

**DES MOINES PUBLIC SCHOOLS**  
**REGULAR SCHOOL BOARD MEETING**  
**CITY BOARDROOM — 400 ROBERT D. RAY DRIVE**  
**MINUTES**  
**OCTOBER 4, 2011**

**PUBLIC FORUM — 5:45 p.m.**

The Board of Directors held a public forum on Tuesday, October 4, 2011, in the city hall boardroom at 400 Robert D. Ray Drive; Teree Caldwell-Johnson presiding.

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

Speakers:

Brittney Reed; 2238 SE Park Ave. – College Prep Day  
Jim Patch; 2803 Stanton – State educational reforms  
Steve Barnes; 614 Virginia Ave. – Welcome to new Board members

**REGULAR MEETING — 6:00 p.m.**

The Board of Directors met in regular session on Tuesday, October 4, 2011, in the city hall boardroom at 400 Robert D. Ray Drive; Teree Caldwell-Johnson presiding.

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

**APPROVAL OF AGENDA — 6:00 p.m.**

Mr. Howard moved approval of the agenda with Item No. 12 moved from 'Consent' to 'Other'; second by Link.

Roll call vote:

Aye: Boesen, Caldwell-Johnson, Elsbernd, Howard, Link, Murphy, Sweeney  
Nay: None  
The motion carried, 7-0.

**APPROVAL OF MINUTES OF SEPTEMBER 20, 2011.**

Ms. Link moved approval of the minutes of September 20, 2011; second by Boesen.

Aye: Boesen, Caldwell-Johnson, Elsbernd, Howard, Link, Murphy, Sweeney  
Nay: None  
The motion carried, 7-0

**DISTRICT RECOGNITIONS — 6:05 p.m.**

Dr. Sebring recognized Emily Bollinger, an English teacher at Roosevelt High School who coordinated the publication of a compilation of essays by her English I students from last year entitled, *We Shall Overcome: Stories of Perseverance*. Ms. Bollinger introduced the following students who were among the contributors to the book: Malik Shavers, Carvona Henderson, Zoe Parry and Torie Davis.

Ms. Caldwell-Johnson recognized Felipe Gallardo who was presented with a plaque to acknowledge his service as a member of the Board between the resignation of Margaret Buckton last year and the recent election on September 13. Ms. Link was also presented with a plaque for her service as the Vice-Chair of the Board last year.

**CONSENT ITEMS — 6:10 p.m.**

7. Construction Payments -----	1
8. Contracts for Approval -----	3
9. Award of Contracts on Bid -----	5
10. Final Acceptance Bid no. 62176, Cowles Montessori Window Replacement -----	7
11. Sale of Property 1401 East 12 <sup>th</sup> Street -----	9
<b>12. Proposed Addition to 700 Series — Security Cameras in Schools &amp; Buses -----</b>	<b>11</b>
13. Continuous Learning Calendars: Capital View, Downtown, Moulton, River Woods -----	15
14. Special Education Delivery System Work Group -----	17
15. Audit Committee Membership -----	19
16. Personnel Recommendations -----	21
17. List of Bills for Approval -----	23

Minutes

Mr. Murphy moved approval of the consent items minus Item No. 12, including payment of bills previously authorized and certified by the secretary and reviewed by him and Bill Howard as paid in the amount of \$3,845,950.20 and unpaid bills in the amount of \$2,246,160.57; second by Boesen.

Aye: Boesen, Caldwell-Johnson, Elsbernd, Howard, Link, Murphy, Strong

Nay: None

The motion carried, 7-0.

**OTHER — 6:15 p.m.**

18. Hoover Northwest Recreation Complex -----	25
19. Changes in Rules Governing Senior Year Plus -----	27
20. Monitoring Report 2.2; Treatment of Faculty & Staff -----	29

**REQUESTS FOR INFORMATION — 8:15 p.m.**

Ms. Boesen suggested organizing a panel discussion as a means of developing a response to the governor's recently unveiled proposals for education reform.

**CHAIR'S REPORT — 8:20 p.m.**

Ms. Caldwell-Johnson summarized the process by which the Board will develop proposed map(s) for submission to the Secretary of State in accordance with the ballot measure adopted by voters on September 13. That measure requires election of Board members from each of four Director Districts to go with three at-large members, an arrangement which will be phased in beginning in 2013. Ms. Caldwell-Johnson solicited the public's input on two draft maps which will be publicized on the district's website, via district-wide e-mail and at a series of three public forums to be held simultaneously on October 13 at different locations. She explained that the Board felt its submission deadline of October 24 precluded the formation of a citizens' advisory committee but stressed the Board's desire for community feedback before anything is formally submitted to the state.

