

SAYDEL COMMUNITY SCHOOL DISTRICT
5740 NE 14th STREET
DES MOINES, IA 50313

SPECIAL BOARD MEETING MINUTES

7:00 PM

Saydel District Office Board Room

May 23, 2016

- I. **Call the Meeting to Order** – Meeting called to order by President Brian Bowman at 7:47 PM
- A. **Roll Call** – Melissa Sassman, Chad Vitiritto, Roland Kouski Jr., Henry Wood, Doug Kayser, Jennifer Van Houten, Brian Bowman, present.
- B. **Approve Agenda** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0.

II. **Discussion/Action Items**

A. **Personnel**

1. **New Hires** – Motion to approve by Doug Kayser seconded by Jennifer Van Houten. Motion carried 7/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Contract/Salary</u>
Cheryl Porter	Summer Food Service Cook	\$13.94/hr
Samantha Phillips	Summer Food Service Cook	\$13.94/hr
Chasity Heins	Summer Food Service Aide	\$13.48/hr
Tammy Hawkins	Summer Food Service Aide	\$13.48/hr
Amanda Stone	Summer Food Service Aide	\$13.48/hr
Janet Kimrey	Summer Food Service Aide	\$13.48/hr
Andrea Olopwi	Summer Food Service Aide	\$13.48/hr
Jaime Griffin	Summer School Teacher	\$23.00/hr
Jennifer St. Peter	Summer School Teacher	\$23.00/hr
Jessica Dennis	Summer School Teacher	\$23.00/hr
Kelly Sager	Summer School Teacher	\$23.00/hr
Heidi Bogers	Summer School Teacher	\$23.00/hr
Lorelei Lake	Summer School Admin.	\$23.00/hr
Traci Lust	Summer School Admin.	\$23.00/hr
Kalei Douglas	Head Volleyball Coach-HS	\$5,468.80
Mary Salazar	Dir. of Curr., Inst. and Assessment	\$90,000.00
Jessica Knutson	2nd Grade Teacher/CE	\$41,102.00

2. **Resignations/Terminations** – Motion to approve by Chad Vitiritto, seconded by Jennifer Van Houten. Motion carried 7/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Reason</u>
Ashley Freese	8th Grade ELA-WS	Personal
Ashley Freese	MS Girls Basketball Coach	Personal
Craig Wederquist	Head Girls' Track Coach-HS	Personal

3. **Transfers** – Reviewed Only

<u>Name</u>	<u>Position/Bldg. (to)</u>	<u>Position/Bldg. (from)</u>
Harry Garrison	Day Custodian-CE	Night Custodian-CE
Jessica Dennis	Kindergarten-CE	2nd Grade-CE

B. Open Enrollment

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

Student Name	Grade	To	Reason
MacKenzy Schmidt	11	Ankeny	Moved to new district
Kassidy Thurman	7	Des Moines	Moved 4/15/16
Joshua Vestal-Bennett	10	Des Moines	Moved 4/15/16

2. **Out** – Motion to approve by Henry Wood, seconded by Jennifer Van Houten. Motion carried 7/0.

Student Name	Grade	To	Reason
Waylon VanWielden	K	Ankeny	Met deadline 16/17

C. Contracts and Agreements

1. **Cornell Project Furniture – Storey Kenworthy** – Motion to approve by Jennifer Van Houten, seconded by Melissa Sassman. Motion carried 7/0.

Saydel Schools has been working with Storey Kenworthy to identify furniture for the Cornell Addition Project. We hosted four vendors in late April and identified the services of Storey Kenworthy as the most able to deliver our vision for 21st century learning. The Site Master Plan document was referenced for furniture choices and \$60K was budgeted for the four classrooms and common area. We worked with Storey Kenworthy on designs and budgets, arriving at a plan that is 3K over budget, but represents the quality we are looking for in this project.

Storey Kenworthy has the state bid, so we were able to bypass the bidding process and use the state bid to ensure timely selection of materials. The company provided layouts, illustrations, and samples. We engaged students in the input process and met with teachers prior to selection to identify desired areas/spaces within their classrooms, then worked with the budget to get as close as possible to the wishes of those giving input, the project scope and the overarching goal of the site master plan. Storey-Kenworthy also has a local showroom that we visited to see the products in person before selecting. These purchases have been budgeted into the Cornell project and come from PPEL and SAVE. The Superintendent recommends the approval of this contract to ensure on-time delivery upon completion of the project.

