

**DES MOINES PUBLIC SCHOOLS  
REGULAR SCHOOL BOARD MEETING  
BOARDROOM — 1800 GRAND  
MINUTES  
November 13, 2012**

**PUBLIC FORUM — 5:45 p.m. –5:46 p.m.**

The Board of Directors held a public forum on Tuesday, November 13, 2012, in the boardroom at 1800 Grand; Dick Murphy presiding.

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

Speakers: None

**REGULAR MEETING — 6:00 p.m.**

The Board of Directors met in regular session on Tuesday, November 13, 2012, in the boardroom at 1800 Grand; Dick Murphy presiding.

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

**APPROVAL OF AGENDA — 6:01 p.m.**

Ms. Boesen moved approval of the agenda; second by Mr. Howard.

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

Nay: None

Motion passed 7-0.

**APPROVAL OF MINUTES — 6:02 p.m.**

Mr. Howard moved approval of the minutes for both meetings held on October 10, 2012, second by Ms. Caldwell-Johnson.

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

Nay: None

Motion passed 7-0.

Mr. Howard moved approval of the minutes for the October 16, 2012, meeting, second by Ms. Elsbernd.

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

Abstain as absence at the meeting: Caldwell-Johnson

Motion passed 6-0.

Ms. Elsbernd moved and Mr. Howard seconded approval of the minutes for the November 5, 2012, special meeting.

Aye: Boesen, Caldwell-Johnson, Elsbernd, Murphy

Abstain as absence at the meeting: Howard, Jongewaard, Sweeney

Motion passed 4-0.

**DISTRICT RECOGNITIONS — 6:04 P.M.**

The Des Moines Public Schools was represented by 17 teens and 2 teachers who completed the IMT Des Moines Marathon on October 21 as part of Iowa Kidstrong's See-Us Run Des Moines program. The mission of Iowa Kidstrong's See-Us Run Des Moines is to help teens who face adversity in their lives learn that they are capable, resourceful and resilient to respond to life challenges by providing them the opportunity to experience first-hand the benefits of goal-setting, character development, adult mentoring and improved health through committing to, training for, and completing the Des Moines Marathon. Students commit to a minimum of 25 weeks of participation in the program.

Two Des Moines elementary teachers were named finalists for the Presidential Award for Excellence in Math & Science Teaching in September. Zach Christensen is the Math Leader at Perkins Elementary School and Josie Berg teaches at Downtown School.

Tom Hadden, executive director of Metro Waste Authority recognized the district for continued recycling efforts and present last year's rebate check. The rebate will be used to purchase additional recycling containers and supplies for schools. The operations department has information regarding recycling on the DMPS website including steps to setting up a successful program and a chart detailing the district's results.

All five of our comprehensive high schools are now online with new websites, bringing greater consistency in both the features as well as the look of their websites, along with much easier-to-remember addresses. (new URLs are [schoolname.dmschools.org](http://schoolname.dmschools.org)). In addition, they incorporate eChalk, a K-12 software platform used to manage communication and instruction. eChalk is also integrated with both the district's Infinite Campus and Office 365 platforms, allowing for interaction with students using safe and secure email, online class discussions, and more.

So far this calendar year, the school district has gone "live" with a total of 21 new school websites, with 10 more schools having new sites currently under development. By the end of the year new sites will be completed for all of our secondary schools, including all of Central Campus, with the remaining elementary schools being completed next spring.

**CONSENT ITEMS — 6:08 p.m.**

7. Architect Payments.....	1
8. Construction Payments.....	3
9. Approval of Contract(s).....	5
10. Award of Contracts on Bid .....	8
11. Award of Bid No. B6586: Window and Door Replacement at Lincoln Rails Academy at Kurtz .....	10
12. Final Acceptance of Bid No. B6487: Addition and Renovaton of Lovejoy Elementary School .....	11
13. Final Acceptance of Bid No. B6501: Additional Window and Door Replacement For Meredith Middle School .....	12

14. Final Acceptance of Bid No. B6220: Central Campus Phase II .....	13
15. Final Acceptance of Bid No. B6511: North High School – East Parking Lot Replacement .....	14
16. Final Acceptance of Bid No. B6528: Boiler Replacement at Hoover High School ..	15
17. Final Acceptance of Bid No. 5227-09: Roosevelt High School – Asbestos Abatement .....	16
18. School Bus Global Positioning System (GPS) Harward .....	17
19. Payments to the City .....	18
20. Personnel Recommendations .....	19
21. List of Bills .....	20

## Minutes

Mr. Sweeney moved that the board approve the consent items, including payment of bills previously authorized and certified by the secretary in the amount of \$4,006,404.08 and unpaid bills in the amount of \$4,326,623.91. Second by Mr. Howard.

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

Nay: None

Passed: 7-0.

## Other — 6:10 p.m.

22. Diversity Plan – Within District Process Changes (passed 6-0) .....	21
23. Proposed Attendance Area Changes for Middle and High Schools (passed 6-0) ..	22
24. School Calendar for 2013-2014 (passed 6-0) .....	23
25. Student Achievement Monitoring Report 1 (passed 6-0) .....	25
26. Monitoring Report for Management Limitation 2.1: Treatment of Students (passed 5-2) .....	26
27. Resolution – High Stakes Testing (passed 7-0) .....	28
28. Regional Academy – Central Campus (passed 7-0) .....	29
29. Request for Modified Allowable Growth (MAG) for Increased Enrollment, Open Enrollment and Limited English Proficient Programs (passed 7-0) .....	31
30. Preliminary Plans for Additions and Renovations at Hoyt, Jefferson, Findley, Park Ave. and Pleasant Hill Schools* .....	33
31. 2013 Legislative Agenda/Services (passed 7-0) .....	34
32. Superintendent Search, Meeting with Ray & Associates *	36

