 (SWP)	27%	\$378,780.00	\$40,908.24	\$62,119.92
Jefferson Elementary Architect App. 10 (SWP)	75%	\$251,400.00	\$185,069.84	\$3,299.40

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**RDG Planning and Design**

Park Avenue Elementary Architect App. 8 (SWP)	68%	\$96,250.00	\$64,487.50	\$735.74
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Pleasant Hill Elementary Architect App. 9 (SWP)	68%	\$342,000.00	\$229,140.00	\$5,132.74
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Central Campus Phase 3 Architect App. 14 (SWP)	83%	\$312,741.00	\$255,416.97	\$3,554.93
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<b>TOTAL</b>	<b>\$122,689.97</b>
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**Presenters:** None**Background:** None**Contact:** Bill Good

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Item No. 8

Page 1 of 3

Subject: CONSTRUCTION PAYMENTS

For: ACTION

Contact: Bill Good

Attachments: None

(harold.good@dmschools.org; 242-8321)

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**Issue:** Payment of contractor invoices.

**Superintendent's Recommendation:** The superintendent recommends that the following contractor and supplier payments be authorized.

<u>Contractor</u>	<u>Percent Paid</u>	<u>Estimated Fee</u>	<u>Previous Payments</u>	<u>Current Payment Due</u>
<b><u>Cerebral</u></b> Jefferson Elementary Addition (SWP) GC App. 3 Sealed Bid No. B6641	17%	\$5,215,859.00	\$333,764.45	\$534,476.75
<b><u>ESA Inc.</u></b> Jefferson Elementary Asbestos Abatement App. 1 (SWP) Quote No. Q6662	36%	\$67,800.00	\$0.00	\$24,082.50
<b><u>Dean Snyder</u></b> Hoyt Middle School Addition/Ren. (SWP) GC App. 2 Sealed Bid NO. B6658	4%	\$7,519,491.00	\$86,621.95	\$244,789.35
<b><u>DDVI</u></b> Central Campus Phase 3 Renovation GC App. 10 (SWP) Sealed Bid No. B6499	94%	\$4,111,216.00	\$3,647,541.27	\$201,136.27
<b><u>Stahl Construction</u></b> Edmunds GC App. 11 (SWP) Sealed Bid No. B6504	80%	\$10,480,191.00	\$7,520,419.28	\$897,067.12

**Item No. 8****Page 2 of 3****Edge Commercial**

Pleasant Hill School Addition (SWP) GC App. 3 Sealed Bid No. B6640	14%	\$3,870,400.00	\$335,058.35	\$210,016.50
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Kurtz Elevator Addition (SWP) GC App. 1 Sealed Bid No. B6688	13%	\$242,900.00	\$0.00	\$31,819.30
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**Lang Construction**

Findley Elementary Addition (SWP) GC App. 3 Sealed Bid No. B6613	20%	\$4,615,590.00	\$456,971.44	\$488,376.64
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**Pro Commercial LLC**

Park Avenue School Renovation (SWP) GC App. 2 Sealed Bid No. B6693	10%	\$1,944,747.00	\$43,820.65	\$147,164.50
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**REEP, Inc.**

Kurtz Building Windows (SWP) GC App. 3 Sealed Bid No. B6586	66%	\$515,623.00	\$271,813.32	\$69,058.35
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**ECCO Midwest**

Findley School Asbestos Abatement App. 2 (SWP) Sealed Bid No. 6617	24%	\$122,222.00	\$24,225.00	\$4,750.00
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**Seneca Environmental**

Hoyt Middle School Asbestos Abatement App. 2 (SWP) Sealed Bid No. B6672	82%	\$104,500.00	\$32,760.75	\$53,112.12
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Kurtz Building	81%	\$35,100.00	\$13,388.00	\$15,005.25
Asbestos Abatement				
App. 2 (SWP)				
Sealed Bid No. B6592				

<b>TOTAL</b>	<b>\$2,920,854.65</b>
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**Presenters:** None**Background:** None**Contact:** Bill Good

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**Item No. 9****Page 1 of 4****Subject: CONTRACTS FOR APPROVAL****For: ACTION****Presentation: None****Contact: Bill Good**  
(harold.good@dmschools.org; 242-8321)**Attachment: None**

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**Superintendent's Recommendation:** The superintendent recommends the contracts as shown below be approved.

**Contract No. 13-020**

**Project:** Transportation for Middle and High School Students

**Contractor:** Des Moines Area Transit (DART)

**Background:** On May 15, 2012, the board approved a five (5) year contract from July 1, 2012 - June 30, 2017, with an annual review and approval for increases. The DART contract has been utilized to transport middle and high school students to and from school since 1993 to maximize efficiencies of the yellow bus operation. The following primary services are provided:

- 1600-1800 middle and high school students are routed on DART buses to and from school.
- All middle and high school students have unlimited access after 4:00pm daily, on weekends and during all break periods.
- All employees are eligible to ride DART at no cost by showing their employee ID with an orange sticker.

**Financial**

Revenues: None

Expenses: \$684,461.00

Estimated increase of 1.7% or \$11,449.00 over FY13

Funding Source: Transportation Department

**Term:** July 1, 2013, to June 30, 2014

**New or Renewal:** Renewal

**Contact:** Sheila Mason [sheila.mason@dmschools.org](mailto:sheila.mason@dmschools.org) ; 515-242-7980  
Todd Liston [todd.liston@dmschools.org](mailto:todd.liston@dmschools.org) ; 515-242-7832

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**Contract No. 13-021**

**Project:** East High School Library Furnishings

**Contractor:** Piggott

**Background:** Board policy allows the district to utilize US Communities contracts for procurement. Piggott is the authorized dealer for Herman Miller furnishings who was awarded the US Communities contract # 4400003403 (County of Fairfax Va.). East High School is now seeking board approval to purchase furnishings for their library revitalization project.

Approval will allow East High School to proceed with the purchase of the required furnishings.

**Financial:**

Revenues:

Expenses: \$70,000.00

Funding Source: Safe and Supportive School Fund

**Term:** One year

**New or Renewal:** New

**Contact:** Bill Good

(harold.good@dmschools.org; 242-8321)

**Contract No. 13-022**

**Project:** Juvenile Court School Liaisons

**Contractor:** Orchard Place/PACE

**Background:** Partnership with Juvenile Court and DHS for juveniles involved in the system.

**Financial:**

Revenues: \$

Expenses: \$154,500 maximum per year

Funding Source: General Fund

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**Term:** Third year of 6-year contract

**New or Renewal:** Renewal

**Contact:** Bryce Amos  
(bryce.amos@dmschools.org; 242-7660)

**Contract No. 13-023**

**Project:** Background Checks

**Contractor:** ISFIS (Iowa School Finance Information Services)

**Background:** There was a formal RFP on the table. It was determined that the district will be using the services of ISFIS to perform background checks on all prospective employees.

**Financial**

Revenues: \$0

Expenses: The district spends an estimated \$65,000 per year on background checks. This figure is an approximation.

Funding Source: Human Resources Budget

**Term:** July 1, 2013, through June 30, 2014

**New or Renewal:** Renewal

**Contact:** Thomas Harper  
(thomas.harper@dmschools.org; 242-7763)

**Contract No. 13-024**

**Project:** To advertise job openings

**Contractor:** The Des Moines Register

**Background:** The district purchases advertising from The Des Moines Register for purposes of advertising job openings and career fairs.

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**Financial**

Revenues: \$0

Expenses: The district spends an estimated \$30,000 per year on advertising. This figure is an approximation.

Funding Source: Human Resources Budget

**Term:** For July 1, 2013, through June 30, 2014

**New or Renewal:** Renewal

**Contact:** Thomas Harper  
(thomas.harper@dmschools.org; 242-7763)

**Minutes**

Mr. Howard expressed concern about using DART for student transportation.

Speaker: Steve Barnes, 614 Virginia Ave.

In response to specific concerns expressed by Mr. Howard, Director of Operations Shelia Mason stated the DART drivers follow basically the same procedures as yellow-bus drivers on complaints or other issues. Several have cameras, also. She believes the city and several downtown businesses offer unlimited ridership for employees. To her knowledge, no students have been hit by vehicles prior to entering and after exiting DART buses.

Mr. Howard additionally stated that consistently having the same bus driver on routes can make a difference for our students and feels it is very valuable.

The district has contracted with DART since 1993.

Mr. Jongewaard moved acceptance of the superintendent's recommendation to approve the contracts, seconded by Ms. Caldwell-Johnson.