**SUPERINTENDENT'S REPORT — 8:25 p.m.**

Dr. Sebring reported on the third annual Reach Out to Dropouts walk which took place on September 24 and thanked those members of the Board who participated. She also reminded everyone to plan on walking for 12 minutes at midday on October 7 as part of the Healthiest State Initiative, an event in which many of the district's schools are planning to participate.

**ADJOURN — 8:30 p.m.**

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

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

**Attachments: None**

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**Issue:** Payment of contractor invoices.**Superintendent's Recommendation:** The superintendent recommends the following contractor and supplier payments be authorized:

<u>Contractor</u>	<u>Percent Paid</u>	<u>Estimated Fee</u>	<u>Previous Payments</u>	<u>Current Payment Due</u>
<b><u>Munro Construction</u></b>				
Woodlawn Education (SWP)	100%	\$2,180,485.00	\$2,071,460.75	\$109,024.25
RETAINAGE RELEASE				
Sealed Bid No. B6238				
<b><u>Reflections Glass</u></b>				
Woodlawn Education (SWP)	100%	\$322,653.00	\$306,520.35	\$16,132.65
RETAINAGE RELEASE				
Sealed Bid No. B6200				

**TOTAL \$125,156.90****Presenters:** None**Background:** None



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**Item No. 8****Page 1 of 2****Subject: CONTRACTS FOR APPROVAL****For: ACTION****Contact: Various****Attachments: None**

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**Contract No. 11-061****Project:** Early Reading First**Contractor:** Mid-Continent Research for Education and Learning (McREL)

**Background:** In 2008 the district was awarded an Early Reading First grant from the federal government. The program is designed to fund the implementation of literacy best practices in the early childhood classroom. Over the course of the past three years the grant has served staff, students and families in 19 grant classrooms spread across 10 schools. Dr. Helen Aphthorp of McREL is the external evaluator on the project. The grant was approved to enter a fourth year no-cost extension and we need to extend the services of our external evaluator to cover the fourth year.

**Financial:**

Revenues: \$0

Expenses: \$69,000

**Funding Source:** Early Reading First**Term:** November 2011–November 2012**New or Renewal:** Renewal**Contact:** Susie Guest & Thomas Ahart

(susan.guest@dmps.k12.ia.us; 242-8424;(thomas.ahart@dmps.k12.ia.us; 242-7725)

**Contract No. 11-062****Project:** Special Education**Contractor:** Heartland AEA 11

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**Background:** Each year the Des Moines Independent Community School District enters into an agreement with Heartland AEA 11 whereby the AEA reimburses the district for authorized special education support personnel.

The purpose of the agreement is to establish the terms and conditions under which the district will be provided support services from the AEA.

The original contract was entered into on February 16, 1981. The current contract began July 1, 2010.

**Financial:**

Revenues:	\$13,672,643
Expenses:	\$13,672,643

**Term:** One year

**New or Renewal:** Renewal

**Contact:** Shelly Bosovich, Executive Director  
(shelly.bosovich@dmps.k12.ia.ua; 242-7714)

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**Item No. 9****Page 1 of 1****Subject: AWARD OF CONTRACT ON BID****For: ACTION****Contact: Dave Silver**

(david.silver@dmps.k12.ia.us: 242-7700)

**Attachments: None**

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

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

**Background:** Facility Management was granted Board approval to purchase a hybrid vehicle at the April 5, 2011 meeting using the State of Iowa contract. However, since that time difficulties in procuring the vehicle made it necessary to rebid the item. After reviewing all proposals the Facility Management and Purchasing departments recommend the bid be awarded to Gabus Ford, Des Moines, IA.

**A. B6407 4 x 4 Security SUV**

Gabus Ford	Des Moines, IA	1 item	<u>\$ 20,331.55</u>
Total			\$ 20,331.55

**Funding Source:** Facility Management accounts

The suggested award is the low bid meeting specifications.

A complete tabulation of the bid is available online at  
<http://www.dmps.k12.ia.us/Departments/Purchasing/OpenProposals.aspx>

13 bids were sent out; 3 bids were received and 10 did not respond.





