

**DES MOINES PUBLIC SCHOOLS
REGULAR SCHOOL BOARD MEETING
AND WORK SESSION
1800 GRAND, MULTI-PURPOSE ROOM
TENTATIVE AGENDA
JUNE 4, 2013**

APPROX. TIME	ITEM	POLICY REF.	STATUS
5:45 p.m.	Public Forum 1. Call to Order 2. Roll Call	GP 1.0	
6:00 p.m.	Regular Meeting 3. Call to Order 4. Roll Call 5. Approval of Agenda 6. Approval of Minutes — May 21, 2013	GP 1.3	Action
6:03 p.m.	District Recognitions		
6:25 p.m.	Consent Items 7. Contract for Approval 8. Award of Contracts on Bid 9. Award of Bid No. B6748 Mitchell Education Center Student Drop Off 10. Change in Contract Amount ESA, Inc. Studebaker Asbestos Abatement—Quote Q6507 11. Harding Masonry Restoration 12. Central Nutrition Center (CNC) Freezer Addition 13. FY 2013-2014 Fee Schedule 14. Insurance and Risk Management Services 15. Late Requests for Open Enrollment Under the Iowa Open Enrollment Law 16. Personnel Recommendations 17. List of Bills for Approval	GP 1.3	Action
6:30 p.m.	Other 18. Demographic Study	ML 2.8	Discussion
7:20 p.m.	Items of Privilege 19. Chair's Report 20. Superintendent's Report	GP 1.4	Information

June 4, 2013

Following regular meeting	Work Session Governance Policy <ul style="list-style-type: none">• Belief Statements• Expectations Monitoring Report Content Discussion <ul style="list-style-type: none">• Student Achievement (internal)• Treatment of Students	GP 1.2	Discussion
9:30 p.m.	Adjourn		

Board of Directors meetings are televised live on DMPS-TV; Mediacom Channels 85 and 97.3

For more information on agenda topics or to schedule an opportunity to speak to the Board, call 242-7713.

 Persons with disabilities who need information about accessibility or who need sign or language interpreters, please contact Sarah Taylor at 242-8162. Individual hearing/listening assistance devices are available in the multi-purpose room at the Information Table.

Item No. 7**Page 1 of 1****Subject: CONTRACT FOR APPROVAL****For: ACTION****Presentation: None****Contact: Bill Good**
(harold.good@dmschools.org; 242-8321)**Attachment: None**

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

Contract No. 13-025**Project:** Equipment Insurance Program for Multifunctional Copiers**Contractor:** Specialty Underwriters Group, LLC**Background:** Insurance for equipment repair is available to school districts under the Equipment Insurance Program provided by Specialty Underwriters Group, LLC

The policy for Des Moines Public Schools supports the cost of replacement parts and the labor to repair the multifunctional copiers. The policy covers July 1, 2013 through June 30, 2013. Payments are made quarterly over a twelve month period. A small percentage of the repairs are not covered under the policy due to the type of replacement or damage; therefore an additional 25,000 will be added to the purchase order to enable the district to reimburse SU for work performed and not covered.

Financial:

Revenues: \$0

Expenses: \$356,000

Funding Source: Management Fund

Term: FY 2014**New or Renewal:** Renewal**Contact:** Dan Warren
(dan.warren@dmschools.org; 242-7993)
Nick Lenhardt
(nicholas.lenhardt@dmschools.org; 242-7745)

Item No.	8	Page 1 of 3
Subject:	AWARD OF CONTRACTS ON BID	
For:	ACTION	Presentation: None
Contact:	Various	Attachment: 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. B6741 Tires & Tire Services FY 2013-14

Graham Tires	Des Moines, IA	\$79,301.80
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The district's Transportation Department requires tires and tire service in order to maintain the district fleet of vehicles. The suggested award is the low bid meeting specification. Bids were examined by the Purchasing and Transportation Departments. A complete bid tabulation is available online @ www.dmschools.org/departments/operations/purchasing/open-proposals

Funding Source: Transportation General Funds.

Contact: Todd Liston
(todd.liston@dmschools.org: 242-7887)

B. 5219-09 Office Furniture Renewal FY 2013-14

Staples	Urbandale, IA	Est. Award	\$50,000.00
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The bid was solicited to offer district sites the ability to combine orders and purchase office furniture through Central Stores. Use of this contract varies and is dependent on individual site needs for furnishings as well as their respective budgets. Periodically, the total annual expenditure exceeds the threshold requiring board approval. Board approval will allow the Purchasing Department to continue the use of consolidation of orders for HON office furnishing and services.

This is the fourth and final extension.

