

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 Board Room

October 13, 2014

- I. Call the Meeting to Order** – Meeting called to order by President Brian Bowman at 6:00 PM
- A. Roll Call – Paul Breitbarth, Ray Livingston, Kyle Prendergast, Henry Wood, Melissa Sassman and Brian Bowman – present. Rob Stephenson – absent.
- B. Approve Agenda – Motion to approve by Paul Breitbarth, seconded by Melissa Sassman. Motion carried 6/0.
- II. Public Comments** – None
- III. Board Reports** –
- Ray Livingston reported the Referendum Open House on Oct. 10 was a success. Paul Breitbarth commented he was stationed at the high school entrance to greet alumni, and he received good feedback from those who attended. The tour enabled visitors to see improvements to the front offices, more secure entrance and exit, new weight and cardio training facilities, new stadium turf and pressbox, and the North gym renovations. The facility was full for the dedication/opening ceremony. Brian Bowman thanked the Saydel Athletic Boosters for supporting the celebration with a fireworks display after the varsity football game.
  - Melissa Sassman said Valley Fest and Showdown, the premiere marching band competition in the state, was held recently and Saydel placed extremely well with Outstanding Colorguard honors, Outstanding Drum Major honors, and high Marching Band honors. There were a lot of Saydel supporters at the event.
  - Henry Wood noted there are two fundraisers coming up. There will be a Pancake Breakfast October 18 at the Delaware Fire Station, 3992 NE Broadway Ave., to raise funds for the Woodside 8<sup>th</sup> grade Washington, D.C. trip. There will also be a Cornell PTO Spook Run/Walk October 25 at Saydel High School.
  - Paul Breitbarth mentioned Parent Teacher Conferences ran smoothly and were well attended. He was pleased to hear how the teachers are integrating the laptop computers into the curriculum and utilizing those important resources. Mr. Wheeler reported 95% participation at Cornell Elementary and 91% participation at Woodside Middle School. At Saydel High School, conferences are broken into student participation which was 41% and parent participation which was 55% for a total of 96%.
  - Brian Bowman said the IASB Conference is Nov. 19-21. Brian encouraged the Board members to attend one, if not all three days if possible. Registration needs

to be completed by Nov. 3 to take advantage of early bird discounts. Brian asked the Board to review their schedules and let Mr. Wheeler know what sessions they would like to attend.

- Brian Bowman noted there is an IASB District 5 Director Opening. If any of the Board members are interested, they can obtain more information online.
- Brian Bowman reminded the Board that the IASB Delegate Assembly Priorities were included in their packets. These priorities were submitted on behalf of the Board. Paul Breitbarth will serve as Delegate at the Delegate Assembly in November.

#### **IV. Superintendent's Report**

**A. Summer Eagles Nest Update** – Eagle's Nest Coordinator Deb Larson reported that the Eagle's Nest Summer 2014 program was successful. The program began in 2012 with 26 children. In 2013, enrollment grew to 46, and in 2014, enrollment was 66. The program is for grades K-8<sup>th</sup> and includes many activities/outings that engage the children and expand their learning opportunities. Over the summer, Eagle's Nest enjoyed visiting many places, including the Blank Park Zoo, Science Center, Adventureland, and many small businesses within the community. To recap memories of the successful summer, Deb made an Eagle's Nest DVD and gave a copy to each of the Board members to view. Deb is now resigning as the Summer Camp Coordinator, and the Board thanked her for her dedication to growing the program.

**B. iJAG Presentation** – Teresa Bowlin shared an overview about iJAG (Iowa Jobs for American Graduates). iJAG's mission is to assist students with multiple barriers to graduating from high school and/or successfully transitioning from high school to continued education and careers. The success of the program is reflected in iJAG's documented, measurable performance outcomes. The three basic areas focused on are Education, Employment and Life Skills. Students who may be targeted for the program are those with low credits, grades and GPA, students who are hard to serve/at risk of dropping out, foster youth, offenders, and those with high risk family environment. Teresa currently has 32 students in the iJAG classroom, but is serving a total of 57 students.

**C. FY '14 Financial Review** – Ryan Eidahl, Business Manager, presented the Board with the Ending Fund Balance Update for Fiscal Year Ending June 30, 2014.

**D. Summer Food Service** – Amy A'Hearn, Director of Food Service, presented the 2014 Summer Food Service Program Overview. The program provides meals to all children under ages 1-18 without charge during the summer. Meals are provided at Woodside Middle School Cafeteria. To encourage participation, summer sports were utilized. Capital City Baptist came over for lunch during their summer camp and there was an increase in the Norwoodville Community Center sack lunches. The average Eagle's Nest Summer Camp students ate approximately 40-50 per day. Amy noted she will continue to work to market the program to area churches and to area sports camps and sporting activities. She will also continue to work with the Eagle's Nest Summer Camp program.

