

DES MOINES PUBLIC SCHOOLS
REGULAR SCHOOL BOARD MEETING
BOARDROOM — 1800 GRAND AVENUE
MINUTES
JULY 14, 2009

PUBLIC FORUM – 5:45 p.m.

The Board of Directors met in regular session on Tuesday, July 14, 2009, in the boardroom at 1800 Grand Ave., Ginny Strong presiding.

Present: Strong

Absent: Narcisse, Boesen, Woods, Murphy, Caldwell-Johnson, Link

Speaker: Joe Grandanette, Windsor PE teacher, 637 46th Street

REGULAR MEETING – 6:00 p.m.

The Board of Directors met in regular session on Tuesday, July 14, 2009, in the boardroom at 1800 Grand Ave., Ginny Strong presiding. Ms. Strong introduced Dr. Terrence Martin, attending the meeting on behalf of Dr. Sebring.

Present: Narcisse, Boesen, Woods, Strong, Murphy, Caldwell-Johnson, Link

Absent: None

APPROVAL OF AGENDA

Mr. Narcisse, moved to approve the agenda. Second by Boesen.

Aye: Narcisse, Boesen, Woods, Strong, Murphy, Caldwell-Johnson, Link

Nay: None

Motion carried.

APPROVAL OF MINUTES

Caldwell-Johnson moved approval of the June 16, 2009, minutes. Second by Boesen.

Aye: Narcisse, Boesen, Strong, Murphy, Caldwell-Johnson, Link

Nay: None

Pass: Woods

Motion carried.

CONSENT ITEMS – 6:05 p.m.

7. Architect Payments ----- 1

8. Construction Payments ----- 3

9. Award of Contracts ----- 7

10. Award of Contracts on Bid -----15

11. Change in Contract Amount for Dore and Associates Contracting, Inc. —
 Roosevelt High School Abatement Contract ----- 19

12. Resolution for Procurement Card (P-Card) Program ----- 21

13. Personnel Recommendations ----- 25

14. List of Bills -----29

Ms. Link moved approval of the consent items, including payment of bills, which she reviewed, and were previously authorized and certified by the secretary as paid in the amount of \$6,336,158.61 and unpaid bills in the amount of \$4,851,744.18. Second by Boesen.

Aye: Boesen, Woods, Strong, Murphy, Caldwell-Johnson, Link
Nay: None
Pass: Narcisse
Motion carried.

PUBLIC HEARING 6:10 p.m.

15. Granting a Permanent Easement to Qwest at Windsor Elementary School ----- 31

16. Internet Safety Pursuant to the Children’s Internet Protection Act (CIPA) -----33

OTHER – 6:12 p.m.

17. Revenue Purpose/PPEL Subcommittee Recommendations ----- 37

18. Monitoring Report: Student Achievement (Ends 2) ----- 41

19. Proposed Addition to 500 Series — Dress Code Policy ----- 45

20. Approval of Updated Audit Committee Charter and Updated
 Internal Audit Charter ----- 47

21. Appointment of Audit Committee Member ----- 49

22. Proposed Change to Policy ML 2.2 ----- 51

CHAIR’S REPORT

The Des Moines Educational Foundation is up and running. Their by-laws state the president of the School Board serves as a voting member or the president may appoint a designee. Ms. Strong has appointed Dick Murphy to serve as the designee. She would like to suggest to the Board that Mr. Murphy serve a full year, rather than serve

July 14, 2009

Pending Board Approval

only until September since he has already dedicated so much time serving on that committee. The Board agrees the appointment to the Des Moines Educational Foundation for Dick Murphy will be until September 2010.

The meeting adjourned at 8:40 p.m.

Item No. 7
Page 1 of 1**Subject: ARCHITECT PAYMENTS****For: ACTION****Contact: BILL GOOD**

(harold.good@dmps.k12.ia.us; 242-7734)

Attachments: None**Issue:** Payment of architect/engineer invoices.**Superintendent's Recommendation:** The superintendent recommends the following architect/engineer payments be authorized.

<u>Architect/Engineer and Project</u>	<u>Percent Complete</u>	<u>Estimated Fee</u>	<u>Previous Payments</u>	<u>Current Payment Due</u>
<u>Baldwin White Architects</u> Jackson Elementary School Architect App. No. 13	74%	\$371,430.00	\$267,679.20	\$6,800.00
<u>BCDM Architects</u> King Elementary School Architect App. No. 22	95%	\$457,958.00	\$431,226.88	\$3,833.12
<u>Gould Evans Goodman</u> Roosevelt High School Architect App. No. 17	75%	\$2,128,149.00	\$1,586,150.70	\$14,510.54
<u>RDG Planning & Design</u> Central Campus Architect App. No. 23	86%	\$1,446,111.00	\$1,236,733.35	\$11,023.96
<u>Taylor Ohde Kitchell</u> Program Management App. No. 103	82%	\$19,351,769.00	\$15,655,284.96	\$145,934.11
			Total	\$182,101.73

Presenters: None**Background:** None

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Page 1 of 3**Subject: CONSTRUCTION PAYMENTS****For: ACTION****Contact: BILL GOOD**

(harold.good@dmps.k12.ia.us; 242-7734)

Attachments: None**Issue:** Payment of contractor invoices.**Superintendent's Recommendation:** The superintendent recommends the following contractor and supplier payments be authorized.

<u>Architect/Engineer and Project</u>	<u>Percent Complete</u>	<u>Estimated Fee</u>	<u>Previous Payments</u>	<u>Current Payment Due</u>
<u>Dore & Associates</u> Roosevelt Asbestos Abatement (SALES TAX) Abatement App. No. 01 Sealed Bid No. 5227-09	67%	\$238,066.13	\$0.00	\$160,674.57
<u>Edge Commercial</u> Jackson Elementary School (SALES TAX) GC App. No. 02 Sealed Bid No. 5210-09	9%	\$3,706,254.00	\$68,673.78	\$257,808.40
<u>Elder Corporation</u> Williams Stadium Tuff (PPEL) GC App. No. 2 Sealed Bid No. 5236-09	21%	\$984,999.99	\$94,895.97	\$112,222.55
<u>ESA, Inc.</u> Career Tech Asbestos (SALES TAX) Abatement App. No. 04 Sealed Bid No. 5206-08	67%	\$398,120.00	\$250,642.30	\$33,419.86
<u>IES Menninga</u> Wallace Homestead (SALES TAX) GC App. No. 8 Sealed Bid No. 5162-08	95%	\$925,443.00	\$829,527.65	\$49,643.20