*\*Discussion or information only, no action.*

## REQUESTS FOR INFORMATION — NONE

## CHAIR’S REPORT — NONE

## SUPERINTENDENT’S REPORT — NONE

## ADJOURN — 10:04 p.m.



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Item No. 7

Page 1 of 2

Subject: ARCHITECT PAYMENTS

For: ACTION

Contact: BILL GOOD

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

Attachments: None

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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>BCDM</u></b>				
Studebaker Elementary Architect App 14 (SWP)	93%	\$241,800.00	\$216,840.00	\$7,128.00
<b><u>OPN Architects</u></b>				
Hiatt Middle School Architect App. 14 (SWP)	91%	\$379,385.00	\$338,278.75	\$6,214.25
McCombs Middle School Architect App. 20 (SWP)	95%	\$364,100.00	\$343,910.25	\$2,814.75
Samuelson Elementary Architect App 9 (PPEL)	95%	\$12,200.00	\$11,340.60	\$249.40
<b><u>Design Group</u></b>				
Edmunds Elementary Architect App 21 (SWP)	77%	\$566,500.00	\$424,897.06	\$10,621.00
Hoyt Middle School Architect App 4 (SWP)	8%	\$375,000.00	\$19,350.00	\$9,900.00
<b><u>Wells + Associates</u></b>				
Lovejoy Elementary Architect App. 13 (SWP)	97%	\$244,837.00	\$232,837.00	\$6,000.00
Findley Elementary Architect App. 4 (SWP)	59%	\$247,760.00	\$67,524.80	\$78,135.84

Item No. 7

Page 2 of 2

Jefferson Elementary Architect App. 4 (SWP)	59%	\$251,400.00	\$68,432.00	\$79,185.60
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**KCL Engineering**

Prospect Renovations Architect App. 2 (SWP)	28%	\$82,500.00	\$9,900.00	\$13,200.00
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**Alvine & Associates**

Meredith Middle School Architect App. 6 (SWP)	95%	\$308,800.00	\$285,022.50	\$8,337.50
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**RDG Planning & Design**

Park Avenue Elementary Architect App. 2 (SWP)	28%	\$96,250.00	\$11,550.00	\$15,400.00
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Pleasant Hill Elementary Architect App. 3 (SWP)	20%	\$342,000.00	\$39,808.80	\$28,591.20
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Central Campus Phase 2 Architect App. 21 (SWP)	99%	\$764,737.00	\$732,275.34	\$27,792.36
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Central Campus Phase 3 Architect App. 9 (SWP)	74%	\$312,741.00	\$218,364.70	\$12,108.70
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<b>TOTAL</b>	<b>\$305,678.60</b>
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**Presenters:** None**Background:** None**Contact:** Bill Good

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Item No. 8

Page 1 of 2

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>Larson &amp; Larson</u></b> McCombs School Addition / Renovation (SWP) GC App 14 Sealed Bid No. B6379	95%	\$5,836,261.00	\$5,534,472.00	\$9,977.40
<b><u>Dean Snyder</u></b> Hiatt Middle School (SWP) - Renovation GC App. 8 Sealed Bid No. B6486	92%	\$6,618,447.00	\$6,002,301.40	\$84,541.45
<b><u>Dore &amp; Associates</u></b> Roosevelt High School (LOST) – Abatement GC App. 5 Sealed Bid No. 5227-09	95%	\$239,504.61	\$221,829.38	\$5,700.00
<b><u>DDVI</u></b> Central Campus Phase 3 Renovation GC App. 4 (SWP) Sealed Bid No. B6499	52%	\$3,944,824.00	\$1,896,890.50	\$157,417.13
<b><u>Stahl Construction</u></b> Edmunds GC App. 5 (SWP) Sealed Bid No. B6504	29%	\$10,398,607.00	\$2,293,353.29	\$733,625.74

Item No. 8

Page 2 of 2

**Edge Commercial LLC**

Brody Middle School Addition (SWP) GC App. 7 Sealed Bid No. B6481	94%	\$1,443,801.00	\$1,205,938.55	\$145,367.10
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Meredith Middle School Renovation (SWP) GC App. 6 Sealed Bid No. B6498	95%	\$5,562,876.00	\$5,260,894.80	\$16,954.65
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**Rochon Corp.**

Lovejoy Elementary Addition / Renovation GC App. 7 (SWP) Sealed Bid No. B6487	94%	\$4,405,319.00	\$4,074,377.22	\$58,472.51
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**Lang Construction**

Studebaker Elementary Addition / Renovation GC App. 7 (SWP) Sealed Bid No. B6488	95%	\$4,093,620.00	\$3,832,942.04	\$45,218.68
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**Bryan Crow Constr.**

Samuelson Classroom GC App. 8 (PPEL) Sealed Bid No. B6456	95%	\$197,000.00	\$185,107.50	\$2,042.50
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<b>TOTAL</b>	<b>\$1,259,317.16</b>
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**Presenters:** None**Background:** None**Contact:** Bill Good



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**Item No. 9****Page 1 of 3****Subject: APPROVAL OF CONTRACT(S)****For: ACTION****Contact: Various****Attachments: None**

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**Contract No. 12-041**

**Project:** To review and approve contracts for 2012-2013 school year for transportation of non-public school students who reside within the Des Moines Independent Community School District.

**Contractor:** Accredited Non-Public Schools

**Background:** Iowa Code Section 285.1(14), states: "Resident pupils attending a non-public school located either within or without the school district of the pupil's residence shall be entitled to transportation on the same basis as provided for resident public school pupils under this section."

Therefore, contracts with the accredited non-public schools are necessary to authorize and distribute the flow through funding received from the State of Iowa. The Des Moines Independent Community School District is responsible for coordinating reimbursements to the non-public schools for their transportation expenses and the parents who transport their children to and from non-public schools.