2. **Contract Amendment – HAILA Architecture – Cornell Moisture Mitigation** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0.

This contract relates to design work associated with identifying and mitigating moisture issues in the PreK wing at Cornell. This moisture has led to mold, which required intense cleaning, sometimes involving professional cleaning services. Moisture sensors have been in the rooms for the past two months and this data will be analyzed in July during the height of humidity to determine next steps. The project budget already includes \$200K for moisture mitigation. The Superintendent recommends the approval of this contract amendment.

3. **Contract Amendment – HAILA Architecture** – Motion to approve by Jennifer Van Houten, seconded by Chad Vitiritto. Motion carried 7/0.

This contract relates to design work associated with the data cabling going into the new Cornell Project. The amendment is to specify the project and is under the same terms of the master agreement already in place with HAILA. The expense will be on a time and material rate. This is already included in the budget for the Cornell Project. The Superintendent recommends the approval of this contract amendment.

- 4. Floor Refinishing HS – Skold Construction** – Motion to approve by Chad Vitiritto, seconded by Jennifer Van Houten. Motion carried 7/0.

This contract secures services to replace current VCT tile at the High School with polished concrete, the impacted areas are in the main academic wing (bordering social studies and English classrooms) and the common area in front of the library. The cost of the next proposed phases is \$24,400. This project was discussed with Operations & Management Committee. These ongoing projects are paid through annual PPEL budgets. The Superintendent recommends the approval of this contract.

- 5. Gym Floor Refinishing – DLR Sanders** – Motion to approve by Jennifer Van Houten, seconded by Roland Kouski Jr. Motion carried 7/0.

This contract is the annual maintenance for the gym floors for all buildings. The cost for each gym is as follows:

WS Gym - \$3,124
 CO Gym - \$2,100
 HS Competition Gym - \$5,400
 HS North Gym - \$3,268

The total cost of the proposed work is \$13,892. These ongoing projects are paid through annual PPEL budgets. The Superintendent recommends the approval of this contract.

- 6. Engine Donation – Kohler** – Motion to approve by Melissa Sassman, seconded by Jennifer Van Houten. Motion carried 7/0.

Kohler Co. would like to donate 24 engines to the District. A donation agreement is being presented for approval of the engines. The 24 engines are specified as Kohler branded model PH-CH440-3115 and are to be used for educational and/or training purposes only. These engines will be utilized in the industrial tech classes at the HS. Approval of the agreement is recommended.

- 7. Tree Clearing – J Petticord** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0.

The tree clearing specified in the HS trail project was limited in scope to trees requiring removal to install storm drains. There exists a 15-20 foot wide area of trees and underbrush between the trail and the north fence line of the stadium. This contract would remove those trees, keeping any viable trees above a certain caliper. In addition to tree removal, we are examining replacing the north fence line of the stadium. At the time, we have not received a bid for fencing. We have a \$30,000 reserve budget for this project. We are requesting approval of this project now to ensure removal coincides with the timing of the entire scope of the project. Higher estimates for removal were obtained from the

contractors already on site completing removal. The Superintendent recommends the approval of this contract.

- III. Exempt Session for the purpose of discussing matters relating to employment conditions of employees of the governmental body who are not covered by a collective bargaining agreement per Iowa Code 20.9(3). – President Brian Bowman declared the Board entered into Exempt Session at 8:07 PM. The Board returned to Open Session at 9:03 PM.
- IV. 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 – **Superintendent's Yearly Evaluation**. – Motion to go into Closed Session 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; Jennifer Van Houten, yes; Brian Bowman, yes. Motion carried 7/0.

The Board returned to Open Session at 9:44 PM.

- V. **Adjourn** – Motion to adjourn by Henry Wood, seconded by Roland Kouski Jr. Motion carried 7/0. Meeting adjourned at 9:45 PM.

Brian Bowman, Board President

Beth Vitiritto, Board Secretary