

**DES MOINES PUBLIC SCHOOLS
REGULAR SCHOOL BOARD MEETING
BOARDROOM — 1800 GRAND**

MINUTES

September 18, 2012

PUBLIC FORUM — 5:45 p.m. – 5:54 p.m.

The Board of Directors held a public forum on Tuesday, September 18, 2012, in the boardroom at 1800 Grand; Teree Caldwell-Johnson presiding.

Present: Boesen, Caldwell-Johnson, Elsbernd, Howard, Jongewaard, Murphy, Sweeney
Absent: None

Speakers: Jerry Bradley, 4605 SW 15th Street, Des Moines
Jim Patch, 2803 Stanton, Des Moines

REGULAR MEETING — 6:00 p.m.

The Board of Directors met in regular session on Tuesday, September 18, 2012, in the boardroom at 1800 Grand; Teree Caldwell-Johnson presiding.

Present: Boesen, Caldwell-Johnson, Elsbernd, Howard, Jongewaard, Murphy, Sweeney
Absent: None

APPROVAL OF AGENDA — 6:01 p.m.

Ms. Boesen moved approval of the agenda; second by Ms. Elsbernd.

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

Motion carried 7-0.

APPROVAL OF MINUTES — 6:01 p.m.

Mr. Howard moved approval of the minutes for September 4 and September 7, 2012; second by Ms. Boesen.

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

Motion carried 7-0.

DISTRICT RECOGNITIONS — 6:02 P.M.

Mr. Ahart introduced Heather Anderson, a teacher at Cowles Montessori School, who was named one of five finalists for the Iowa Teacher of the Year award by the Iowa Department of Education. Heather has taught at Cowles since 2004 and has helped

implement a number of physical fitness opportunities for the students including basketball teams, indoor soccer, golf clinics, yoga classes, cheerleading clinics and a running club which helped Cowles win a “Healthiest School in Iowa” award in 2010. Ms. Anderson provided a brief statement.

Walnut Street School third grader Ajani Patton-Amani was invited to the White House and attended First Lady Michelle Obama’s first ever Kids’ “State Dinner.” Fifty-four budding chefs from across the nation were invited to a formal luncheon in the East Room after winning the Healthy Lunchtime Challenge. Ajani was the winner for the state of Iowa with his recipe Yummy Corn Wraps. The winners were chosen by a panel of judges from the organizations that teamed up with Mrs. Obama on the healthy lunch initiative: Epicurious, the U.S. Department of Education and the U.S. Department of Agriculture.

Lincoln High School was recognized as the 2011-12 High School of the Year by Science Bound, Iowa State University’s premier precollege program to increase the number of ethnically diverse Iowa students who pursue degrees in agriculture, science, technology, engineering or mathematics. In addition, Lincoln High senior Yadira Cano was co-awarded as Science Bound Student of the Year. She maintained the highest GPA among seniors in Des Moines Public Schools. Junior Santiago Guerrero, sophomore Nick Parker and freshman Luis Martinez also led their respective grade levels with the highest GPA.

CONSENT ITEMS — 6:08 p.m.

7. Architect Payments	1
8. Construction Payments	3
9. Approval of Contract(s)	6
10. Award of Contract(s) on Bid	7
11. Purchase of Instructional Materials—Humanities; Advanced Placement Human Geography.....	9
12. Personnel Recommendations	10
13. Approval of Bills	11

Minutes

Mr. Howard moved to approve the consent items, including payment of bills previously authorized and certified and reviewed by him in the amount of \$1,845,681.56 and unpaid bills in the amount of \$10,518,283.63; second by Ms. Boesen.

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

Motion passed 7-0

September 18, 2012

Public Hearing and Action — 6:10 p.m.

14. McKee Education Center Window Replacement (passed 7-0) 12

Other — 6:10 p.m.

15. McKee Education Center Window Replacement Award of Bid #B6556 (passed 7-0) 13
16. Impacting Drugs in Schools* 14
17. Establishing Director Districts (passed 7-0) 15
18. Fiscal Year 2012-2013 Budget Update* 16
19. Committee Process* 17
20. Policy 860: Volunteers* 19

A point of privilege was taken by Chair Caldwell-Johnson prior to the election of officers. She was at Moulton and received copies of a magazine published by the Leadership and Learning Center that has a great article about Moulton and the work they have done around data teams. Copies were distributed to the other board members.