**Financial**

Revenues: None

Expenses: None

**Term: 1 year**

**New or Renewal: New**

**Contact:** Todd Liston

**Contract No. 12-042**

**Project:** Professional Development at North High School

**Contractor:** Leadership & Learning Center

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**Item No. 9****Page 2 of 3**

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**Background:** Leadership & Learning Center consultant will work with the administration and teachers to deepen school's understanding of the data team process and help us to refine our practices to get the best possible achievement from students. The four days of professional development of consultant support will build teacher leadership capacity to take the lead of the data teams. This funding sources that will pay for this contractual service are SLC and SIG.

**Financial:**

Revenues:

Expenses: \$33,800

Funding Source: Smaller Learning Communities &amp; School Improvement Grant

**Term:****New or Renewal:** New**Contact:** Bryce Amos

(bryce.amos@dmschools.org; 242-7660)

**Contract No. 12-043****Project:** Automated External Defibrillator (AED) Upgrade and Expansion**Contractor:** School Health Corporation

**Background:** District has over the past two years did an audit of current AED's in schools. Based on audit, district health services and athletic department recommend upgrading and expansion of the number of schools to have an AED. Expansion would include AED's in all middle schools.

**Financial:**

Revenues:

Expenses: \$29,325.00

Funding Source: Secondary School Account (General Fund)

**Term:****New or Renewal:** New**Contact:** Bryce Amos

(bryce.amos@dmschools.org; 242-7660)

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Item No. 9

Page 3 of 3

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**Contract No. 12-044**

**Project:** To have background checks performed on all prospective employees.

**Background:** The district uses the services of Pre-Employ.com to perform background checks on all prospective employees.

**Financial**

Revenues:

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

Funding Source: Human Resources Budget

**Term:** January 1, 2013, to December 31, 2013

**New or Renewal:** Renewal

**Contact:** Scott R. Mikesh

(scott.mikesh@dmschools.org; 242-7763)

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Item No. 10

Page 1 of 2

Subject: AWARD OF CONTRACTS ON BID

For: ACTION

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 items on the bid, and are not intended to be all inclusive.

**A. B6237 Paint & Paint Products FY 2012-2013**

The vendors have agreed to extend the contract at last year's contract terms and pricing. Paint is ordered as needed by Facility Services.

Sherwin Williams	Des Moines, IA	Est. Award	\$15,000.00
Glidden Paint	West Des Moines, IA	Est. Award	\$15,000.00
Total			<u>\$30,000.00</u>

**Second Extension of this contract**

Actual Award 2010-11 \$ 5,200.00  
 Actual Award 2011-12 \$31,000.00

**Funding Source:** Facility Services Account.

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

**B. Bid B6587 SMART Boards for Findley Elementary**

Tierney Brothers	Minneapolis, MN	23 Items	\$34,466.00
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Bids were examined by the Purchasing & Technology Departments.

A complete tabulation of the bid is available: [B6587-Smart-Boards-Bid-Tab.pdf](#)

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**Item No. 10**

**Page 2 of 2**

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53 Bids were sent out, 3 Bids were received, 1 No Bid was received, and 49 did not respond.

**Funding Source:** School Improvement Grant and Microsoft Settlement Funds

**Contact:** Dan Warren  
(danny.warren@dmschools.org: 242-8192)

**Item No. 11****Page 1 of 1****Subject: AWARD OF BID NO. B6586: WINDOW AND DOOR REPLACEMENT AT LINCOLN RAILS ACADEMY AT KURTZ****For: ACTION****Contact: BILL GOOD**

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

**Attachments: None****Issue:** Award of contract for the window and door replacement project for the Lincoln Rails Academy at Kurtz.**Superintendent's Recommendation:** The superintendent recommends a contract for the Base Bid and Alternates 1 and 2 be awarded to the lowest responsive / responsible bidder REEP, Inc. in the amount of \$515,623.00.**Presenters:** None. Bill Good will be present to answer any questions.**Background:** This is a project under the statewide penny funding. The work at Kurtz consists of:

- **Base Bid:** Replacement of exterior windows and selected exterior doors.
- **Alternate 1:** Change in type of replacement exterior doors
- **Alternate 2:** Replacement of window types V and X.

The District received bids on November 6, 2012. The results are as follows:

Bidder	Base Bid	Alternate 1	Alternate 2
REEP, Inc. Baxter, IA	\$503,047	\$7,026	\$5,550
Two Rivers Glass and Door WDM, IA	\$565,890	\$11,250	\$3,090
Pro Commercial Huxley, IA	\$608,960	\$40,275	\$8,136
Wilson Group Greenwood, MO	\$612,974	\$36,961	\$22,080
Koch Corp. Louisville, KY	\$678,865	\$10,900	\$22,370

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

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**Item No. 12****Page 1 of 1****Subject: FINAL ACCEPTANCE OF BID NO. B6487:  
ADDITION AND RENOVATION OF LOVEJOY ELEMENTARY SCHOOL****For: ACTION****Contact: BILL GOOD**

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

**Attachments: 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.

SCHOOL: Lovejoy Elementary School

PROJECT: Addition and Renovations

CONTRACTOR: Rochon Corporation of Iowa Inc.

CONTRACTED AMOUNT: \$4,432,530.00

CONTRACT BALANCE: \$299,680.27

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**Item No. 13****Page 1 of 1****Subject: FINAL ACCEPTANCE OF BID NO. B6501:  
ADDITIONAL WINDOW AND DOOR REPLACEMENT FOR MEREDITH  
MIDDLE SCHOOL****For: ACTION****Contact: BILL GOOD**  
(harold.good@dmschools.org; 242-8321)**Attachments: 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>	Meredith Middle School
<u>PROJECT:</u>	Additional Window and Door Replacement
<u>CONTRACTOR:</u>	Two Rivers Glass and Door
<u>CONTRACTED AMOUNT:</u>	\$106,460.00
<u>CONTRACT BALANCE:</u>	\$5,323.00



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**Item No. 14****Page 1 of 1****Subject: FINAL ACCEPTANCE OF BID NO. B6220:  
CENTRAL CAMPUS PHASE II****For: ACTION****Contact: BILL GOOD**

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

**Attachments: 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.

SCHOOL: Central Campus

PROJECT: Phase II Renovations

CONTRACTOR: Larson & Larson Construction LLC

CONTRACTED AMOUNT: \$8,415,632.00

CONTRACT BALANCE: \$420,781.60

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**Item No. 15****Page 1 of 1****Subject: FINAL ACCEPTANCE OF BID NO. B6511:  
NORTH HIGH SCHOOL – EAST PARKING LOT REPLACEMENT****For: ACTION****Contact: BILL GOOD**  
(harold.good@dmps.k12.ia.us: 242-8321)**Attachments: 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.