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**Item No. 10**

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**Subject: FINAL ACCEPTANCE OF BID NO. B6176 —  
COWLES MONTESSORI SCHOOL — WINDOW REPLACEMENT**

**For: ACTION**

**Contact: BILL GOOD**  
(harold.good@dmps.k12.ia.us : 242-8321)

**Attachments: None**

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

**SCHOOL:** Cowles Montessori School

**PROJECT:** Window Replacement

**CONTRACTOR:** REEP, Inc.

**CONTRACTED AMOUNT:** \$ 275,651.00

**CONTRACT BALANCE:** \$13,782.59



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**Item No. 11**

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**Subject: SALE OF PROPERTY — WALLACE ELEMENTARY  
1401 EAST 12<sup>th</sup> STREET**

**For: ACTION**

**Contact: Bill Good**

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

**Attachments: None**

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**Issue:** Default on sale of property located at 1401 East 12<sup>th</sup> St. known as Wallace Elementary, Des Moines, IA 50321 to the Imagination Station, Inc.

**Superintendent's Recommendation:** The superintendent recommends the Board continue to pursue the sale of the property at 1401 East 12<sup>th</sup> St.

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

**Background:** Since January, 2010 the district has been actively marketing this property.



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**Item No. 12****Page 1 of 3****Subject: PROPOSED ADDITION TO 700 SERIES/SECURITY CAMERAS IN SCHOOLS AND BUSES****For: ACTION****Contact: BILL GOOD**

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

**Attachments: 11-039**

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**Issue:** Proposed addition to the 700 series policy and procedures regarding security cameras in schools and buses.

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

**Superintendent Recommendation:** The superintendent recommends the Board approve the proposed changes to the 700 Policy/Procedures series regarding security cameras in schools and buses.

**Background:** According to Administrative Policy Series 200 Code 221, it is the responsibility of the superintendent or his/her designee to ensure that administrative policies are reviewed and to bring any new or revised policies to the attention of the boards. The proposed addition to the 700 series was presented to the Board for discussion on September 20, 2011.

The addition is primarily to maintain compliance with Iowa law and to bring the administrative policies in line with the Board's Management Limitations and Ends Statements.

Minutes

Ms. Link moved approval of the proposed addition to the 700 series policy; second by Murphy.

Speaker: Rossi Frith; President of local AFSCME; 1229 15<sup>th</sup> St.

Ms. Frith said she feels the proposed changes should be negotiated via collective bargaining to the extent they pertain to district bus drivers.

Pat Lantz, the district's General Counsel, said there generally can be no reasonable expectation of privacy for a public employee in the course of doing their job. Privacy during break periods is another matter but she deferred to Mr. Good, the district's Chief Operations Officer, as to whether or not school bus drivers may be considered to be on a break while sitting on an idle bus with a security camera still running.

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Mr. Good said drivers often get off of the buses during breaks just to stretch their legs after prolonged sitting. He said the district generally believes the more public spaces like buses and school hallways are monitored the safer those spaces are for everyone and suggested it might be possible to have bus cameras turn off when the vehicle does instead of continuing to run for a few minutes.

Ms. Lantz said the primary reason for the cameras is student safety, not employee surveillance, and noted that cameras have been installed on the district bus fleet for several years already.

Mr. Good pointed out that full disclosure of the cameras' presence is part of the proposed policy changes. He emphasized that the district wants everyone concerned to know they are there.

Mr. Howard suggested a change in wording of the proposed policy to the effect that none of the cameras is for the purpose of evaluating staff job performance. He thinks the presence of the cameras becomes a temptation to use them for other than expressed purposes.

Ms. Boesen said she thinks students and employees both are protected by the presence of cameras and that the proposed changes amount to prudent updating of policy to reflect what's become standard practice.

Mr. Sweeney asked if the audio and video components of the camera systems are separable.

Mr. Good said the district's experience has been that having audio in addition to video is helpful in investigating allegations.

Mr. Murphy said he thinks the bus cameras protect drivers from false student accusations.

Dr. Sebring mentioned there has been discussion at the state level of requiring that school buses be equipped with both internal and external camera systems.