She also distributed a draft document from the most recent board retreat on core beliefs and commitment statements. Mr. Roeder is working on this document and will be providing some additional information.

A survey form provided by Cathy Mincberg at the board work session was distributed regarding the superintendent search. Members were requested to complete and return it to Deb Pendleton.

The four proposals from search firms have been distributed to all the board members. Review of the proposals and development of questions will need to be completed soon.

Holding a more formal discussion on retaining a lobbyist for the 2013 legislative session would need to be held soon.

Ms. Caldwell-Johnson will be absent from the October 16 meeting due to the Council of Great City Schools Conference and participation in the training Cathy Mincberg is providing around communication and media strategies for school districts. It has been her pleasure to serve as the Board Chair this last year, working for and with everyone, and feels there is a great opportunity to chart the next chapter for the board and the district with the selection of the next superintendent.

21. Election of Chair and Vice Chair 22

** Information or discussion item – no action.*

REQUESTS FOR INFORMATION — 7:08 p.m. None received.

CHAIR’S REPORT — 7:08 p.m.

Community meetings regarding proposed boundary changes will be held between September 19 and 26.

SUPERINTENDENT'S REPORT — 7:10 p.m.

Mr. Ahart reported additional information about the proposed boundaries can be found on the district's web site and encouraged people to attend one of the meetings and complete the on-line survey.

A work-flow specialist recommended by the Council of Great City Schools and a specialist from SunGard, the software company providing the software being used by the district's Human Resources and Business and Finance departments, are training staff this week on additional modules to the system.

AP Scholar awards were received by 190 DMPS students.

Thanks expressed to all staff for the smooth and positive start of the school year.

ADJOURN — 7:13 p.m.

Item No. 7

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Subject: ARCHITECT PAYMENTS

For: ACTION

Contact: BILL GOOD

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

Attachments: None

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>
<u>BCDM</u>				
Studebaker Elementary Architect App 12 (SWP)	86%	\$241,800.00	\$199,992.00	\$8,424.00
<u>OPN Architects</u>				
Hiatt Middle School Architect App. 12 (SWP)	88%	\$377,700.00	\$311,103.25	\$22,646.25
McCombs Middle School Architect App. 18 (SWP)	93%	\$364,100.00	\$327,960.00	\$9,382.50
Samuelson Elementary Architect App 7 (SWP)	90%	\$12,200.00	\$10,592.40	\$374.10
<u>Baldwin White</u>				
Edmunds Elementary Architect App 19 (SWP)	73%	\$566,500.00	\$394,334.60	\$19,941.46
Hoyt Middle School Architect App 2 (SWP)	3%	\$375,000.00	\$8,550.00	\$3,600.00
<u>Wells + Associates</u>				
Lovejoy Elementary Architect App. 11 (SWP)	94%	\$240,000.00	\$198,192.00	\$26,568.00
Findley Elementary Architect App. 2 (SWP)	11%	\$247,760.00	\$8,681.76	\$17,363.52

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Jefferson Elementary Architect App. 2 (SWP)	10%	\$251,400.00	\$8,798.40	\$17,596.80
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Shive Hattery

Brody Addition Architect App. 8 (SWP)	93%	\$103,540.00	\$79,579.23	\$16,663.19
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Alvine & Associates

Hoover High School Boiler Replacement (SWP) Architect App. 4	93%	\$24,400.00	\$18,036.00	\$4,644.00
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Woodlawn Ed. Center FINAL PAYMENT (SWP)	100%	\$140,625.00	\$133,593.75	\$7,031.25
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RDG Planning & Design

Central Campus Phase 3 Architect App. 8 (SWP)	70%	\$312,741.00	\$215,519.07	\$2,845.63
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Pleasant Hill Elementary Architect App. 1 (SWP)	10%	\$342,000.00	\$0.00	\$32,832.00
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Central Campus Phase 2 Architect App. 20 (SWP)	96%	\$764,737.00	\$719,076.12	\$13,199.22
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TOTAL			\$203,111.92
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Presenters: None**Background:** None**Contact:** Bill Good