SCHOOL: North High School

PROJECT: East Parking Lot Replacement

CONTRACTOR: Concrete Technologies Inc.

CONTRACTED AMOUNT: \$478,253.00

CONTRACT BALANCE: \$23,912.65

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**Item No. 16****Page 1 of 1****Subject: FINAL ACCEPTANCE OF BID NO. B6528:  
BOILER REPLACEMENT AT HOOVER HIGH SCHOOL****For: ACTION****Contact: BILL GOOD**

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

**Attachments: 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.

SCHOOL: Hoover High School

PROJECT: Boiler Replacement

CONTRACTOR: The Waldinger Corporation

CONTRACTED AMOUNT: \$456,187.00

CONTRACT BALANCE: \$22,809.36

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**Item No. 17****Page 1 of 1****Subject: FINAL ACCEPTANCE OF BID NO. 5227-09:  
ROOSEVELT HIGH SCHOOL – ASBESTOS ABATEMENT****For: ACTION****Contact: BILL GOOD**  
(harold.good@dmps.k12.ia.us: 242-8321)**Attachments: 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.

SCHOOL: Roosevelt High School

PROJECT: Asbestos Abatement

CONTRACTOR: Dore & Associates Contracting Inc.

CONTRACTED AMOUNT: \$239,504.61

CONTRACT BALANCE: \$11,975.23

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**Item No. 18****Page 1 of 1****Subject: SCHOOL BUS GLOBAL POSITIONING SYSTEM (GPS) HARDWARE****For: ACTION****Contact: Todd Liston**

(todd.liston@dmschools.org; 242-7832)

**Attachments: None**

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**Issue:** The purchase of 120 telemetry boxes, cables and antennas for the digital radio based school bus GPS project.

**Superintendent's Recommendation:** The superintendent recommends the Board approve the purchase of this hardware for a cost of \$48,624.

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

**Background:** On December 13, 2011, the board approved the conversion of the district's school bus communication radios to a Motorola digital radio communication system to comply with the FCC's narrow banding mandate DA 09-2589. The district utilized the State of Iowa Master Contract #005 3807-10 for the purchase of Motorola radios. The district intends to continue to use the state contract for the purchase of the telemetry equipment. The purchase of this equipment will be made through Motorola's designated distributor for central Iowa: Electronic Engineering, Des Moines, IA.

With an additional telemetry box, cable and different antenna, the district's Motorola "MOTOTRBO" digital radio system has the capacity for positioning and data transmission in addition to voice communication. Most school bus GPS systems currently available use cellular based systems through mobile phone providers that have significant recurring monthly fees for data communication. The DMPS Transportation Department has initiated a first-in-the-nation project to utilize the digital radio platform to provide bus positioning data that integrates into Edulog, the district's bus routing software, with no recurring monthly fees.

**Funding:** FY 13 Transportation General Fund

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**Item No. 19**

**Page 1 of 1**

**Subject: PAYMENTS TO THE CITY**

**For: ACTION**

**Contact: Patricia Lantz**

(patricia.lantz@dmschools.org; 242-8398)

**Attachments: None**

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**Issue:** Pursuant to a 28E agreement, the district was to pay certain amounts to the city for leased property.

**Superintendent's Recommendation:** The superintendent recommends the board approve the payment as agreed upon.

**Presenters:** None

**Background:** The city and the district entered into a 28 E agreement in 2005 that required the district to make certain payments for leased properties. Payments were not made, and the city contacted the district to resolve the outstanding payments. Since the district vacated the property early, the parties agreed on a compromised amount owed to the city.

Item No. 20

Page 1 of 1

Subject: PERSONNEL RECOMMENDATION

For: ACTION

Contact: Scott R. Mikesh  
(scott.mikesh@dmschools.org; 242-7972)

Attachments: 12-066

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

**Background:****ELECTIONS - GENERAL EDUCATION**

Name	Class	Step	Effective Date	Amount
Brown, Emily	Alternative	1	10/16/2012	\$40,532 <i>prorated</i>

BA from Simpson College, Indianola, IA; Address/West Des Moines, IA; McCombs/.5 Reading/.5 Language Arts

Name	Class	Step	Effective Date	Amount
Welker, Traci	Alternative	1	10/22/2012	\$40,532

BA from Upper Iowa University, West Des Moines, IA; Address/Urbandale, IA; South Union/.5 In-Class Reading/.5 In-Class Math

**ELECTIONS - SPECIAL EDUCATION**

Name	Class	Step	Effective Date	Amount
Vance, Abigail	1	1	11/05/2012	\$39,168 <i>prorated</i>

BA from Iowa State University, Ames, IA; Address/Altoona, IA; Hoyt/Multi-categorical

**RESIGNATION**

Name	School, Position	Effective Date	Reason
Hightower, Abigail	McCombs, Reading/Language Arts	10/15/2012	Personal
Hildreth, Jane	Future Pathways, Multi-categorical	12/07/2012	Personal

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**Item No. 21**

**Page 1 of 1**

**Subject: LIST OF BILLS FOR APPROVAL**

**For: ACTION**

**Contact: Thomas Harper**

(thomas.harper@dmschools.org; 242-7745)

**Attachments: 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. 22****Page 1 of 1****Subject: DIVERSITY PLAN – WITHIN DISTRICT PROCESS CHANGES****For: ACTION****Presentation: None****Contact: Board****Attachments: None**

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**Issue & Background:** The Board adopted a Diversity Plan in 2008. A review has been undertaken, and suggestions have been made for within district open enrollment processes to allow for full implementation of the plan which were discussed at the October 16, 2012, meeting.

