

**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 Boardroom  
April 14, 2014

- I. Call the Meeting to Order – Meeting called to order by President Paul Breitbarth at 6:00 PM.
- A. Roll Call – Brian Bowman, Chad Briles, Kyle Prendergast, Melissa Sassman, Rob Stephenson, Paul Breitbarth – present Henry Wood arrived 6:02 PM
- B. Approve the Agenda – Motion to approve by Chad Briles, seconded by Melissa Sassman. Motion approved 6/0.
- II. Public Comments –
- Randy Ripperger, 3012 Mary Lynn Drive, Urbandale, Iowa addressed the Board on his applying for the position of Polk County Assessor which will become vacant on April 16, 2014. He feels his experience of 34 years in the Polk County Assessor’s office makes him an excellent fit for the position.
- III. Board Reports
- Paul Breitbarth reported he had attended Variety Night at Saydel High School and there were many talented kids performing, dancing, reading and one presented a power point in tribute to a military relative. Very well done.
  - Paul also noted that there was an assembly for high school students receiving recognition for academic achievement.
  - Melissa Sassman noted that she and Jane Prange were one of the chaperones for the band/choir trip to New York City and it was a great time.
  - Brian Bowman was a chaperone on the 8<sup>th</sup> grade trip to Washington, D.C. which was organized by Doug Cline. It did snow during that time so all government buildings shut down for a day, but they did have a good time.
  - Henry Wood attended the Cornell PTO Carnival and also the opening of Saydel Little League Baseball. Both were fun events.
  - Paul attended a Woodside Cluster Meeting and recommended any Board member who can attend should. He plans to attend a Cornell Cluster Meeting which is held during their professional development time. Paul also plans to attend the meeting to vote for a new Polk County Assessor – he will support Randy Ripperger.
- IV. Superintendent’s Report
- A. Reports:
1. Saydel Little League

Mike Nuzum presented the Board with the financial report of the past season. He also reported that we have ten teams and the team of 13 year olds will play games with the Ankeny teams and they will be playing under the lights. The MidWest Pride used the fields and our Little League held a carnival and all monies from the two events were used for field maintenance. The Saydel Little League had a balance of \$3,391.96 at the end of the 2013 season.

2. Saydel Junior Football

James Walker reported to the Board on the 2013 season. The Saydel Junior Football program is a member of the Youth Sports Foundation (YSF). Saydel Junior Football had 65 players in grades third through sixth who signed up for football the fall of 2013. The players sold Casey's Pizza Cards as a fundraiser. The Saydel Junior Football program had an ending balance of \$6,312.40 at the end of the season.

V. Discussion/Action Items

A. Consent Agenda – Motion to approve by Melissa Sassman, seconded by Kyle Prendergast. Motion approved 7/0.

1. Minutes of Previous Meetings
2. Bills for Payment
3. Financial Reports

B. Personnel

1. Resignations/Terminations – Motion to approve by Henry Wood, seconded by Brian Bowman. Motion approved 7/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Reason</u>
Char Baltes	Spec. Ed./HS	Personal
Rachel Purdy	Kindergarten/CE	Personal
Alana Jackson	Student Govt./HS	Personal
Alana Jackson	Mentor Teacher/HS	Personal
Stacy Asher	BITS/HS	Personal

2. New Hires – Motion to approve by Rob Stephenson, seconded by Brian Bowman. Motion approved 7/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Contract/Salary</u>
Nicole Schroeder	3 <sup>rd</sup> Grade/CE	\$37,714.00
Julie Rolf	Mentor Teacher/CE	\$4,500.00
Alana Jackson	Master Teacher/HS	\$9,000.00
Samantha Meyer	Kindergarten/CE	\$37,714.00
Corey Allison	Activity Director/MS	\$4,892.00

3. Separation Agreement - Motion to approve by Chad Briles, seconded by Melissa Sassman. Motion approved 7/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Amount</u>
Tracy Hook	Superintendent	\$30,000.00

C. Open Enrollment

1. In – Motion to approve by Brian Bowman, seconded by Melissa Sassman. Motion approved 7/0.

<b>Student Name</b>	<b>Grade</b>	<b>From</b>	<b>Reason</b>
Joseph Burns	11	Des Moines	Family move
Brayden Scott Kahapea	K	SEPolk	Met deadline
Christine R. Molano	9	SEPolk	Continuation