Item No. 8

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Subject: CONSTRUCTION PAYMENTS

For: ACTION

Contact: BILL GOOD

Attachments: None

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

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>
<u>Larson & Larson</u> Central Campus Ph. 2 (SWP) GC App 21 Sealed Bid No. B6220	95%	\$8,406,411.00	\$7,978,019.18	\$8,071.27
McCombs School Addition / Renovation (SWP) GC App 12 Sealed Bid No. B6379	94%	\$5,786,116.00	\$4,802,820.36	\$635,236.83
<u>Concrete Tech.</u> North High Parking Lot (SWP) GC App. 4 Sealed Bid No. B6511	95%	\$478,253.00	\$410,610.68	\$43,729.67
<u>Dean Snyder</u> Hiatt Middle School (SWP) - Renovation GC App. 6 Sealed Bid No. B6486	87%	\$6,573,494.00	\$3,698,888.65	\$2,048,713.95
<u>Prostruct</u> Smouse School (Smouse Funds) GC App. 4 Sealed Bid No. B6512	83%	\$962,286.00	\$495,034.55	\$302,718.45

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Edge Commercial LLC

Brody Middle School Addition (SWP) GC App. 5 Sealed Bid No. B6481	67%	\$1,427,222.00	\$715,470.65	\$236,933.80
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Meredith Middle School Renovation (SWP) GC App. 4 Sealed Bid No. B6498	87%	\$5,494,746.00	\$3,387,716.15	\$1,373,478.65
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Rochon Corp.

Lovejoy Elementary Addition / Renovation GC App. 5 (SWP) Sealed Bid No. B6487	91%	\$4,388,344.00	\$2,785,028.05	\$1,225,721.14
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Harding Middle School Renovation GC App. 14 (SWP) Sealed Bid No. B6321	99%	\$4,761,925.47	\$4,689,111.47	\$2,293.09
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DDVI

Central Campus Phase 3 Renovation GC App. 2 (SWP) Sealed Bid No. B6499	39%	\$3,919,732.00	\$885,491.99	\$654,642.97
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Lang Construction

Studebaker Elementary Addition / Renovation GC App. 5 (SWP) Sealed Bid No. B6488	89%	\$4,059,245.00	\$2,545,895.60	\$1,083,286.58
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Bryan Crow Constr.

Samuelson Classroom GC App. 6 (PPEL) Sealed Bid No. B6456	86%	\$197,000.00	\$124,835.70	\$44,841.90
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<u>Waldinger Corp.</u>	95%	\$440,774.00	\$206,603.38	\$212,131.91
Hoover Boilers				
GC App. 3 (SWP)				
Sealed Bid No. B6528				
<u>Two Rivers Glass</u>	95%	\$106,460.00	\$0.00	\$101,137.00
Meredith Windows				
GC App. 1 (SWP)				
Sealed Bid No. B6501				
<u>Stahl Construction</u>	13%	\$10,337,353.00	\$732,008.18	\$608,925.28
Edmunds				
GC App. 3 (SWP)				
Sealed Bid No. B6504				
TOTAL				\$8,581,862.49

Presenters: None**Background:** None**Contact:** Bill Good

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

Contract No. 12-036**Project:** Data Teams Training - Lincoln High School**Contractor:** Leadership & Learning Center**Background:** Leadership & Learning Center consultants will work directly with Lincoln staff and leadership team members. Below is summary of work:

Common Formative Assessments Seminar

- 2-day session with educators of Lincoln High School.
- Estimated 70 participants.

Data Teams and Common Formative Assessments Implementation Coaching Visits

- Three two-day visits held throughout the year to provide job-embedded coaching for Lincoln HS Data Teams and their creation and usage of Common Formative Assessments and to support Lincoln HS leadership in their monitoring of the school's Data Teams and implementation of Common Formative Assessments.