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Wallace Homestead (SALES TAX) RELEASE OF RETAINAGE Sealed Bid No. 5162-08	100%	\$925,443.00	\$879,170.85	\$46,272.15
<u>Larson & Larson</u> Roosevelt High School (SALES TAX) GC App. No. 02 Sealed Bid No. 5226-09	11%	\$17,243,083.00	\$520,886.34	\$1,360,688.34
Miron Construction BP H – Lincoln High School (SALES TAX) FINAL RETAINAGE Sealed Bid No. 5104-07	100%	\$5,691,908.00	\$5,644,918.	\$46,990.00
Neumann Brothers, Inc. Career Tech Exterior (SALES TAX) GC App. No. 5 Sealed Bid No. 5205-08	56%	\$1,961,486.00	\$858,233.80	\$240,140.39
Third Floor and Stair Towers (SALES TAX) GC App. # 3 Sealed Bid No. 5214-09	18%	\$7,996,653.00	\$707,167.65	\$719,729.15
<u>Pro Enviromental</u> Jackson Elementary School (SALES TAX) GC App. No. 2 Sealed Bid No. 5211-09	62%	\$154,400.00	\$10,267.60	\$85,939.81
<u>REEP, Inc.</u> Roosevelt Window Package (SALES TAX) GC App. No. 5 Sealed Bid No. 5194-08	77%	\$1,116,686.00	\$585,731.74	\$274,738.17
<u>Rochon Corporation</u> Roosevelt Fine Arts Addition (FUND RAISING) GC App. No. 4 Sealed Bid No. 5208-09	15%	\$2,513,131.00	\$253,403.05	\$121,638.62

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Russell Construction

King Elementary School (SALES TAX) GC App. No. 12 Sealed Bid No. 5165-08	95%	\$4,889,906.00	\$4,449,491.46	\$195,919.24
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Total \$3,705,824.45

Presenters: None.

Background: None.

Item No. 9
Page 1 of 7**Subject: AWARD OF CONTRACTS****For: ACTION****Contact: Various****Attachments: None**

Contract No. 09-026
Project: Project Connect Mentoring Program**Contractor:** Iowa Department of Public Health

Background: The Project Connect Mentoring Program was awarded the Iowa Department of Public Health Youth Mentoring Grant in July 2008. Due to decreased funding received by the Iowa Department of Public Health from sources funding this grant, the award has been reduced from \$45,000 to \$43,717; a reduction of \$1,283.00.

As a recipient of the grant Project Connect Mentoring Program will provide one-on-one, school-based mentoring for 100 at-risk middle and high school students. The program will match students with caring adults who will meet with students for a minimum of one hour a week. Mentors will work with students to increase school bonding; promote positive social skill development; and reduce the use and/or abuse of alcohol, tobacco, and other drugs. Through this grant the Project Connect program will continue to partner with the Des Moines Area Religious Council (DMARC) and local colleges in order to recruit mentors, who will then receive Substance Abuse Prevention Training by Employee and Family Resources (EFR) Certified Prevention Staff, in addition to other training such as positive youth development, diversity, communication strategies, and conflict resolution.

The revised budget is as follows:

Financial:

Revenues:	\$43,717
Expenses: Contracted Services	\$14,572
Student Enrichment Activities	\$18,000
Mentor Training	\$ 4,000
Supplies	\$ 1,479
Indirect Cost	<u>\$ 5,666</u>
Total Expenses	\$43,717

Funding Source: Iowa Department of Public Health

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Term: July 1, 2008 through June 30, 2009

New or Renewal: Amendment

Contacts: Bryce Amos/Jennifer Farley
(bryce.amos@dmps.k12.ia.us; 242-7660/Jennifer.farley@dmps.k12.ia.us; 242-7890)

Contract No. 09-027

Project: Artful Learning

Contractor: Gettysburg College

Background: The Leonard Bernstein Center for Learning at Gettysburg College is an arts-based school improvement model inspired by the vision of the great American composer, Leonard Bernstein. The model is concept-based and interdisciplinary. Staff at several elementary schools will participate in Level II training of the model.

Financial:

Revenues: \$0

Expenses: \$59,835.00

Funding Source: Title VI Funds

Term: Eight days

New or Renewal: New

Contacts: Tina Jensen/Terrence Martin
(tina.jensen@dmps.k12.ia.us; 242-7871/Terrence.martin@dmps.k12.ia.us; 242-7871)

Contract No. 09-028

Project: APEX Online Learning

Contractor: APEX Learning Inc.

Background: The APEX Online Learning contract will provide to DMPS APEX online learning services, including access to APEX course content, training, and consulting services. The following district schools and programs will have access to

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these services during the 2009-2010 school-year: Hoover, East, Lincoln, Roosevelt, North, Central Campus, Future Pathways, Scavo, Bridges, Orchard Place.

Financial:

Revenues: \$0

Expenses: \$66,180

Funding for this project is provided by a grant from Prairie Meadows in account DWPMTECHZN.

Term: July 2009 through June 2010**New or Renewal:** New**Contact:** Greg Davis

(greg.davis@dmps.k12.ia.us; 242-7773)

Contract No. 09-029**Project:** Leased Space at Orchard Place**Contractor:** N/A

Background: Orchard Place has agreed to lease a portion of its Campus to the Des Moines Public Schools for the purposes of providing educational services to Orchard Place residents. The term shall run from August 1, 2009 through July 31, 2010 for the cost of \$1.00 for the term.

Financial:

Revenues: \$0

Expenses: \$1.00

Term: August 1, 2009 through July 31, 2010**New or Renewal:** Renewal**Contact:** Terrence Martin

(terrence.martin@dmps.k12.ia.us; 242-7871)

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Contract No. 09-030

Project: Cooperative 28E Agreement between the district and the following respective Iowa organizations: St. Augustine; Westminster Preschool; and Grandview Child Development Center, for purposes of providing an early learning environment for four-year-old children whose families choose to access such programs at the above mentioned sites.

Background: The district and the above mentioned organizations desire to provide a high quality learning environment for four year old children in accordance with all the requirements of the Statewide Preschool Program as set forth in Chapter 256C of the Iowa Code and in accordance with the rules of the Iowa Department of Education and the approved application of the district. The cooperative agreement between the district and each of the respective preschools listed above does not require that a separate legal entity or joint board be established.

Financial: The district will pay Westminster and St. Augustine School 70 percent of the state cost per student for the number of enrolled students submitted to the district on October 1, 2009. The district will provide Grandview Child Development Center a certified teacher. The district receives sufficient sums from the State of Iowa to pay such amounts.

Term: The term is from September 2009 through June 2010

New or Renewal: New

Contact: Susie Tallman
(susan.tallman@dmps.k12.ia.us; 242-7725)

Contract: 09-031

Project: Agency Partnership Agreement with the I Have a Dream Foundation

Background: The mission of the I Have a Dream Foundation (IHAD) is to improve the lives of children by providing support for them to graduate from high school. IHAD provides college scholarships for children who successfully complete the program and receive a high school diploma. IHAD is currently working with King Elementary School and its upcoming fourth-grade class to work with staff in supporting the needs of the students. IHAD has identified the need for an additional

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teacher to work with the fourth-grade students who are part of the program and IHAD has approved funding to hire an additional reading support teacher to support this group of students. The reading teacher would be considered a full-time employee of the district and would be supervised and evaluated by the district.