2. Out – Motion to approve by Rob Stephenson, seconded by Kyle Prendergast. Motion approved 7/0.

<b>Student Name</b>	<b>Grade</b>	<b>To</b>	<b>Reason</b>
Astrid Abbas	4	SEPolk	Met Deadline
Blake Brown	K	Des Moines	Met Deadline
Ryan Corbin	2	SEPolk	Met Deadline
Cheyenne Malhi	7	Johnston	Met Deadline
Erin Speer	K	SEPolk	Met Deadline
Evan Speer	K	SEPolk	Met Deadline

D. Contracts and Agreements

1. Saydel Little League – Lease Agreement – Motion to approve by Henry Wood, seconded by Chad Briles. Motion approved 7/0.

The Superintendent is recommending that 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 Finance Committee reviewed the contract via e-mail and the Superintendent recommends Board approval of this contract.

2. Saydel Junior Football – Lease Agreement – Motion to approve by Melissa Sassman, seconded by Chad Briles. Motion approved 7/0. The Superintendent is recommending that the following resolution for the lease of real estate to Saydel Junior Football be approved by the Board:

Section 1: The proposal to lease property to Saydel Junior Football shall be accepted and the real estate described as follows shall be leased by the Saydel Community School District to Saydel Junior Football 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 Finance Committee reviewed the contract via e-mail and the Superintendent recommends Board approval of this contract.

3. Midwest Dairy Breakfast Grant – Motion to approve by Brian Bowman, seconded by Chad Briles. Motion approved 7/0.

A grant was applied for by the Saydel Food Service Department for funds to help with implementation of the Cornell Elementary Breakfast in the Classroom for the 2014-2015 school year. Midwest Dairy will provide funds in the amount of \$2,000.00 to support successful implementation of breakfast in the classroom. Please see contract for the list of responsibilities that the Saydel Food Service Department must fulfill or strive in the implementation of Breakfast in the Classroom in order to receive funding.

The Superintendent recommends the approval of this contract.

4. Spring Sports Officiating Contracts – Motion to approve by Melissa Sassman, seconded by Rob Stephenson. Motion approved 7/0.

As part of our internal control procedures, the auditors recommend that the Board be presented with a list of the proposed officials for each sport season throughout the year. They stated that if the Board approves a proposed list, then each officiating contract would not have to be presented to the Board and require the signature of the Board President.

The Superintendent recommends Board approval of the proposed officials and the contracted fee for the 2014 spring sports.

5. American Appraisals Associates, Inc. – Motion to approve by Rob Stephenson, seconded by Melissa Sassman. Motion approved 7/0. Each year public entities are required to report capital asset values in their government-wide financial statements pursuant to the Governmental Accounting Standards Board (GASB) Statement number 34. In order to comply with this requirement, the District contracts with a firm to perform an annual inventory valuation.

American Appraisal Associates, Inc. has submitted a quote for \$4,100.00 to perform the district's FY14 inventory valuation. The FY13 inventory valuation was also performed by the same vendor for \$4,000.00.

Their services will include scanning the barcodes for all equipment over \$500.00 and tagging any equipment without barcodes. Information will be compiled regarding any capital improvements in the District; that information will then be incorporated with the current values for land, land improvement, and buildings. In addition, American Appraisal Associates, Inc. will prepare final reports of estimated costs of assets and calculate accumulated depreciation for such assets for use in completing the Certified Annual Report and the annual audit.

We have been pleased with the work performed by American Appraisal Associates, Inc. over the last several years and the costs of the contract remain competitive.

The Superintendent recommends the approval of this contract.

6. School Messenger Communications – Motion to approve by Kyle Prendergast, seconded by Melissa Sassman. Motion approved 7/0. School Messenger is a school notification system for providing timely information to parents. It is fully integrated with the Power School Student Information System currently used by the District and includes broadcast services via phone, email and text messaging. The preferred method(s) of broadcast services can be requested by each parent.

The School Messenger system will enable the District to send out mass communications to parents regarding same-day and night-before school cancellations, schedule changes and unplanned events. Mass communication can also be sent to specified sub-groups, i.e. parents of students in one building, at one grade level, or in a designated activity.