**Superintendent's Recommendation:** The superintendent recommends the board approve the changes to the district's Diversity Plan.

**Presenters:** None

### **Minutes**

Mr. Sweeney moved acceptance of the proposed changes to the diversity plan, second by Ms. Elsbernd.

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

Abstain: Caldwell-Johnson as not present at the previous meeting for discussion.

Passed: 6-0

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**Item No. 23****Page 1 of 1****Subject: PROPOSED ATTENDANCE AREA CHANGES FOR MIDDLE AND HIGH SCHOOLS****For: ACTION****Presentation: None****Contact: Bryce Amos, Tim Schott, Bill Good****Attachments: 12-069**

(bryce.amos@ dmschools, 242-7660; timothy.schott@dmschools.org, 242-7871;  
harold.good@dmschools.org, 242-8321)

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**Issue:** Recommendation from the Superintendent's Facilities Advisory Committee to change the middle and high school attendance areas.

**Superintendent's Recommendation:** The superintendent recommends the board approve the proposed changes to the middle and high school attendance areas.

**Presenters:** None

**Background:** The Superintendent's Facilities Advisory Committee has recommended changes to middle and high school attendance areas to better align the student feeder patterns.<sup>21</sup>

### **Minutes**

Mr. Howard moved approval of the changes to the middle and high school attendance areas, second by Ms. Elsbernd.

Speaker: Andrew Rasmussen, DMEA president, spoke about balancing the diversity within each feeder pattern.

Mr. Amos confirmed the Facility Advisory Committee will look at schools of choice and the elementary boundaries as their next order of business.

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

Abstain: Caldwell-Johnson as not present at the previous meeting for discussion.

Passed: 6-0

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Item No. 24

Page 1 of 2

**Subject: SCHOOL CALENDAR FOR 2013-2014****For: ACTION****Presentation: None****Contact: Scott R. Mikesch****Attachment: 12-063A**

(scott.mikesch@dmps.k12.ia.us; 242-7972)

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**Issue:** The 2013-2014 Regular School Calendar.**Superintendent's Recommendation:** The Superintendent recommends the Board approve the proposed 2013-2014 Regular School Calendar.**Background:** The DMPS Calendar Advisory Committee reviews, evaluates, and recommends the District's academic calendar to the Board. Committee recommendations are based upon applicable Board policy, state and federal regulations, and collaboration with staff, parents, and community members.

The proposed 2013-2014 Regular School Calendar establishes August 22, 2013, as the first day of school and leaves conference weeks and spring recess unchanged.

The following individuals served on the 2013-2014 Calendar Advisory Committee:

Name	Position
Hildebrandt, Barb	Parent Representative
Millard, Brian	Parent Representative
Riesenberg, Michelle	Parent Representative
Thompson, Cheryl	Parent Representative
Barnes, Steve	AFSCME Operations Representative
Frith, Urasaline	AFSCME Transportation Associate Representative
Bemis, Pamela	DMEA Associate Representative
Rogers, Rita	DMEA Associate Representative
Noland, Lillie	DMEA Secretary Representative
Burke, Jill	DMEA Teacher Representative
Cross, John	DMEA Teacher Representative
Heaberlin, Cory	DMEA Teacher Representative
Toubes, Joseph	DMEA Teacher Representative
Harris, Greg	DMEA Executive Director
Rasmussen, Andrew	DMEA President
Burnett Requist, Jill	Principal, River Woods
Johnson, Marcia	Principal, Capitol View
Wheeler, Doug	Principal, Hoover High School
Williamson, Paul	Principal, Lincoln High School
Amos, Bryce	Executive Director, High Schools & Learning Services
Tallman, Susie	Executive Director, Elementary
Bryant, Mary	Hiring Specialist, Human Resources Management
Deery, Patty	Data Specialist, Human Resources Management
Hawkins, Senta	Hiring Specialist, Human Resources Management
Liston, Todd	Manager, Transportation Department
Roorda, Denise	Supervisor, Payroll Services
Dinsdale, Linda	Administrative Assistant, Human Resources Management
Mikesch, Scott (Chair)	Executive Director, Human Resources Management

**Presenter:** None. Scott Mikesch is available to answer questions.

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**Item No. 24**

**Page 2 of 2**

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**Minutes**

Ms. Boesen moved approval of the 2013-2014 regular school calendar, second by Mr. Howard.

Speaker: Andrew Rasmussen, DMEA president, shared teacher and associate concerns about how conferences have been held this year and the need to engage more parents on the committee.

Mr. Amos confirmed that district leadership is collecting data on conferences from the schools and explained how they were scheduled this year. An update for next year can be provided later.

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

Abstain: Caldwell-Johnson as not present at the previous meeting for discussion.

Passed: 6-0

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**Item No. 25**

**Page 1 of 1**

**Subject: STUDENT ACHIEVEMENT MONITORING REPORT 1**

**For: ACTION**

**Presentation: None**

**Contact: Holly Crandell**

(holly.crandell@dmschools.org; 242-7568)

**Attachments: None**

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**Issue:** No Child Left Behind (NCLB) academic achievement requirements.

**Superintendent's Recommendation:** The superintendent recommends the board accept Student Achievement Monitoring Report 1 regarding No Child Left Behind reporting as presented and discussed at the October 16, 2012, meeting of the board of directors.

**Presenters:** None

**Background:** The No Child Left Behind Act of 2001 requires each district and school to annually demonstrate adequate yearly progress toward meeting the state academic targets. Student Achievement Monitoring Report 1, attachment 12-164, was distributed at the October 16, 2012, meeting and contained data reported as required.