Financial:

Revenues: financial commitment by IHAD to provide funding for one teacher with the option of renewing the funding source annually for up to five (5) years.

Expenses: \$0

Term: July 15, 2009 through June 30, 2009, with the option to renew annually up to five (5) years.

New or Renewal: New

Contact: Connie Cook

(connie.cook@dmps.k12.ia.us; 242-7725)

Contract No. 09-032

Project: Contract for professional services between Employee & Family Resources, Inc. (EFR) and the Des Moines Public Schools.

Background: EFR provides the District with assistive services to its employees through the Employee Assistance Program (EAP) and to its students through the Student Assistance Program (SAP). EAP provides employees with legal assistance, life coaching, accessing legal services, and personal consultation. SAP provides on-going consultation with school administrators, counselors, teachers and nurses regarding intervention with troubled students. Also, EFR provides the District with crisis management services for employees and students.

The contracts for both students and employees will be combined into one contract to provide for discounted pricing of services.

Financial:

Revenues: \$0

Expenses: \$75,000. This figure is an approximation.

Funding Source: Human Resources Budget

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Term: For the fiscal year of July 1, 2009 to June 30, 2010

New or Renewal: Renewal

Contact: Twyla Woods
(twyla.woods@dmps.k12.ia.us; 242-7972)

Contract No. 09-033

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

Background: The district uses the services of One Source through the Iowa Association of School Boards 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: For the fiscal year of July 1, 2009 to June 30, 2010

New or Renewal: Renewal

Contact: Twyla Woods
(twyla.woods@dmps.k12.ia.us; 242-7972)

Contract No. 09-034

Project: To advertise in *The Des Moines Register*.

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

Financial:

Revenues: \$0

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

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Funding Source: Human Resources Budget

Term: For the fiscal year of July 1, 2009 to June 30, 2010

New or Renewal: Renewal

Contact: Twyla Woods
(twyla.woods@dmps.k12.ia.us; 242-7972)

Item No. 10**Page 1 of 3****Subject: AWARD OF CONTRACTS 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 5133-07 for Incidental Office Supplies

Office Depot (Incidental Office Supplies) Est. Award \$ 230,000.00

The vendor has agreed to extend the contract at last year's terms. Incidental office supplies are requested by various sites throughout the district.

This is the second extension.

2008-2009 Estimated Actual \$228,040.03

2007-2008 Estimated Award \$250,000.00

Funds are provided by various account numbers throughout the district when ordered by each department or building.

Contact: Sheila Mason
(sheila.mason@dmps.k12.ia.us; 242-7980)

B. Bid 5230-09 Fencing Materials

Des Moines Fencing Johnston, IA Estimated Award \$50,000.00

Eleven bids were mailed; two bids were received; and nine did not respond.

Funds are provided in facility management account: 23XXFENCE-0450.

Contact: Dave Silver
(david.silver@dmps.k12.ia.us; 242-7700)

C. Bid 5253-09 Auditorium (Partial) Seating — North High School

The North high school auditorium seats approximately 1,700 people. It has no supporting beams in the viewing area. It has a very large stage area and band pit area. Because of these factors, it is a highly-used facility, by the building staff, the district and the community. The seats in the auditorium are original with the building, which makes them more than 55 years old.

With the popular use of this facility, it would compliment the school and the district if the seating comfort was improved by adding new, more comfortable seating to the auditorium.

Iowa Direct Equipment	Cedar Falls, IA	\$30,345.00
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Eighteen bids were mailed; four bids were received; two no bids; and 12 did not respond.

Funds are provided in the following accounts: NRDRAMAPR- 0733 and NROTSCASPR-0733.

Contact: Vincent Lewis
(vincent.lewis@dmps.k12.ia.us; 242-7200)

D. Bid 5172-08 Food Items

Reinhart Foods	Cedar Rapids, IA	Estimated Award	\$3,225,000.00
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The vendor agreed to extend the contract at last year's contract terms with a 4 percent increase. The food items are ordered as needed by the Food & Nutrition programs.

This is the first extension.

2008-2009 Estimated Award	\$3,098,000.00
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Funds are provided in food and nutrition management account 61-8178.

Contact: Sheila Mason/Sandy Huisman
(sheila.mason@dmps.k12.ia.us; 242-7890/sandy.huisman@dmps.k12.ia.us; 242-7636)

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E. Bid 5246-09 Food Service Paper & Plastic Items

National Paper Corp	Omaha, NE	5 items	Est. Award	\$ 43,100.00
Sink Paper	Urbandale, IA	31 items	Est. Award	\$ 81,100.00
Iowa Des Moines Supply	Des Moines, IA	<u>18 items</u>	Est. Award	<u>\$144,500.00</u>
Total		54 items		\$268,700.00

The suggested awards are low bids meeting specifications.

Bids are examined by the Purchasing & Central Nutrition Departments.

A complete tabulation of the bid is available.

Thirty bids were sent out; 11 bids received; three no bids; and 16 did not respond.

Funds available in account Food and Nutrition 61-0610.

Contact: Sheila Mason/Sandy Huisman

(sheila.mason@dmps.k12.ia.us; 242-7980/sandy.huisman@dmps.k12.ia.us; 242-7636)

Item No. 11**Page 1 of 1****Subject: CHANGE IN CONTRACT AMOUNT FOR DORE AND ASSOCIATES CONTRACTING, INC. — ROOSEVELT HIGH SCHOOL ABATEMENT CONTRACT****For: ACTION****Contact: BILL GOOD**

(harold.good@dmps.k12.ia.us; 242-8321)

Attachments: None

Issue: A change in a construction agreement where the cost increase is greater than 15 percent of the original agreement requires approval of the Board of Directors.

Superintendent's Recommendation: The superintendent recommends the Board approve the current change in the Dore and Associates contract on the Roosevelt High School abatement project and that the Board authorize the district Chief Operations Officer to approve future changes that exceed 15 percent of the original contract amount with respect to this project only and to notify the Board of Directors through an informational agenda item in the event future changes are made.

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

Background: The district received bids on March 31, 2009, for the abatement of asbestos for the Roosevelt High School renovation project. The award was made to Dore and Associates Contracting Inc., as it was the low bidder, in the amount of \$212,200.00. The award of bid was approved by the Board of Directors on April 7, 2009. In June 2009, during the abatement process, additional areas of asbestos were discovered that previously had been concealed because demolition work had not yet taken place. A change in the amount of \$25,866.13 (12.19 percent) has previously been executed. Additional work in the amount of \$6,823.48 has been identified and this additional work rises to the 15 percent threshold that requires Board approval. Over the course of the next several phases of asbestos abatement it is anticipated that additional work may be required.

Item No. 12**Page 1 of 3****Subject: RESOLUTION FOR PROCUREMENT CARD (P-CARD) PROGRAM****For: ACTION****Contact: Patti Schroeder**

(patricia.schroeder@dmps.k12.ia.us; 242-8527)

Attachments: None

Issue: Board approval of resolution for Procurement Card (P-card) Program.

