

SAYDEL COMMUNITY SCHOOL DISTRICT  
5740 NE 14<sup>th</sup> STREET  
DES MOINES, IA 50313

REGULAR BOARD MEETING MINUTES

6:00 PM

Saydel District Office Board Room

April 11, 2016

- I. Call the Meeting to Order** – Meeting called to order by Board President Brian Bowman at 6:03 PM
- A.** Roll Call – Melissa Sassman, Chad Vitiritto, Roland Kouski, Jr., Doug Kayser, Henry Wood, Jenn Van Houten, Brian Bowman, present.
- B.** Approve Agenda – Motion to amend the agenda, removing items VII. C 2 & 3 (due to no open enrollment out or denied) by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0.
- II. Public Comments** – None
- III. Board Reports**
- Melissa Sassman reported on the After Prom Can Drive, which was successful. Prom is May 7.
  - Henry Wood said the turnout for Cornell Fluency Night was fantastic. Author Laura Jensen-Kimball attended and read her book *Momster*. The event was funded by Title I.
  - Brian Bowman congratulated the students who were inducted into National Honor Society.
  - Jenn Van Houten said the Cornell PTO Carnival was successful. It was a great team effort by Cornell PTO, staff and volunteers. She also reported that Woodside Student Council members hosted an 7<sup>th</sup> & 8<sup>th</sup> Grade Dance as well as a 5<sup>th</sup> & 6<sup>th</sup> Grade Fun Night. Both were well attended.
- IV. Superintendent's Report**
- A. District Recognitions** – Superintendent Mr. Douglas Wheeler said Affinity Credit Union will be recognized at the May 9 Board Meeting for the support of the school district.
- B. History Day State Participants - Woodside** – This presentation was moved to the May 9 Board Meeting.
- C. Saydel Little League Report** – Saydel Little League Treasurer Julie Jennings shared a synopsis of last year's season. She reviewed the income statement from October 2014 through September 2015 and recapped sponsorships and registrations. Julie provided a current list of Little League Board members and gave a preview for the next season. Right now 139 players are signed up.
- D. Hiring Fair Updates** – Saydel attended four hiring fairs: Heartland AEA, University of Northern Iowa, University of Iowa and Iowa State University. The fairs were successful and many onsite interviews were conducted. People are starting to know where Saydel is located, and we are getting a lot of positive reaction to our branding “Big City Opportunities, Small Town Commitment for Students.”
- E. TSOL Conference Update** – Eight Saydel staff members attended the TSOL International Conference & English Language Expo in Baltimore, MD. The trip was funded through Heartland AEA. The conference was a good learning opportunity for the teachers, and they brought back best practices to serve the growing population of ELL students.

**V. Installation of Board Director**

- A. Certification of Election Results** – Motion to approve by Melissa Sassman, seconded by Jenn Van Houten. Motion carried 7/0. – Results of the special election on Public Education & Recreation Levy (PERL) were as follows: 104 voting no (57%); 76 voting yes (42%). Results of the special election for filling the office of director at large to fill a vacancy were as follows: 116 voting yes for Roland Kouski, Jr.; 16 write-in votes.
- B. Administration of Oath of Office** – The oath of office was administered by Board Secretary Beth Vitiritto to the newly elected Board of Director Roland Kouski Jr. who will serve through September 2017.

**VI. Administrative Report to the Board**

- A. 3-Year Plan of Continuous Improvement Objective A Targets 5-8 Update** – Mr. Wheeler reported on progress that has been made in Saydel’s 3-Year Continuous Improvement Plan. The 3-Year Objectives are A) Student achievement will be enhanced through continuous improvement in curriculum, instruction and assessment. B) Student needs will drive resource allocation and district management decisions. C) Collective capacity and involvement of students, staff, families, and community will be enhanced through frequent and transparent communication and opportunities for family and student engagement. Mr. Wheeler outlined the progress that has been made in Objective A, Targets 5-8. Mr. Wheeler and Julie McKibben, director of student services and special education, overviewed what Saydel is trying to improve, grow and develop through the Targets in Objective A, and they provided status reports on the strategies and deliverables.