Financial:

Revenues:

Expenses: \$47,527.96

Funding Source: Smaller Learning Communities Federal Grant
GearUP Iowa Grant**Term:** 2012-13 School Year**New or Renewal:** New**Contact:** Bryce Amos, Executive Director of High School Programs
(bryce.amos@dmschools.org; 242-7660)

Item No. 10**Page 1 of 2****Subject: AWARD OF CONTRACT(S) ON BID****For: ACTION****Contact: Various****Attachments: None**

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. Bid B6571 Audiology Assessment Equipment

In order to meet the established elementary school hearing test protocol, the District's audiologist and audiometrist require certain testing equipment to complete screenings.

Midwest Special Instruments Burnsville, MN 7 Items \$ 27,576.72

Bids were examined by the Purchasing & Special Education Departments.

A complete tabulation of the bid is available:

<http://www.dmschools.org/departments/operations/purchasing-central-stores/purchasing/open-proposals/>

16 Bids were sent out, 4 Bids were received, 1 No Bid was received, and 11 did not respond.

Funding Source: Special Education Budget

Contact: Shelly Bosovich, Executive Director
shelly.bosovich@dmschools.org, 242-7714

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B. Bid B6572 PAINTING SERVICES FY 2012-2013

Background: Facility Management requires the use of painting services on an as-needed basis. In order to maximize the district's funds, a bid proposal was released to area providers to secure competitive rates. The result is the selection of one primary and one secondary firm to provide these services when required by the District's facility manager.

Ross Painting, LLC	* Mercer, MO	Primary
Star Painting, LLC	West Des Moines, IA	Secondary
Total		\$100,000.00

* Note: Owner recently moved to Mercer, MO – all workers are located in the Des Moines area.

Bids were examined by the Purchasing & Facility Management Departments.

A complete tabulation of the bid is available: [B6572-Painting-ServicesBidTab.pdf](#)

12 Bids were sent, 4 Bids were received, and 8 did not respond.

Funding Source: Facility Management accounts.

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

Item No. 11**Page 1 of 1****Subject: PURCHASE OF INSTRUCTIONAL MATERIALS — HUMANITIES;
ADVANCED PLACEMENT HUMAN GEOGRAPHY****For: APPROVAL****Contact: Amber Graeber/Tom Ahart****Attachments: None**

(amber.graeber@dmschools.org; 242-7947 / thomas.ahart@dmschools.org; 242-7766)

Issue: Purchase of instructional materials for Advanced Placement Human Geography students. The textbook itself has already been Board approved.

This purchase is required to meet the needs of our increased enrollment in Advanced Placement courses.

- The Cultural Landscape, 10th Edition -Rubenstein

Total value of materials: \$58,298.81

-20% discount provided by publisher
+shipping/handling

Total cost: \$49,437.39

Presenters: None

Funding: FY2013 Curriculum Materials Budget

Item No. 12**Page 1 of 1****Subject: PERSONNEL RECOMMENDATIONS****For: ACTION****Contact: Scott R. Mikesch**
(scott.mikesch@dmschools.org; 242-7972)**Attachments: None**

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

ELECTIONS - GENERAL EDUCATION

Name	Class	Step	Effective Date	Amount
Vandagriff, Stacy	3	11	09/01/2012	\$54,536

MA from Walden University, Minneapolis, MN; Address/West Des Moines, IA; King/5th

Item No. 13

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Subject: LIST OF BILLS FOR APPROVAL

For: ACTION

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

Attachments: None

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.

Item No. 14**Page 1 of 1****Subject: MCKEE EDUCATION CENTER WINDOW REPLACEMENT****For: PUBLIC HEARING****Contact: Bill Good**

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

Attachments: None

Issue: Due to deterioration of existing windows and poor energy efficiency, windows are in need of replacement.

Superintendent's Recommendation: The superintendent recommends that the Board approve the plans and specifications prepared by Larrison & Associates for the window replacement at McKee Alternative Education Center.

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

Background: To correct the poor energy efficiency and deterioration, the windows will be removed and replaced with new windows. Bids were solicited as detailed in Chapter 26 of the Iowa Code. Facility Management will seek Board approval of the lowest responsive, responsible bid at the September 18, 2012, board meeting.

Funding Source: Physical Plant and Equipment Levy

Minutes

The public hearing was called to order at 6:10 p.m. There were no speakers and the public hearing was closed.