Superintendent's Recommendation: The superintendent recommends the Board adopt a resolution authorizing issuance of individual procurement cards.

Background: The district is proposing to move to P-Cards (e.g., limited use credit cards) to help eliminate the need for local purchase orders (LPOs) and reduce the volume of check requests, e.g., individual reimbursements. It is hoped this will reduce the amount of manual processing performed by accounts payable staff and decrease the likelihood of errors. Furthermore, the use of P-cards should expedite the payment of vendors at the point-of-sale and increase efficiencies in the district's procurement cycle while reducing hard costs such as postage and check printing expenditures.

Initially there will be a P-card pilot program involving a small number of employees from a cross-section of departments throughout the district. If the pilot program proves successful, the use of P-Cards will be expanded as appropriate and authorized.

For the last few years, the Iowa Association of School Business Officials (Iowa ASBO) has partnered with the Illinois ASBO to provide P-card services for school districts in Iowa and Illinois. We would like to join this program, as it has been proven to be successful in other Iowa and Illinois school districts.

To begin the process of joining this program, the Board must approve the following resolution. It is estimated it will take at least six months from the approval of the resolution to the start of the pilot program.

**RESOLUTION AUTHORIZING ISSUANCE OF
INDIVIDUAL PROCUREMENT CARDS**

WHEREAS, in accordance with District policy, the Board of Directors of Des Moines Independent Community School District ("District") has authority to purchase goods and services (not otherwise subject to the State's Competitive Bidding law) in an

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amount not to exceed \$25,000 without competitive bids or competitive quotations; and

WHEREAS, for those goods and services subject to the State's Competitive Bidding law the District shall seek competitive bids or competitive quotes when the applicable thresholds are met.

WHEREAS, the costs to individually issue purchase orders and administrate the procurement of individualized purchases for each Employee constitute a significant economic burden on the resources of the District; and

WHEREAS, it is the desire of the Board of Directors to enable each authorized individual Employee to procure authorized supplies for school purposes to facilitate creative pedagogical processes; and

WHEREAS, it is the desire of the Board of Directors to reduce the economic burden on the resources of the District by increasing efficiency and reducing the administrative costs of the District and to respond to the exigencies of the day-to-day operations in accordance with the procurement process as established by the Iowa Code and local District policies and procedures; and

WHEREAS, the Illinois Association of School Business Officials ("Illinois ASBO") has negotiated with the Bank of Montreal, a Canadian-chartered bank with a branch at 115 South LaSalle Street, Chicago, IL 60603, to administer, on behalf of participating school districts and colleges in the State of Illinois and other participating states, a Procurement Card system issued to individual authorized employees of the District with established limits and purposes; and

WHEREAS, the Iowa Association of School Business Officials ("IASBO"), through its own due diligence, has determined there is economic and financial savings and benefits to be gained by its members through their participation in the Illinois ASBO Procurement Card system, and thus, IASBO has agreed to sponsor and endorse this p-Card Program for its members; and

WHEREAS, the Board of Directors recognizes that this Procurement Card program is neither a substitute for public bidding nor the District's existing procurement program, and that the Procurement Card program is not being implemented for the purpose of bid splitting and avoidance of the statutorily mandated public bidding process; and NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Des Moines Independent Community School District as follows:

- ONE: The District administration is authorized to take all actions necessary to participate in the Illinois ASBO Procurement Card program as sponsored and endorsed by the Iowa ASBO.

- TWO: The president and secretary of the Board of Directors are authorized to enter into an Agreement with the Bank of Montreal to secure Procurement Cards for each authorized employee of the District under such terms and conditions as approved by its legal counsel and this Board.

- THREE: As a condition precedent to receiving the Procurement Card, each authorized Employee shall execute a Procurement Card Use Agreement.

- FOUR: As a condition precedent to receiving the Procurement Card, the District's Chief Financial Officer or designee shall establish a monetary limit of authority for each employee's use of the Procurement Card.

- FIVE: As a condition precedent to issuance of a Procurement Card, the Chief Financial Officer or designee may establish in writing purchasing parameters in accordance with law including but not limited to: (a) a listing of goods and services which may be procured using the Card; (b) authorized vendors; (c) daily/weekly/monthly/annual monetary procurement card limits for each individual recipient of the Procurement Card. Individuals shall submit a list of school goods and services to be annually purchased with the card, which shall be approved in writing by the Chief Financial Officer or designee.

- SIX: As a condition precedent to receiving the Procurement Card, each individual shall sign an agreement of indemnity, which is included in the procurement card Staff Agreement.

- SEVEN: Upon receipt and use of a Procurement Card, the cardholder shall submit receipts and such information as requested by the Chief Financial Officer or designee.

Approved this _____ day of _____, 20_____

Ayes:

Nays:

Board President

Item No. 13

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Subject: PERSONNEL RECOMMENDATIONS

For: ACTION

Contact: Twyla Woods
(twyla.woods@dmps.k12.ia.us; 242-7972)

Attachments: 09-032

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

Background:**ELECTIONS - GENERAL EDUCATION**

Name	Class	Step	Effective Date	Amount
Bertness, Emily	2	12	08/20/09	\$47,821

BA Drake University, Des Moines, IA Address: Ames, IA Assignment: Findley/Literacy Leader

Bloom, Kyle	1	1	08/20/09	\$34,331
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BA Simpson College, Indianola, IA Address: Indianola, IA Assignment: Willard/4-5th Grade

Cisna, Kimberly	2	12	08/20/09	\$47,821
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BA University of Iowa, Iowa City, IA Address: Ankeny, IA Assignment: Hoyt/Nurse

Dawson, Cynthia	2	1	08/20/09	\$35,759
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BA Grand View University, Des Moines, IA Address: Bondurant, IA Assignment: Capitol View/ 4th Grade

Garcia, Kristine I.	1	5	08/20/09	\$36,901
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BA from California State University, Fresno, CA; Address/Des Moines, IA; Assignment, Callanan/Math.

Greeno, Catrina	1	1	08/20/09	\$34,331
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BA Graceland University, Lamoni, IA Address: Des Moines, IA Assignment: Cattell/PE (.8) Walnut (.2)

Hallquist, Erin	1	1	08/20/09	\$34,331
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BA Iowa State University, Ames, IA Address: Ames, IA Assignment: Garton/2nd Grade

Laug, Amy	1	1	08/20/09	\$34,331
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BA University of Northern Iowa, Cedar Falls, IA Address: Pella, IA Assignment: Willard/1st Grade

Meyers, Cole	1	1	08/20/09	\$34,331
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BA Drake University, Des Moines, IA Address: Des Moines, IA Assignment: Harding/ELL (.5) Band (.5)

Moffitt, Cassandra	1	1	08/20/09	\$34,331
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BS Northwest Missouri State, Maryville, MO Address: Redfield, IA Assignment: Walnut School/2nd Grade

Owen, Tara	3	12	08/20/09	\$51,176
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BA from University of Northern Iowa, Cedar Falls, IA and MA from Viterbo University, La Crosse, WI, Address/Eikhart, IA; Assignment, Callanan/Dean of Students.

