



URBANDALE COMMUNITY SCHOOL DISTRICT

Our Mission: Teaching All/Reaching All

Our Vision: Urbandale will be a school district that brings learning to life for everyone.

WEBSITE: www.urbandaleschools.com

DIRECTORY OF INFORMATION

For information about....

- something that takes place in a classroom your child attends, call the teacher.
- school rules, schedules, special events, etc., call the school principal.
- policies and other matters of a district-wide nature, call the superintendent's office.
- the answers you were given at the prior level, contact the office of the next level.

If you have a concern, the best place to begin is with those people directly involved and responsible for the situation, usually people in the specific school; the teacher and/or principal. It is there that most problems can be quickly and productively resolved. If questions/concerns still remain, please contact the superintendent. Then, if you're convinced further action is required, the board is available to hear your concerns.

Board of Education:

			<u>Term Expires</u>
President:	Katherine Howsare	515-490-3911	2019
Vice President:	Tanya Ruden	515-457-1817	2019
Directors:	Stacy Andersen	515-554-5495	2021
	Aldrich Cabildo	515-222-2318	2019
	Judy Downs	515-314-5762	2021
	Sarah Schmitz	515-314-5762	2021
	Mark Smith	702-813-9001	2021

Superintendent's Office:

11152 Aurora Avenue Superintendent: Steve Bass basss@urbandaleschools.com
 Urbandale, Iowa 50322 Administrative Asst: Julie Mitchell mitchellj@urbandaleschools.com
 Phone #: 515-457-5000
 Fax #: 515-457-5018

The Superintendent serves as the Chief Executive Officer of the School Board. Responsibilities include supervision of the district's educational program, finances, personnel, long range planning, interpreting policies, public communications, and recommending to the Board needed policies and programs to improve operation of the district.

All telephone calls, walk-ins, or staff inquiries for the superintendent are to be routed through the superintendent's administrative assistant.

Chief Financial Officer/Board Secretary:

Mary Beth Fast 515-457-5003 fastm@urbandaleschools.com

Responsible for the organization and operation of the financial and business affairs including accounting, payroll, budget, the annual District audit, purchasing, fixed assets, insurance, flex spending, workman's comp, Board of Education minutes, and other business-related functions.

Associate Superintendent of Human Resources and Operations:

Mark Lane 515-457-5014 lanem@urbandaleschools.com

Responsible for providing leadership and direction for district human resources and support service operations, administers Master Agreements and Board Policy related to hiring, employment, and evaluation. Ensures compliance with all federal and state employment law, and Iowa Board of Educational Examiners standards. Also assists in planning and preparation of district budgets related to certified and classified staffing.

Director of Quality & Continual Improvement:

Denise Wood 515-457-5023 woodd@urbandaleschools.com

Responsible for coordinating strategic planning processes across the district including the district, department, building, classroom, and student level strategic plans. Coordinates the deployment and work of instructional coaches and monitors and supports implementation of quality and continual improvement principles and practices across the district including the writing of the district's annual Iowa Recognition for Performance Excellence application and coordinates the on boarding of all new teacher hires including the mentoring and induction requirements from the State of Iowa.

Director of Teaching & Learning:

Crista Carlile 515-457-5001 carlilec@urbandaleschools.com

Responsible for leadership in the areas of curriculum, instruction, assesment and accountability, including state and federal accountability requirements, curriculum review and implementation, professional development, and other teaching and learning functions. Responsible for providing leadership and direction for middle and high school principals and Facilitators of Curriculum and Professional Development.

Director of Nutrition Services:

Cathy Conklin 515-457-6912 conklinc@urbandaleschools.com

Directs the school nutrition programs, including breakfast, lunch, and a la carte. Responsible for managing student special dietary needs and food allergies, overseeing the School Dining System, and assists with promotion of District wellness activities.