Mr. Good said DMPS buses are presently equipped only with cameras inside but he can imagine the utility of external ones at student drop-off areas, for instance. He also noted the district has more than 400 security cameras currently installed in different facilities and vehicles and that none of the few personnel with access to their recordings has either the time or the inclination to monitor them. They are strictly for purposes of deterrence and investigation in the event of an incident or allegation.

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Ms. Caldwell-Johnson asked about the retention of the camera tapes.

Mr. Good said they are retained for 14 days.

Ms. Caldwell-Johnson reviewed the semantic changes in the proposed policy that Mr. Howard had suggested and there was a consensus in favor of them.

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

Nay: None

The motion carried, 7-0.





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**Item No. 13****Page 1 of 1****Subject: CONTINUOUS LEARNING CALENDARS AT CAPITAL VIEW  
ELEMENTARY, DOWNTOWN SCHOOL, MOULTON ELEMENTARY AND  
RIVER WOODS ELEMENTARY FOR 2012-2013****For: ACTION****Contact: Tina Jensen**

(tina.jensen@dmps.k12.ia.us; 242-7871)

**Attachments: 11-037**

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**Issue:** Request permission from the Board to seek a waiver from the Iowa Department of Education (DOE) for continuous learning calendars at Capitol View Elementary, Downtown School, Moulton Elementary and River Woods Elementary.

**Superintendent's Recommendation:** The superintendent recommends the Board authorize the waiver request for the 2012-2013 school year.

**Presenters:** None

**Background:** The DOE requires calendar waivers for individual schools to be submitted to their office during the preceding school year.

The Downtown School, Moulton, River Woods and Capitol View are seeking a waiver to sustain their continuous learning calendar through the 2012-2013 school year.

Staff, parents and community review and discuss these calendars and their benefits annually.



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**Item No. 14****Page 1 of 2****Subject: SPECIAL EDUCATION DELIVERY SYSTEM WORK GROUP****For: ACTION****Contact: Shelly Bosovich****Attachments: None**

(shelly.bosovich@dmps.k12.ia.us; 242-7981)

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**Issue:** Approval of the Special Education Delivery System Work Group**Superintendent's Recommendation:** The superintendent recommends the Board approve the personnel and parents who will participate in the review of the Special Education Delivery System.**Presenters:** None.**Background:** The Iowa Administrative Rules of Special Education (Iowa Code, Title VII, Chapter 41) were revised in October 2007. Prior to this revision the state defined the special education service delivery models and school districts aligned their services accordingly. Each district is now required to create its own service delivery model for students aged 3 to 21 who are eligible for special education services and supports.

In 2009, the district's Special Education Delivery System was developed and approved. Following the state's accreditation visit this past spring, it is an opportune time to review this plan. Board action is needed to approve the personnel (administrators, general education teachers, special education teachers and special education support staff), Heartland AEA representative and parents who will participate in the review of this delivery system.

The participants in the Special Education Delivery System Work Group include 7 teachers, \*9 parents, 7 administrators, 1 Heartland AEA representative and 2 special education support staff as follows:

Shelly Bosovich, Executive Director of Special Education  
Doug Calaway, Principal, Callanan Middle School  
Kathie Claussen, Vice Principal, East High School  
Boston Frielinger, Hiatt General Education Teacher  
Susan Geels, Special Education Supervisor  
Susan Gill, Parent Educator Connection  
Susan Hope, Special Education Supervisor  
Kelly Jo Hotchkiss, Brubaker General Education Teacher  
Lynne Hoyt, Special Education Supervisor  
Amy Jacobson, East High School General Education Teacher  
Barry Jones, Principal, Windsor Elementary School  
Laurie Kolstead, Special Education Support Teacher  
Michelle LaBlanc, Meredith ELL Teacher

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Jan Mackey, Parent Educator Connection  
Lynda O'Meara, Liaison to DHS  
Marjorie Proffitt, Special Education Support Teacher  
Mike Szymczuk, Heartland AEA  
Alicia Washburn, ECSE Teacher  
Gina West, Special Education Consultant

\*Parent names are not included due to confidentiality, as publication may identify their child as receiving special education services.

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**Item No. 15****Page 1 of 2****Subject: AUDIT COMMITTEE MEMBERSHIP****For: ACTION****Contact: Nancy Sebring**

(superintendent@dmpa.k12.ia.us; 242-7766)

**Attachments: 11-038**

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**Issue:** Membership of the Audit Committee.