The School Messenger system will also make low lunch balance calls and attendance calls with an improved interface over our current system.

The Superintendent recommends Board approval of the purchase and subsequent service agreement with School Messenger for the amount of \$2,545.60 per year for three years or \$1.85 per student. This purchase will be paid from the PPEL Fund.

7. Cardio Fitness Room Equipment – Motion to approve by Henry Wood, seconded by Kyle Prendergast. Motion approved 7/0. Administration has received quotes to equip the new cardio fitness room at the High School.

Push, Pedal, Pull from Ankeny with a quote of \$116,497 is the company that best fit what the Administration was seeking for quality and durability of the equipment. Other quotes were obtained from Lifefitness and BFS (Bigger, Faster, and Stronger)

A list of the equipment to be purchased is as follows:

- 8-Precor TRM 811 Treadmills
- 8-Precor EFX 885 Ellipticals
- 4-Interactive Espresso Upright Bikes

All of this equipment includes a 5 year warranty.

The Building and Ground Committee has reviewed this quote and the Superintendent recommends approval of the purchase of the cardio equipment with bond referendum proceeds.

8. Weight Room Equipment – Motion to approve by Melissa Sassman, seconded by Brian Bowman. Motion approved 7/0. Administration has received quotes to equip the new weight room at the High School.

Rogers Athletic Co. with a quote of \$36,983 is the company that best fit what the Administration was seeking for quality of equipment. Other quotes were obtained from Push, Pedal, Pull and BFS (Bigger, Faster, and Stronger).

A list of the equipment to be purchased is as follows:

- 5-Pendulum Dual Rack
- 14-Pendulum Utility Bench
- 1-Dumbbell Rack
- 1-Dumbbell Set (5-100 lbs)
- 8-Bumper Plate Rack
- 6-7' Texas Power Bar
- 1-Bumper Plate Set (36-45's, 12-25's, 12-10's)

The Building and Ground Committee has reviewed this quote and the Superintendent recommends approval of the purchase of the weight equipment with bond referendum proceeds.

9. Cardio & Weight Room Flooring – Motion to approve by Brian Bowman, seconded by Henry Wood. Motion approved 7/0.  
Administration has received quotes to install flooring in the new cardio fitness room and the new weight room at the High School.

Rogers Athletic Co. with a quote of \$11,733 for the cardio fitness room and \$25,770 for the weight room is the company that best fit what the Administration was seeking for quality and functionality of the flooring. Other quotes were obtained from Push, Pedal, Pull and BFS (Bigger, Faster, and Stronger).

The Building and Ground Committee has reviewed this quote and the Superintendent recommends approval of the purchase of the flooring for the cardio fitness room and weight room with bond referendum proceeds.

10. K-5 Curriculum Materials Pearson – Motion to approve by Chad Briles, seconded by Melissa Sassman. Motion approved 7/0.  
The \$56,698.21 order for K-5 Math Investigations for the Common Core materials is presented for approval. There is only one bid presented for the materials, as Pearson is the only provider for these curriculum resources. Upon purchase of these materials, we will have K-5 implementation of Investigations for the Common Core.

The administration recommends the purchase of Investigations for the Common Core K-5 Math to support the common core implementation and elementary SINA Plan.

- E. Budget Guarantee Resolution - Motion to approve by Brian Bowman, seconded by Melissa Sassman.

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

The budget guarantee amount of \$30,331 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 \$.05024 per \$1,000 of taxable valuation, and is already calculated as part of the total proposed tax rate of \$12.87969.

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 2014-2015 for the regular program budget adjustment as allowed under section 257.14, Code of Iowa.

A roll call vote is required. – Brian Bowman-yes, Chad Briles-yes, Kyle Prendergast-yes, Melissa Sassman-yes, Rob Stephenson-yes, Henry Wood-yes, Paul Breitbarth-yes. Motion approved 7/0.

#### F. Proposed Budget for FY15

##### 1. Hearing

President, Paul Breitbarth announced that this is the time and place for the public hearing and meeting on the proposed 2014-15 school budget, and that the proposed budget has been published pursuant to the provisions of the *Code of Iowa*.

He then inquired whether there were 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 to be closed.