Director of Activities & Community Education:

Dr. William Watson 515-457-6945 watsonb@urbandaleschools.com

Responsible for providing leadership and direction in the athletic programs, coordinates 6th-12th grade athletic schedules and transportation, assists in student discipline referrals & academic eligibility, manages athletic budget, writes coaches evaluations, and supervises events. Also assists in the preparation of individuals for democratic citizenship, providing individuals with means for economic improvement and cultural development, and enriching the personal lives of the participants.

Buildings & Maintenance Supervisor

John Lees 515-457-6879 leesj@urbandaleschools.com

Responsible for buildings and grounds maintenance, deliveries, environmental safety, equipment maintenance repair, summer maintenance projects, special projects/events, and custodial personnel.

Coordinator of Student Services

Dr. Keri Schlueter 515-457-5004 schlueterk@urbandaleschools.com

Responsible for leadership in the areas of English Learners and services for at-risk students and families. Supervises student enrollment (open enrollment, foreign exchange/international students, home school). Serves as one of the district's equity coordinators.

Coordinator of Student Special Education

Shawna Eschliman 515-457-5024 eschlimans@urbandaleschools.com

Responsible for district leadership and management of special education, including efforts to identify students who may have disabilities, and ensuring all students with disabilities receive a Free and Appropriate Public Education. Also responsible for Leadership of the counseling program, and section 504 accommodations.

Communications Manager

Dena Quist

515-868-1879

quistd@urbandaleschools.com

Provides leadership and expertise in planning, development, and implementation of district communications, public relations, marketing, and media relations. Builds understanding, connection and involvement in the mission, vision, and values of the district among school and community stakeholders.

Urbandale High School

7111 Aurora Avenue

Principal: Tim Carver

carvert@urbandaleschools.com

Urbandale, Iowa 50322

Associate Principal: Dania Wilson

wilsond@urbandaleschools.com

Phone #: 515-457-6800

Principal Secretary: Chris Bergman

bergmanc@urbandaleschools.com

Fax #: 515-457-6810

Nurse: Brenda Ness

nessb@urbandaleschools.com

Urbandale Middle School

7701 Aurora Avenue

Principal: Loren DeKruyf

dekruyfl@urbandaleschools.com

Urbandale, Iowa 50322

Associate Principal: Jennifer Silvay

silvayj@urbandaleschools.com

Phone #: 515-457-6600

Principal Secretary: Tiffany Zmolek

zmolekt@urbandaleschools.com

Fax #: 515-457-6610

Nurse: Amy Stroud

strouda@urbandaleschools.com

Jensen Elementary School

6301 Aurora Avenue

Associate Principal: Michelle Cole

colem@urbandaleschools.com

Urbandale, Iowa 50322

Principal Secretary: Angela Jones

jonesa1@urbandaleschools.com

Phone #: 515-457-5100

Nurse: Allison Fisher

fishera@urbandaleschools.com

Fax #: 515-457-5104

Karen Acres Elementary School

3500 - 74th Street

Principal: Lara Justmann

justmannl@urbandaleschools.com

Urbandale, Iowa 50322

Principal Secretary: Robin Van Roekel

vanroekelr@urbandaleschools.com

Phone #: 515-457-5700

Nurse: Jen Villegas

villegasj@urbandaleschools.com

Fax #: 515-457-5704

Olmstead Elementary School

7110 Prairie Avenue

Principal: Elyse Brimeyer

brimeyere@urbandaleschools.com

Urbandale, Iowa 50322

Principal Secretary: Martha Raecker

raeckerm@urbandaleschools.com

Phone #: 515-457-5800

Nurse: Allison Fisher

fishera@urbandaleschools.com

Fax #: 515-457-5804

Director of Adventuretime Family

Services & Preschool: Ashley Myers

myersa@urbandaleschools.com

Secretary of Adventuretime Family

Services & Preschool: Deb Roetker

roetkerd@urbandaleschools.com

Rolling Green Elementary School

8100 Airline Avenue

Principal: Julia Taylor

taylorj@urbandaleschools.com

Urbandale, Iowa 50322

Principal Secretary: Linda Fees

feesl@urbandaleschools.com

Phone #: 515-457-5900

Nurse: Stephanie Barron

barrons@urbandaleschools.com

Valerius Elementary School

3305 - 92nd Street Principal: Meredith Mauro
Urbandale, Iowa 50322 Principal Secretary: Kate Johnson
Phone #: 515-457-6500 Nurse: Jen Villegas
Fax #: 515-457-6504

mauram@urbandaleschools.com
johnsonk@urbandaleschools.com
villegasj@urbandaleschools.com