**Superintendent's Recommendation:** The superintendent recommends the Board accept the recommendation to appoint Lori Fenton to the Audit Committee as the representative of the Institute of Internal Auditors. The superintendent also recommends the board accept the resignation of Barbara Hildebrandt and approve Ken Zinkula as a temporary member of the Audit Committee until such time as the Board selects a replacement.

**Presenters:** None

**Background:** There shall be a committee of the Board of Directors (Board) to be known as the Audit Committee. The committee is organized as a permanent citizens' committee comprised of up to five members. The members will be appointed by the Board and will be judged to be independent of the management of the district and free of any relationship that, in the opinion of the Board, would interfere with their exercise of independent judgment as a committee member. Additionally, members of the committee shall reside within the boundaries of the school district or have children that attend Des Moines Public Schools. The voting members shall be comprised as follows:

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

The members shall serve three-year terms. New appointments and the appointment of a chairperson shall be approved by the Board at the first meeting in October or as necessary.

An appointee of the Board of Directors will attend committee meetings as an ex-officio, non-voting member.

The term for Ken Zinkula expired in September 2011. He has served two terms as the representative for the Institute of Internal Auditors and did not wish to serve a third

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term. The Central Iowa Chapter of the Institute of Internal Auditors has recommended Lori Fenton to replace Mr. Zinkula. Her credentials are as follows:

Ms. Lori Fenton is a Certified Internal Auditor (CIA) and Certified Financial Services Auditor (CFSA) and has been member of the IIA since 1998 when she joined the Internal Audit team at ING until 2002. Following that, she served as the Assistant City Auditor for Glendale, AZ; provided Internal Audit services for KPMG in Des Moines, IA; and most recently was the Head of Audit for Aviva USA. Ms. Fenton is currently a director with Aviva's Financial Controls Group and helps oversee and execute the company's financial reporting controls program. Ms. Fenton has been a resident of Des Moines since 1999 and currently lives in the Drake neighborhood.

On September 20, 2011, Barbara Hildebrandt submitted her resignation effective October 3 from the committee due to a conflict with a new position she has accepted with the City of Des Moines. Ms. Hildebrandt's term as an at-large member of the community expires in September 2012. In order to ensure a quorum, Mr. Zinkula has graciously offered to temporarily serve for Ms. Hildebrandt until a replacement can be appointed. The Board will need to find a replacement for Ms. Hildebrandt. There are two other openings on the committee—one for the business community and a second at-large member of the community—that also need to be filled.

The appointment of a chair has been deferred until the next meeting of the Audit Committee on December 9, 2011.

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**Item No. 16**
**Page 1 of 1****Subject: PERSONNEL RECOMMENDATIONS****For: ACTION****Contact: Scott R. Mikesch****Attachments: None**

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

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

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

Name	Class	Step	Effective Date	Amount
Scheck, Kristashea	1	1	09/19/11	\$38,761

BA from Simpson College, Indianola, IA; Address/Norwalk, IA; Assignment, Hoyt/Academic Support Lab.

**ELECTIONS-SPECIAL EDUCATION**

Name	Class	Step	Effective Date	Amount
Gross, Alyson	1	1	10/03/11	\$38,761

BA from Grand View University; Address/Madrid, IA; Assignment, Weeks/Multicategorical.

Trimble, Stacy	1	1	09/19/11	\$38,761
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BA from Grand View College, Des Moines, IA; Address/Des Moines, IA; Assignment, South Union/Multicategorical.

**RESIGNATION**

Name	School, Position	Effective Date	Reason
Long, Terri	Samuelson, Kindergarten	10/07/11	Personal





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**Item No. 17**

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**Subject: LIST OF BILLS FOR APPROVAL**

**For: ACTION**

**Contact: Thomas Harper**

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

**Attachments: None**

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



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**Item No. 18****Page 1 of 1****Subject: HOOVER NORTHWEST RECREATION COMPLEX****For: ACTION****Contact: Board****Attachments: None**

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**Issue:** Whether the Hoover Northwest Recreation Complex should be renamed the Connie S. Cook Recreation Complex.

**Presenters:** None. A three-member panel of the Board will present the information to the Board members. Doug Wheeler, Principal at Hoover High School will be available to answer questions. Mr. Wheeler submitted a proposal to the panel detailing the highlights of Ms. Cook's contributions to the district, and specifically to Hoover High School.