Aye: Boesen, Caldwell-Johnson, Elsbernd, Jongewaard, Murphy, Sweeney

Nay: Howard

Motion passed 6-1.

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Item No. 10

Page 1 of 3

**Subject:** AWARD OF CONTRACTS ON BID

**For:** ACTION

**Presentations:** None

**Contact:** Various

**Attachments:** None

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**Issue:** Bids have been advertised, issued and received for various equipment items, supplies, and services as outlined below

**Superintendent's Recommendation:** The superintendent recommends the contracts as shown below be approved.

**Background:** The suggested bid awards and detailed information for each of the bids are as shown below. Where cost comparisons are shown, they are merely a representative sample of the item on the bid, and are not intended to be all inclusive.

**A. B6525 for Fresh Produce FY 2013-14**

Loffredo Fresh Produce	Des Moines, IA	Est. Award	\$1,312,357
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The vendor agreed to extend the contract at last year's contract terms. Additional anticipated cost of 11.2 % increase for 2013-14 reflects anticipated addition of 2-3 schools to the Fresh Fruit and Vegetable program, continued increased consumption of fruits and vegetables related to requirements of the Healthy Hunger Free Kids Act and market conditions. The fresh produce products are ordered as needed by Food & Nutrition programs.

This is the second extension of the contract.

2012-2013	Est.	\$1,180,000
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**Funding Source:** Food and Nutrition Management accounts.

**Contact:** Sandy Huisman  
[sandy.huisman@dmschools.org](mailto:sandy.huisman@dmschools.org); 242-7636)

**B. B6318 Renewal of Milk and Dairy FY 2013-14**

Anderson Erickson Dairy      Des Moines, IA      16 items      \$1,338,028.46

The vendor has agreed to extend the contract for FY 2013-2014 with the same terms and conditions as the original bid. Vendor pricing reflected an average increase of 7%.

2012-2013	Est.	\$1,237,800.00
2011-2012	Actual	\$1,119,348.98

**Funding Source:** Food and Nutrition Management accounts.

**Contact:** Sandy Huisman  
([sandy.huisman@dmschools.org](mailto:sandy.huisman@dmschools.org): 242-7636)

**C. B6739 Beverages (Juices & Water) for Central Nutrition Center FY 2013-2014**

Reinhart Food Service      Des Moines, IA      \$118,976.00

Bids have been issued and received for the purchase of beverages, juices and water for Food and Nutrition Management. Twenty-six bids were sent out for, six bids were received, and two no bids. There were no responses from 18.

**Funding Source:** Food and Nutrition Management accounts.

**Contact:** Sandy Huisman  
([sandy.huisman@dmschools.org](mailto:sandy.huisman@dmschools.org): 242-7636)

**D. B6523 Fire Protection Products and Services FY 2013-14**

Simplex Grinnell	Urbandale, IA	
White Cap Construction	Des Moines, IA	
TOTAL	Est.	\$72,500.00

The vendors provide fire protection products and services to the district. Services include sprinkler, fire alarm, cooking hood, backflow, and fire extinguisher testing. Products include the annual demand for new fire extinguishers. Both vendors have agreed to extend the original contract with the same pricing, terms and conditions.

This is the first extension of the contract.

2012 – 2013	Est.	\$72,500.00
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**Funding Source:** Facility Services Account

**Contact:** Dave Silver  
([david.silver@dmschools.org](mailto:david.silver@dmschools.org): 242-7700)

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**E. B6752 Straight Truck – Food Service**

Ryder Vehicle Sales	Altoona, IA	\$39,654.00
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Bids have been advertised, issued and received for equipment as outlined. Bids were examined by the Food & Nutrition and Purchasing departments. The lowest bidder meeting the specifications was Ryder Vehicle Sales of Altoona, IA in the amount of \$39,654.00. A complete tabulation is available @ <http://www.dmschools.org/wp-content/uploads/2011/10/Q6752-Refrigerated-Straight-Truck-bidtab.pdf>

**Funding Source:** Food & Nutrition Management Account

**Contact:** Sandy Huisman  
([sandy.huisman@dmschools.org](mailto:sandy.huisman@dmschools.org): 242-7636)

**F. B6753 Straight Truck – Central Stores**

Freightliner	Des Moines, IA	\$72,723.00
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Central Stores has historically purchased used straight trucks for delivery as funds became available. The vehicle being replaced is 13 years old and has exceeded its useful life. The lowest bidder meeting the specifications is Freightliner Des Moines, IA in the amount of \$72,723.00. In addition, a compatible lift gate will be purchased at a price not to exceed \$7277.00 from this funding source. A complete tabulation is available @ <http://www.dmschools.org/wp-content/uploads/2011/10/B6753-Straight-Truck-bidtab.pdf>

**Funding Source:** One Time Money Funding -Business and Finance

**Contact:** Sheila Mason  
([sheila.mason@dmschools.org](mailto:sheila.mason@dmschools.org): 242-7981)



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**Item No. 11 PULLED FOR ACTION AT A FUTURE MEETING****Page 1 of 1****Subject: INSURANCE AND RISK MANAGEMENT SERVICES****For: ACTION****Presentation: None****Contact: Thomas Harper**  
(Thomas.harper@dmschools.org/242-7745)**Attachment: None**

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**Issue:** Bids were advertised, issued and received for the district's Insurance and Risk Management Services

**Superintendent's Recommendation:** The superintendent recommends the board approve the contract for Insurance and Risk Management Services to Jester Insurance.

**Presenters:** Thomas Harper and Cathy McKay will be available for questions.

**Background:** FRP 6729 was published and advertised. All bids are available at: <http://www.dmschools.org/departments/operations/purchasing-central-stores/purchasing/>

DMPS received 3 responses to the request for proposal regarding Insurance and Risk Management Services. After review of responses the district has chosen Jester Insurance. Jester Insurance Services has provided this service for the past 39 years. Jester Insurance Services is considered an expert in school insurance and covers more districts in Iowa than all other agents combined. The proposal submitted includes coverage in the following areas: property, general liability, auto, crime, public official's liability, excess liability, workers' compensation, flood, data compromise and pollution liability.

Term: Beginning July 1, 2013, annual contract with option for renewal for 4 years

Expenses: FY 2013-2014 \$1,580,866

**Funding Source:** Management Fund

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**Item No. 12****Page 1 of 1****Subject: ASSET INVENTORY: AWARD OF CONTRACT****For: ACTION****Presentation: None****Contact: Thomas Harper**  
(thomas.harper@dmschools.org/242-7745)**Attachment: None**

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**Issue:** Bids were advertised, issued and received for an inventory of all district assets.

**Superintendent's Recommendation:** The superintendent recommends the board approve the contract for asset inventory of all building contents and nonconsumable assets districtwide.

**Presenters:** Thomas Harper/Nick Lenhardt

**Background:** To ensure compliance requirements are met, the district will be conducting an asset inventory every two years.

RFP 6724 was published in The Des Moines Register and advertised on the district website.

Nine bids were sent out, 7 bids were received, and 2 gave no response.  
All bids are available at: <http://www.dmschools.org/departments/operations/purchasing-central-stores/purchasing/>

Bids were examined by the purchasing department and business office administration. American Appraisal has been selected for the base requirements and alternate 1. Total expense not to exceed \$120,000.

Due to the needs of the district and development of a sustainable system, district management has chosen Follett School Systems for the textbook alternate 3. Adding to an existing contract with Follett School Systems, using an existing software already initiated, they have presented the preferred option.

Total expense not to exceed \$120,000.

**Funding Source:** General Funds

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**Item No. 13****Page 1 of 1****Subject: AWARD OF HOYT MIDDLE SCHOOL WINDOW AWNING PROJECT  
QUOTE #Q6598****For: ACTION****Contact: Bill Good**  
([harold.good@dmschools.org](mailto:harold.good@dmschools.org): 242-8321)**Attachment: None**

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**Issue:** Award of contract for window awning replacement at Hoyt Middle School.**Superintendent's Recommendation:** The superintendent recommends the board approve the contract be awarded to the lowest responsive/responsible bidder, Munro Construction, in the amount of \$82,900.00.**Presenters:** None. Bill Good will be present to answer any questions.**Background:** Plans and specifications were prepared by Angelo Architecture with Facility Management. The existing concrete, exterior window awnings have deteriorated and will be removed and replaced with new steel window awnings.