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Pearson, Lee M.	3	1	08/20/09	\$37,829
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BA from Grand View College, Des Moines, IA and MA from Drake University, Des Moines, IA Address/Des Moines, IA; Assignment, McCombs/Business.

Ruiz Angeles, Fabian	1	1	08/20/09	\$34,331
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BA from Iowa State University, Ames, IA; Address/Urbandale, IA; Assignment, Goodrell/Spanish (.5) and Unassigned (.5).

Shearer, Kathryn H.	1	7	08/20/09	\$39,470
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BS from Iowa State University, Ames, IA; Address/Ankeny, IA; Assignment, Hoyt/Family and Consumer Science.

Swenson, Marya	1	3	08/20/09	\$34,331
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BA University of Iowa, Iowa City, IA Address: Des Moines, IA Assignment: Edmunds/In Class Reading (.5) In Class Math (.5)

INTERIM TO CONTRACT - GENERAL EDUCATION

Name	Class	Step	Effective Date	Amount
Bradley, Dwana	5	1	08/20/09	\$40,684

BA Iowa State, Ames, IA MA Drake University, Des Moines, IA Address: Des Moines, IA Assignment: Stowe/In Class Reading

Evans, Jennifer	1	1	08/20/09	\$34,331
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BA University of Iowa, Cedar Falls, IA Address: West Des Moines, IA Assignment: Mann/Head Start

Hockman, Dustin	1	1	08/20/09	\$34,331
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BA Emporia State University, Emporia KS Address: West Des Moines, IA Assignment: Edmunds/ELL (.5) King/ELL (.5)

Hudson, Stephanie	1	1	08/20/09	\$34,331
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BA University of Northern Iowa, Cedar Falls, IA Address: Norwalk, IA Assignment: McKinley/Pre School

Van Dorin, Eric	1	9	08/20/09	\$42,111
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BA Central College, Pella, IA Address: Des Moines, IA Assignment: Monroe/ELL (.5) Oak Park/ELL (.5)

Wright, De Angela	1	1	08/20/09	\$34,331
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BA Drake University, Des Moines, IA Address: Des Moines, IA Assignment: Howe/In Class Reading

ELECTIONS - SPECIAL EDUCATION

Humke, Sarah E.	1	1	08/20/09	\$34,331
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BA from University of Northern Iowa, Cedar Falls, IA; Address/Ankeny, IA; Assignment, Findley/Behavior Disabilities.

INTERIM TO CONTRACT - SPECIAL EDUCATION

Colemon, Victor L.	1	1	08/20/09	\$34,331
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BS from Drake University, Des Moines, IA; Address/Des Moines, IA; Assignment, North/Multicategorical.

RESIGNATION

Name	School, Position	Effective Date	Reason
Bjorkgren, Nathan	Cattell, PE	06/05/09	New job
Bown, Angela	Willard, Counselor	06/05/09	Personal
Hilderth, Janet	Disability	06/05/09	Personal
Morris, Mindy	Findley, Behavior Disabilities	06/05/09	Personal
Warren, Andrea	Harding, ELL	06/05/09	Moving

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ADMINISTRATOR APPOINTMENT

Name	Position	Amount	Effective Date
Guest, Susan F.	Administrator, Early Childhood Programs	\$91,522	07/01/09

Masters Degree in Counselor Education, Drake University, 1990. Bachelors Degree in Elementary Education, University of Northern Iowa, 1983. Experience: Principal, Smouse Opportunity School, 2001-present; Challenging Behavior Interventionist, Student Services, 1997-2001; Special Education Consultant, Student Services, 1993-2001. Address: Des Moines, IA.

Item No. 14

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Subject: LIST OF BILLS FOR APPROVAL

For: ACTION

Contact: Patricia Schroeder
(patricia.schroeder@dmps.k12.ia.us; 242-8527)

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. 15**Page 1 of 1****Subject: GRANTING A PERMANENT EASEMENT TO QWEST AT WINDSOR
ELEMENTARY SCHOOL****For: PUBLIC HEARING/ACTION****Contact: Bill Good**

(harold.good@dmps.k12.ia.us; 242-8321)

Attachments: None

Issue: Qwest Corporation is requesting the granting of a permanent easement for telecommunications equipment placement and upgrades. Qwest will pay the Des Moines Public Schools \$1,500 for the improvements to the easement at Windsor Elementary School, 5912 University Ave, Des Moines, Iowa and legally described as follows:

Lot 1 in Windsor Place, and official plat, City of Des Moines, as according to the Plat of Record filed in Book 10497 Page 320, Polk County, Iowa.

The easement description: A parcel of land described as the East 15.0 feet of the West 142.42 feet of the South 20.0 feet of said Lot 1. See attached "Exhibit 'A' & Exhibit 'B.'"

Superintendent's Recommendation: The superintendent recommends the Board approve the granting of a permanent telecommunications equipment easement at Windsor Elementary to Qwest Corporation.

Background: On June 16, the Board of Directors approved a resolution to hold a public hearing. As required by law, the Notice of Public hearing was published on June 29, 2009.

Minutes

Ginny Strong opened the public hearing. There being no speakers, she closed the public hearing. Ms. Strong asked Associate Superintendent Terrence Martin to introduce the matter.

Dr. Martin introduced the matter stating the superintendent recommends the Board approve the granting of a permanent telecommunications equipment easement at Windsor Elementary to Qwest Corporation.

Mr. Narcisse moved to grant the permanent easement at Windsor. Second by Woods.

Aye: Narcisse, Boesen, Woods, Strong, Murphy, Caldwell-Johnson, Link

Nay: None

Motion carried.

Item No. 16**Page 1 of 3****Subject: INTERNET SAFETY POLICY PURSUANT TO THE CHILDREN'S INTERNET PROTECTION ACT (CIPA)****For: PUBLIC HEARING/ACTION****Contact: Greg Davis**
(greg.davis@dmps.k12.ia.us; 242-7773)**Attachments: None**

Issue: Adoption of an Internet Safety Policy as required by the Children's Internet Protection Act.**Presenters:** None. Greg Davis will be present to answer any questions.**Recommendation:** The superintendent recommends that the Board approve the proposed Internet Safety Policy.**Background:** The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program — a program that makes certain communications technology more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA. More recently, Congress enacted additional protections for children using the Internet. Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy and technology protection measures in place. The following proposed policy was developed by E-Rate to address the policy compliance requirements of CIPA.

Internet Safety Policy Des Moines Public Schools

Introduction

It is the policy of Des Moines Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.*

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Des Moines Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Des Moines Public Schools staff to educate, supervisor and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Department or designated representatives.