**Contact:** Holly Crandell

### **Minutes**

Ms. Boesen moved acceptance of the Student Achievement Monitoring Report 1, second by Ms. Elsbernd.

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

Abstain: Caldwell-Johnson as not present at the previous meeting for discussion.

Passed: 6-0

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**Item No. 26****Page 1 of 2****Subject: MONITORING REPORT FOR MANAGEMENT LIMITATION 2.1:  
TREATMENT OF STUDENTS****For: DISCUSSION/ACTION****Presentation: PowerPoint****Contact: Thomas Ahart/Bryce Amos****Attachments: 12-068**

(thomas.ahart@dmschools.org; 242-7766; bryce.amos@dmschools.org; 242-7660)

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**Issue:** Board Governance Policy 3.4 – Monitoring Superintendent Performance includes a schedule relative to monitoring reports that requires an annual monitoring report on Management Limitation 2.1 – Treatment of Students.

**Superintendent's Recommendation:** The superintendent recommends the board receive, discuss and take action on the monitoring report for Management Limitation 2.1.

**Presenters:** Bryce Amos

**Background:** The Management Limitation 2.1- Treatment of Students Report is attached.

**Contact:** Bryce Amos

Bryce Amos stated data for several items have been added this year, including re-engagement, multi-educational pathways, accumulative student credit, population demographic data, and student support services.

A school climate survey is being developed with the newly formed Youth Advisory Committee to distribute to students prior to spring break in 2013. The last survey was done in 2008-09.

Bullying and harassment was included last year. Of 92 referrals, 82 were founded. The district is very consistent with its interpretation of what bullying and harassment are. All administrators are trained in how to conduct a bullying investigation. The district also employs two investigators. District procedures are in place when a case is founded to protect students.

Student support services is a new data point. An early indicator system has been developed to identify students potentially needing additional assistance. The district employs full-time social workers and SUCCESS case managers, counselors, and nurses for K-12, with high schools having community-in-school site coordinators, GEAR-UP advisors (last year for this grant), and juvenile court liaisons.

Each building has an emergency procedures plan, the fire marshals inspect all our buildings, fire and tornado drills are held monthly, the Health Department inspects cafeterias and kitchens regularly, district staff are certified to inspect playgrounds, and over 440 security cameras are being used with more being added.

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

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A new discipline code was implemented in 2009-10 with four levels of discipline at high schools and middle schools and three levels at elementary schools. The district suspension rate indicates some disproportionality. A recent nationwide research report was released by the Center for Civil Rights at the University of California, Los Angeles, focusing on out-of-school suspensions and is being used as a reference and for comparison purposes. A cultural response professional development program was initiated this summer, working with the Office of Criminal Juvenile Justice Planning (OCJJP), for all school staff to receive six hours of training this year. Training was also conducted over the summer with all school administrators on effective student management. Updates were made to the student code of conduct, including limiting the maximum number of days a student can be suspended from 5 to 3. District leadership has set up a progress monitoring system that pulls school culture data every six weeks which includes student discipline, number of suspensions, number of days, number of students with repeat suspensions, reasons, when occurs, etc.

Mr. Amos reviewed several options the district is using to keep students in school and improve the graduation rate, referred to as pathways. Accumulative student credits is another indicator reviewed. Over the past three years, 242 more students are on track to graduate with their four-year cohort. The district is showing a little over 3% reduction in the dropout rate. Several levels of re-engagement are used and students are tracked for completion of GED or attendance at Gateway to College.

Mr. Howard expressed concern for the increase in level four expulsions. Staff is working on scheduling a meeting with the Des Moines Police Department and is discussing alternatives to using drug dogs to search buildings, lockers, etc.

Ms. Caldwell-Johnson stated the suspension rates and increases in all classifications are not acceptable. Mr. Amos stated this is a priority for district leadership and described steps that are being taken to decrease the numbers.

The board discussed including training for coaches and other extracurricular staff and determining the optimal student support services staff levels.

Mr. Howard moved acceptance of the monitoring report for the treatment of students, second by Ms. Boesen.

Aye: Boesen, Elsbernd, Howard, Murphy, Sweeney  
Nay: Caldwell-Johnson, Jongewaard  
Motion passed 5-2.

Cindy Elsbernd stated the board formed the Youth Advisory Committee recently with the purpose of developing recommendations and developing a student survey. Four students were present with Lillie Nellans acting as spokesperson for the group who described the work they are doing with regard to the survey. They also plan to do individual interviews at their respective schools.

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**Item No. 27****Page 1 of 1****Subject: RESOLUTION – HIGH STAKES TESTING****For: DISCUSSION/ACTION****Presentation: None****Contact: Board****Attachments: 12-067**

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**Issue:** Does the Board wish to sign the Resolution on High Stakes Testing presented to it by the Des Moines Education Association (DMEA).

**Presenters:** None.

**Background:** The DMEA presented the board with a resolution which would require the board to request the governor, state legislators, and education boards and administrators reexamine public school accountability systems in the state and to develop a system based on multiple forms of assessment which does not require extensive standardized testing, more accurately reflects the broad range of student learning, and is used to support students and improve schools.

### **Minutes**

Speaker: Andrew Rasmussen, DMEA president.

Information was presented at the October 16 board meeting. The resolution would be signed by each board member.

With no other discussion, Mr. Jongewaard moved and Ms. Caldwell-Johnson seconded supporting the High-Stakes Testing Resolution.

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: REGIONAL ACADEMY – CENTRAL CAMPUS****For: DISCUSSION/ACTION****Presentation: None****Contact: Thomas M. Ahart****Attachments: 12-065**

(thomas.ahart@dmschools.org; 242-7766)

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**Issue:** Understanding new legislative requirements respective to a Regional Academy. Recent statutory changes require updating 28E agreements with various other school districts (“sending districts”) that collaborate and partner with the district for programming provided at Central Campus, a “receiving district/Regional Academy.”