Item No. 8

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2012-2013	Est.	\$60,000.00
2011-2012	Actual	\$28,188.52
2010-2011	Actual	\$50,282.85
2009-2010	Actual	\$10,191.02

Funding Source: Individual site accounts

Contact: Mark Mattiussi
(mark.mattiussi@dmschools.org: 242-7649)

C. **B6751 Bread Items FY 2013-14**

Bimbo Bakery Dubuque, IA \$190,720.04

Bread items served for school lunch and breakfast meals. 22 bid requests were issued, 1 bid received, 2 no bids received. A complete bid tabulation may be viewed online at:

<http://www.dmschools.org/wp-content/uploads/2011/10/B6751-Bread-Items-Bid-Tab.pdf>

Funding Source: Food and Nutrition Management account

Contact: Sandy Huisman
(sandy.huisman@dmschools.org: 242-7636)

D. **B6750 River Woods Rotary Screw Water Chiller**

Halvorson Trane Clive, IA \$75,200.00

Existing cooling equipment at River Woods Elementary is in need of replacement. Bids were received for an air-cooled, rotary-screw water chiller that will make a complete, functioning, and operational system that will supply chilled water for HVAC use. Installation will be handled under a separate contract, B6517 HVAC Services. The new equipment will improve energy efficiency at the building.

Bids were examined by Purchasing and Facilities. A complete tabulation of the bid is available to view at:

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

64 bids were sent out, 4 bids were received, and 60 did not respond.

Funding Source: Physical Plant and Equipment Levy (PPEL)

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

E. B6754 Musical Instruments FY 2013-2014

Becker Instruments	Windsor Heights, IA	2 Items	\$ 3,840.00
Interstate Music	New Berlin, WI	6 Items	12,544.00
Percussion Source	Coralville, IA	1 Item	517.00
Rieman Music	Des Moines, IA	3 Items	3,835.00
Southwest Strings	Tucson, AZ	1 Item	1,399.00
Taylor Music	Aberdeen, SD	11 Items	33,359.00
Washington Music	Wheaton, MD	8 Items	23,771.00
Woodwind & Brasswind	Westlake Village, CA	<u>2 Items</u>	<u>2,998.00</u>
TOTAL		34 Items	\$82,263.00

Bids were examined by the Purchasing Department and the Fine & Performing Arts Coordinator.

A complete tabulation of the bid is available:

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

Funding Source: Physical Plant and Equipment Levy (PPEL)

Contact: Ryan Rowley, Fine & Performing Arts Coordinator
ryan.rowley@dmschools.org, 242-7609

F. B6757 Audiology Assessment Equipment

In order to meet the established district hearing test protocol, the district's audiologist, audiometrist, and audiology assistant require certain testing equipment to complete screenings, testing, and re-testing.

Midwest Special Instruments	Burnsville, MN	12 Items	\$34,934.10
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Bids were examined by the Purchasing and Special Education Departments.

A complete tabulation of the bid is available:

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

16 bids were sent out, 3 bids were received, 1 no bid was received, and 12 did not respond.

Funding Source: Special Education and/or Student Services Budgets.

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

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Subject: AWARD OF BID NO. B6748 MITCHELL EDUCATION CENTER STUDENT DROP OFF

For: ACTION

Presentation: None

Contact: Bill Good

Attachment: None

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

Issue: Award of contract for the installation of a new parking lot for student drop off.

Superintendent's Recommendation: The superintendent recommends a contract for the Base Bid be awarded to the lowest responsive / responsible bidder, Absolute Concrete Construction, Inc. in the amount of \$141,875.00.

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

Background: The installation of a new parking lot at Mitchell to facilitate student drop off at the preschool. Work to include paving, sidewalks, storm sewer, and landscaping work. The work will also include installation of compliant ADA parking stalls.

The district received bids on May 28, 2013. The results are as follows:

Bidder	Base Bid
Jensen Builders – Ames, IA	\$147,700
Absolute Concrete – Slater, IA	\$141,875
Cerebral Group – WDM, IA	\$159,000
Edge Commercial – Grimes, IA	\$176,200

Funding Source: Statewide Penny (Students First Program)

Item No. 10

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Subject: CHANGE IN CONTRACT AMOUNT ESA, INC.
STUDEBAKER ASBESTOS ABATEMENT—QUOTE Q6507

For: ACTION

Presentation: None

Contact: Bill Good

Attachment: None

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

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

Superintendent's Recommendation: The superintendent recommends that the board approve the current change in the ESA, Inc. purchase order on the Studebaker Asbestos Abatement project.

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

Background: The district received quotes on April 12, 2012, for the project. The award was made to ESA, Inc. as it was the low bidder in the amount of \$34,536.

