

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

SPECIAL BOARD MEETING MINUTES

6:00 PM

Saydel District Office Board Room

August 22, 2016

- I. **Call the Meeting to Order** – Meeting called to order by President Brian Bowman at 6:03 PM
- A. **Roll Call** – Melissa Sassman, Chad Vitiritto, Roland Kouski Jr., Henry Wood (Henry left the Board Room from 6:10 PM until 6:11 PM), Doug Kayser, Jennifer Van Houten, Brian Bowman, present.
- B. **Approve Agenda** – Motion to approve by Melissa Sassman, seconded by Roland Kouski, Jr. Motion carried 7/0.
- II. **Discussion/Action Items**
- A. **Consent Agenda** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0.
1. Bills for payment
  2. Contracts
    - a). **Fall Sports Officials** - Proposed list of officials to be contracted to officiate the fall sports.
    - b). **Fall Security** - Proposed list of events that the District will contract with off-duty Polk County deputies to provide security at our events. Each event is paid at \$40/hour for a minimum of four hours.

B. **Personnel**

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

<u>Name</u>	<u>Position/Bldg.</u>	<u>Contract/Salary</u>
Amy Austin	Induction Mentor	\$1,000.00
Kathy Erickson	Induction Mentor	\$1,000.00
Carolyn McCauley	Induction Mentor x2	\$2,000.00
Rebecca Singletary	Induction Mentor	\$1,000.00
Heidi Bogers	Induction Mentor	\$1,000.00
Dana Goetz	Induction Mentor	\$1,000.00
Jen St. Peter	Induction Mentor	\$1,000.00
Candie Cable	Induction Mentor	\$1,000.00
Kelly Sager	Induction Mentor x2	\$2,000.00
Kari Fokken	Induction Mentor	\$1,000.00
Francis Eldredge	Custodian	\$16.53/hr
Nicole Schroeder	TAP Mentor	\$4,500.00
Rebecca Knowler	Retention Stipend	\$1,200.00

2. **Resignations/Terminations** – Motion to approve by Roland Kouski, Jr., seconded by Doug Kayser. Motion carried 7/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Reason</u>
Rebecca Nichols	5-8 Music/WS	Personal
Rebecca Nichols	TAP Mentor	Personal

Shila Love	HS Kitchen Manager/HS	Personal
Brandi McAbee	Special Ed Associate/CE	Personal
Tammy Berkenbosch	Special Ed Associate/HS	Personal

The following were presented for review by the Board. Superintendent Mr. Douglas Wheeler approved the contracts per Policy #405.3:

**Licensed Employee Contract Issued by the Superintendent (Policy #405.3):**

<b><u>Name</u></b>	<b><u>Position/Bldg.</u></b>	<b><u>Contract/Salary</u></b>
Colleen Babcock	5-8 Music Teacher	\$43,717.00
Jess Eide	HS Asst. Football Coach	\$3759.80

**C. Open Enrollment**

1. **In** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 6/0.

<b><u>Student Name</u></b>	<b><u>Grade</u></b>	<b><u>To</u></b>	<b><u>Reason</u></b>
Brandy Brown	4	Des Moines	Continuation move - 8/16/16
Autumn Cluff	K	Ankeny	Met deadline - 2016-17
Dakota Cluff	3	Ankeny	Continuation move - 8/16/2016
Amber Crowder	6	Des Moines	Continuation move - 8/16/2016
Autumn Hastie	9	Des Moines	Approved by DM
Chaisten Martin	9	Ankeny	Family move - 7/26/2016
Lucas McConnell	12	Des Moines	Continuation move - 8/1/2016
Zachary McKee	12	Ankeny	Continuation move - 9/2/2016
Rylee Starnes	9	Des Moines	Approved by DM

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

<b><u>Student Name</u></b>	<b><u>Grade</u></b>	<b><u>From</u></b>	<b><u>Reason</u></b>
Amayah Boylan	K	Des Moines	Met deadline - 2016-17
Caroly Coronado-Vargas	9	Des Moines	Continuation move - 6/14/2016
Alena Corvera Villegas	12	WDM	Move - 8/7/2016
Anthony Corvera Villegas	11	WDM	Move - 8/7/2016
Santiago Garcia	K	Johnston	Met deadline - 2016-17
Ciciley Gunn	9	Ankeny	Continuation move - 7/1/2016
Tyler Lane	12	Ankeny	Late request - 8/18/2016
Junvan Loatman	7	Ankeny	Family move - 7/1/2016
Ava Orr	1	Ankeny	Continuation move - 5/20/2016
Connor Radke	4	Des Moines	Continuation move - 5/1/2016
Tanysha Tate	7	Des Moines	Continuation move - 5/1/2016

3. **Denied** – Motion to approve by Melissa Sassman, seconded by Jennifer Van Houten. Motion carried 7/0.

<b><u>Student Name</u></b>	<b><u>Grade</u></b>	<b><u>From</u></b>	<b><u>Reason</u></b>
Kayla Lorenz	11	SEP	Didn't file by March 1 and does not meet good cause

- D. **Board Policies** – The policies listed below were presented to support the development of a procurement card (P-Card) system. The P-Card system manual and procedures will be brought to the September Regular Board Meeting. These policies are needed in advance as they are new and require two readings. The P-Card system will allow access to vendors who do not accept POs, will allow employees traveling to not incur personal expenses prior to reimbursement, and allow for emergency purchases without PO to ensure compliance with internal controls.

1. **401.10E1 (New, 1<sup>st</sup> approval)** – Motion to approve by Doug Kayser, seconded by Roland Kouski Jr. Motion carried 7/0.

2. **401.10E2 (New, 1<sup>st</sup> approval)** – Motion to approve by Chad Vitiritto seconded by Melissa Sassman. Motion carried 7/0.
3. **401.10E3 (New, 1<sup>st</sup> approval)** – Motion to approve by Roland Kouski, Jr., seconded by Melissa Sassman. Motion carried 7/0.

III. **Adjourn** – Motion to adjourn by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0. Meeting adjourned at 6:17 PM.

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Brian Bowman, Board President

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Beth Vitiritto, Board Secretary