**VII. Discussion/Action Items**

- A. Consent Agenda** – Motion to approve by Melissa Sassman, seconded by Roland Kouski, Jr., Motion carried 7/0.
1. Minutes of Previous Meeting
  2. Bills for Payment
  3. Financial Reports
  4. Contracts
    - a) Cooperative Teaching Agreement – Saydel CSD has a long relationship with the University of Northern Iowa. This agreement will allow Saydel to investigate both practicum experiences within the District as well as student teaching placements for the upcoming school year.
    - b) Spring Sports Officials – Proposed list of officials to be contracted to officiate the spring track events. (Student Activity Fund)

**B. Personnel**

1. **New Hires** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Contract/Salary</u>
Chris Mund	Special Ed Teacher/WS	TBD
Austin Sullivan	Interim Track Coach/WS	TBD

2. **Resignations/Terminations** – Motion to approve by Melissa Sassman, seconded by Doug Kayser. Motion carried 7/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Reason</u>
Justin Russell	WS Special Ed Teacher	Personal

Justin Russell	MS Football Coach	Personal
Justin Russell	MS Wrestling	Personal
Shawn Pavlik	HS Math Teacher	Personal
Linda Wickham	WS Technology Teacher	Personal
Hannah Stouffer	Spec Ed Associate	Personal

### 3. **Transfers** – Reviewed Only

#### **Non-Licensed Employee Hiring by the Superintendent (Policy #411.3):**

<b><u>Name</u></b>	<b><u>Position/Bldg.</u></b>	<b><u>Contract/Salary</u></b>
Matthew Webb	Custodian/HS	\$16.18/hr

### C. **Open Enrollment**

1. **In/Continuation** – Motion to approve by Melissa Sassman, seconded by Jenn Van Houten. Motion carried 7/0.

#### **Presented for Board Approval:**

##### **In**

<b><u>Student Name</u></b>	<b><u>Grade</u></b>	<b><u>From</u></b>	<b><u>Reason</u></b>
Jordan Dykstra	6	Des Moines	Continuation -15/16
Nate Dykstra	8	Des Moines	Continuation - 15/16
Jacob Strahl	9	Des Moines	Continuation -15/16
Jamie Strahl	12	Des Moines	Continuation - 15/16

2. **Out** – Removed from agenda at beginning of meeting.
3. **Denied** – Removed from agenda at beginning of meeting.

### D. **Contracts and Agreements**

#### 1. **Bussing Services – Durham 3-year Agreement**

a) **Durham Services Update** – Durham School Services began serving the District in the 2007-08 school year. Mr. Wheeler reported on Durham’s contract history, their vision and values, as well as their safety programs. He overviewed the company’s maintenance programs, current technology, and Bus Tracker app for Android and Apple platforms. After sharing bussing market trend data, Durham’s pricing proposal was reviewed.

b) **Approval of Contract** – Motion to approve by Jenn Van Houten, seconded by Henry Wood. Motion carried 7/0.

Administration met with representatives from Durham to discuss a three-year proposal to provide bussing services for the District. Durham is proposing a few language changes as well as an increase of 3% each year for the next three years. The District will receive a \$5,000 annual credit for services every December. This credit will bring the proposed increase down to 2.35% for FY16-17, 2.40% for FY17-18 and 2.55% for FY18-19. The Operations Committee has discussed this proposal. The Superintendent recommends the approval of this addendum with Durham School Services for the period of July 1, 2016 - June 30, 2019. This will be paid from the General Fund.

2. **Printer & Copier Services, Laser Resources** – Motion to approve by Chad Vitiritto, seconded by Melissa Sassman. Motion carried 7/0.

An RFP was sent out to vendors to provide 10 multi-function printing devices (7-black & white, 3-color) to be placed in all buildings. Five vendors responded to the RFP.