The district received quotes on November 30, 2012. The results are as follows:

<b>Bidder</b>	<b>Base Quote</b>
E&H Restoration, Davenport, IA	\$155,805.00
Lang Construction, West Des Moines, IA	\$99,800.00
Munro Construction, Johnston, IA	\$82,900.00
Renaissance Restoration, Galena, IL	\$104,850.00

**Funding Source:** Physical Plant and Equipment Levy (PPEL)**Contact:** Bill Good

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**Item No. 14****Page 1 of 1****Subject: FINAL ACCEPTANCE OF BID NO. B6321: MECHANICAL RETROFIT –  
HARDING MIDDLE SCHOOL****For: ACTION****Contact: Bill Good**  
([harold.good@dmschools.org](mailto:harold.good@dmschools.org); 242-8321)**Attachment: None**

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**Superintendent's Recommendation:** The superintendent recommends the board give final acceptance to the project listed below and approve final payment to the contractor listed, subject to the conditions and in accordance with the provisions of Chapters 26 and 573 of the Code of Iowa.

<u>SCHOOL:</u>	Harding Middle School
<u>PROJECT:</u>	Mechanical Retrofit
<u>CONTRACTOR:</u>	Rochon Corporation of Iowa Inc.
<u>CONTRACTED AMOUNT:</u>	\$4,864,998.00
<u>CONTRACT BALANCE:</u>	\$7,438.64

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**Item No. 15****Page 1 of 1****Subject: FINAL ACCEPTANCE OF CONTRACT—HIATT MIDDLE SCHOOL****For: ACTION****Contact: Bill Good**[harold.good@dmschools.org](mailto:harold.good@dmschools.org); 242-8321)**Attachment: None**

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**Superintendent's Recommendation:** The superintendent recommends the board give final acceptance to the project listed below and approve final payment to the contractor listed, subject to the conditions and in accordance with the provisions of Chapters 26 and 573 of the Code of Iowa.

<u>SCHOOL:</u>	Addition and Renovation of Hiatt Middle School – Bid No. B6486
<u>CONTRACTOR:</u>	Dean Snyder Construction
<u>CONTRACTED AMOUNT:</u>	\$6,694,783.00
<u>CONTRACT BALANCE:</u>	\$37,668.05

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**Item No. 16****Page 1 of 1****Subject: AWARD OF DESIGN FOR THE CENTRAL NUTRITION CENTER (CNC)  
FREEZER ADDITION****For: ACTION****Contact: Bill Good**  
(harold.good@dmschools.org: 242-8321)**Attachment: None**

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**Issue:** Design of a freezer addition for the CNC.**Superintendent's Recommendation:** The superintendent recommends that the board approve the contract with Angelo Architectural Associates for the design of a freezer addition on the Welcome Center for usage by the CNC.**Presenters:** None. Bill Good will be present to answer any questions.**Background:** The work planned is an additional freezer attached to the east side of the Welcome Center. It will be utilized by Food Service for storage of food for the Breakfast in the Classroom program.

Angelo Architectural Associates has submitted a design cost proposal in the amount of \$36,750.00. The cost is within the design budget established for the design of these improvements.

**Funding:** Physical Plant and Equipment Levy (PPEL)

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**Item No. 17**

**Page 1 of 1**

**Subject: MODULAR BUILDING SALE AT COWLES**

**For: ACTION**

**Presentation: None**

**Contact: Bill Good**

(harold.good@dmschools.org: 242-8321)

**Attachments: None**

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**Issue:** The sale of the modular unit located at Cowles Elementary. As Cowles will be undergoing renovations and for security/energy efficiency, the unit has been slated for sale.

**Superintendent's Recommendation:** The superintendent recommends that the board approve the sale of the modular unit at Cowles to the Algona School District in the sum of \$5,000.00.

**Background:** The district has received a written offer for the sum of \$5,000 by Rick Adams, Building and Grounds director of the Algona School District, for the Cowles modular unit. This is a cooperative endeavor to provide a short-term need.

**Presenters:** None. Bill Good will be present to answer any questions.

Item No. 18

Page 1 of 2

**Subject: APPROVAL OF HIGH-VOLUME TECHNOLOGY PURCHASES FOR  
FY 2013-2014**

**For: ACTION**

**Contact: Bill Good/Dan Warren**

**Attachment: None**

([harold.good@dmschools.org](mailto:harold.good@dmschools.org); 242-8321) ([danny.warren@dmschools.org](mailto:danny.warren@dmschools.org); 242-8192)

**Superintendent's Recommendation:** The superintendent recommends the approval for these services, equipment and supplies as shown below, as needed.

**Background:** In order to expedite installation and payment for various equipment items, supplies and services for purchases done in high volume, approval is being sought at this time for the Technology Department to issue purchase orders in FY 13-14; sometimes exceeding \$25,000 to the vendors listed. Pricing associated with these purchases will be based on bidding practices consistent with Board Policy. Funding for these purchases is provided in the board-adopted FY13-14 budget. The table below shows the limits for the purchases expected over the course of FY 13-14 for these vendors.

**A. Equipment (bought in high quantity)**

Apple Computer (computer, components)	\$200,000
Blue Raven (memory, thumb drivers)	\$250,000
CDW Government Inc. (miscellaneous technology Items)	\$1,000,000
Embarkit (computer components, printers, services)	\$200,000
Hewlett Packard Co (computers, components)	\$2,000,000
Johnson Controls (security)	\$100,000
Ness Electronics (security cameras, TVs)	\$100,000
Zones (servers, software)	\$500,000

**B. Telephone Services, Maintenance and Equipment**

AT&T (data service for iPads)	\$200,000
Black Box Corporation (telephone equipment maintenance)	\$600,000
Century Link (telephone services)	\$300,000
Continuant (phone maintenance)	\$80,000
Iowa Communication Network (long-distance services)	\$50,000
Sprint/Nextel (cellular services)	\$125,000
INS (internet services)	\$200,000
Electronic Engineering (cell phones, repeaters)	\$200,000



**C. Building Technology Installation**

Baker Electric (wiring)	\$1,000,000
Communication Technologies (fiber)	\$300,000
Graybar (materials for wiring, telephone parts)	\$750,000

**D. Services**

Computer Information Concepts, Inc. (Infinite Campus, Tableau)	\$200,000
E2020 (online learning)	\$350,000
eChalk (web hosting)	\$250,000
Follett (library system)	\$350,000
Infinite Campus (licensing and hosting)	\$400,000
Interworks, Inc. (consultant services for Tableau)	\$50,000
Moran (consulting services)	\$100,000
Riverside (computer processing, imaging)	\$120,000
School Dude (work order system)	\$100,000
ShoutPoint (messenger)	\$50,000
Smart Find (sub-tracker)	\$25,000
SunGard (licensing and hosting)	\$600,000
Vital (servers, switches)	\$200,000

**Funding:** Provided in various districtwide accounts.

**Contact:** Dan Warren

(danny.warren@dmschools.org)

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**Item No. 19****Page 1 of 1****Subject: INVENTORY AND DISTRIBUTION OF COMMODITY FOOD PRODUCTS****For: ACTION****Presentation: None****Contact: Sandy Huisman**  
(sandy.huisman@dmschools.org: 242-7636)**Attachment: None**

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**Issue:** The State of Iowa contracts with Keck, Inc. to distribute and fulfill orders for the National School Lunch Commodity Program.

**Superintendent's Recommendation:** The superintendent recommends approval of the commodities processing and distribution to Keck, Inc. in the amount of \$110,000 for one year.

**Presenters:** None

**Background:** The National School Lunch Program allocates commodities to local school districts for use in their school lunch programs. The State of Iowa has awarded Keck, Inc., the contract for processing and distribution for this service. Schools that are unable to accept full truckload shipments of a specified commodity must utilize this service. Des Moines Public Schools does not have adequate storage space to accept shipments of this quantity and must utilize Keck, Inc. to inventory and deliver product to the Central Nutrition Center.

**Funding Source:** Food & Nutrition Service account.

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**Item No. 20****Page 1 of 1****Subject: 2013 SUMMER FOOD SERVICE PROGRAM****For: INFORMATION****Presentation: None****Contact: Sandy Huisman****Attachment: 13-029**

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**Issue:** Plans are completed for the Des Moines Independent Community School District to sponsor a Summer Food Service Program again this year for children and youth, 18 years of age or under, at schools, community centers and park sites.

