

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

REGULAR BOARD MEETING MINUTES

6:00 PM

Saydel District Office Board Room

September 12, 2016

I. Call the Meeting to Order – Meeting called to order by Board President Brian Bowman at 6:00 PM

- A. Roll Call** – Melissa Sassman, Chad Vitiritto, Roland Kouski, Jr., Doug Kayser, Henry Wood, Jennifer Van Houten, Brian Bowman, present.
- B. Approve Agenda** – Motion to approve the agenda by Jennifer Van Houten, seconded by Melissa Sassman. Motion carried 7/0.

II. Public Comments – None

III. Board Reports

- Henry Wood said the Saydel High School Athletic Hall of Fame Induction Ceremony was coordinated very well and was a great way to honor past alumni.
- Melissa Sassman said the 2016 Homecoming Parade is Sept. 25. Homecoming week will be celebrated Sept. 26-30.
- Brian Bowman said the PERL Special Election is Sept. 13. He encouraged Saydel residents to vote in the election.

IV. Superintendent's Report

- A. District Recognitions** – Saydel is continuing to recognize businesses and individuals for their support by presenting them with certificates of appreciation. Superintendent Mr. Douglas Wheeler thanked Marquisville United Methodist Church for their donation of school supplies to Cornell Elementary School, and he presented church representatives Cyndee Davis, Emily Roepsch, and Mike Cormack with a certificate.
- B. Food Service Silver Awards** – The HealthierUS School Challenge is a USDA nationwide award program to recognize schools that promote and create healthier school environments through promoting good nutrition and physical activity. There are four levels awarded: Bronze, Silver, Gold and Gold Award of Distinction. There are 43 schools districts in Iowa that are part of the HUSSC. Saydel High School and Woodside Middle School were awarded the Silver Level Award. Saydel Food Service Director Jessy Sadler presented the awards to Saydel High School and Woodside Middle School.
- C. PERL Vote Update** – The PERL Special Election for Saydel is Sept. 13. Mr. Wheeler said two informational public forums for PERL were conducted Sept. 6 and 9. He said there is a strong buzz about the election, and a lot of work went into informing residents about the potential impact PERL can have on Saydel if the motion passes.
- D. Cornell Project Update** – Mr. Wheeler shared an update on progress being made on the Cornell Elementary Addition and Outdoor Classroom. New water lines and sewer lines are complete, the new outdoor playground is being utilized by students, and the project completion date for the inside classroom is approaching.
- E. Registration / Enrollment Update** – Mr. Wheeler shared enrollment numbers at Saydel as of Sept. 9, and the Board discussed enrollment trends.

V. Discussion/Action Items

A. Consent Agenda – Motion to approve by Jennifer Van Houten, seconded by Henry Wood.

Motion carried 7/0.

1. Minutes of Previous Meeting
2. Bills for Payment
3. Financial Reports
4. Contracts

a). **Homecoming DJ Agreement-** Contract between BC Productions and Saydel for DJ services on Sept. 30, 2016 in the amount of \$775. This is for a Student Council dance.

b). **Homecoming Photography Agreement-** Agreement between Monique Nuzum Photography and Saydel Community School District for photography services for the homecoming dance on Sept. 30, 2016. This service is free to the District (students pay for picture packages) and photos will be provided for the yearbook.

c). **Athletic Team Photography Agreement-** Agreement between Monique Nuzum Photography and Saydel Community School District for photography services for the team photos for the fall of 2016. This service is free to the District (students pay for picture packages) and the photos will be provided for the yearbook.

d). **Cooperative Teaching Agreement-** Saydel CSD has a long relationship with Grand View University. This agreement will allow us to investigate both practicum experiences within the district as well as student teaching placements for the coming school year.

e). **Education Record Release and Data Use Agreement-** Agreement between Saydel CSD and Education Analytics, Inc. to provide Value Added Modeling, Student Growth Outcomes, Assessment Development and SLO Analysis, Professional Development/Training, and other Reporting.

f). **2016 Cornell Elementary Addition & Outdoor Classroom-** Project Change Orders Within Contingency Amount Previously Approved in Issued Contracts