Laser Resources	\$39,995.00	(7) Lexmark XM7155 Monochrome MFP (3) Lexmark XS798 Color MFP
The Toner Place	\$58,992.00	(7) Lexmark MX810DXPE (3) Lexmark X792DTME
Midwest Office Technology	\$76,745.27	(7) Canon ImageRUNNER Advance 6555i B&W MFP (3) Canon imageRUNNER Advance C5255 Color MFP
Copy Systems	\$79,145.00	(4) Xerox WorkCentre 5955i B&W MFP w/fax (3) Xerox WorkCentre 5955i B&W MFP w/o fax (3) Xerox WorkCentre 7855i A3 Color MFP
Access Systems	\$85,460.51	(7) Sharp MX-M565N (3) Sharp MX-5141N

Laser Resources and The Toner Place proposed devices that were more in line with a printer device rather than a copier device that was presented by the other three vendors. The proposed equipment from Laser Resources can copy, print, scan and fax. The new devices will have badge readers, which will allow staff to print from any device in the district. It is recommended to approve the proposal from Laser Resources. This will be funded through the PPEL Fund.

3. **Property Lease Agreement, Saydel Little League** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0. Administration is recommending the following resolution for the lease of real estate to Saydel Little League Baseball be approved by the Board: **Section 1:** The proposal to lease property to Saydel Little League Baseball shall be accepted and the real estate described as follows shall be leased by the Saydel Community School District to Saydel Little League Baseball pursuant to the terms of the agreement. **Section 2:** The President, Superintendent, and officers of the District are authorized to take all actions necessary to complete the lease of said real estate, including but not limited to the execution of the Lease Agreement. **Section 3:** The site to be leased by the District is as described as follows: That section of the Woodside Middle School athletic area south and west of the Woodside school building. This contract is essentially the same contract as was approved last year with updates in the dates. The Superintendent recommends Board approval of this contract.
  
4. **Cornell Elementary Addition, Cabling – Communication Innovators** – Motion to approve by Chad Vitiritto, seconded by Melissa Sassman. Motion carried 7/0. A quote was obtained from Communication Innovators to provide telecommunication infrastructure for the Cornell Elementary Addition Project. Communication Innovators is the vendor that performed the data cabling last year at the other buildings. It is recommended to keep the product consistent within the buildings. The proposed cost

for this project is \$9,119. Administration recommends approval of this agreement. This will be funded through the construction budget in PPEL/Sales Tax funds.

5. **Amendment to the Professional Services Agreement, Estes Construction** – Motion to approve by Jenn Van Houten seconded by Melissa Sassman. Motion carried 7/0. At the November 9, 2015, Board Meeting, the Board approved a contract to have Estes Construction provide construction manager services for the 2016 Cornell Elementary Addition Project. Now that all bids have been received for the project, an amendment to this contract is being presented to the Board for approval to finalize the construction management costs associated with the project. The total amount for this amendment is \$289,182 and is broken down as follows:

CM General Requirements:	\$156,946.00
Business Liability Insurance:	\$ 26,237.00
CM Fee (4%):	<u>\$105,999.00</u>
	\$289,182.00

Administration recommends approval of this amendment with Estes Construction. This will be funded through the construction budget in PPEL/Sales Tax funds.

- E. **2015-16 Last Day of School** – Motion to approve by Melissa Sassman, seconded by Jenn Van Houten. Motion carried 7/0. Policy 601.1 engages the Board in the approval of all school calendar proposals and changes. Two years ago, the District made the decision to use hours as the unit of instruction instead of days to meet state requirements for instruction. This past year, we made up days missed for weather. This generated a great deal of discussion in our community. The purpose of this proposal is act on NOT making up the missed day THIS year in favor of a Teacher Professional Development Day for June 2. This does not set a precedent of never making up days. The Superintendent's recommendation each year will be made or not made based on the circumstances of that year and the totality of impact of delays, dismissals and cancellations on the instructional program.

This proposal is based on the following considerations:

1. Type of PD for Teachers - These would be product-based professional development for staff, meaning the time spent would result in the production of units, maps and assessments aligned to standards that can be used for the following year.
2. This would not significantly impact instruction - there was one weather cancellation with no delays or early dismissals, meaning a benefit for our families and staff does not conflict with quality of services for students.