**E. Enrollment Update** – Mr. Wheeler provided the Board with the Enrollment Snapshot.

**F. Superintendent Goals** – Mr. Wheeler shared standards and goals in three categories: Student Achievement, Communication and Visionary/Systemic Leadership. The Superintendent Mid-Year Review is set for Feb. 9 after the regular Board meeting in closed session. The Superintendent Evaluation will be held in May 2015.

**G. District Organizational Chart** – Mr. Wheeler presented the Board with a chart that presents an overview of the Saydel Community School District routing the operational, instructional and direct student support network.

**V. Discussion/Action Items**

A. Consent Agenda – Motion to approve by Paul Breitbarth, seconded by Ray Livingston. Motion carried 6/0.

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

- **A Special Event DJ** -- Agreement between A Special Event DJ and Saydel Community School District for DJ services for the prom dance on May 2, 2015. Service fee is \$600.00. (Student Activity Fund)
- **Woodward Granger Community School District** -- 28E agreement between Woodward Granger Community School District and Saydel Community School District to allow Saydel students to attend specialized programs offered through their Grandwood School Program. This agreement is a continuation from past years and is only entered into if Saydel has students attending. (General Fund)

**B. Personnel**

1. **Resignations/Terminations** – Motion to approve by Paul Breitbarth, seconded by Melissa Sassman. Motion carried 6/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Reason</u>
Bethany Sager	Eagles Nest Caregiver/CO	Personal
Theandon Johnson	Special Ed Assoc/CO	Personal
Corrine Stout	Kitchen Aide/WS	Personal
Deb Larson	Summer Camp Coordinator	Personal

2. **New Hires** – Motion to approve by Henry Wood, seconded by Kyle Prendergast. Motion carried 6/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Contract/Salary</u>
Doug Cline	Student Gov't Advisor/WS	\$1,834.50
Cindy Woodhall	Bus Associate	\$13.73/hr
Chris Philips	Boys' Basketball/WS	\$2,446.00
David Schwendinger	Boys' Basketball/WS	\$2,446.00

3. **Transfers** – None

### C. Open Enrollment

1. In – Presented for Approval – Motion to approve by Melissa Sassman, seconded by Henry Wood. Motion carried 6/0.

<b>Student Name</b>	<b>Grade</b>	<b>From</b>	<b>Reason</b>
Amburlie Hale	5	Des Moines	Family move
MacKenzie Henderson	2	SE Polk	Continuation
Drue Tate	8	Des Moines	Family move

In – Presented for Board Review

<b>Student Name</b>	<b>Grade</b>	<b>From</b>	<b>Reason</b>
Katie Anderson	12	Des Moines	Continuation
Kendall Walker	11	Bondurant	Continuation
Braydon Zeutenhorst	4	Ankeny	Continuation
Brody Zeutenhorst	1	Ankeny	Continuation

2. Out – Motion to approve by Melissa Sassman, seconded by Henry Wood. Motion carried 6/0.

<b>Student Name</b>	<b>Grade</b>	<b>To</b>	<b>Reason</b>
Kayla Koester	5	Urbandale	Continuation
Brayden Lewis	1	SE Polk	Family move
Natalie Lewis	5	SE Polk	Family move
Sophia Ritter	3	SE Polk	Family move
Rucsandra Vlad	1	Ames	Continuation

### D. Contracts and Agreements

1. **rSchool Work Ticket System** – Motion to approve by Ray Livingston, seconded by Paul Breitbarth. Motion carried 6/0.

We currently use rSchool as the conference approved platform for activities and athletics. This request is to do an add-on service for work ticketing in technology and facilities.

The goal of this purchase is to:

- Provide a single method for staff to communicate repair needs to operations and technology.
- Increase transparency in how we address building operations issues
- Provide a method to track and monitor completion of projects
- Provide a method to analyze operations department trends for budget prioritization

Work tickets will be analyzed monthly at Building and Grounds Committee.

This system will allow for a common method for staff to register needs that will take less time than an e-mail and be combined into a central list for prioritization and completion. The system will also allow our operations department to plan for addressing several

similar requests OR several requests at a particular site at the same time, increasing work efficiency.

Work flow for tickets would look as follows:

1. Teacher enters electronic work ticket
2. Principal approves or denies ticket
3. Supervisor of operations approves or denies ticket
4. If Approved, the ticket is assigned to an employee for completion
5. When completed, the Operations Employee registers the repair as complete

Common work tickets include:

- light bulb replacement
- graffiti
- broken pencil sharpener

The Superintendent supports the approval of this contract. The rSchool addition will be funded through PPEL.

