

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

November 10, 2014

- I. Call the Meeting to Order** – Meeting called to order by Vice President, Chairperson Pro Tem Paul Breitbarth at 6:00 PM
- A. Roll Call – Paul Breitbarth, Rob Stephenson, Ray Livingston, Kyle Prendergast, Henry Wood, Melissa Sassman – present. Brian Bowman – absent.
- B. Approve Agenda – Motion to approve by Ray Livingston, seconded by Melissa Sassman. Motion carried 6/0.
- II. Public Comments** – Justin Voshell, 3530 Belmar Drive, Des Moines, IA voiced his concerns and is initiating the appeal process regarding reprimands given to him by Superintendent Mr. Douglas Wheeler and Saydel High School Principal Kevin Schulte.
- III. Board Reports**
- Paul Breitbarth congratulated the fall athletes and band students for their participation and thanked the seniors for their leadership throughout the year. He also attended the fall production “Standardized Testing, The Musical” by Sam Willmott at the high school over the weekend and noted there was a nice crowd for the performance. Special thanks to Michael Puffett and all the Fine Arts students for time put into preparations for the musical.
  - Melissa Sassman reported that the band has won many awards. Concert Band and Jazz Band are now starting. The band and choir will perform Dec. 7 at 2 PM. The Jazz Band will also perform at Capital Square on Dec. 15.
  - Ray Livingston commented that he always announces during the volleyball games and recently recognized the senior players for their accomplishments and what they will be doing after high school. He noted 10 of the 12 players on this year’s varsity roster are seniors so next year will be a rebuilding year.
  - Henry Wood shared how the Cornell PTO Inaugural Spook Run/Walk was a huge success and a lot of fun. The weather was great and those who organized the event did a good job.
  - Paul Breitbarth provided a construction update. He said the buses are now parked in a well-lit, secure area. There has been a significant amount of progress completed at the Maintenance Facility, including electric, telephone communications, gas and water.
- IV. Superintendent’s Report**
- A. **MAP Presentation** – Last year Saydel began MAP testing as part of the TAP implementation to provide more frequent information about where our students are and what we need to work on to be successful. Mr. Wheeler introduced John Woodin of the

Northwest Evaluation Association (NWEA) who presented the Board with an Introduction to the MAP® K-12 Computer Adaptive Interim Assessment. NWEA is a not-for-profit organization located in Portland, OR, and has been around for about 38 years. The mission of NWEA is to help all kids learn. The organization tests around 8 million students per year using MAP which stands for Measures of Academic Progress. MAP is adaptive testing that is all web based. NWEA's data is not compliance data; its data they use to help kids learn. Scores are reported using the RIT Scale which is the same scale for everybody. The RIT Scale measures student achievement and test item difficulty and is designed to measure longitudinal growth over time. Students can use MAP results to set growth goals for themselves, deepening their engagement and ownership of learning. Teachers can use MAP data to identify a student's instructional level, monitor student growth, collaborate with a student's whole learning team, and differentiate instruction for an entire class and/or individual students. MAP data can also be used to predict college and career readiness. The brand new aspect of MAP is the RIT to Resource Application (<http://rittoresource.org>) which provides appropriate activities for students based on their RIT scores. The RIT score must be entered manually and students/families can have access to this program, but there is no MAP parent "portal." One other point of data reviewed during the presentation was the Children's Progress Academic Assessment (CPAA) which is an adaptive/scaffolded assessment given to Saydel early learners.

## V. Discussion/Action Items

- A. Consent Agenda – Motion to approve by Melissa Sassman, seconded by Ray Livingston. Motion carried 6/0.
1. Minutes of Previous Meeting
  2. Bills for Payment
  3. Financial Reports

### B. Personnel

1. **Resignations/Terminations** – Motion to approve by Henry Wood, seconded by Rob Stephenson. Motion carried 6/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Reason</u>
Susan Portz	Math Teacher/HS	Personal
Amy Swank	Nurse Associate/CE	Personal
John Valline	Basketball Coach/9th-Boys	Personal
Tyler Wilson	Asst. Wrestling Coach/HS	Personal
Michelle Vitiritto	Library Associate/WS	Personal
Kim Nekola	Special Ed Assoc/CE	Personal

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

<u>Name</u>	<u>Position/Bldg.</u>	<u>Contract/Salary</u>
Josh Turner	Asst. Wrestling Coach/WS	\$2,446.00
Gloria Gordon	Nurse Associate/All	\$13.33/hr
Brandi McAbee	Special Ed Associate/CE	\$13.33/hr
Keli Jo Robinson	Special Ed Associate/CE	\$13.33/hr
Kari Fokken	.5 NHS Advisor	\$229.31
Cheryl Smith	.5 NHS Advisor	\$229.31
Mary Jane Swanberg	Kitchen Aide/CE	\$13.18/hr
Zachary Buehrer	Basketball Coach/9th-Boys	\$3,363.25

3. **Transfers** – No action was taken; review only.