**Superintendent’s Recommendation:** The superintendent recommends the board approve the Regional Academy concept for Central Campus and issuing 28E agreements with partners.

**Presenters:** None.

**Background:** A regional academy is a program established by a school district to which multiple school districts send students in grades seven through 12. Regional Academies are collaborative, where the host district works directly with sending districts/partners to establish, enhance, and provide programming that otherwise would not be available for students at participating school districts. A school district establishing a regional academy may collaborate and partner with, and enter into an agreement pursuant to chapter 28E of the Code of Iowa with, one or more school districts, area education agencies, community colleges, accredited public and private postsecondary institutions, accredited nonpublic schools, businesses, and private agencies located within or outside of the state. The funding agreement is a collaborative effort of all the participants (host and partners). The Regional Academy concept is based on a collaborative effort toward a common goal for students.

While Central Campus has been a regional academy for many years, we are now making the transition to become a Regional Academy. Also, the district needs to update 28E agreements and provide board meeting minutes of this understanding of our Regional Academy while approving the 28Es to the Department of Education showing the conversion from straight tuition payments to collaboration with the sending districts. As a Regional Academy, the sending and receiving districts are more collaborative by state law.

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**Item No. 28**

**Page 2 of 2**

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**Minutes**

Gary McClanahan, director of Central Campus, stated there is no additional cost for the district. He distributed a sheet providing additional information on 28E agreements and supplemental weighting.

The new agreements need to be signed per new state law requirements.

Ms. Caldwell-Johnson moved approval of the new lease agreements for the Regional Academy at Central Campus, second by Ms. Elsbernd.

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: REQUEST FOR MODIFIED ALLOWABLE GROWTH (MAG) FOR INCREASED ENROLLMENT, OPEN ENROLLMENT AND LIMITED ENGLISH PROFICIENT PROGRAMS**

**For: ACTION**

**Presentation: None**

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

**Attachments: None**

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**Issue:** Request to obtain modified allowable growth from the School Budget Review Committee (SBRC).

**Superintendent's Recommendation:** The Superintendent recommends that the Board approve the request to the School Board Review Committee for modified allowable growth in the amount of \$4,616,567 for FY 2013 for projected costs due to increased enrollment, increased open enrollment out and increased Limited English Proficient (LEP) program expenditures.

**Presenters:** None. Thomas Harper will be present to answer any questions.

**Background:** The district is entitled to ask for modified allowable growth for increased enrollment, open enrollment out and LEP based on the following set of circumstances:

It should be noted that modified allowable growth while stated in dollars is not cash, but results in increased spending authority if approved by the SBRC.

- Increased enrollment - School districts that have an October 2013 certified enrollment greater than the October 2012 certified enrollment have the opportunity to receive a one-time funding budget adjustment up to 100% of the enrollment increase by making a request to the School Budget Review Committee. The district's certified enrollment increase is 515.6 students (1.63% in certified enrollment over the prior year), resulting in a request to increase modified allowable growth and spending authority of \$3,129,176.
- Open enrollment out – Iowa Code section 282.18(9) allows a district of residence to apply for modified allowable growth if a student was not included in the resident district's enrollment count during the fall of the year preceding the student's transfer under open enrollment, if the resident district is paying tuition for that student during the current year. Since open enrollment count is included in the increased enrollment count, then the only allowable count is if the open enrollment count is greater than the increased enrollment count. The portion of the district's open enrollment out attributable to this set of circumstances results in a request to increase modified allowable growth and spending authority of \$0.

- Iowa Code sections 280.4(3) and 257.31(5)(j) allow a district of residence to apply for modified allowable growth to continue funding a program for Limited English Proficient (LEP) students after the four years of weighting. The modified allowable growth will be calculated by multiplying the number of students being served beyond four years times the weighting amount, times the district cost per pupil in the current year. The district's number of LEP students after the four - year count is 1,114, resulting in a request to increase modified allowable growth and spending authority for \$1,487,391.

To reiterate, while this three-part request, when approved by the SBRC, will increase spending authority, it does not give the district additional cash/funds. Additional funds can only be gained by an increase in property taxes. Approval to make a request to the SBRC for MAG is not equivalent to action on increasing the property tax rate. That type of discussion will come later as the district further discusses the budget issues for FY 2014.

### **Minutes**

Mr. Sweeney moved approval of the application for Modified Allowable Growth as presented, second by Ms. Elsbernd.

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

Nay: None

Motion passed 7-0.

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**Item No. 30****Page 1 of 1****Subject: PRELIMINARY PLANS FOR ADDITIONS AND RENOVATIONS AT HOYT, JEFFERSON, FINDLEY, PARK AVE. AND PLEASANT HILL SCHOOLS****For: INFORMATION****Presentation: None****Contact: Bill Good****Attachments: None**

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

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**Issue:** Preliminary Plans for Hoyt Middle School, Jefferson, Findley, Park Avenue, and Pleasant Hill Elementary Schools additions and renovations.

**Presenters:** None

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

<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 these projects will be addition of classroom space and renovations. Park Avenue renovation will be in the 1970s east wing. All schools will have renovations to eliminate the open classroom areas.

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

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**Item No. 31****Page 1 of 2****Subject: 2013 LEGISLATIVE AGENDA/SERVICES****For: DISCUSSION/ACTION****Presentation: None****Contact: Phil Roeder****Attachments: None**(phillip.roeder@dmschools.org; 242-8153)

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**Issue:** The Iowa General Assembly will convene in January. DMPS should adopt key items to support during the upcoming legislative session as well as a plan to support its agenda.

**Superintendent's Recommendation:** The superintendent recommends the board adopt an improved waiver authority for Iowa school districts as it's legislative priority for 2013, in addition to the agenda adopted by the Urban Education Network (UEN), and authorize the superintendent and staff to work on draft legislative language for this proposal.