During the course of work, asbestos-containing materials beyond the scope of the original quote required removal. This change request in the amount of \$60,103 will exceed the 15% threshold that requires board approval.

Contact: Bill Good

Item No. 11

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Subject: HARDING MASONRY RESTORATION

For: INFORMATION

Contact: Bill Good

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

Attachment: None

Issue: Due to water leaks from masonry deterioration portions of the building are in need of exterior repairs.

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

Presenters: None.

Background: To correct the moisture infiltration problems, masonry will be removed and replaced. Bids will be solicited as detailed in Chapter 26 of the Iowa Code.

A public hearing will be advertised and conducted at the June 18, 2013, board meeting. Bids are due on July 1, 2013. Facility Management will seek board approval of the lowest responsive, responsible bid at the July 9, 2013, board meeting.

Funding Source: Physical Plant and Equipment Levy (PPEL)

Item No. 12

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Subject: CENTRAL NUTRITION CENTER (CNC) FREEZER ADDITION

For: INFORMATION

Presentation: None

Contact: Bill Good

Attachment: None

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

Issue: Additional freezer storage to support the breakfast programs being offered by Food and Nutrition.

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

Presenters: None

Background: To correct the shortage of freezer space an addition will be added. Bids will be solicited as detailed in Chapter 26 of the Iowa Code.

A public hearing will be advertised and conducted at the June 18, 2013, board meeting. Bids are due on July 1, 2013. Facility Management will seek board approval of the lowest responsive, responsible bid at the July 9, 2013, board meeting.

Funding Source: Physical Plant and Equipment Levy (PPEL) and Food and Nutrition Accounts.

Item No. 13**Page 1 of 1****Subject: FY 2013-2014 FEE SCHEDULE****For: ACTION****Presentation: None****Contact: Thomas Harper****Attachment: 13-035**(thomas.harper@dmschools.org/42-7745)

Issue: Schedule of fees for FY 2013-2014.**Superintendent's Recommendation:** The superintendent recommends the board receive and approve the proposed fee changes for Metro Kids, Early Childhood Learning Programs, Food Service and Facility Usage Fees for FY 2013-2014.**Presenters:** Thomas Harper and Nick Lenhardt will be available for questions.**Background:** This was presented at the May 21, 2013 Board meeting. At Board request the item was pulled for additional information, please see attachment 13-035.

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

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

Item No. 14**Page 1 of 1****Subject: INSURANCE AND RISK MANAGEMENT SERVICES****For: ACTION****Presentation: None****Contact: Thomas Harper**
(thomas.harper@dmschools.org/242-7745)**Attachment: None**

Issue: Bids were advertised, issued and received for the district's insurance and risk management services.

Superintendent's Recommendation: The superintendent recommends the board approve the contract for insurance and risk management services to Jester Insurance Services.

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

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

DMPS received 3 responses to the request for proposal regarding insurance and risk management services. Bids were evaluated based upon the following: comprehensive insurance coverage, premium, service capabilities, commission /fee and local representation. After review of the responses, the district has chosen Jester Insurance Services. Jester Insurance Services has provided this service for the past 39 years. Jester Insurance Services is considered an expert in school insurance and covers more districts in Iowa than all other agents combined. The proposal submitted includes coverage in the following areas: property, general liability, auto, crime, public official's liability, excess liability, worker's compensation, flood, data compromise and pollution liability structure.

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

Expenses: FY 2012-2013 \$1,580,866
FY 2013-2014 \$1,446,511

Funding Source: Management Fund

Item No. 15
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Subject: LATE REQUESTS FOR OPEN ENROLLMENT UNDER THE IOWA OPEN ENROLLMENT LAW
For: ACTION
Presentation: None
Contact: Patricia Lantz
Attachment: None

(patricia.lantz@dmschools.org/242-7850)

Issue: Late application requests for open enrollment for the 2013-2014 school year.

Superintendent's Recommendation: The superintendent recommends the board deny the open enrollment requests for the students listed below as they do not meet the good cause requirement.

Presenters: Pat Lantz/Eleanor Shirley

Background: State Open Enrollment Code allows for students to submit applications after the March 1 deadline if it meets several defined good cause reasons. If the good cause reason is due to severe harassment or pervasive health needs, the Code allows for the board to make the determination on the decision. Determination needs to be made based on whether the district is able to sufficiently accommodate the students' needs. Additional confidential information has been provided to the board members.