**Superintendent's Recommendation:** The superintendent recommends the board review the site information.

**Presenters:** None

**Background:** The Summer Food Service Program is a United States Department of Agriculture (USDA) Program. Funding and regulations for the Summer Food Service Program are separate and different from the National School Lunch Program and School Breakfast Program. All operating expenses for the program are covered by this program. The program is designed to benefit youth, 18 years of age or under, from areas in which at least 50% of the youth participating in the program meet the same income guidelines of eligibility for free or reduced-price meals during the school year. At sites meeting these eligibility requirements, free meals are served to all youth.

The district has sponsored a Summer Food Service Program since 1980. During the 2012 Summer Program, 65,000 lunches and 15,000 breakfasts were served to children. Twenty-four sites in schools, community centers and park sites were operated.

Meals for the 2013 program will be prepared at the Central Nutrition Center. Twenty-five sites were selected based on eligibility criteria, interest, need and projected site participation patterns from previous years. The program will begin at most sites on June 10, 2013; ending dates will vary based on site activities and student participation. Flyers announcing the program sites, meal service times and dates of operation are distributed to elementary school students, at all summer sites, through a public release to local news media and local community agencies.

The program flyer is attached listing the twenty-five sites that will be operated. The Food & Nutrition Management Department anticipates serving approximately 500 breakfasts and 1800 lunches each day in schools, community centers and park sites through the 2013 Summer Food Service Program.

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**Item No. 21****Page 1 of 1****Subject: PURCHASE OF INSTRUCTIONAL MATERIALS—GRADES 3-5 WRITING****For: ACTION****Presentation: None****Contact: Carlyn Cox/Holly Crandell****Attachment: None**

(carlyn.cox@dmschools.org/242-7906; holly.crandell@dmschools.org/242-7568)

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**Issue:** Purchase of instructional materials/teacher resources to support writing.**Superintendent's Recommendation:** The superintendent recommends the board approve the purchase of these materials.**Presenters:** None**Background:** Being a Writer provides instructional materials in the area of writing. These supplements were created to support the instruction of our Iowa Common Core Writing Standards for grade 3-5. Included in these units are teacher resources for instruction, an interactive CD-ROM and trade books.

The materials are for the following grades:

Grade 3: Friendly Letter Writing Unit  
Grade 4: Professional Letter Writing Unit  
Grade 5: Formal and Informal Letter Writing Unit  
Grade 5: Functional Writing Unit

Total Cost: \$24,975

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**Item No. 22****Page 1 of 2****Subject: PROACT SEARCH, LLC****For: ACTION****Presentation: None****Contact: Thomas Harper**  
(Thomas.harper@dmschools.org/242-7745)**Attachment: None**

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**Issue:** PROACT Search LLC has been retained to aid in the search for chief officers.

**Superintendent's Recommendation:** The superintendent recommends the board approve the use of PROACT Search.

**Presenters:** Thomas Harper

**Background:** District administration has contracted with PROACT Search, LLC to aid in the search for three chief officers: Chief Human Resources Officer, Chief Academic Officer, and Chief of Schools. Because of the scope of a nationwide search and emphasis on diversity, the district concluded a focused effort would be necessary. Due to the multiple positions, the total cost requires board approval.

Expense: \$33,000.

**Funding Source:** Human Resources

## **Minutes**

Mr. Jongewaard feels PROACT provides an energy and professionalism and salesmanship in bringing others to Des Moines. He is concerned that when ethnicity is marked for our students, the white box is checked less than half of the time and the board requested a plan for recruiting minority administrators so those students who are not white could see leaders who look like them. PROACT is not his concern, he wants assurance that minorities are included in actively recruiting top administrators.

Mr. Ahart responded that he had shared in writing the plan to attract qualified, minority candidates. If that was not sufficient, he would need additional guidance. He and Mr. Harper spoke with firms that demonstrated success in recruiting executive-level administrators around the country and also demonstrated a record of drawing from a highly qualified minority pool. The district uses AppliTrack, an on-line application system, which tracks numbers and percentages of minority applicants. The information is not provided individually unless the applicant requests it be shared. The first director position in central office is actually filled by a highly qualified candidate of color. PROACT is being used to recruit the chief positions. The Council of Great City Schools

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**Item No. 22****Page 2 of 2**

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has been contacted for assistance, calls to administrators in other districts have been placed, advertising has been placed in all major metro areas in the Midwest with the best chance of relocating someone to Des Moines.

Ms. Caldwell-Johnson feels there isn't a clear goal when it comes to minority recruitment and placement; there seems to be a rush to fill positions rather than taking time to find good candidates; need to determine how best to recruit, attract and retain minorities in the district; and we're not measuring how well we're doing.

Mr. Jongewaard feels the chiefs are the next mission-critical hires. The superintendent needs to put those people on the field and use that team to hire the next level down. The tradition and culture of hiring filters down—all the way down to the teaching ranks. It's important to send the right message to PROACT and getting the right set of ground rules in place at this time for those three positions as it will impact them all.

Mr. Murphy stated the superintendent did provide a process for hiring principals, vice principals and others, and there is an immediacy to have them in place and work with their teams. A process for hiring the chiefs was also laid out. Mr. Murphy asked the board if they wanted ethnicity and gender included on the personnel recommendations presented to the board. Per general counsel, that is not recommended.

Ms. Boesen stated there is a plan and the district is making leaps and bounds on a new direction for HR. Taking action to use a professional team to recruit is a great first step to support and move forward.

Mr. Jongewaard asked for reporting ethnic percentages of applicants. Ms. Lantz advised against putting ethnicity, gender, age, etc. on the personnel recommendations. A new affirmative action and equal opportunity employment plan as required following the diversity review by the Iowa Department of Education was created with identified goals. One challenge was whether to base the goals on the minority population in Des Moines or in the state. That could be reviewed in conjunction with this discussion.

Mr. Jongewaard moved approval of the PROACT contract, seconded by Ms. Boesen.

Aye: Boesen, Caldwell-Johnson, Elsbernd, Howard, Jongewaard, Murphy, Sweeney

Nay: None

Motion passed 7-0.

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**Item No. 23****Page 1 of 2****Subject: HUMAN RESOURCES MANAGEMENT: CONTRACT APPROVAL****For: ACTION****Presentation: None****Contact: Thomas Harper**  
(Thomas.harper@dmschools.org/242-7745)**Attachment: 13-030**

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**Issue:** The Human Resources Department has been under construction for the past 19 months. Due to the extended vacancy of the top Human Resources position, contract approval is necessary.

**Superintendent's Recommendation:** The superintendent recommends the board approve the contract for Dan Cochran, serving as an independent consultant in the Human Resources Department.

**Presenters:** Thomas Harper

**Background:** The Council of the Great City Schools completed an extensive review of human resource functions in 2012, which resulted in a complete reorganization of the department and personnel. The district contracted with Dan Cochran, a member of the strategy review team, to work on phase I of the reorganization and assist with the recruiting of a new Chief Human Resources Officer (CHRO).

It is estimated that the Chief Human Resources Officer will be in place July 2013. In order to make a positive transition, Dan Cochran will assist with the employment of and provide direct support to the permanent leader when appointed as well as assist the team of district leaders and support staff in the development of specific implementation strategies required for long-term systemic change.

**Financial:** \$4,500 per week of service on an as-needed basis, not a continuous schedule.

**Funding Source:** Human Resources

### **Minutes**

In response to questions, Mr. Harper stated that Mr. Cochran has been on staff since February 18, working approximately every other week with one longer break. The contract is coming to the board now since the position remains open and the expense is reaching the \$25,000 limit. He is currently paid \$4,500 per week, full weeks only.

Mr. Cochran is not technically serving in an administrative capacity—he does not evaluate staff or sign contracts—and serves as an advisor under the direction of Mr. Harper and Mr. Ahart.

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The rate charged is at the low end of the scale. Mr. Ahart clarified that the HR department has five fewer employees than at the beginning of the year. Significant steps forward have been made with the implementation of the AppliTrack on-line application system and the first job fair was held allowing hiring of teachers at a much higher level and much earlier than in the past. He provides daily direction to staff. The goal is to have someone moving the department in the direction desired.

Speaker: Doug Smith, associate executive director, DMEA, 206 Center Street

Mr. Murphy called for a motion to approve the Human Resources management contract. Ms. Boesen so moved approval, seconded by Ms. Elsbernd.

Aye: Boesen, Elsbernd, Murphy

Nay: Caldwell-Johnson, Howard, Sweeney, Jongewaard

Motion failed 3-4.