It is important the Board has an opportunity to discuss this topic to answer community questions related to hours/days and last day of school. The Superintendent recommends changing the June 2 weather-related make-up day to a non-student contact day. All staff will be in attendance that day for professional learning or completing required work prior to summer. The last day of school will be June 1 as originally published.

- F. **FY 2017 Budget** – Motion to approve by Melissa Sassman, seconded by Roland Kouski Jr. Motion carried 7/0.

**1. Budget Hearing Declaration** – President Bowman announced this was the time and place for the public hearing and meeting on the proposed 2016-17 school budget, and that the proposed budget has

been published pursuant to the provisions of the *Code of Iowa*. President Bowman inquired whether there are any residents or taxpayers who would like to speak to the proposed budget. Hearing none, he declared the time for receiving objections to, or arguments in favor of, any part of the proposed budget closed.

**2. FY 2017 Budget Recommendation** – Motion by Melissa Sassman, seconded by Jenn Van Houten. Motion carried 7/0. The published rate is at \$13.17657 per \$1,000 of assessed valuation and incorporates all budget adjustments discussed at the February 22 Board Work Session. Since the March 25 publication, the State has passed Supplemental State Aid for 2016-17 at 2.25% and the public vote on the Playground Equipment Recreation Levy did not pass. These two items dropped the published tax rate to \$12.81846. Once all legislative changes have been made to the Aid and Levy, the ending tax rate will be comparable to the 2015-16 tax rate of \$12.7626. Board approval of the proposed budget is recommended.

- G. Resolution Authorizing the Redemption of General Obligation School Bonds, Series 2013. Dated June 17, 2013, approving the Escrow and Amended and Substituted Paying Agent, Bond Registrar and Transfer Agent Agreement, and Levying a Tax for Fiscal Year 2016-17 for the Redemption of General Obligation School Bonds, Series 2013, dated June 17, 2013.** – Motion by Melissa Sassman, seconded by Chad Vitiritto. Roll call vote: Melissa Sassman, yes; Chad Vitiritto, yes; Roland Kouski Jr., yes; Doug Kayser, yes; Henry Wood, yes; Jenn Van Houten, yes; Brian Bowman, yes. Motion carried 7/0.

The following is a resolution authorizing the redemption of \$250,000 of General Obligation Bonds and levying the appropriate tax in 2016-17 to make that payment on June 1, 2017. Part of this resolution is to also approve an agreement with Bankers Trust Company to hold these funds in escrow until the bonds become callable on June 1, 2019. District Administration recommends approval of the agreement with Bankers Trust to hold the funds in escrow and to levy the appropriate tax in 2016-17 to make the additional debt payment.

**RESOLUTION AUTHORIZING THE REDEMPTION OF GENERAL OBLIGATION SCHOOL BONDS, SERIES 2013, DATED JUNE 17, 2013, LEVYING A TAX FOR FISCAL YEAR 2016-17 FOR THE REDEMPTION OF GENERAL OBLIGATION SCHOOL BONDS AND APPROVING A FIRST AMENDMENT TO THE ESCROW AND AMENDED AND SUBSTITUTED PAYING AGENT, BOND REGISTRAR AND TRANSFER AGENT AGREEMENT**

WHEREAS, the Saydel Community School District issued \$7,980,000 General Obligation School Bonds, Series 2013, dated June 17, 2013 (the "2013 Bonds"), of which \$7,155,000 are outstanding, of which \$495,000 were called for redemption on June 1, 2019 pursuant to a resolution adopted April 13, 2015, and of which \$250,000 are now being called for redemption on June 1, 2019 (the "Redeemed Bonds"), which are described in Schedule A attached to this Resolution; and

WHEREAS, at this time, it is in the best interest of the School District to levy a tax for the Fiscal Year ending June 30, 2017 which is sufficient to call and redeem the Redeemed Bonds on June 1, 2019; and