**Background:** Board policy code 740 establishes the requirements for naming school facilities.

#### Minutes

Mr. Murphy reported that a Board subcommittee comprised of him, Mr. Sweeney and Mr. Howard had met with Mr. Wheeler to review his proposal. Mr. Murphy also solicited input on the proposal from a sampling of the Hoover community and found them all in support of the idea. He said one person had suggested that school facilities not be named in honor of someone except posthumously but district policy does not prohibit renaming after living persons. The subcommittee's unanimous recommendation was in support of Mr. Wheeler's proposal.

Mr. Murphy moved renaming of the Northwest Recreation Complex to the Connie S. Cook Recreation Complex; second by Boesen.

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

Nay: None

The motion carried, 7-0.

Ms. Caldwell-Johnson announced that the formal renaming of the facilities will take place during the Hoover-North football game scheduled for October 21 and Mr. Murphy noted that Mr. Wheeler had invited all Board members to be present and take part in the ceremony.



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**Item No. 19****Page 1 of 2****Subject: CHANGES IN RULES GOVERNING SENIOR YEAR PLUS****For: INFORMATION****Contact: Tom Ahart**

(tom.ahart@dmps.k12.ia.us; 242-7725))

**Attachments: None**

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**Issue:** Iowa Department of Education (DOE) rules governing dual credit course offerings.

**Background:** The DOE has mandated that districts offering courses where students may earn high school and college credit simultaneously must establish a mechanism for demonstration of proficiency as a condition for enrollment in such courses.

Also, districts must designate a guaranteed world language for their high schools, offering and teaching years one and two and offering years three and four in that language, a requirement that is expected to negatively impact the number of students eligible for college credit (5<sup>th</sup> year) in the designated language.

Board approval for specific proposals in these two areas will be sought at the October 18, 2011 meeting.

#### Minutes

Mr. Murphy said this is a case where the law mandates an inequity since students enrolled in non-designated world languages will in effect be able to earn college credits at lower levels than students enrolled in the designated language. Similarly, depending on which languages districts designate, students in one district may earn college credit in a foreign language at a level where students taking the same level of the same language in another district may not. He also objected to the DOE requirement that students must demonstrate proficiency in reading, science **and** math as a condition for enrollment in dual credit classes in **any** area.

Mr. Ahart, the district's Associate Superintendent, said the Board will be presented with an alternative proficiency mechanism at its next meeting which will be designed to make dual credit course enrollments more flexible and enable more students to take advantage of the district's Career & Tech Center at Central Campus.

Mr. Murphy said issues like this illustrate the need for more "home rule" for school districts in Iowa where the interests of diverse, urban districts like Des Moines do not always coincide with the interests of small, rural districts.

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Mr. Ahart said that he and his counterparts from other districts in the Des Moines metro area have been meeting with lobbyists, community colleges and state officials to express concerns unique to districts of certain profiles. He said this matter results from the DOE's reinterpretation of longstanding provisions in the Iowa Code about dual credit classes. He said there are legitimate cases to be made for other interpretations of the provisions.

Ms. Caldwell-Johnson asked if this issue had implications with regard to a presentation the Board received at its last meeting on the expansion of the Advanced Placement program in DMPS.

Mr. Ahart responded that anything which serves to suppress the level of dual credit enrollments is likely to have negative impact given the extensive research on positive correlations between any level of dual credit coursework in high school and post-secondary outcomes.

Ms. Link asked if the district has to apply for a waiver to the state's dual credit proficiency requirement.

Mr. Ahart said he anticipates state approval of the modified proficiency mechanism for DMPS which will be submitted upon its adoption by the Board.

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**Item No. 20****Page 1 of 4****Subject: MONITORING REPORT FOR MANAGEMENT LIMITATION 2.2:  
TREATMENT OF FACULTY/STAFF****For: DISCUSSION/ACTION****Contact: Scott R. Mikesh**

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

**Attachments: 11-036**

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**Issue:** Board Governance Policy 3.4 — Monitoring Superintendent Performance includes a schedule relative to monitoring reports that requires an annual monitoring report on Management Limitation 2.2 — Treatment of Faculty/Staff.

**Superintendent's Recommendation:** The superintendent recommends the Board receive, discuss, and take action on the annual monitoring report for Management Limitation 2.2 — Treatment of Faculty/Staff.