**Item No.** **ADDENDUM A PULLED FOR ACTION AT A FUTURE MEETING**

**Page 1 of 1**

**Subject:** **FY 2013-2014 FEE SCHEDULE**

**For:** **ACTION**

**Presentation:** **None**

**Contact:** **Thomas Harper**

**Attachment:** **13-032**

(thomas.harper@dmschools.org/42-7745)

**Issue:** Schedule of fees for FY 2013-2014.

**Superintendent's Recommendation:** The superintendent recommends the board receive and approve the proposed fee changes for Metro Kids, Early Childhood Learning Programs, Food Service and Facility Usage Fees for FY 2013-2014.

**Presenters:** Thomas Harper and Nick Lenhardt will be available for questions

**Background:** An analysis on District fees has been conducted. The proposed increase in fees is based on an analysis of the revenue and expenditures of the self-supporting fee-based Cowles Montessori Program and Metro Kids. Raising fees for Cowles Montessori Children's Center and Metro Kids will enable each program to continue to provide quality service while benefiting families by keeping their weekly cost reasonable and affordable. Expenses that will increase for 2013-14 include food services, employee compensation, data processing and technology, replacement of furniture and equipment. The proposed new fee is listed with the current fee for each program

Facility Usage Fees have been updated to simplify the fee structure and create consistency and equality in groups. A cost comparison on Facility Usage Fees\*\* was conducted showing the district is in-line with similar entities. "Group I" was discontinued, district and district related organizations will continue to be scheduled as currently outlined and referenced in District Procedures code 750. Two groups are now defined as: Group A=Non Profit and Group B=For Profit. Separate reference of any particular groups or entities was eliminated and fees for additional personnel and equipment were clarified. At this time two items have been slightly increased; sound/light fee, now \$15.00 flat fee for adult/students alike, and custodial charges have been rounded, now \$30.00 from \$29.00 per hour.

Additional information has been included for a better representation of all school fees such as: book fees, sports registration, activity passes, drivers' education fees and graduation fees.

\*\*Fee Survey Resources

Ankeny CSD	Iowa City CSD	Johnston CSD
Urbandale CSD	West Des Moines CSD	Waukee
Cottage Grove, Mn. CSD	Denver , Co. CSD	Lincoln Neb. CSD
Piedmont, Ca. CSD	S. Washington County CSD	

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**Item No. ADDENDUM B****Page 1 of 1****Subject: DEPENDENT ELIGIBILITY AUDIT SERVICES REQUEST****For: ACTION****Presentation: None****Contact: Thomas Harper****Attachment: None**

(Thomas.Harper@dmschools.org/242-7745)

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**Issue:** Dependent Eligibility Audit Services

**Superintendent's Recommendation:** The superintendent recommends the board approve the contract for Dependent Eligibility Audit Services with Health Management Systems Inc. (HMS).

**Presenters:** Thomas Harper and Cathy McKay will be available for questions

**Background:** FRP 6730 was published and advertised. All bids are available at: <http://www.dmschools.org/departments/operations/purchasing-central-stores/purchasing/>

After review of responses the district has chosen Health Management Systems Inc. (HMS).

The DMPS health plan covers employees and eligible dependents. The Benefits/Risk Management Department would like to conduct an audit to verify eligibility of all members covered under the plan. Identification of ineligible members will produce savings for DMPS.

Expenses: \$59,007 with a 3:1 ROI guarantee

**Funding Source:** Self Insurance Fund

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**Item No.    ADDENDUM C**

**Page 1 of 1**

**Subject:    DLB CONSULTING, INC.**

**For:            ACTION**

**Presentation:    none**

**Contact:    Thomas Harper**

**Attachment:    13-033**

(Thomas.harper@dmschools.org/242-7745)

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**Issue:** Development of Internal Audit Department work plan and priorities

**Superintendent's Recommendation:** The superintendent recommends the board Approve the contract for the Audit Department Consultant.

**Presenters:** Thomas Harper

**Background:** The Internal Audit Positions have been vacant since November 2012. The district recently filled one of the positions and is now ready to proceed in developing an annual risk-based work plan. DLB Consulting, Inc., alongside the new internal auditor, will aid in the planning and development of departmental procedures with executive-level audit skills and experience. Additional flexibility with the audit workload is necessary.

It is not anticipated that the expense will exceed \$25,000.

**Funding Source:** Internal Audit

Item No. 24

Page 1 of 3

Subject: PERSONNEL RECOMMENDATIONS

For: ACTION

Attachment: None

Contact: Thomas Harper  
(thomas.harper@dmschools.org; 242-7763)

Presentation: None

**Superintendent's Recommendation:** The superintendent recommends the board approve the personnel recommendations.

**Background:****LEAVE OF ABSENCE**

Name	School, Position	Effective Date	Reason
Burg, Josie	Downtown School, 2nd/3rd	06/25/2013	Personal

**REGULAR RETIRE**

Name	School	Position	Effective Date
Larsen, Laura	Brody	Language Arts/ Social Science	06/05/2013

**RESIGNATION**

Name	School, Position	Effective Date	Reason
Batkiewicz, Sarah	Hoover, Family and Consumer Science	06/05/2013	Personal
Boston, Erin	Harding, Multi-categorical	06/05/2013	Moving out of district
Grinhaug, Wade	East, Behavior Disorders	06/05/2013	Position out of district
Haidar, Danny	Findley, 3 <sup>rd</sup>	05/02/2013	Personal
Holmes, Mary Jane	Monroe, Intellectual Disorders	06/05/2013	Personal
Huus, Holli	McKee, Behavior Disorders	06/05/2013	Position out of district
Jn Baptiste, Theodora	Leave of Absence	05/07/2013	Personal
Long, Andrew	North, Multi-categorical	06/05/2013	Moving out of district
Martin, Todd A.	Morris, Principal	06/28/2013	Position out of district
Marshall, Peter	Lincoln, Spanish	05/03/2013	Personal
Raanan, Ben	Ruby Van Meter, Intellectual Disabilities	05/03/2013	Moving out of district
Saddler, Craig A.	Moulton, Principal	06/28/2013	Position out of district
Sampson, Tory	Meredith, Math	06/05/2013	Personal
Sharp, Ryan	Harding, In Class Reading	06/05/2013	New position-specialist
Snow, Jason	Harding, Language Arts/Reading	06/05/2013	New position-specialist
Woods, Twyla G.	Community Education, Administrator	06/28/2013	Moving out of state
Yacinich, Kimberly	Carver, Multicategorical	06/05/2013	Personal
Zelenovich, Michael R.	Teaching & Learning, K-12 Activities Director	06/28/2013	Specialist position in district

**ADDED MAY 20, 2013**

## Administrator Appointments

Name	Position	Amount	Effective Date
Markert, Deb	Principal, Hoyt Middle School	\$99,990	07/01/2013

Education: Master's Degree in Educational Leadership, 2000. Bachelor's Degree in Education, 1990. Experience: Assistant Principal, Goodrell Middle School, 2005-Present. Vice Principal, Johnston High School, 2004-2005. SLC Coordinator, East High School, 2002-2004. Social Studies Teacher, Hoyt Middle and East High Schools, 1991-2002.

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Name	Position	Amount	Effective Date
Biggs, Kevin	Principal, Roosevelt High School	\$120,800	07/01/2013

Education: Master's Degree in Educational Leadership, 2003. Bachelor's Degree in Education, 2000. Bachelor's Degree in Music Management, 1996. Experience: District Director of Athletics and Activities, Ankeny Community Schools, 2011-Present. Assistant Principal, Mission Viejo High School, 2008-2011. Assistant Principal, Trabuco Hills High School, 2004-2008. Special Education Teacher, California, 1998-2004.

Name	Position	Amount	Effective Date
Harris, Corey	Director, Middle Schools	\$120,000	07/01/2013

Education: Master's Degree in Educational Leadership, 1999. Bachelor's Degree in Education, 1996. Experience: Senior Director, Uplift Education, Dallas, TX, 2010-Present. Principal, Patrick Henry High School, Minneapolis, MN, 2009-2010. Principal, John Marshall High School, Oklahoma City, OK, 2007-2009. Principal, PreEminent Charter School, Raleigh, NC, 2006-2007. Principal, Longview Middle School, Memphis, TN, 2004-2006. Assistant Principal, Snowden Optional School, Memphis, TN, 2001-2004. Teacher, Memphis City Schools, 1996-2001.