Adoption

This Internet Safety Policy was reviewed and approved by the Board of the Des Moines Public Schools at a public meeting, following normal public notice on July 14, 2009.

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Minutes

Ginny Strong opened the public hearing. There being no speakers, she closed the public hearing and asked Associate Superintendent Terrence Martin to introduce the matter.

Dr. Martin introduced the matter stating the superintendent recommends the Board approve the proposed Internet Safety Policy.

Ms. Boesen moved the Board approve the Internet Safety Policy. Second by Murphy.

Aye: Narcisse, Boesen, Woods, Strong, Murphy, Caldwell-Johnson, Link

Nay: None

Motion carried.

Item No. 17**Page 1 of 4****Subject: REVENUE PURPOSE/PPEL SUBCOMMITTEE RECOMMENDATIONS****For: DISCUSSION/ACTION****Contact: Connie Boesen/Teree Caldwell-Johnson/ Jeanette Woods** **Attachments: 09-033**

(boesendmia@aol.com; 266-7063/teree56@yahoo.com; 287-3123/dsmjwoods@aol.com; 240-2854)

Issue: Consideration of the recommendations made by the Revenue Purpose/PPEL subcommittee with respect to the timeline of when these issues would appear on the ballot and suggested language for the Revenue Purpose Statement.

Presenters: The members of the subcommittee will be present to address questions. In addition, Bill Good will provide a brief overview of the impact the passage of the proposed Revenue Purpose Statement would have on the district.

Background: At the June 16, 2009, meeting of the Board of Directors, Ginny Strong appointed Teree Caldwell-Johnson, Jeanette Woods, and Connie Boesen to serve on a subcommittee whose charge was twofold: (1) to consider the timeline for placing the Revenue Purpose Statement and the Physical Plant and Equipment Levy (PPEL) on a ballot; and (2) to recommend proposed language for the Revenue Purpose Statement. Additional members of the subcommittee included Joel Doyle, Bill Good, Patricia Schroeder, and Beth Nigut, the committee met twice to analyze, discuss and make recommendations regarding these issues.

Recommendations: The subcommittee recommends that the Board take the following action: (1) approve placing the Revenue Purpose Statement on the September 8, 2009, ballot; (2) approve the proposed language of the attached Revenue Purpose Statement; and (3) place the Physical Plant and Equipment Levy on a future ballot yet to be determined.

Minutes

Speakers: Jerry Szumski, 2705 39th St.
Nancy Stillians, 1604 24th Pl.

Bill Good, COO, presented a brief overview of the impact of the Revenue Purpose Statement.

Ms. Caldwell-Johnson asked Beth Nigut to explain the sequence of events that will take place with regard to scheduling a vote.

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Ms. Nigut explained the key issues the subcommittee discussed when they met. She stated the date of June 30, 2010, is critical because that is the date the Schools First money ends. If a revenue purpose statement is not in place at that time, then the district would receive \$15 million as opposed to \$22.5 million. The other critical point is if there is a vote and the measure fails, there has to be a six-month waiting period before it can be put on another ballot. If the vote is on the September 8, 2009, ballot and it fails, it would not be available to come before the voters again until April 2010. There is another special election date available in February 2010, but if it came before the voters at that time and failed, there is not another date before June that would be available to bring before voters. The other consideration is the cost of a special election, if that were necessary. Also, if this is on the September 8, 2009 ballot, language for the revenue purpose statement needs to be turned into the election office by July 31, 2009. Ms. Nigut reiterated if the Revenue Purpose Statement is not in effect by the date the current one-cent sales tax for the district ends, June 30, 2010, the district will be in receipt of the lower amount for the duration which is 2029.

Ms. Link shared her concern that September 8, 2009, is too soon to put this to a vote. There is not enough time to educate the public.

Ms. Caldwell-Johnson stated she understands the sentiment about the lack of time for the Board to get this on the ballot, however, a greater concern of the committee was the impact of the lack of time if it doesn't pass the first time. She believes the recommendation the subcommittee is making advances the opportunity for the district to have multiple options. She also pointed out that pairing this with a school board election gives the Board more opportunity to educate the public and encourage people to get out and vote.

Leigh McGivern, Director of Board and Community Relations and Legislative Liaison, was introduced and shared what the subcommittee talked about in regard to getting information to the public.

Mr. Narcisse shared his concern that the statement on the ballot needs to be specific.

Mr. Murphy commented the statement needs to be simplified and the vote is simply asking people if they want to see the renovations continue and bring all our schools into the 21st century. He feels the specifics are not as necessary. He also stated there will be a building oversight committee overseeing these projects.

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Ms. Boesen feels the district needs to move forward on this.

Ms. Nigut commented that most of the neighboring school districts have passed a revenue purpose statement.

Mr. Narcisse commented he would like take the challenge of getting the word out to the public on how important it is to get this passed.

Ms. Link questioned why the statement “to provide funds that my be used for purposes as now or hereafter permitted by law and designated by the Des Moines Independent Community School District” needed to be included.

Ms. Nigut responded this is language that has been taken from code sections that allow schools flexibility in using the money for any lawful purpose. She stated this language has been included in other districts’ revenue purpose statements. The money has to conform to the uses that are specifically allowed by statute.

Ms. Link also questioned whether the district will have the money to complete these projects.

Mr. Good responded the district would have funds available based on the district’s projections.

Ms. Link asked for an explanation of the plans for Edmunds, downtown parking, and the early learning expansion.

Mr. Good responded the plans include a new building for Edmunds and future purchases of parking space opposed to leasing. He also explained there will be a committee that will be looking forward to further expansion of early childhood education in the community and the district wants to be able to support their potential initiatives with infrastructure dollars.

Ms. Caldwell-Johnson suggested the Board take action on the revenue purpose statement and then the Board agree by consensus that the PPEL be placed on another ballot at a later date.

Ms. Caldwell-Johnson moved the Board proceed with placing the revenue purpose statement on the September 8, 2009, ballot, along with the language as proposed by the subcommittee. Second by Woods.

Aye: Narcisse, Boesen, Woods, Strong, Murphy, Caldwell-Johnson, Link

Nay: None

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Motion carried.

Ms. Strong stated the Board will have a special meeting on Tuesday, July 21, 2009, at 6 p.m. in the boardroom. This will be a formality as the Board will have the document at that time to approve.

The Board also reached consensus that PPEL will be taken up at a future Board meeting and it will be on a future ballot yet to be determined. Expiration of the current PPEL is not until 2011.