WHEREAS, the 2013 Bonds which mature after June 1, 2019, may be called in whole or in part on any date beginning on or after June 1, 2019, from any funds regardless of source, in any order of maturity and within annual maturity by lot by giving thirty days written notice of redemption to the registered owner of the Bonds, the terms of redemption to be par plus accrued interest to the date of call, such notice to be deemed completed upon transmission to the owner of record of the Bond at the address shown on the books of the Registrar; and

WHEREAS, selection by lot will be necessary to select bonds to be called among the bonds which mature June 1, 2032; and

WHEREAS, it is in the best interest of the School District to call and redeem the Redeemed Bonds. NOW, THEREFORE, be it resolved:

Section 1. That the Redeemed Bonds are hereby redeemed as of June 1, 2019.

Section 2. Bankers Trust Company, Des Moines, Iowa, in its capacity as Registrar, Paying Agent and Transfer Agent, is hereby authorized and directed to cause notice of such redemption to be given not less than thirty (30) days prior to the date of redemption by written notice to the registered owner of the Bonds in substantially the form set forth in Schedule B attached to this Resolution. Piper Jaffray Inc., as Dissemination Agent for the District, is hereby authorized and directed to provide electronic notice of such redemption to the Municipal Securities Rulemaking Board at <http://emma.msrb.org/>. On June 1, 2017, the Treasurer shall deposit with the Paying Agent, \$250,000 to call and redeem the Bonds described in Schedule A attached to this Resolution, such call and redemption to be effective June 1, 2019, pursuant to the terms of the 2013 Bonds. All liability for interest on the Redeemed Bonds shall cease, terminate and be completely discharged as of June 1, 2019 as provided in Section 6(b) of the Resolution Authorizing the Issuance of the 2013 Bonds.

Section 3. There is levied upon all the taxable property of the School District for the fiscal year ending June 30, 2017, \$250,000 which when collected shall be deposited with the Paying Agent pursuant to the Escrow Agreement and the First Amendment to the Escrow Agreement. The Paying Agent is authorized and directed to call and redeem the Redeemed Bonds on June 1, 2019. Annually, on each June 1, beginning June 1, 2018, the investment earnings on the Escrow Fund and any other funds in excess of the amount required to redeem the Redeemed Bonds shall be deposited into the School Bond Fund 2013 for payment of principal and interest of the 2013 Bonds. Any remaining balance on June 1, 2019 shall be deposited in the School Bond Fund 2013.

Section 4. The First Amendment to the Escrow Agreement with the Paying Agent is hereby authorized and approved, and the President and Secretary are authorized and directed to execute the First Amendment to the Escrow Agreement. Upon deposit on June 1, 2017 of \$250,000 with the Paying Agent for the Redeemed Bonds, the Paying Agent is authorized and directed to invest such funds in Treasury Securities of the State and Local Government Series (SLGS) at a yield not to exceed the yield on the 2013 Bonds or in direct U.S. Treasury Obligations to mature June 1, 2019. The School District must comply with the rebate requirements of the Resolution authorizing the Issuance of the 2013 Bonds.

- H. Resolution – Budget Guarantee** – Motion by Chad Vitiritto, seconded by Melissa Sassman. Motion carried 7/0. The Board must normally adopt the budget guarantee resolution prior to April 15 in order to accept the budget guarantee. The budget guarantee provides for 101% of the previous year’s regular program district cost (cost per pupil x certified enrollment) for districts with declining enrollment. A brief history of the change in enrollment and the budget guarantee amounts are as follows:

<b>FY</b>	<b>Enrollment Change</b>	<b>Allowable Growth</b>	<b>Budget Guarantee</b>
2009	12.3	4%	\$ 0
2010	-80.0	4%	\$ 245,324
2011	-31.0	2%	\$ 113,352
2012	-24.1	0%	\$ 216,307
2013	0.2	2%	\$ 0
2014	0.3	2%	\$ 0
2015	-38.9	4%	\$ 30,331

2016	15.4	1.25%	\$ 0
2017	-27.3	2.25%	\$ 87,739

The budget guarantee amount of \$87,739 becomes part of the combined district cost. The combined district cost is funded by the state foundation formula (state aid and uniform levy) and the additional levy. Therefore, a portion of the budget guarantee is through the state foundation formula and a portion is through the additional levy. By adopting the resolution, the board authorizes levying property taxes to fund a portion of the levy. The approximate levy amount of the budget guarantee is \$.12643 per \$1,000 of taxable valuation, and is already calculated as part of the total proposed tax rate of \$12.81845.