Name	Position	Amount	Effective Date
Cox, Carlyn	Director, Teaching and Learning, Elementary	\$102,025	07/01/2013

Education: Master's Degree in Education, Viterbo University, LaCrosse, WI, 2007. Bachelor's Degree in Elementary Education, University of Iowa, 2003. Experience: Elementary Literacy Curriculum Coordinator, DMPS, 2011-Present. Adjunct Professor, Drake University, 2009-Present. Literacy Data Curriculum Coordinator, DMPS, 2009-2011. Reading First Coach, Garton, 2006-2009. Teacher, Garton Elementary, 2004-2006.

Name	Position	Amount	Effective Date
Fedders, Lyle	Activities Director, East High School	\$81,141	07/01/2013

Education: Master's Degree in K-12 Educational Leadership and Education, Iowa State University, 2010. Bachelor's Degree in All Social Studies, Iowa State University, 2004. Experience: School Improvement Leader, East High School, 2011-Present. Assistant Activities Director, East High School, 2011-Present. Administrative Intern, Ankeny High School, 2008-2010. Intramural Coordinator, Ankeny High School, 2007-2011. Administrative Intern, Jefferson Elementary, 2008-2010. Teacher, Ankeny High School, 2007-2011. Teacher North Polk JR/SR High School 2005-2007.

**Minutes**

Mr. Murphy stated discussion will focus on the process, not personnel. Mr. Jongewaard has three concerns regarding timing, process and salary. When the Lincoln principal position became vacant, an interim was appointed for a year, compared to hiring a principal for Roosevelt quickly before putting the chiefs in place. Mr. Ahart stated that PROACT was put on as fast a timeline as possible and still guarantee good results. The applicant pool was not going to be available until the end of this month. Waiting to fill all the positions until the end of summer was not felt to be the best practice as administrators would be under contracts for the following year. A candidate would not be brought forward unless considered a highly qualified and successful candidate. An interim would be an option if felt needed.

Mr. Jongewaard asked about the interview team composition for Roosevelt. Mr. Schott reviewed the process, beginning with a screening process of 25 applications done independently by Mr. Ahart, Mr. Amos and himself. Those results were merged, phone screening interviews were conducted by Mr. Amos and Mr. Schott, and five candidates were then invited to participate in the candidate process which included a writing prompt response, presentation by the candidate and interview with district administration and school principals. Two candidates were then involved in the stakeholder interview process which included interviews with a parent group facilitated by Mr. Amos, a staff

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**Item No. 24****Page 3 of 3**

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group facilitated by Mr. Schott, a tour/question/information session with Roosevelt students facilitated by Nancy Elliot, and concluding with an interview with Mr. Ahart. Reference checking was conducted during this time.

Mr. Jongewaard mentioned the salary history of the current Roosevelt principal, previous explanation as to why it is lower than the other principals, and the need to wait for the compensation study results and feels no changes should be made until the board has the opportunity to discuss the administrative pay schedule as a whole. Mr. Ahart stated he started with the base salary for a high school principal then included the addendum.

Speaker: Cory Williams, 510 Franklin Avenue, Des Moines

Mr. Ahart stated candidates were from multiple states, including Wyoming, Illinois, Texas, California, and others indicating that applications were received from around the country. Also noted on the salary was an effort to help flatten out the differences in high school principal salaries per the board's previous discussion.

Mr. Sweeney commented on the time line used for the superintendent search and taking time to find the person to lead the district. We have pushed through the hiring of a principal in a month and feels having an interim would provide some relief to work through the process.

Ms. Boesen commented that the district was late in the process to find a superintendent, but we are in the prime time for finding a principal. If a candidate is found, you need to move forward.

Ms. Caldwell-Johnson moved approval of the personnel recommendations minus the Roosevelt principal and act on that separately, seconded by Mr. Jongewaard.

Mr. Howard asked if the same process was used to hire the other principals, which Mr. Ahart confirmed.

Aye: Caldwell-Johnson, Jongewaard, Sweeney  
Nay: Boesen, Elsbernd, Howard, Murphy  
Motion failed 3-4.

Ms. Boesen moved approval of the personnel recommendations as presented, seconded by Ms. Elsbernd.

Aye: Boesen, Elsbernd, Howard, Murphy  
Nay: Caldwell-Johnson (noting that the Roosevelt appointment is the only item she's not in favor of), Jongewaard, Sweeney  
Motion carried 4-3.

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**Item No. 25**

**Page 1 of 1**

**Subject: LIST OF BILLS FOR APPROVAL**

**For: ACTION**

**Presentation: None**

**Contact: Thomas Harper**  
(thomas.harper@dmschools.org/242-7745)

**Attachment: None**

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**Issue:** A list of bills will be furnished to the board of directors at the board meeting for approval. The secretary will be glad to furnish information as requested on any of these items. Prior to the meeting, one member of the board will have checked this list with the invoices.

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**Item No. 26****Page 1 of 2****Subject: CASADY EDUCATION CENTER–BUILDING DEMOLITION****For: PUBLIC HEARING/ACTION****Presentation: None****Contact: Bill Good****Attachment: None**

(Harold.good@dmschools.org/242-8321)

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**Issue:** Approval of the plans and specifications for the building demolition package for the Casady Education Center. Publication for the Public Hearing was included in The Des Moines Register on May 14, 2013.

**Superintendent's Recommendation:** The superintendent recommends the board approve the plans and specifications prepared by Wells Plus Architects for the building demolition package for the Casady Education Center.

**Presenters:** None. Bill Good will be present to answer any questions.

**Background:** This project will demolish the existing building and miscellaneous other site items in preparation for the construction of the new Casady Education Center. A copy of the plans and specifications are available for review at the district's operations center.

**Funding:** Statewide Penny (Students First Program)

## **Minutes**

The public hearing was called to order at 7:20 p.m.

Speakers: Sarah Oltrogge, 683 32<sup>nd</sup> Street, Des Moines, spoke on behalf of the  
Des Moines Historical Society  
David Barzen, 420 51<sup>st</sup> Street, Des Moines, also a member of the  
Des Moines Historical Society  
Rossi Frith, 1229 15<sup>th</sup> Street, Des Moines  
Pat Meiners, 4115 55<sup>th</sup> Street, Des Moines

The public hearing was closed at 7:34 p.m. following the last speaker.

Mr. Howard moved approval of the superintendent's recommendation to approve the plans and specifications prepared by Wells Plus Architects for the building demolition package for the Casady Education Center, seconded by Ms. Boesen.

In response to questions, various options were looked at for the site, incorporating comments and suggestions from the neighborhood and continuing to do so. Written



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**Item No. 26****Page 2 of 2**

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responses to nearly 80 questions have been provided. The existing building is in extremely poor shape. When it makes sense and can accommodate kids, the district will renovate rather than remove buildings. The new building will provide more square footage to accommodate early childhood programs. The physical limitations of the site do not allow for a middle or elementary school.

Aye: Boesen, Elsbernd, Howard, Jongewaard, Murphy, Sweeney

Nay: None

Pass: Caldwell-Johnson

Motion passed 6-0-1.

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**Item No. 27****Page 1 of 1****Subject: MITCHELL—STUDENT DROP OFF****For: PUBLIC HEARING/ACTION****Presentation: None****Contact: Bill Good**

(Harold.good@dmschools.org/242-8321)

**Attachment: None**

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**Issue:** Approval of the plans and specifications for improvements related to student drop off at Mitchell. Publication for the Public Hearing was included in The Des Moines Register on May 15, 2013.

**Superintendent's Recommendation:** The superintendent recommends the board approve the plans and specifications prepared by Bishop Engineering for the student drop off at Mitchell.

**Presenters:** None. Bill Good will be present to answer any questions.

**Background:** This project will provide additional onsite parking for parents to drop off and pick up their children at the preschool facility. It will also bring ADA parking stalls into code compliance.

**Funding:** Statewide Penny (Students First Program)

### **Minutes**

The public hearing was called to order at 7:39 p.m. With no speakers, the public hearing was closed at 7:39 p.m.

The superintendent recommended approval of the plans and specifications prepared by Bishop Engineering for the student drop off at Mitchell. Mr. Sweeney moved approval of the motion, seconded by Ms. Boesen.

Expanding the parking area will allow for opening part of the existing parking area for the drop off.

Aye: Boesen, Caldwell-Johnson, Elsbernd, Howard, Jongewaard, Murphy, Sweeney

Nay: None

Motion passed 7-0.