Webster Elementary School

12955 Aurora Avenue Principal: Erin Shearer
Urbandale, Iowa 50323 Principal Secretary: Mary Gass
Phone #: 515-331-8600 Nurse: Sarah Bonnot
Fax #: 515-331-8604

shearere@urbandaleschools.com
gassm@urbandaleschools.com
bonnots@urbandaleschools.com

Metro West Learning Academy

4420 NW Urbandale Dr. Director: Mike Moran
Urbandale, Iowa 50323 Secretary: Jamie Evans
Phone #: 515-727-6301
Fax #: 515-727-6311

moranm1@urbandaleschools.com
evansj@urbandaleschools.com

Index of District Information

<u>Topic</u>	<u>Contact</u>	<u>Office Phone</u>
Accounting	Mary Beth Fast/Steve Richman	515-457-5000
Accounts Payable	Mary Beth Fast/Steve Richman	515-457-5000
Activities and Athletics	Dr. William Watson	515-457-6800
Adventuretime/Preschool	Ashley Myers/Deb Roetker	515-457-5855
Alumni Information	urbandalehighschoolalumni@gmail.com	
Board of Education	Katherine Howsare/Steve Bass	515-457-5000
Board Policies	Steve Bass	515-457-5000
Budget	Mary Beth Fast/Steve Bass	515-457-5000
Buildings & Grounds	John Lees	515-457-6879
Bus Routes/Bus Stops	Sandy Walters	515-457-5011
Certified Enrollment	Dr. Keri Schlueter	515-457-5004
Contracts	Mark Lane	515-457-5014
Curriculum and Assessment	Crista Carlile	515-457-5001
Custodial Staff	John Lees	515-457-6879
District Audit	Mary Beth Fast/Steve Richman	515-457-5000
District Vehicles	John Lees	515-457-6879
Dual Enrollment	Sandy Walters	515-457-5011
Employment	Mark Lane	515-457-5014
Finance	Mary Beth Fast/Steve Richman	515-457-5000
Fixed Assets	Mary Beth Fast/Steve Richman	515-457-5000
Food & Nutrition	Cathy Conklin	515-457-6912
Homeless Students	Dr. Keri Schlueter	515-457-5004
Home-School/CPI	Dr. Keri Schlueter	515-457-5004
Human Resources Manager	Maggie Holton	515-457-5006
Insurance	Deb Boston	515-457-5012
Maintenance	John Lees	515-457-6800
Media Relations	Dena Quist	515-457-6945

Medicaid Reimbursement	Shawna Eschliman	515-457-5024
Minor School License	Julie Mitchell	515-457-5000
Negotiations	Mark Lane/Mary Beth Fast	515-457-5000
Open Enrollment	Sandy Walters	515-457-5007
Payroll	Deb Boston	515-457-5012
Quality/Continuous Improv	Denise Wood	515-457-5000
Registration	Sandy Walters	515-457-5011
Special Education/504	Shawna Eschliman	515-457-5024
Student Records	School Secretaries	
Substitute Teaching	Mark Lane	515-457-5014
Technology (IT) Support	Josh Whitver/Mark Spidle	515-457-6800
Textbook Orders	Crista Carlile	515-457-5001
Title I	Lara Justmann	515-457-5700
Title IIA	Crista Carlile	515-457-5001
Title III	Dr. Keri Schlueter	515-457-5004
Title IVA	Crista Carlile	515-457-5001
Transportation	Durham Student Services	515-276-4407
Urbandale Education Found	Steve Schuler, UEF Board President	515-473-8901
Website	Dena Quist	515-868-1879
Workman's Comp	Mary Beth Fast	515-457-5003