Item No. 18**Page 1 of 3****Subject: MONITORING REPORT: STUDENT ACHIEVEMENT****For: DISCUSSION/ACTION****Contact: Barb Adams/Crista Carlile/
Jo Ellen Latham****Attachments: 09-031**

(barbara.adams@dmps.k12.ia.us; 242-7875/crista.carlile@dmps.k12.ia.us;
242-7335/joellen.latham@dmps.k12.ia.us; 242-7568)

Issue: Board Governance Policy 3.4 — Monitoring Superintendent Performance includes a schedule relative to a report on Ends — Student Achievement: Learning, Growth and Development that requires an annual report. This report addresses Subsequent Ends Priority No. 2: Graduates demonstrate knowledge and understanding of a rigorous curriculum and this addendum completes the presentation of data related to spring 2009 ITBS and ITED testing, and additional assessment data regarding mathematics and reading progress.

Superintendent's Recommendation: The superintendent recommends the Board receive, discuss, and take action on the annual report on Ends — Student Achievement.

Presenters: Debbie Caldwell, Mike Szymczuk and John Tompkins.
Barb Adams, Crista Carlile and David Johns will be available for questions.

Background: The Board adopted Policy Governance on November 21, 2007, which included a schedule of monitoring reports. The Ends report on Student Achievement Priority No. 2 is included as Attachment 09-028. This initial Ends report establishes current status; future reports will detail progress made.

Board Management Delegation 3.3, Delegation to the Superintendent

Accordingly:

The Board will develop and maintain *Ends* policies instructing the Superintendent to achieve certain results, for certain recipients at a specified worth or priority. These policies will be developed systematically from the broadest, most general level to more defined levels. All issues that are not Ends issues as defined here are Means Issues.

Minutes

Speaker: Alan Young, DMEA President

Debbie Caldwell, Mike Szymczuk and John Tompkins presented the monitoring report.

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Ms. Link stated her concern on comparison statistics of students on free- and reduced-lunch and students who do not qualify for that program.

Ms. Boesen asked about testing of students classified as special education.

Ms. Caldwell stated that all students, with very few exceptions, are given ITBS or ITED tests and students classified as special education are given accommodations, but they are tested at their grade level.

Ms. Caldwell-Johnson commented the district and the Board need to be very concerned about reading comprehension and some of the data presented in this report. Changes need to be made to bring some of these scores up.

Ms. Strong asked Dr. Martin to explain some of the things the district is changing to address the achievement gap.

Dr. Martin addressed the issue by stating Dr. Sebring is a visionary in the area of academic performance. She has had many conversations about where the district is and where it needs to be going. He presented a list of actions the district is taking, actions that will continue and new initiatives on the horizon for the district. Barb Adams is working on a new K-5 math adoption series. The district also is piloting a new math adoption for the high school level. The district has professional development on how to integrate math concepts into various areas. Jo Ellen Latham is working with the literacy initiative within the district. Response to Intervention is a statewide federal mandate the district is looking at that monitors individual student progress in these core areas and has built in interventions, strategies, and support services to deal with the individual academic needs of students. He stated closing the achievement gap goes beyond the school district. Research indicates health issues and socioeconomic issues can contribute but it is the responsibility of the school district to do what can be done to provide support. He commented Bryce Amos is taking measures toward dropout prevention. One of the things Mr. Amos has provided to the district is early at-risk indicators that would identify students at an early stage. The district has professional development and best instructional practices online for ELL. The district is enhancing its early childhood services and extended learning opportunities. He commented the achievement gap is not a Des Moines Public Schools issue, but a national issue. It takes a collective effort on the part of the Board, teaching staff, and administration to address the needs of students in this district.

Ms. Link shared her concern that parents need to take more responsibility in their child's education.

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Mr. Narcisse agreed that parents need to become more involved in their education and commented the district needs to hire staff that will engage the parents in their child's education. The district needs to invest in strategies that hold parent's accountable.

Mr. Murphy clarified the Board has asked the curriculum department to provide information on what the district is going to do differently and they have provided information on programs that will take place next year. After looking at scores, he also discovered that the majority of the district's students on free- and reduced-lunch are also bi-lingual/bi-cultural students. One of the district's goals is global awareness and the district is doing very well in that area, however, when these kids are learning English as their second language, reading scores will be low. Mr. Murphy feels this is a very good report — much improved over what has been done in the past and aligned with the Ends Statements. It goes back to our policy governance where the Board has set a schedule, the Board and staff are aware of what the Board is asking, and the information is getting to the Board so the Board can establish policies.

Ms. Strong stated the Board will take action tonight to accept the academic achievement report on the Ends Priority No. 2, graduates demonstrating knowledge and understanding of a rigorous curriculum. She feels the district is taking significant steps to address issues.

Ms. Caldwell-Johnson asked if there was a system in place to track students who have had preschool experience vs. students who have not and how that affects their academic proficiency in testing.

Ms. Boesen responded there is a system that was put in place when the district received the Harkin Grant. Assessment was a critical component when the district received this grant. This is being done now and those students can be monitored throughout their academic career. Ms. Caldwell-Johnson asked for some of this information to be included in the next monitoring report.

Ms. Boesen moved to accept the monitoring report. Second by Woods.

Aye: Narcisse, Boesen, Woods, Strong, Murphy, Caldwell-Johnson, Link

Nay: None

Motion carried.

Item No. 19**Page 1 of 2****Subject: PROPOSED ADDITION TO 500 SERIES — DRESS CODE POLICY****For: ACTION****Contact: Beth Nigut**
(elizabeth.nigut@dmps.k12.ia.us; 242-7837)**Attachments: None**

Issue: Proposed addition of a dress code policy to the 500 series**Presenters:** None. Beth Nigut will be present to answer any questions.**Recommendation:** The superintendent recommends that the Board approve the proposed dress code policy.**Background:** The 500 series is set to be reviewed during the upcoming school year. An initial review of the 500 series revealed that DMPS does not currently have a district policy regarding dress code standards. The intent of a dress code policy is to provide an additional mechanism of keeping students focused on academics. The following proposed dress code policy would provide the basic standards with which students would comply. Individual buildings may then establish their own dress code requirements that would adhere to the standards set forth in the board policy.

Proposed Dress Code Policy to be included in the 500 series:

The Board believes that a dress code policy will help enhance the learning environment of our schools. Inappropriate student appearance can cause a material and substantial disruption to the school environment or present a threat to the health and safety of students, personnel, and visitors on school premises.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct is disallowed.

Building principals, in conjunction with the superintendent or his or her designee and in collaboration with community stakeholders, may develop dress code requirements regarding this policy.

Minutes

Mr. Narcisse moved to approve the dress code policy. Second by Boesen.

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Ms. Caldwell-Johnson requested in the future, when there is a policy that needs to be amended, the Board needs to be clearer about the intent. Her concern was the timing of amending the dress code policy and the move to implement uniforms in two of our schools. Her concern was not dress code or uniforms in general but in this particular case, she felt somewhat deceived (maybe too strong of a word) that this policy came before the Board when it did, recognizing there was something else that would potentially happen. She recognizes that several years ago Hiatt talked about implementing a dress code but that did not get the support to allow that to happen. Ms. Caldwell-Johnson suggested if the Board wants to advance a policy and there is something else going to take place as a result of the policy, the Board needs to be very clear and up front.