2. **Empower 3000** – Motion to approve by Paul Breitbarth, seconded by Kyle Prendergast. Motion carried 6/0.

In August, the Board approved the curriculum for Global Studies at the 7th grade. Prior to making this proposal, the instruction committee was presented with some options for how to support this change with materials.

Empower3000 (a product of Achieve 300) is an online program consisting of non-fiction articles provided at differing lexile levels. This program will provide 7th grade students access to current materials on topics and concepts being taught in global studies. In addition to social studies materials, the licences for Achieve3000 will provide access to articles for Language Arts and Science.

The program is designed to provide grade-level and stretch learning for literacy. The program tracks student development on lexile level and gives the students and teachers immediate feedback on reading comprehension development.

In addition to addressing our materials needs in social science, we are implementing this as a pilot program for reading improvement at the middle school level by gathering data on program effectiveness and student growth at one grade level.

We have been awarded a grant offsetting regular costs to pilot this program, which includes licenses for 125 students and training for staff. Our discounted cost is \$5,454.00 for this year. This cost will allow us to pilot the program and download any materials for current or future use. Should we decide not to continue with our agreement beyond this

year, we are still able use any information we print from the site during the trial to continue supporting students. While we would lose the interactive and diagnostic aspects of the program if we discontinue use, we would still have the articles at different lexile reading levels to offer individual support to students. Any additional seats we would have open after serving all 7th grade students will be utilized to pilot effectiveness of the program with Special Education and English Language Learning students at Woodside.

The Superintendent has utilized this program in the past as a tool in a comprehensive reading intervention system. Students using this program included students entering 9th grade below proficiency, grade 9-12 special education students receiving reading instruction in a self-contained setting and ALL 9-12 English Language Learning students.

The Superintendent recommends the approval of this contract to support global studies and to pilot the programs as a potential tool to be used as part of a comprehensive reading intervention program at the middle school level and for our special needs students throughout the district. This purchase will be funded through the curriculum materials budget.

3. **Picture Perfect Science** – Motion to approve by Paul Breitbarth, seconded by Melissa Sassman. Motion carried 6/0.

The TIF 4 grant includes the requirement that our district develop a strong STEM (Science, Technology, Engineering, and Math) program. Part of this work we have started through the hiring of a STEM Master Teacher. Part of the Work of the STEM Master teacher is to develop a vision and direction for STEM education at Saydel.

We are beginning this process by examining STEM thinking at the elementary level. Strong STEM programs build a basis for STEM thinking through the development of inquiry skills. Picture perfect science provides materials that develop inquiry skills as well as work to develop literacy skills for elementary students. These materials will be used through 6th grade to enhance a science curriculum aligned to science standards.

These materials are published through the National Teachers of Science Association, demonstrating a tight alignment to current science standards.

In a recent weekly update, the Board was provided with a sample lesson from these materials as well as a video in which a teacher describes how the materials are used. In addition, teacher teams, the STEM master teacher, the director of CIA, and the superintendent attended a day-long workshop about these materials to critically examine their potential impact and our interest in the program. There has not been a material purchase for science supplements at the elementary level in several years.

A standard format for each five to ten day lesson includes:

- Reading and connecting activities with one fiction book

- Concept development
- Hands-one activity or experiment
- Non-fiction book with connecting activity

With this purchase, each teacher will receive 2-3 manuals. Based on grade level including:

- Picture Perfect Science is 3-6
- More Picture Perfect Science is K-4
- Even More Picture Perfect Science is K-6

Each grade level will get 29-38 informational and fiction books to support the lesson and each grade level will get a complete set of class packs needed to implement the activities.

The Superintendent supports the purchase of these materials for \$18,252.53. These materials will be purchased from the curriculum materials budget.

4. **Change Requests for 2014 Press Box/Bleacher Project** – Motion to approve by Melissa Sassman, seconded by Henry Wood. Motion carried 6/0.

The Administration and Building Grounds Committee has reviewed the following change request for the 2014 Press Box/Bleacher Project.

Change Request #7:

Add	Add chain link fence to north side of home bleachers and remove barbwire from existing fencing.	\$2,830.00
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Change Request #8:

Add	Additional landscaping behind home bleachers to comply with requirements of Polk County.	\$8,784.00
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The Superintendent recommends approval of these change requests. This will be funded through the bond project

5. **Change Requests for 2014 HS Renovation Project** – Motion to approve by Paul Breitbarth, seconded by Melissa Sassman. Motion carried 6/0.