Item 14 to approve the plans and specifications of the McKee Alternative Education Center windows was moved by Ms. Elsbernd, second by Ms. Boesen.

AYE: Boesen, Caldwell-Johnson, Elsbernd, Howard, Jongewaard, Murphy, Sweeney
NAY: None

Motion carried 7-0.

Item No. 15**Page 1 of 1****Subject: MCKEE EDUCATION CENTER WINDOW REPLACEMENT
AWARD OF BID # B6556****For: ACTION****Contact: Bill Good**

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

Attachments: None

Issue: Award of contract to replace existing windows.**Superintendent's Recommendation:** The superintendent recommends the contract for the base bid be awarded to the lowest responsive/responsible bidder Reep, Inc., Baxter, Iowa, in the amount of \$320,828.00**Presenters:** None. Bill Good will be present to answer any questions.**Background:** Plans and specifications were prepared by Larrison and Associates with Facility Management. Work will begin on or before November 5, 2012. The project was advertised in The Des Moines Register on August 22, 2012.

- **Base bid:** Replace deteriorated windows.

Funding Source: Physical Plant and Equipment Levy

The district received 3 bids on September 5, 2012. [B6556-McKee-Window-Replacement-Bid-Tabulation.pdf](#). The results are as follows:

Bidder	Base Bid
Reep, Inc. Baxter, IA	\$320,828
Reflections Glass & Mirror, Inc. Ames, IA	\$647,515
Two Rivers Glass and Door, Inc. West Des Moines, IA	\$389,350

Minutes

Mr. Howard moved award of bid number B6556-McKee Window Replacement to Reep, Inc., second by Ms. Boesen.

AYE: Boesen, Caldwell-Johnson, Elsbernd, Howard, Jongewaard, Murphy, Sweeney
NAY: None

Motion carried 7-0.

Item No. 16**Page 1 of 1****Subject: IMPACTING DRUGS IN SCHOOLS****For: DISCUSSION****Contact: Board****Attachments: None**

Issue: Escalating expulsions as a result of drug use and/or possession by students.

Background: There has been an increase in the number of drug-related incidents on school grounds. The district is committed to a zero tolerance policy with regard to drugs on campus and will hear information regarding a possible deterrent to drug use and possession on school property.

Presenters: Judy Bradshaw, Chief, Des Moines Police Department
Daniel C. Voogt, Assistant Polk County Attorney, Bureau Chief of the Polk County Attorney's Office Drug and Gang Bureau

Minutes

Mr. Jongewaard reported that Chief Bradshaw contacted him to report that her schedule would not allow her to attend the meeting tonight. She suggested that district staff research the level of success currently experienced in deterring drugs in the schools and use that data to propose options for additional improvement. She would recommend the superintendent appoint district staff to work with her staff and the county attorney's staff to create a report with data and recommendations. Mr. Ahart will follow-up.

Item No. 17**Page 1 of 1****Subject: ESTABLISHING DIRECTOR DISTRICTS****For: ACTION****Contact: Board****Attachments: None**

Issue: On September 13, 2011, voters approved a ballot measure which requires the Des Moines Independent Community School District to be subdivided into four Director Districts.

Background: The Board adopted, and the Secretary of State's office approved a map which divides the district into four areas, with each representing at least one high school. The Board will establish which of the Director District seats will be on the ballot for the 2013 and 2015 elections.

The Director Districts will be phased-in, with persons elected in 2009 and 2011 serving out their full terms.

Presenters: None

Recommendation: The Board recommends the following election breakdown:

In 2013, four seats will be on the ballot:

- Two at-large
- District 2
- District 4

In 2015, three seats will be on the ballot:

- One at-large
- District 1
- District 3

Minutes

Mr. Murphy moved to approve directors be elected from districts 2 and 4 in 2013 and from districts 1 and 3 in 2015 along with two at-large directors in 2013 and one at-large director in 2015, second by Ms. Boesen.

AYE: Boesen, Caldwell-Johnson, Elsbernd, Howard, Jongewaard, Murphy, Sweeney
NAY: None

Motion carried 7-0.