1. **Caliber Concrete - Change Order #1** - \$0 change order to change exposed concrete floor finish from the “polished” system to a “ground and sealed” system.
2. **Caliber Concrete - Change Order #2** - Caliber Concrete holds a \$15,000 contingency within the contract. The following changes will reduce the contingency, but will not increase the total cost of the contract.
 - \$1,674 - Extra demolition and concrete replacement in area at east end of north sidewalk
 - \$1,067 - South sidewalk revision
3. **Katelman Steel Fabrication, Inc. - Change Order #1** - Katelman Steel Fabrication, Inc. holds a \$5,000 contingency within the contract. The following changes will reduce the contingency but will not increase the total cost of the contract.
 - \$391 - Create 1-HR rated wall around sprinkler room
 - \$1,489.25 - Framing around two skylights
4. **Katelman Steel Fabrication, Inc. - Change Order #2** - Katelman Steel Fabrication, Inc. holds a \$5,000 contingency within the contract. The following changes will reduce the contingency but will not increase the total cost of the contract.
 - \$1,422 - Extend truss tails
5. **Brad Moeller Electric, Inc. - Change Order #1** - Brad Moeller Electric, Inc. holds a \$7,500 contingency within the contract. The following changes will reduce the contingency but will not increase the total cost of the contract.
 - \$250 - Delete 11 AV boxes with 2" conduit; room 406 says to delete two AV boxes, but only one; add nine data boxes with 1" conduit
 - \$350 - Add fire alarm strobe outside classroom
 - \$650 - Provide new fiber optic cable instead for entrance to main school at NE corner of gym

6. **Brad Moeller Electric, Inc. - Change Order #2** - Brad Moeller Electric, Inc. holds a \$7,500 contingency within the contract. The following changes will reduce the contingency but will not increase the total cost of the contract.
 - \$3,950 - Extend underground conduit for phone per CenturyLink proposal
 - \$625 - Repair conduit stuck in brick and re pull cable to clock
7. **Munro Construction - Change Order #1** - Munro Construction holds a \$10,000 contingency within the contract. The following changes will reduce the contingency, but will not increase the total cost of the contract.
 - \$0 - Changes to sail shades
 - \$35 - Change locker height to 60", add bigger bulkhead
 - \$162 - Delete door 203 A-4; add hollow door 403B and Knox box to sprinkler room 403
 - \$545 - CMU Repairs
 - \$703 - Carpet patching
 - \$1,815 - Additional shaftwall work
8. **Munro Construction - Change Order #2** - Munro Construction holds a \$10,000 contingency within the contract. The following changes will reduce the contingency but will not increase the total cost of the contract.
 - \$407 - Supply and install green metal edging
 - \$602 - Change louver blinds to manually operated roller shades
 - \$1,300 - Rough carpentry
 - \$230 - Roof blocking
 - \$370 - Additional paint in room 306
 - -\$2,000 - Deduct for play equipment

B. Personnel

1. **New Hires** – Motion to approve by Chad Vitiritto, seconded by Jennifer Van Houten. Motion carried 7/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Contract/Salary</u>
Jen St. Peter	Induction Mentor	\$1,000.00
Candie Cable	Induction Mentor	\$1,000.00
Kathy Erickson	.5 Student Council Advisor/WS	\$1,025.40
Annie Gallaher	.5 Student Council Advisor/WS	\$1,025.40
Mariah Hoium	Curriculum Development Facilitator	\$2,000.00
Cammy Newton	Curriculum Development Facilitator	\$2,000.00
Valerie Jones	Special Ed Associate/CE	\$13.98/hour
April Pagano	Special Ed Associate/WS	\$13.98/hour
Cassandra Strickler	Preschool Associate/CE	\$13.98/hour
Preston Martens	Lunchroom/Recess Assoc. WS/CE	\$13.68/hour

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

<u>Name</u>	<u>Position/Bldg.</u>	<u>Reason</u>
Cheryl Porter	Eagle's Nest Caregiver	Personal

3. **Transfers** – Reviewed Only

<u>Name</u>	<u>Position/Bldg. (to)</u>	<u>Position/Bldg.</u>
Samantha Phillips	Kitchen Manager/HS	Kitchen Cook/HS

The following were presented for review by the Board. Superintendent Mr. Douglas Wheeler approved the contracts per Policy 411.3

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

<u>Name</u>	<u>Position/Bldg.</u>	<u>Contract/Salary</u>
April Pagano	Special Ed Assoc/WS	\$13.98/hr
Cassandra Strickler	PK Associate	\$13.98/hr
Valerie Jones	Special Ed Assoc/CE	\$13.98/hr

C. Open Enrollment

1. **In/Continuation** – Motion to approve by Melissa Sassman, seconded by Henry Wood. Motion carried 7/0.