##### 2. Recommendation – Motion to approve by Henry Wood, seconded by Melissa Sassman. Motion approved 7/0.

The published version of the proposed budget is attached. The published rate is at \$12.87969 per \$1,000 of assessed valuation and incorporates all budget adjustments discussed at the February 24<sup>th</sup> Board Workshop.

Board approval of the proposed budget is recommended.

#### G. Cabling Project

##### 1. Hearing

**Public Hearing on Plans, Specifications, Form of Contract and Estimate of Total Cost of Construction**



President, Paul Breitbarth will declared this is the time and place for the public hearing on Plans, Specifications, Form of Contract, and Estimate of Total Cost of Construction for the 2014 Cabling Project, published pursuant to the provisions of the Code of Iowa.

He inquired whether there are any residents or taxpayers who would like to speak to the topic, or if any written comments were received prior to the meeting.

Hearing none, he declared the time for receiving objections to, or arguments in favor of, any part of the proposed project is closed.

2. Recommendation – Motion to approve by Rob Stephenson, seconded by Melissa Sassman.

There was received and filed with the Board Secretary, a report of the bids received on April 3<sup>rd</sup>, 2014 at 2:00 o'clock P.M., and publicly opened pursuant to the resolution of the Board and duly published for construction of certain public improvements described in general as the 2014 Cabling Project, in accordance with the plans and specifications now adopted, as attached.

Board approval of the following resolution is recommended.

“RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT”

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SAYDEL COMMUNITY SCHOOL DISTRICT, IOWA:

Section 1. That the following bids for the construction and installation of certain public improvements described in general as the 2014 Cabling Project, described in the plans and specifications heretofore adopted by this Board, be and is hereby accepted, the same being the lowest responsive, responsible bid received for such work, as follows:

<b>Contractor</b>	<b>Base Bid</b>	<b>Add</b>	
		<b>Alternate #1</b>	<b>Sub Total</b>
Communication Innovators	\$223,813.00	\$19,452.00	\$243,265.00
ABC Electrical Services	\$283,232.00	\$11,556.00	\$294,788.00

Description of alternates:

Alternate #1: Provide and install fiber optic cable and accessories to the new maintenance facility.

The Superintendent supports the acceptance of the lowest responsive, responsible bid from Communication Innovators and to include Alternate No. 1.

A roll call vote is required. Henry Wood-yes, Rob Stephenson-no, Melissa Sassman-yes, Kyle Prendergast-yes, Chad Briles-no, Brian Bowman-yes, Paul Breitbarth-yes. Motion approved 5/2.

H. Board Policies – Motion to approve by Kyle Prendergast, seconded by Rob Stephenson. Motion approved 7/0.

Saydel CSD is committed to a cycle of review of Board Policies as guided by Board Policy 209.5 “Review and Revision of Policy. The purpose around this agenda item is to revise and update as advised by our recent Department of Education Site Visit. The policies proposed for approval are 302.1, Superintendent Qualifications, Recruitment, Appointment and 303.2, Administrator Qualifications, Recruitment, Appointment. The word “**creed**” shall be added to the proposed policies.

This part of the meeting was adjourned at 7:32 PM

VI. Close session per Iowa Code 21.9 Conditions of Employment for Employees Not Covered By a Collective Bargaining Agreement. At 7:39 PM there was a motion to move to closed session by Chad Briles, seconded by Henry Wood.

Roll call: Rob Stephenson, Brian Bowman, Chad Briles, Henry Wood, Kyle Prendergast, Paul Breitbarth, Melissa Sassman. Also present: Tracy Hook and Ryan Eidahl.

VII. The purpose of the closed session was to discuss the following: Conditions of Employment for Employees Not Covered By a Collective Bargaining Agreement, to include Administrators, Administrative Assistants, Directors and Supervisors.

Motion to return to open session by Henry Wood at 9:02PM, seconded by Brian Bowman. Motion approved 7/0.

Motion to ratify the salaries as discussed in closed session by Kyle Prendergast, seconded by Rob Stephenson. Motion approved 7/0.

VIII. Adjourn – Motion to adjourn by Rob Stephenson, seconded by Henry Wood. Motion approved 7/0. Meeting adjourned at 9:06 PM.

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Paul Breitbarth, Board President

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Jane Prange, Board Secretary

The next Board Meeting is May 12 and the next Board Work Session is April 28. Both will start at 6:00 PM and be held in the Board Room at the District Office.