Item No. 18**Page 1 of 1****Subject: FISCAL YEAR 2012-2013 BUDGET UPDATE****For: DISCUSSION****Contact: Thomas Harper**

(thomas.harper@dmps.k12.ia.us; 242-7745)

Attachments: NONE

Issue: The Board requested a status update in regards to contractual services.

Superintendent's Recommendation: The superintendent recommends the Board review the information to be presented.

Presenter: Thomas Harper

Background: District administration has inventoried and reviewed contractual services as of June 30, 2012. Details on the projected savings of \$525,478.00 from page 16 of the FY 2012-2013 Budget Book will be presented.

Minutes

Mr. Harper distributed a list indicating estimated savings from contracted services for the current fiscal year of over \$710,000. This exceeds the amount projected in the budget book of \$525,000. Staff was diligent in pursuing the best prices during renewal of contracted services. The \$700,000+ is available to be allocated. The handout is a sampling of specific items rebid with significant savings and establishes the base. This process will be continued in the future.

Item No. 19**Page 1 of 2****Subject: COMMITTEE PROCESS****For: DISCUSSION****Contact: Phil Roeder**

(phillip.roeder@dmschools.org/242-8153)

Attachments: None

Issue: The process for appointing members to district committees.

Superintendent's Recommendation: The superintendent recommends the board review information on committee appointments.

Presenter: Phil Roeder

Background: To improve the process and value of school district committees, the Board Chair requested a review of how other public entities appoint committees and ideas for the Board to consider. Some of those committees are appointed by the Board, some by the superintendent, and some function on an ad hoc basis.

The school district has a range of districts to gather counsel and ideas from various sources from the community and within the district.

This presentation is to provide the Board with an overview of some of the practices and standards used by others in appointing committees and ideas for discussion and consideration on how the school district can improve its committee process.

Minutes

Mr. Roeder reviewed the process used by a few other entities in selecting committee members. Highlights included:

- Three committees with best practices in place are the Audit Committee, Citizens Budget Advisory Committee, and the Facilities Advisory Committee.
- The School Improvement Advisory Committee is an example of the opposite. The committee is mandated by state law and was renamed last year. No formal membership occurred and did not receive successful leadership. The Department of Education Accreditation Report cited the district on this committee, but it is being revised and reorganized.
- The state, city, and UEN districts were used as references.
- The state has 160 committees, boards and commissions appointed by the governor and ratified by the senate. Gender balance, political balance, cultural diversity, geographic area, etc., are considerations for determine members.

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- City of Des Moines has a well-organized set of 22 boards and commissions with some specific requirements for membership.
- Some UEN districts don't have a defined list of qualifications or desired qualifications.

Steps for the board:

1. Review what district needs for committees.
2. Require district committees receive board approval.
3. Define membership requirements with regard to experience or expertise.
4. Ensure membership diversity—gender, ethnicity, school grade level, etc.
5. Tie into director districts to ensure all areas of the district are represented.
6. Post information on the district's web site, including application process.
7. Define terms for committees.
8. Establish meeting requirements; e.g., frequency of meetings, attendance.
9. Determine when and how committees report back to the board.
10. Address challenge of finding volunteers.

Discussion focused on having a work session, including whether committees be advisory to staff or to the board, decide soon if a legislative committee should be formed, and ensure all committee members are included in discussions which may mean limiting the size of a committee. Ms. Caldwell-Johnson deferred preliminary work to the Linkage Committee to work with Mr. Roeder to put together the baseline information prior to a work session, audit existing committees, and look at a generic structure as a beginning point.

Item No. 20**Page 1 of 3****Subject: POLICY 860: VOLUNTEERS****For: INFORMATION****Contact: Bryce Amos****Attachments: None**

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

Issue: The district encourages volunteers and feels it is prudent to screen volunteers to maintain safety in our buildings.

Superintendent's Recommendation: The superintendent recommends the board review the proposed change to the current policy on volunteers prior to approval at the next meeting.

Presenters: None

Background: The district conducts background checks on all employees prior to hiring and feels it prudent to conduct at least a basic background search for volunteers who are also in contact with students. The current policy has not been reviewed since fiscal year 2003-04.

Current policy states:

Series 800

Code 860

Title: Volunteers

Volunteers are an important component of a successful school program. All schools are expected to encourage the participation of volunteers.