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**Item No. 28****Page 1 of 2****Subject: FISCAL YEAR 2012-2013 BUDGET AMENDMENT****For: PUBLIC HEARING/ACTION****Presentation: None****Contact: Thomas Harper**  
(Thomas.harper@dmschools.org/242-7745)**Attachment: 13-034**

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**Issue:** FY 2012-2013 Budget Amendment.**Superintendent's Recommendation:** The superintendent recommends the board approve the proposed FY 2012-2013 budget amendment as presented.**Presenters:** Thomas Harper

**Background:** A budget amendment is required if the total expenditure budget exceeded in any of the four major expenditure areas: Instruction, Support Services, Non-Instructional Programs, and Other Expenditures. Any budget amendment must be adopted no later than May 31st. The publication for the public hearing was included in The Des Moines Register on May 10, 2013. There is a reclassification of \$3 million between Instruction and Support Services functions, this is a coding correction, not an increase or a decrease to line-item budgets. An additional \$3 million has been added to Support Services for approved one-time, technology-related projects. The \$1.5 million change to the Other function is due to increased Heartland AEA expenditures which are funded by AEA revenues; as well as the Smouse remodeling project which is funded by the Expendable Trust Fund. This is not a budget increase or an increase in spending authority.

The proposed FY 2013 budget amendment for All Funds results in changing the budget as published May 10, 2013. See Notice of Public Hearing on next page.

Department of Management  
Form S-A Publication

**NOTICE OF PUBLIC HEARING  
DES MOINES SCHOOL DISTRICT  
AMENDMENT OF CURRENT BUDGET  
FISCAL YEAR 2012/2013**

Date of Public Hearing: May 21, 2013

Time of Public Hearing: 6:00 PM

Location of Public Hearing: 2nd Floor-Central Campus; 1800 Grand Avenue, Des Moines, Iowa

The Board of Directors will conduct a public hearing at the above-noted time and place for the purpose of amending the current school budget by changing estimates of expenditures in the following areas by the following amounts:

Area	From	To	Reasons
Instruction	257,972,406	254,972,406	Reclassification between functions
Total Support Services	107,937,800	113,937,800	Reclassification, Technology projects
Noninstructional Programs			
Total Other Expenditures	75,260,737	76,760,737	Construction, Heartland AEA

This change in estimates of expenditures will be financed from increased receipts and balances not budgeted or considered in the current budget. There will be no increase in taxes to be paid in the fiscal year ending June 30, 2013. At the hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed amendment. A detailed statement of additional receipts other than taxes, balances on hand at the close of the preceding fiscal year, and proposed expenditures, both past and anticipated, will be available at the hearing.

## Minutes

The public hearing was called to order at 7:41 p.m. With no speakers, the public hearing was closed at 7:41 p.m.

The superintendent recommended approval of the proposed fiscal year 2012-13 budget amendment as presented. Mr. Sweeney moved approval of the motion, seconded by Ms. Boesen.

Aye: Boesen, Caldwell-Johnson, Elsbernd, Howard, Jongewaard, Murphy, Sweeney

Nay: None

Motion passed 7-0.

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**Item No. 29**

**Page 1 of 2**

**Subject: PRELIMINARY PLANS FOR THE NEW CASADY EDUCATION CENTER**

**For: INFORMATION**

**Contact: Bill Good**

(harold.good@dmschools.org; 242-8321)

**Attachments: None**

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**Issue:** Preliminary plans for a new Casady Education Center.

**Presenters:** None.

**Background:** As part of Student's First Statewide Penny, preliminary plans are now available for review at:

<http://www.dmschools.org/departments/operations/construction/students-first/renovation-construction-plans/>

At an upcoming board meeting, final plans and specifications will be formally presented for board review and potential approval.

The main focus of this project will be a new school providing 11 classrooms for Pre K students and 8 classrooms for MAC students.

Preliminary plans are also available for review at the Operations Center at 1917 Dean Ave.

## **Minutes**

Mr. Good stated the preliminary plans are on the district's website and comments can be left.

Speaker: Rhonda Cason, 1819 Jefferson Avenue, Des Moines

Ms. Caldwell-Johnson asked if the board chose to only focus on preschool in the Casady building, how would the design be affected and is there opportunity to change course at this point. Mr. Good stated a lot of dollars have been expended in design; if the MAC program stayed at McKee where it currently is located, the preschool opportunities would be reduced on the east side; it is felt that alternative students also deserve renovated space and this provides that opportunity; the mixture works as evidenced by current programming at McKee; this provides a more centralized location for the MAC students, many who are in this area; eight classrooms would be used for MAC students—each around 800 square feet with 6-8 students per classroom. Preschool rooms are between 1,000 to 1,200 square feet.

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Mr. Good stated all concerns have been heard from neighbors and questions answered. The motivation is what's best for kids. This is a \$10 million investment to the central city.

There is universal preschool at Carver that would be coming over to Casady. Funding support for more than eleven classrooms is questionable. The site was tested and could support a very small elementary school. There are currently north-side, south-side and east-side preschool locations that this centralized location would complement.

Other locations for the MAC students are not available, unless they would be left at McKee, which would prevent expansion of preschool there. Central Campus was discussed, but there isn't renovated space there. The mobiles at Walker Street were considered, but they were not felt to be a good alternative.

Most of the MAC students for the Casady site have an IEP of a level 3, many of whom will not come out of the program after 90 days. The number of students fluctuates a lot, but is currently around 60 kids. The building is divided into two structures with a small, common area, shared office space and separate entrances for each side. The majority of MAC students are bused to McKee and will continue to be offered busing due to their special ed status.

Mr. Good stated the dedication plaque from Casady has been removed and they will look for a time capsule. Some recycling will be done, possibly through an organization like Habitat for Humanities.

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**Item No. 30****Page 1 of 3****Subject: STANDARDS-REFERENCED GRADING AND REPORTING PRACTICES (PART 2)****For: DISCUSSION****Presentation: PowerPoint****Contact: Noelle Tichy/Holly Crandell****Attachment: None**

(noelle.tichy@dmschools.org/242-7938;holly.crandell@dmschools.org/242-7568)

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**Issue:** During this presentation, information will be shared regarding the DMPS partial implementation of standards-referenced grading and reporting practices (part 2 of a 2-part series). DMPS is working hard to improve teaching and learning to ensure that all students will graduate high school with the skills they need to be successful.

**Superintendent's Recommendation:** The superintendent recommends the board receive information on standards-referenced grading and reporting practices.

**Presenters:** Andrew Rasmussen, Noelle Tichy, Mike Vukovich, BJ VanVleet, Patty Gronewold

**Background:** In the spring of 2012, Des Moines Public Schools identified the development and utilization of districtwide effective grading practices as the next step for implementation for the Common Core Standards. A 25-person Grading and Reporting Task Force was organized in August 2012 for the purpose of developing districtwide guidelines and practices that would ensure effective and consistent implementation of both the grading and the reporting of students' learning. The task force worked collaboratively to develop common Guiding Practices which will support teachers and administrators in decision making as the district moves with focused intentionality towards truly effective grading practices.

In addition to the work of the task force, a 3-year implementation plan was developed and professional development was designed. Professional development for secondary leaders has focused on the case for change and the development of a common message.

### **Minutes**

Noelle Tichy stated the presentation would provide an understanding of the core standards and how grading practices will be changing as a result of the standards-based system. Other presenters include North High School Vice Principal Mike Vukovich, Hoover teacher BJ VanVleet and DMEA President Andrew Rasmussen.

Andrew Rasmussen gave kudos to Noelle Tichy, Holly Crandell and the team for their work on standards-referenced grading. He feels this will allow more opportunities for students to be assessed on authentic performances and skills and doing the process in

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**Item No. 30****Page 2 of 3**

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the right way—involving educators in the beginning, implementing it slowly and thoughtfully, allowing feedback from parents and other stakeholders and the chance to tweak it to make it work. He and teachers continue to be informed and involved.

Noelle Tichy stated students would move through standards at their own pace and advance based on demonstration of their proficiencies. The teacher would be the facilitator of the learning, students would have a lot of ownership over their learning and it would be highly differentiated. Technology will be instrumental in the process.

A state task force is working on this, also. A short video was presented. Ms. Tichy stated correlation studies were done by assessment staff with ACT, college readiness and Iowa assessments which showed that grade distribution was all over the place with how students performed on those assessments—grades do not equal mastery—and grading practices are not consistent. Accurately measuring student achievement will allow the district to be more targeted and easily monitor adult actions to ensure results.