In addition, authorize the superintendent to select government relations representation for the school district to work with legislative and executive branch leaders on this issue and to bring a recommendation for approval by the board at its November 27 meeting.

**Background:** The Board has previously advanced a legislative agenda that reflects the concerns not only of public schools generally but, as a member of the Urban Education Network, those important to larger Iowa school districts. Last year, the board adopted a legislative agenda that consisted of the UEN priorities along with additional issues unique to DMPS.

At its October 23 work session, the board discussed focusing this year, in addition to the priorities supported through UEN, on engaging legislators and executive branch leaders to identify ways in which greater flexibility can be provided to large, diverse school districts to better address student achievement. More specifically, this would be to provide better defined "waiver" authority to the Department of Education so that districts such as DMPS have the tools and flexibility to improve student success in a variety of areas. Some examples of possible areas for waivers would include:

- Extend the time and funding for students who need additional ELL support.
- Allow 8<sup>th</sup>-grade students to take high school level courses as a district sees fit.
- Give districts greater flexibility in the use of at-risk funds for student improvements.
- Allow districts to register any student in a Post-Secondary Enrollment Option (PSEO) course, regardless of their Iowa Assessment scores.
- Expand the PE waiver for high school students.
- Exempt a district from the rule requiring designation of one world language as a district's world language.

**Minutes**

Phil Roeder, director of Community Relations, made comments on waiver processes in Iowa and in Ohio and the need to better define exemption procedures, work being done by the Urban Education Network, retaining government relations counsel for the upcoming legislative session.

Ms. Caldwell-Johnson moved the superintendent's recommendation, second by Mr. Jongewaard.

Ms. Elsbernd attended a meeting with the UEN and stated the UEN is essentially proposing the same legislative priorities for the upcoming session. A smaller group will look at the priorities and create more direct, meaningful statements; include additional items such as adequate, equitable funding; and ideas that ISFIS has proposed for funding restructuring. Additional discussion will occur at meetings tomorrow.

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

Nay: None

Motion passed 7-0.

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**Item No. 32****Page 1 of 3****Subject: SUPERINTENDENT SEARCH, MEETING WITH RAY & ASSOCIATES****For: DISCUSSION/ACTION****Presentation: Verbal****Contact: Board****Attachments: None**

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**Issue:** Selecting a superintendent to begin work July 1, 2013.

**Background:** The board appointed an interim superintendent in May in order to conduct a search for a permanent superintendent effective July 1, 2013. The search firm of Ray & Associates has been selected to conduct the search. The board will meet with representatives to review/discuss the following items:

1. Consultant will give a brief introduction and overview of the search process.
2. Determine/discuss any certification/licensure or other legal requirements.
3. Determine the input process—who will be involved
  - a. In developing a profile?
  - b. In the interview process?
  - c. In the first round interviews, second round or neither?
4. Establish a timeline for the superintendent search.
5. Identify the consultant's in-house contact person and the board contact person.
6. Procedures for developing and printing the flyer.
  - a. Discuss the online application form.
7. Approval of all advertisements.
8. Finalize the procedures and services desired by the board.

### **Minutes**

Gary Ray, Linda Brock, Shineda Ray, and Dick Christy were present from Ray and Associates. Mr. Ray provided a basic overview of the steps in their search process beginning with creating a profile, developing a time line and recruiting materials, recruiting candidates, screening candidates, providing written reports on the candidates, working with the board to narrow the list, finalize the interview questions, conduct first round of interviews, then hold second round of interviews with top candidate. Once the board makes their final selection, the firm will negotiate a contract.

Barriers would need to be addressed with the state in order to hire a nontraditional candidate.



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**Item No. 32****Page 2 of 3**

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Mr. Murphy offered that Ray and Associates look for candidates who are licensed, certified, may be a Broad Foundation graduate, and have experience as a superintendent or deputy superintendent.

Mr. Ray stated candidates would have to be able to obtain certification and licensure in the state of Iowa. The board will have an opportunity to look at the draft flyer and finalize the profile following the meetings to be held with various groups at the end of the month. Focus groups were identified as follows with a board member designated to initiate contact with key individuals who would then obtain up to 15 people, residents of the district, to attend:

Employees	Joe Jongewaard
Parents	Cindy Elsbernd
Business Leaders	Connie Boesen
Minorities	Teree Caldwell-Johnson
Students	Dick Murphy
Labor	Bill Howard
Des Moines Neighbors	Pat Sweeney
Community Leaders	Each board member invites 2 people

Additional community input will be obtained through an on-line survey and at a public forum. The focus group and community forum meetings were set for Wednesday and Thursday, November 28 and 29 with specific times and locations for each focus group to be determined.

The deadline for the on-line surveys will be 8 a.m., Friday, November 30. The profile and flyer meeting will be Thursday, December 6 at noon. Material will be sent electronically in advance if possible.

February 21, 5 p.m., will be a closed session to review candidate profiles and finalize interview questions and procedures.

Board members were requested to leave time open February 25 through March 2 for first-round interviews during closed session; as well as the week of March 4 for finalist interviews.

The board will decide later if a coordinator needs to be hired to work with Ray & Associates.

A sheet with advertising options was distributed. Mr. Ray recommends AASA, Education Week, all free sites, LinkedIn, Education America Network, ImDiversity.com, and National Alliance of Black School Educators, in addition to Ray & Associates' web site. A determination on The Des Moines Register is pending.

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**Item No. 32****Page 3 of 3**

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A salary is needed to include in advertising. He likes to list the base salary as “in the range of (a number), plus a comprehensive benefit package. The final salary will be based upon the candidate’s experience and meeting board criteria.”

The salary needs to be competitive for the 2013-14 school year, keeping in mind moving expenses will be a factor. He recommends avoiding add-ons such as annuities and will provide information for the board to determine a competitive salary.