The Des Moines Independent Community School District will provide a fair, supportive and non-discriminatory environment for all volunteers and will not discriminate against volunteers or prospective volunteers on the basis of age, race, creed, color, sex, marital status, national origin, religion, sexual orientation, or disability. Subject to this policy of non-discrimination, all volunteers serve at the discretion of the appropriate administrator.

Adopted: September 6, 1994; Revised: April 1, 1997

Last review: 2003-04

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Proposed Revision:

The Des Moines Public Schools Board of Directors promotes and encourages the ongoing and active use of volunteers to help further develop parental, community, and civic involvement with school sites while at the same time ensuring an appropriate level of safety and security in our buildings. Volunteers are recognized as an important component of a successful and comprehensive school program design by enriching and expanding the educational opportunities available to the students of the Des Moines Public Schools.

All prospective volunteers must complete a volunteer application and consent to a background check including but not limited to screening for assault, felony convictions, child and dependent abuse charges.

A volunteer is defined as a non-paid person functioning within the policies of the Des Moines Public Schools Board of Directors who shall serve under the immediate supervision and discretion of the professional staff to whom he/she is assigned.

The Des Moines Independent Community School District will provide a fair, supportive and non-discriminatory environment for all volunteers and will not discriminate against volunteers or prospective volunteers on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identify or socioeconomic status.

Minutes

Mr. Amos provided some background on this topic. A survey was conducted last year which identified about 2,000 volunteers assisting in the buildings. A standard background check would be conducted which does not include fingerprinting, and costs approximately \$15 per inquiry. AmeriCorps coordinator Eric Whitney is implementing AmeriCorps and expanding the volunteer program. Research shows that other districts perform background checks on their volunteers. Schools would be provided a master list of approved volunteers. Once the policy is approved, a process will be implemented to communicate with the public, an application will be developed, new software programming will be used to track volunteers. The minimum turnaround time is five days with a 24-hour emergency turnaround. Schools will need to process applications timely with renewals done every three years. There will be guidelines and expectations. They will be required to report offenses just as employees. The process to work with volunteers will not change overnight, but want to implement the change this fall. A volunteer is an unpaid individual functioning within the policies of the school board. Procedures will be

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developed to set parameters for those with student contact such as chaperones, as opposed to booster club volunteers running a concession stand. When companies and agencies allow staff to volunteer in the school, documentation of a background check completed by that company or agency would be accepted. The goal is not to hinder volunteers, but address a school safety issue.

This policy will be brought back to the board for action at the next meeting.

Item No. 21**Page 1 of 1****Subject: ELECTION OF CHAIR AND VICE CHAIR****For: ACTION****Contact: Board****Attachments: None**

Board Policy Code 205 calls for the organizational meeting to be called to order by the board member with the most years of service. The board shall elect a chair and vice chair to serve for one year. The election process shall be by nomination followed by a written ballot with the board member receiving a majority of the votes cast declared elected.

The following oath shall be administered to the chair-elect:

“Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Iowa and that you will faithfully and impartially to the best of your ability discharge the duties of the office of president in the Des Moines Independent Community School District as now or hereafter required by law?”

The following oath shall be administered to the vice chair-elect:

“Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Iowa and that you will faithfully and impartially to the best of your ability discharge the duties of the office of vice chair in the Des Moines Independent Community School District as now or hereafter required by law?”

Minutes

The meeting was turned over to Ms. Boesen as the senior member of the board to conduct the election of the chair.

Dick Murphy was nominated by Ms. Elsbernd. Bill Howard was nominated by Mr. Jongewaard, who respectfully declined. No other nominations were made. Seven ballots were cast as follows:

Mr. Murphy received five votes, Mr. Howard received one vote, and one ballot was not counted as it contained no candidate name.

Ms. Boesen declared Dick Murphy as chair and administered the oath of office.

Mr. Murphy took over as chair and called for nominations for the vice chair. Mr. Howard nominated Cindy Elsbernd for vice chair. No other nominations were received.

Seven ballots were cast as follows:

Ms. Elsbernd received six votes. One ballot was ignored as it contained no candidate name. Mr. Murphy declared Cindy Elsbernd as vice chair and administered the oath of office.