

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

ORGANIZATIONAL MEETING MINUTES  
6:20 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 6:35 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 by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0.
- II. Board Organization**
- A. Election of 2016-2017 Board President** – Jennifer Van Houten nominated Brian Bowman for the position of Board President. The Board voted by roll call: Melissa Sassman, yes; Chad Vitiritto, yes; Roland Kouski, Jr, yes; Doug Kayser, yes; Henry Wood, yes; Jennifer Van Houten, yes; Brian Bowman, yes. Result of the vote was 7/0. Board Secretary Beth Vitiritto administered the Oath of Office to Brian Bowman.
  - B. Election of 2016-2017 Board Vice President** – Henry Wood nominated Jennifer Van Houten for the position of Board Vice President. The Board voted by roll call: Melissa Sassman, yes; Chad Vitiritto, yes; Roland Kouski, Jr, yes; Doug Kayser, yes; Henry Wood, yes; Jennifer Van Houten, yes; Brian Bowman, yes. Result of the vote was 7/0. Board Secretary Beth Vitiritto administered the Oath of Office to Jennifer Van Houten.
  - C. Establishment of Day and Time of Meetings** – Motion by Jennifer Van Houten, seconded by Chad Vitiritto to establish the day and time of Board meetings as listed below. Motion carried 7/0.
    - 1). Regular Board Meetings will be held the second Monday of each month at 6:00 PM at the Saydel District Office with the exception of the following – March Board Meeting will be held March 20 at 6:00 PM at the Saydel District Office.
    - 2). Regular Board Meeting for the purpose of approving Consent Items, Personnel, Open Enrollment and ONLY time-sensitive Discussion/Action Items will be held the fourth Monday of each month at 6:00 PM at the Saydel District Office with the exception of the following – There will be no December meeting held on the fourth Monday.
    - 3). Board Work Sessions will be held the fourth Monday of each month at 6:01 PM at the Saydel District Office with the following exception – There will be no Work Session held in December.
- III. Annual Resolutions**
- 1. Naming Bank Depositories** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0.  
RESOLUTION NAMING BANK DEPOSITORYES  
WHEREAS, as required by the Code of Iowa, be it resolved that the Saydel Community School District identifies Bankers Trust, Iowa State Bank, US Bank, and Valley Bank as

our banks of depository. The depository limits are set at \$5,000,000 for Bankers Trust, \$20,000,000 for Iowa State Bank, \$300,000 for US Bank, and \$1,250,000 for Iowa School Joint Investment Trust (ISJIT).

2. **Authorizing President and Secretary Signatures** – Motion to approve by Henry Wood, seconded by Jennifer Van Houten. Motion carried 7/0.

RESOLUTION AUTHORIZING PRESIDENT AND SECRETARY SIGNATURES

WHEREAS, it is provided by the Code of Iowa that the President is authorized to sign all warrants for the district drawn on all the district funds and that the Secretary is authorized to countersign same,

NOW, THEREFORE, be it resolved that the President and Secretary be authorized to sign all warrants drawn on all district funds of the Saydel Community School District as provided in the Code of Iowa and policies adopted by the Board of Education.

3. **To Automatically Disburse Payroll** – Motion to approve by Jennifer Van Houten, seconded by Henry Wood. Motion carried 7/0.

RESOLUTION TO AUTOMATICALLY DISBURSE PAYROLL

WHEREAS, it is not practical to conduct a board meeting for the purpose of allowing payment of payroll obligations, and the Code of Iowa provides proper procedures to be followed in the absence of a formal board meeting.

NOW, THEREFORE, be it resolved the Secretary of the Board of Education shall be authorized to disburse payroll monthly according to contracts entered into between the Saydel Community School District and the employees, and payment of part-time and hourly payroll when time sheets are filed.

4. **To Designate Official Newspaper of Record** – Motion to approve by Doug Kayser, seconded by Chad Vitiritto. Motion carried 7/0.

RESOLUTION TO DESIGNATE OFFICIAL NEWSPAPER OF RECORD

WHEREAS, the Code of Iowa requires that the proceedings of each regular, adjourned, or special meeting of the Board, including the schedule of bills allowed shall be published, WHEREAS, the publication of the Board proceedings shall be satisfied by publication in at least one newspaper having general circulation within the district.

WHEREAS, the Ankeny edition of the Des Moines Register, a newspaper published in Polk County, is a publication having general circulation within Saydel Community School District,

NOW, THEREFORE, be it resolved that the Secretary of the Board of Education shall be authorized to have published in the Ankeny edition of the Des Moines Register proceedings of the Saydel Board of Education.

5. **Naming Legal Counsel** – Motion to approve by Henry Wood, seconded by Jennifer Van Houten. Motion carried 7/0.

RESOLUTION NAMING LEGAL COUNSEL

WHEREAS, a school corporation may employ an attorney to represent the school corporation as necessary for the proper conduct of the legal affairs of the school corporation,

NOW, THEREFORE, be it resolved by the Saydel Community School District Board of Education located at 5740 NE 14<sup>th</sup> Street, Des Moines, Polk County, Iowa 50313 that the Ahlers Law Firm be appointed as primary counsel, with others on an as needed basis.

**6. Authorizing the Use of Check Signer and Protector** – Motion to approve by Jennifer Van Houten, seconded by Doug Kayser. Motion carried 7/0.

**RESOLUTION AUTHORIZING THE USE OF CHECK SIGNER AND PROTECTOR**

WHEREAS, there is on file at the Iowa State Bank and US Bank resolutions providing for depositing of funds and the withdrawal of same when properly signed by the President and Secretary as adopted by action of the Board of Education, and,

WHEREAS, a check signer and protector has been purchased using facsimile signatures of the President and Board Secretary and use of the machine is permissible when access is properly controlled,

NOW, THEREFORE, be it resolved that facsimile signatures of President and Secretary be authorized by the Board of Education to be used exclusively for the withdrawal of funds from all funds held at Iowa State Bank and US Bank.

**7. To Pay Bills When the Board is Not in Session** – Motion to approve by Jennifer Van Houten, seconded by Chad Vitiritto. Motion carried 7/0.

**RESOLUTION TO PAY BILLS WHEN BOARD IS NOT IN SESSION**

WHEREAS, in the operation of the affairs of the school district certain obligations are necessary to be paid and it is not practical for the Board to meet in special session for the processing and auditing of these bills, and,

WHEREAS, Section 279.30, Code of Iowa, provides that the Board may authorize the Business Manager to issue such warrants,

NOW, THEREFORE, be it resolved that the Business Manager is authorized to issue warrants when the Board of Directors is not in session for the payment of freight, drayage, express, postage, printing, water, light/gas, telephone, and other items deemed necessary by the Superintendent for expeditious purposes.

**IV. Board Reports**

A. **IASB Delegate Assembly Representative (Nov. 16)** – The IASB Delegate Assembly will be Nov. 16. Board members were asked to review their calendars and select a representative to attend the Assembly.

B. **IASB Convention** – The IASB Annual Conference will be held Nov. 16-18. Brian Bowman recommended the Board's participation in the Conference.

**V. Adjourn** – Motion to adjourn by Jennifer Van Houten, seconded by Doug Kayser. Motion carried 7/0. The meeting adjourned at 6:47 PM.

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Brian Bowman, Board President

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Beth Vitiritto, Board Secretary