The Administration recommends adopting the following budget guarantee resolution: RESOLVED, that the Board of Directors of the Saydel Community School District, will levy property tax for fiscal year 2016-17 for the regular program budget adjustment as allowed under section 257.14, Code of Iowa.

- I. CTE Course Proposals** – Motion by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0. Saydel Schools has created a community partnership to create an electrical careers pathway in the Career and Technology Curriculum. This partnership includes District administrators, high school staff, International Brotherhood of Electrical Workers (IBEW), Associated Builders of Iowa (ABC), Boy Scouts of America, and Tesdell Electric. The new CTE teacher at the high school for next year has also been involved in this group and these proposals. The creation of this career pathway will require a yearly phased approach. The first phase is the re-design of the introductory classes in Career Technology Ed. The proposed course proposals were developed with heavy input from the partnership. These courses shift the focus of CTE into transferable skills in the skilled trades. The purpose of this shift is to instruct students in the basic skills, work habits, design and the available careers in the skilled trades. Our desire is that these classes and the electrical pathway provide a template for other career pathways in CTE and STEM. The Superintendent supports the approval of these courses to be taught in the 2016-17 school year.
- J. Settlement – Sandstone Management, LTD and Woodruff Construction, LLC** – Motion by Doug Kayser, seconded by Jenn Van Houten. Motion carried 7/0. On September 21, 2015, the District received a 573 claim from Sandstone Management stating that they were still owed \$45,232.68 from Woodruff Construction. As of November 9, 2015, Sandstone still claimed to be owed \$24,313.00. On December 14, 2015, the District received from Woodruff, a Bond for Release of Contract Funds in the amount of \$48,626.00 (twice the amount claimed by a 573 claim as required by the Code of Iowa). On December 29, 2015, the District was served a Notice of Petition. In this petition Sandstone Management, LTD was the named plaintiff and Saydel Community School District, Woodruff Construction, LLC and United Fire & Casualty Company were named defendants. This petition was turned over to our legal counsel at Ahlers. We were informed at that time to hold off preparing a response since Sandstone and Woodruff were negotiating a settlement. On December 30, 2015, the District made the final retainage payment to Woodruff Construction in the amount of \$39,877.00. On February 12, 2016, our attorney at Ahlers received notice that negotiations between Sandstone and Woodruff weren't progressing and that we would have to prepare a response to the petition for the court. Upon the advice from legal counsel, the District filed an insurance claim with EMC. EMC assigned a Des Moines firm named Bradshaw, Fowler, Proctor & Fairgrave, P.C. to the claim. On April 7, 2016, the District was notified by an attorney at Bradshaw, Fowler, Proctor & Fairgrave, P.C. that a settlement had been reached between Sandstone and Woodruff. At this point there is no financial obligation to the District. The Board does need to take action on the settlement agreement since the District was named as a defendant. Upon advice from legal counsel, the Administration recommends that the Board approve the agreement.



- VIII.** Closed Session per Iowa Code 21.5(1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. – **Discussion of Superintendent's Goals Mid-Year Review.** – Motion by Melissa Sassman, seconded by Jenn Van Houten. Roll call vote: Melissa Sassman, yes; Chad Vitiritto, yes; Roland Kouski Jr., yes; Doug Kayser, yes; Henry Wood, yes; Jenn Van Houten, yes; Brian Bowman, yes. Motion carried 7/0.

The Board took a break from 8 PM – 8:04 PM and returned to open session at 8:37 PM.

- IX.** **Adjourn** – Motion to adjourn by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0. The meeting adjourned at 8:38 PM.

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Brian Bowman, Board President

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Beth Vitiritto, Board Secretary