The Administration has reviewed the following change request for the 2014 HS Renovation Project.

## Change Request #14:

Add	Misc. HVAC & Plumbing	\$7,621.00
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## Change Request #15:

Add	Tile in Nurse's Office	\$667.00
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## Change Request #16:

Add	Wall Infills at Cardio Area	\$450.00
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## Change Request #17:

Add	Paint North Corridor	\$1,805.00
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## Change Request #18:

Add	Break Metal for Skylights	\$10,033.00
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## Change Request #19:

Add	Concrete Retaining Wall	\$4,198.00
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The Superintendent recommends approval of these change requests. This will be funded through the bond project.

- E. **Curriculum Facilitators** – Motion to approve by Henry Wood, seconded by Melissa Sassman. Motion carried 6/0.

In 2014, Saydel was one of 23 school districts awarded the Teacher Leadership and Compensation Grant. At the time of application, it was assumed:

- A. We would have flexibility in the timing to spend this new money.
- B. The grant would replace state money for new teacher induction mentoring as required by law.

In July, we received the \$359,000 for the grant. New information was shared at that time:

- A. The districts receiving the grant must spend the \$359 within two years.
- B. The state financing for mentoring and induction of new teachers continued.

Our application in its original form, created three problems for us as a TAP district:

1. Our application was to support the TAP structure, but that structure is currently supported by the TIF 4 grant.



2. Without being able to count the Masters and Mentors and the first and second year induction mentors, we were below the number of teachers that the grant requires us to serve (25%).
3. We did not have structures in place to spend the \$359 in the two years required, but we want to fully mobilize the money from both TIF and TLC.

We met with the Iowa Department of Education Staff overseeing the TLC grant. They suggested creating additional leadership opportunities to ensure the money is spent in two years and to reach the 25% requirement. This required a formal request to Dr. Buck to move to a different model funded by the grant. We applied for and were approved to move models.

In addition to professional development funding and some trading of responsibilities for funding with NIET, we are choosing to develop a two-year leadership pathway called Curriculum Development Facilitator. These 20 individuals, under the support of the TLC grant will receive professional development to lead curriculum development initiatives at the building level.

The creation of this two-year additional Curriculum Development Facilitators has several goals:

1. Meet the TLC requirements to have 25% of staff impacted directly by the TLC grant
2. Build an additional leadership pathway for teachers
3. Provide on-site experts in curriculum and assessment at each building
4. Free TAP Master and Mentor teachers to support teachers in the instructional rubric
5. Speed the pace of curriculum and assessment alignment
6. Ensure a clear K-12 articulation of curriculum work

The Superintendent and Association President support the approval of this two-year position at a yearly stipend rate of \$2,000. This leadership opportunity will be fully funded through the Teacher Leadership and Compensation Grant.

- F. **SBRC Request** -- Motion to approve by Melissa Sassman, seconded by Ray Livingston. Motion carried 6/0.

The Special Education Supplement of the Certified Annual Report has been submitted to the Iowa Department of Education for FY14. The district reported excess expenditures over revenues in the amount of \$3,463.32 for the special education program. Each Iowa school district with a negative special education balance may request additional allowable growth and supplemental aid through the state's School Budget Review Committee (SBRC). In addition, the district may levy cash reserve in order to fund this additional allowable growth.

The Saydel Community School District has applied for this additional allowable growth for a special education deficit in the past. The Superintendent's Finance Advisory Committee continues to believe it is advantageous to take every opportunity to increase allowable growth whenever possible.

The Superintendent is recommending Board approval for the request to the SBRC for additional allowable growth for the FY14 Special Education deficit.

- G. Policy 501.2E1** – This exhibit for policy 501.2 - Non-Resident Students is being presented for review.

This Exhibit creates a record of agreement between families seeking to pay tuition to enter the school district. This form provides clarity on payment timelines as well as a record for office use.

Since this is an addition to policy, this month the form is being presented for review.

The superintendent supports this policy exhibit addition. The policy committee has reviewed this proposal and the approval timeline.

Approval Timeline:

October – Review

November – Final Approval. No action was taken.

- VI.** Adjourn – Motion to adjourn by Paul Breitbarth, seconded by Melissa Sassman.  
Motion carried 6/0. Meeting adjourned at 8:28 PM

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Brian Bowman, Board President

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Beth Vitiritto, Board Secretary

The next scheduled Board Work Session is Monday, Oct. 27 and the next scheduled Board meeting is Monday, Nov. 10. Both will be at 6 PM and they will be held in the Board Room at the Saydel District Office.