Ms. Strong stated she feels this was coincidental, as the first time Hiatt proposed the uniform policy, there was not funding available. Each school may, as some of our schools already do, develop their own dress code policy without the district having an umbrella policy.

Ms. Nigut recalled the new discipline code the Board approved in May. The new policy speaks to violations of any dress code provisions and that is what prompted the district to review the 500 Series and look at a dress code policy.

Mr. Murphy also recalled a previous Board meeting that two middle school principals attended and both commented on a dress code policy and had been working on a dress code for some time. He also stated he had mentioned to Ms. Nigut at that time he would like to see something district-wide that applies to all of the schools.

Ms. Caldwell-Johnson clarified it is important to the public there never be a suggestion that the Board was anything other than deliberate about what the Board was doing. In this particular case, the perception becomes the reality.

Aye: Narcisse, Boesen, Woods, Strong, Murphy, Caldwell-Johnson, Link
Nay: None
Motion carried.

Item No. 20**Page 1 of 1****Subject: APPROVAL OF UPDATED AUDIT COMMITTEE CHARTER AND
UPDATED INTERNAL AUDIT CHARTER****For: ACTION****Contact: Joseph Green**
(joseph.green@dmps.k12.ia.us; 242-7685)**Attachment: 09-030**

Issue: Approval of revised charters for the Audit Committee and Internal Audit.**Presenter:** Steve Laudick.**Superintendent's Recommendation:** The audit committee and superintendent recommend the Board approve updates to the charters for the audit committee and internal audit.**Background:** Board Policy Code 217, as revised, states that the audit committee and internal audit functions shall be guided by Board-approved charters. The audit committee is responsible for reviewing, updating, and obtaining Board approval of said charters.

Recently, the committee revised the charters, making them consistent with current citations and references in the Government Auditing Standards, Board Policies Codes, and district job titles. In addition, the committee revised the Audit Committee Charter to provide for the appointment of up to five members. The revisions are highlighted on the attachment.

Minutes

Steve Laudick briefed the Board on this issue. The audit committee is removing a Board representative from the voting membership of the audit committee however, the committee would like to continue to assign a Board member to the audit committee to serve as a conduit of information between the School Board and the audit committee. This would reduce the number of voting members to three, so the committee would like to increase the number of voting members to five. In addition to the one member from the Iowa Society of CPAs, one member from the Institute of Internal Auditors and one member from the business community, they would like to add two at-large members from the community — people who meet the other requirements, being independent from the Board and either living in the school district or having children attending the school district.

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Ms. Strong questioned the part of the report that states “the member shall serve three-year terms, corresponding with Board elections.” The Board is not on three-year terms so that section of the statement “corresponding with Board elections” can be deleted. The consensus of the Board was to delete that section.

Mr. Murphy clarified the audit committee is a committee of the Board to report to the Board and would agree to adding two people to the committee and the Board member on the committee be a liaison.

The consensus of the Board was adding two more members to the committee is a good idea.

Ms. Caldwell-Johnson moved to approve the updated Audit Committee Charter. Second by Boesen.

Aye: Narcisse, Boesen, Woods, Strong, Murphy, Caldwell-Johnson, Link
Nay: None
Motion carried.

Item No. 21**Page 1 of 1****Subject: APPOINTMENT OF AUDIT COMMITTEE MEMBER****For: ACTION****Contact: Joseph Green**
(joseph.green@dmps.k12.ia.us; 242-7685)**Attachments: None**

Issue: Appointment of audit committee member.**Superintendent's Recommendation:** The superintendent recommends the Board approve the appointment of Ms. Barbara Hildebrandt to the district's audit committee. Ms. Hildebrandt would serve for a three-year term ending September 2012.**Presenter:** Steve Laudick.**Background:** Board Policy Code 217, as revised, requires the audit committee to be guided by a Board approved charter. The current charter provides for the appointment of up to five voting members to the committee, including:

1. One person who is a member of the Iowa Society of CPA's.
2. One person who is a member of the Institute of Internal Auditors.
3. One person who is a representative of the business community.
4. Two at-large members of the community.

The members serve three-year terms. In addition, an appointee of the Board of Directors attends committee meetings as an ex-officio non-voting member.

Currently, there are two at-large vacancies on the committee. The audit committee has selected Ms. Barbara Hildebrandt to fill one of the vacant membership positions. Ms. Hildebrandt currently serves as secretary of the Des Moines City PTA and was referred to the committee by the president of that organization

Minutes

Ms. Boesen moved to approve the appointment of Ms. Barbara Hildebrandt to the audit committee. Second by Murphy.

Aye: Narcisse, Boesen, Woods, Strong, Murphy, Caldwell-Johnson, Link
Nay: None
Motion carried.

Ms. Strong reminded Mr. Laudick to bring this issue back to the Board as soon as the committee finds another representative to serve.

Item No. 22

Page 1 of 1

Subject: PROPOSED CHANGE TO POLICY ML 2.2

For: DISCUSSION /ACTION

Contact: Board

Attachments: None

Issue: Changing ML 2.2 to delete the word “volunteers” because ML 2.1 “Treatment of Students/Public/Volunteers” already deals with the treatment of volunteers and it is redundant to include “volunteers” in both policies.

Board Chair Recommendation: The Board Chair recommends the Board approve the change in ML 2.2 to delete the word “volunteers.”

The proposed change to ML 2.2 is as follows:

With respect to the treatment of [volunteers and](#) employees, the superintendent shall not cause or allow conditions that are unsafe, unhealthy, unfair or unprofessional.

Accordingly, pertaining to staff, he/she shall not:

1. Operate without a written personnel manual, approved by legal counsel, which clarifies personnel rules for employees, provides for effective and timely handling of complaints and grievances, and protects against wrongful conditions.
2. Retaliate against an employee for reporting to management or to the Board of Directors acts or omissions by personnel, management or the Board of Directors that the employee believes, in good faith and based on credible information, constitutes a violation of state or federal law or a governing policy of the Board.
3. Prevent staff from appealing a complaint to the Board when (1) all internal complaint procedures have been exhausted *and* (2) the employee provides a substantive and credible allegation that Board policy has been violated. This policy does not apply to grievances as contemplated under the respective collective bargaining agreements governing the Des Moines Education Association union and the American Federation of State, County and Municipal Employees union as grievances under those contracts follow contractual provisions and state law.
4. Fail to acquaint staff with this policy, and the superintendent’s interpretations of their protections under this policy.

Minutes

Ms. Strong introduced the change to Management Limitation 2.2. Both 2.2 and 2.1 provide for volunteers to be part of that monitoring report and the Board is

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recommending deleting the word “volunteers” from 2.2 and including it in 2.1.

Mr. Narcisse moved to make the recommended change. Second by Murphy.

Aye: Narcisse, Boesen, Woods, Strong, Murphy, Caldwell-Johnson, Link

Nay: None

Motion carried.

Meeting adjourned 8:40 p.m.