In

<u>Student Name</u>	<u>Grade</u>	<u>From</u>	<u>Reason</u>
Alise Hightower	4	Des Moines	Continuation-moved 8/26/16
Ayreon Hightower	K	Des Moines	Moved 8/26/16–met deadline
Christopher Hupp	8	SEP	Continuation moved 3/21/16
Makayla McVay	5	Des Moines	Continuation moved 8/25/16
Matthew Pedro	2	Des Moines	Family move 7/31/16
Alevia Riveros	K	Des Moines	Met deadline 2016-17
Breanna Sutherland	10	Des Moines	Family move 2011
Jestin Sutherland	12	Des Moines	Family move 2011
Arrow White-Thunder	K	Des Moines	Met deadline 2016-17

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

Out

<u>Student Name</u>	<u>Grade</u>	<u>From</u>	<u>Reason</u>
Alana Chanthavong	7	Des Moines	Family move 8/15/2016
Santiago Garcia	K	Johnston	Met deadline 2016-17
Yair Popoca	K	Des Moines	Met deadline 2016-17

3. **Denied** – None listed

D. Contracts & Agreements

1. **Change Orders – 2016 Cornell Elementary Addition & Outdoor Classroom –**

a). Change Order – Foundation Services Corp. – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0. The Board approved the following change request for the 2016 Cornell Elementary Addition & Outdoor Classroom from Foundation Service Corp.

Change Order #1:

Deduct	Return of unused contingency.	-\$1,000.00
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b). Change Order – Valley Plumbing – Motion to approve by Melissa Sassman, seconded by Roland Kouski, Jr. Motion carried 7/0. The Board approved the following change request for the 2016 Cornell Elementary

Addition & Outdoor Classroom from Valley Plumbing (dba Rhiners Plumbing).

Change Order #1:

Add	Install new roof drain storm pipe from new addition to ditch	\$6,632.00
Add	Water Service Piping into Building	\$17,333.00

Total change order request is for \$23,965; however, the Board already approved the water service piping of \$17,333 on July 11, 2016.

c). Change Order – Baker Group – Motion to approve by Doug Kayser, seconded by Melissa Sassman. Motion carried 7/0. The Board approved the following change request for the 2016 Cornell Elementary Addition & Outdoor Classroom from Baker Group.

Change Order #1:

Deduct	Eliminate the below ground storm sewer work	-\$7,224.00
Add	Water Service Piping into Building	\$36,294.00

Total change order request is for \$29,070; however the Board already approved the water service piping of \$36,294 on July 11, 2016.

d). Change Order – Estes Construction – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0. The Board approved the following change request for the 2016 Cornell Elementary Addition & Outdoor Classroom from Estes Construction.

Change Order #1:

Add	Permit Cost	\$2,393.00
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E. Policies – The policies listed below were presented to support the development of a Procurement Card system. These policies are needed in advance as they are new and require two readings. The program will allow access to vendors who do not accept purchase orders, will allow employees traveling to not incur personal expenses prior to reimbursement, and allow for emergency purchases without purchase orders to ensure compliance with internal controls.

- 401.10E1, Individual Procurement Card Use Agreement (New, second/final reading)** – Motion to approve by Melissa Sassman, seconded by Jennifer Van Houten. Motion carried 7/0.
- 401.10E2, Employee Agreement – Credit Card Checkout (New, second/final reading)** – Motion to approve by Chad Vitiritto seconded by Melissa Sassman. Motion carried 7/0.
- 401.10E3, Statement of Authority (New, second/final reading)** – Motion to approve by Jennifer Van Houten, seconded by Chad Vitiritto. Motion carried 7/0.

F. District Procurement Card Handbook – Motion by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0. The Board approved a handbook for the District Procurement Card Program. The handbook gives guidance to the approved cardholders and has set internal controls.

G. Resolution Authorizing Issuance of Individual Procurement Cards to be Submitted with Application – Motion by Jennifer Van Houten, seconded by Chad Vitiritto. Motion carried 7/0. The Board approved a resolution authorizing issuance of individual procurement cards to be submitted with application by the Superintendent/Board Secretary/Business Manager with the Bank of Montreal.

VI. Adjourn – Motion to adjourn by Melissa Sassman, seconded by Jennifer Van Houten. Motion carried 7/0. The meeting adjourned at 6:35 PM.

Brian Bowman, Board President

Beth Vitiritto, Board Secretary