**Background:** The Board adopted Policy Governance on November 21, 2007, which included a schedule of monitoring reports. The report on Management Limitation 2.2 — Treatment of Faculty/Staff is included as Attachment 11-036.

Management Limitation 2.2 states: With respect to the treatment of volunteers and employees, the superintendent shall not cause or allow conditions that are unsafe, unfair, or unprofessional.

Accordingly, pertaining to staff, the superintendent shall not:

1. Operate without a written personnel manual, approval 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 and the American Federation of State, County, and



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Municipal Employees unions 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

Speaker:

Rossi Frith; 1229 15<sup>th</sup> St., President of AFSCME, noted for the record her concern that tests which job applicants are sometimes subjected to be representative of the requirements of the position for which they are applying. She suggested most job descriptions in the district are in need of update. With regard to the KEYS Survey of instructional staff which Mr. Mikesch cited in his report, she expressed hope that similar instruments can be developed for all district employee groups. Finally, she thinks the district should consider expanding employee training in emergency procedures such as CPR.

Ms. Boesen said she would like to see a component added to this monitoring report designed to ensure that employee performance reviews are being conducted in a timely fashion throughout the district.

Mr. Murphy said he thought some of the data gleaned from the KEYS Survey for inclusion in the report seemed out of context and therefore hard to interpret.

Dr. Sebring said this is the first time the district has administered the KEYS Survey so the instrument is still being learned. She said the data collected from it this year will serve as a baseline for comparison going forward.

Mr. Mikesch pointed out the KEYS data can be isolated on a school-by-school basis which will enable some fairly precise follow-ups by HR as patterns emerge.

Ms. Elsbernd thinks more widespread staff training in emergency procedures is advisable and also would like to see more in-depth data in regard to employee discrimination grievances.

Mr. Mikesch, who was just hired during the summer, said he intends to expand on current elements of this annual monitoring report and supplement them with others in the future.

Mr. Howard wants to make sure that supervisory staff are trained properly for evaluation of subordinates and are using current, appropriate standards.

Ms. Caldwell-Johnson asked if there were a consensus on the Board for inclusion in next year's report of a summary of district performance evaluations and there was. She asked Mr. Mikesch his overall impression of the format for this report as a means of measuring superintendent compliance in the area[s] it covers.

Mr. Mikesch said he thinks it has been adequate but he plans to strengthen it given more time in his position. He plans to make future reports not only more useful in comparing the district to itself, but also better instruments for benchmarking against other districts with similar profiles.

Ms. Link mentioned, for the benefit of new Board members and new administrators alike, that any ideas which may carry price tags need to be brought forward as early as possible given the Board's budget planning cycle.

Dr. Sebring said, with regard to some of the concerns voiced by Ms. Frith, that there are ongoing discussions at the administrative cabinet level aimed at expanded professional development opportunities for non-certified staff.

Ms. Caldwell-Johnson asked for an explanation of what is meant by "unreasonable inequality" in the context of a school district.

Mr. Mikesch and Dr. Sebring explained that there are some apparent inequalities inherent in district operations, citing the example of grants which may go to one school based on eligibility criteria that another does not meet. They said the goal must be to minimize inequities that are preventable and not inadvertently create any at the level of policy-making.

Ms. Caldwell-Johnson asked about the costs associated with background checks on prospective employees.

Dr. Sebring said those services had been performed by an agency contracted with the Iowa Association of School Boards but since the district is no longer a member of IASB alternative providers are being explored.

Mr. Mikesch said the Board previously set aside funding to cover any hike in the costs of background checks that may be incurred as a consequence of leaving IASB.

Ms. Caldwell-Johnson wondered how the district stacked up in comparison to others in terms of the overall results of the KEYS Survey.

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Dr. Sebring said she thinks the results were generally quite positive, especially since the survey was administered to the district's teachers in the midst of a period of budget cutting when various cost-cutting measures might be expected to negatively impact employees' assessment of their working conditions. She said the survey is distributed under the auspices of the National Education Association (NEA) which compiles and analyzes the data at no additional cost so she anticipates consulting with NEA for interpretation as the district continues to use the survey. She also suggested the Board might want to conduct a future work session solely on the topic of KEYS data interpretation as opposed to getting the data piecemeal in the different monitoring reports that are submitted throughout the year, an idea in support of which a consensus was voiced.

The Board deferred any formal action on the report until the next regularly scheduled meeting on October 18, 2011.