A task force was established in August 2012 with 25 members, including school improvement leaders, teachers, administrators, principals, and curriculum coordinators. The task force settled on a core belief to commit to our stakeholders and students to provide fair, accurate, specific and timely information regarding student progress. Most importantly, committing to having grades communicate what students know and can do.

A framework of guiding practices was developed and reviewed, including:

- Moving from a 100-point scale to a 4-point scale.
  - 4 = exceeding
  - 3 = proficient
  - 2 = developing
  - 1 = beginning
- Separating behaviors from the academic grade.
- Grades will be determined based on a body of evidence.
- Translating scores to a grade until a system is fully developed.
- Multiple opportunities to demonstrate proficiencies.
- Accommodations and modifications will be provided to students with special needs.

The biggest challenge moving ahead will be ensuring a deep understanding of the rationale and research for the change.

Partial implementation will begin in the middle schools in 2013-14 with full implementation in middle schools in 2014-15. Focus will then shift to the high schools. North High School has taken the lead and is already well into implementation on their own. Hoover High School has also started on this work. Additional details on implementation were provided.



Mike Vukovich described how North has been working on this process and the impact it has had on student learning this year.

BJ VanVleet talked about how this system is working with his students at Hoover. Morale in the classroom is greater than he's seen in nine years of teaching, students are challenged and work hard at moving up the scale, and he has more time to troubleshoot individual problems to help students meet the standards on each level. Motivation and engagement has increased and the students are proud because they know they earned their grade.

Mr. Howard expressed concern about attendance. Ms. Tichy explained that absences will be recorded and reported separately from their academic grade—students are still accountable for attendance.

Ms. Caldwell-Johnson would like an update next year on how the system operates in regard to advancing students out of pre-requisite classes (specifically math classes) if they have not reached the proficient level.

Mr. Jongewaard asked how the standards-referenced grading fits with International Baccalaureate. Mr. VanVleet felt it fits almost seamlessly.

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**Item No. 31****Page 1 of 3****Subject: OPERATIONS—TECHNOLOGY AND CUSTODIAL PRESENTATIONS****For: INFORMATION****Presentation: PowerPoint****Contact: Bill Good****Attachments: None**

(harold.good@dmschools.org: 242-8321)

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**Issue:** Bill Good, chief operations officer, would like to introduce two of the department directors who will be giving an overview of the Technology and Custodial departments.

**Background:** This will be an opportunity for the two departments to share departmental information. General overview including key performance indicators will be presented.

**Presenters:** Dan Warren, director of Technology and Sheila Mason, director of Operations.

### Minutes

Mr. Good stated communication improvements across Operations have been a focus with a newsletter, special ops, surveys and KPIs. Surveys with building administrators in all areas are being done. KPIs are being used to monitor progress, data on DMPS are compared with other UEN districts, and the Council of Great City Schools (CGCS) provides a lot of data for comparison purposes. KPIs sometimes show data we don't like, but it's still good information.

Efficiencies and cost savings are expected by our community, and staff work hard in providing those. Collaboration between departments is excellent. Students remain the number one special-interest group.

Shelia Mason provided information on the custodial department, identifying and detailing three priorities:

- Providing a healthy, safe learning environment through green-cleaning processes.
- Providing the best service to our students.
- Optimizing resources and efficiencies.

The state introduced a green-cleaning mandate effective July 1, 2012, and the district is compliant. Information on standard products and specifics on the mandate are available on the district's website. A recycling program has been introduced at every building in the district, adding recycling of milk cartons this year. Watch for the upcoming video entitled "*A Day in the Life of a Milk Carton*". In 2011, Green Star recognized the district with the recycling excellence award.

District principals were recently surveyed about the service they receive with 61% responding. Twelve percent were dissatisfied with their service, 53% were satisfied and 35% were highly satisfied.

Ms. Mason will provide requested staff data to Mr. Howard. Ms. Mason explained that the current waste contract is set up for a rate for waste and a rate for recycling. Containers can be switched at any time during the year if recycling increases.

Dan Warren shared information on the Technology Department, beginning with the organizational chart showing divisions for computer replacement, inventory and related training; the network group which manages all aspects of the network including users, computers and infrastructure; the service group which includes the service manager and computer technicians and oversees all computer, multi-media and AV equipment; the customer service desk for staff, students and parents; and information services that supports the enterprise system (Business Plus) for HR, Business & Finance, Operations, Payroll and, on the student side, Infinite Campus.

A team of 34 professionals are responsible for 20,000+ computers, 120 servers, 4,500+ iPads and mobile devices, and 1,400 phones with a direct dial and about 3,500 internal numbers. Additional responsibilities include servicing, installing and repairing audio visual equipment, scanners and printers. Several other applications are used across the district that the department supports.

Wireless capacity is being expanded by adding wireless access points in every classroom in the district, allowing up to 30 wireless devices per classroom. Students now have individual network accounts, access to network resources, and filtered access to the internet. The district is preparing for the one-to-one initiative and BYOD (bring your own device) initiative.

There is a plan to schedule teacher/staff computer replacement on a three-year cycle from a five-year cycle. In 2012-13, new laptops were supplied to ten more buildings than anticipated. The entire PPEL technology budget is going to replacement of staff computers. Laptops are recycled as much as possible.

In 2009, the district started with 100 meg bandwidth to a future expansion of 2 gig as of July 1—a 2,000% increase in six years. Research shows by 2016, 100 meg should be allowed per 1,000 students—or 3.2 gig. The bandwidth cost for 2 gig is \$11,600 per month as of July 1 and comes from general fund.

The district is at 2.23 students per computer, not including the 4,500 mobile devices mentioned earlier or North High School's 1-1 computer program. In April 2012, there were 12,048 printers connected to the network. As of April 2013, there are 808 with

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123 additional printers planned to be removed from the network by July 1. A document retention system is also being implemented to move forward to a paperless system.

Mr. Good stated additional departments the board may want to invite for presentations are Transportation, Energy and Environmental, Safety and Security, Food and Nutrition, Construction and Facility Services. There are also plans to add KPIs to the website.

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**Item No. 32****Page 1 of 2**

**Subject: MONITORING REPORT FOR MANAGEMENT LIMITATION 2.3 –  
FINANCIAL CONDITION AND ACTIVITIES FOR THE QUARTER ENDING  
MARCH 31, 2013**

**For: ACTION**

**Presentation: None**

**Contact: Thomas Harper**  
(thomas.harper@dmschools.org/242-7745)

**Attachment: 13-031**

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**Issue:** Board Governance Policy 3.4 – Monitoring Superintendent Performance includes a schedule relative to monitoring reports that requires a quarterly monitoring report on Management Limitation 2.3 – Financial Condition and Activities.

**Superintendent's Recommendation:** The superintendent recommends the board receive, discuss and take action on the quarterly monitoring report for Management Limitation 2.3 – Financial Condition and Activities for the quarter ending March 31, 2013.

**Presenters:** Thomas Harper will be available for questions.

**Background:** The Management Limitation 2.3 – Financial Condition and Activities Monitoring Report is included as Attachment 13-031. This report covers the quarterly period from January 1, 2013, to March 31, 2013, unless otherwise stated. Management Limitation 2.3 states: With respect to actual ongoing condition of the district financial resources, the Superintendent shall not cause or allow the development of fiscal jeopardy, or a material deviation of actual expenditures from the board's Ends priorities.

Accordingly, the Superintendent shall not:

1. Fail to provide quarterly summaries of the financial condition of the district.
2. Fail to settle district payroll obligations and payables in a timely manner.
3. Fail to implement prudent competitive quoting procedures for all facility improvement projects in an amount that meets or exceeds the competitive quote threshold as established by Iowa law.
4. Fail to implement prudent competitive bidding procedures for all facility improvement projects in the amount of \$125,000 or more.
5. Fail to implement prudent competitive procedures, including but not limited to RFPs, for purchasing products and securing contractual and professional services.
6. Obligate the district to contracts or expenditures greater than \$25,000.
7. Acquire, lease or dispose of real property.
8. Invest funds in securities contrary to state law.
9. Allow tax payments or other governmental ordered payments or filings to be overdue or inaccurately filed.

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**Minutes**

Ms. Boesen moved approval of the financial management report as submitted, seconded by Mr. Howard.

Ms. Caldwell-Johnson asked about implementation of new report standards as discussed recently in a work session with Cathy Minckberg. Mr. Murphy stated it and other items will need board approval first.

Aye: Boesen, Caldwell-Johnson, Elsbernd, Howard, Jongewaard, Murphy, Sweeney

Nay: None

Motion passed 7-0.