Student Name	Grade	Requested District
Madison, Kassondra	08	CAM
Roberts, Alyssa	11	WDM

Item No. 16**Page 1 of 2****Subject: PERSONNEL RECOMMENDATIONS****For: ACTION****Attachment: None****Contact: Thomas Harper****Presentation: None**

(thomas.harper@dmschools.org; 242-7763)

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

Background:**LEAVE OF ABSENCE**

Name	School, Position	Effective Date	Reason
Hunt, Cheri	Howe, 2 nd	08/15/2013	Personal

RESIGNATION

Name	School, Position	Effective Date	Reason
Anderson, Jayme	Monroe, 2 nd	06/05/2013	Personal
Anderson, Jill	Monroe, Intellectual Disabilities	06/05/2013	Personal
Becker, Krista	Goodrell, Spanish	06/05/2013	Personal
Casey, Kimberly	Weeks, Multi-Categorical	06/05/2013	Personal
Cook, Kelly	Capitol View, Deaf Education	05/31/2013	Personal
Gadbury, Clinton	East, Industrial Technology	06/05/2013	Position out of district
Glass, Sarah	Edmunds, Academic Interventionist	06/07/2013	Moving out of state
Hamilton, Kristen	Student Services, Audiologist	06/05/2013	Personal
Heidemann, Nichole	Student Services, Special Education Consultant	06/05/2013	New position - specialist
Herrin, Allyssa	Moulton, 4 th	05/31/2013	Position out of district
Jones-Treinen, Karen	Student Services, Early Access Support Teacher	06/30/2013	Personal
Messerly, Laura	Meredith, Spanish	06/05/2013	Personal
Nelson, Paul	Meredith, Social Studies	06/05/2013	Position out of district
Newkirk, Richard	Hiatt, Counselor	06/05/2013	Personal
Nicks, Samantha	Roosevelt, Math	06/05/2013	Personal
Schumann, Erin	North, English	06/05/2013	Position out of district
Thacker, James	East, Behavior Disorders	06/05/2013	Personal
Whaley, Vicki	Hillis, 4 th	06/05/2013	Personal

ADMINISTRATOR APPOINTMENTS

Name	Position	Amount	Effective Date
Smith, Matt A.	Executive Director-Learning Services & Student Activities	\$128,000	07/01/2013

Education: Principal Certification and Superintendent Certification, Angelo State University, TX, 2010. Principal Certification, State of Iowa, 2010. Master's Degree of Education with Major in Educational Leadership, Sam Houston State University, TX, 2004. Bachelor's Degree of Science with Major in Secondary Education, Earth Science and Physical Education, Baylor University, TX, 1999. Experience: Principal, North High School, DMPS, 2010-Present. Principal, Lake View High School, San Angelo, TX, 2007-2010. Principal, Livingston Middle School, Livingston, TX, 2006-2007. Assistant Principal, Stovall Middle School, Livingston, TX, 2004-2006. 8th Grade Science Teacher, Teague Middle School, Houston, TX. 1999-2004.

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Name	Position	Amount	Effective Date
Dixon, Cheri L.	Principal, Moulton Elementary School	\$94,361	07/01/2013

Education: Master's Degree in Education Administration and Supervision, University of Houston Main, Houston, TX, 2004. Bachelor's Degree in Elementary Education, Buena Vista University, Storm Lake, IA, 1995. Associate's Degree in Physical Education, NIACC, Mason City, IA, 1991. Experience: Principal, Green Valley Elementary School, Galena Park, TX, 2006-Present. Assistant Principal, Green Valley Elementary School, Galena Park, TX, 2005-2006. Dual Language District Coordinator, Galena Park, TX, 2004-2005. Assistant Principal, Ben Bowen Elementary, School, Huffman, TX, 2003-2004. Teacher, Cimarron Elementary, Galena Park, TX, 1995-2004.

Item No. 17

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Subject: LIST OF BILLS FOR APPROVAL

For: ACTION

Presentation: None

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

Attachment: 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. 18**Page 1 of 1****Subject: DEMOGRAPHIC STUDY****For: DISCUSSION****Presentation: PowerPoint****Contact: Bill Good****Attachment: 13-036***(harold.good@dmschools.org/242-8321)

Issue: The firm of Ochsner, Hare & Hare, L.L.C., Kansas City, Missouri was contracted to study data which could impact future school enrollments. As a means of determining enrollment trends, districts often contract with demographers to study a number of factors which can impact individual schools and attendance areas. This is an update of a study done in 2008.

Superintendent's Recommendation: The superintendent recommends the board review the district demographic report.

Presenters: Bill Good, Chief Operations Officer, and Ralph H. Ochsner, Ochsner, Hare & Hare

Background: *The complete report of the demographic study is 223 pages long and will be available on the district web site using this link:

<http://www.dmschools.org/departments/operations/facilities/facility-advisory-committee/meetings-minutes/>