<u>Name</u>	<u>Position/Bldg. (to)</u>	<u>Position/Bldg. (from)</u>
Sarah Brix	Special Ed Preschool Assoc/CE	Special Ed Assoc./CE
Tammy Berkenbosch	Special Ed Assoc/CE	Special Ed Assoc/HS
Cesar Ramirez	ELL Bilingual Assoc/HS/WS	Special Ed Assoc/WS

### C. Open Enrollment

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

<u>Student Name</u>	<u>Grade</u>	<u>From</u>	<u>Reason</u>
Jorey Payne	1st	Johnston	Family Move
Claire Comer	1st	Griswold	Family Move

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

<u>Student Name</u>	<u>Grade</u>	<u>To</u>	<u>Reason</u>
Haylen Krug	K	Ankeny	Move

### D. Contracts and Agreements

1. **ICAT – Iowa Construction Advocacy Team** – Motion to approve by Ray Livingston, seconded by Rob Stephenson. Motion carried 6/0.

At the August 25 Board Workshop, the Board heard a presentation from Iowa Construction Advocacy Team (ICAT), which is sponsored by Iowa Association of School Boards (IASB). In September, we had members of ICAT come meet with members of the Administration to perform a needs assessment on what kind of services we desired. Based on this conversation it was determined that we should go with the Basic Assessment and MEP (mechanical, electrical, plumbing) Assessment for all three buildings.

Basic Assessment consists of a room by room (including hallways, common areas, offices and roofs) inspection for each building and costs \$8,500.

MEP Assessment includes an in-depth inspection of our HVAC needs for each building and costs \$7,500.

Once all of the assessments are completed, the Board will be presented a final report of all findings and estimated costs that will help with future project prioritization.

Buildings and Grounds Committee has reviewed this proposal. The Superintendent recommends approval of this proposal for \$16,000. This will be funded through the PPEL Fund.

2. **Change Requests for 2014 Bus/Maintenance Facility Project** – Motion to approve by Melissa Sassman, seconded by Rob Stephenson. Motion carried 6/0.

The Administration and Buildings and Grounds Committee have reviewed the following change request for the 2014 Bus/Maintenance Facility Project.

Change Request #9:

Credit	Credit for 8 maple trees in entrance median	-\$1,450.00
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Change Request #10:

Add	Storm line change at HS entry	\$2,932.00
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The Superintendent recommends approval of these change requests. This will be funded through the bond project.

3. **Change Requests for 2014 HS Renovation Project** – Motion to approve by Rob Stephenson, seconded by Melissa Sassman. Motion carried 6/0.

The Administration and Buildings and Grounds Committee have reviewed the following change requests for the 2014 HS Renovation Project.

Change Request #20:

Add	Electrical additions (outlets, clock, and change breakers in cardio area)	\$1,560.00
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Change Request #21:

Add	Remove sealants from exterior brick and reverse door frame in wrestling room	\$1,684.00
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The Superintendent recommends approval of these change requests. This will be funded through the bond project.

- E. **Curriculum Facilitators – Addition of Co-Teaching Facilitator** – Motion to approve by Kyle Prendergast, seconded by Melissa Sassman. Motion carried 6/0.

The selection process for the curriculum development facilitators approved at the October Regular Board Meeting is underway.

We have currently screened 15 applicants for 13 unique positions. Upon examination of candidates, we discovered a talent pool that might be able to support our special education co-teaching efforts.

We are requesting to add a curriculum development facilitator to support co-teaching in special education.

The Superintendent and Association President support the approval of this position to be added to the list of positions. The total number of positions will remain at 20 facilitators. This leadership opportunity will be fully funded through the Teacher Leadership and Compensation Grant.

- F. **Early Retirement Plans 2014** -- Motion to approve by Melissa Sassman, seconded by Henry Wood. Motion carried 6/0.

The Finance Committee has reviewed the District’s proposed Early Retirement Plans for the 2014-15 school year. These plans continue to serve as a financial strategy to reduce expenditures in the District’s general fund. Plans are for Licensed, Classified and Administrative employee groups.

The Licensed Employee Group early retirement plan contains:

- A one-time payment to a state approved 403B plan calculated upon 85% of the difference between the salary schedule base and the licensed employee’s current salary, less supplemental pay or extended contract pay.
- Insurance coverage until the employee reaches age 65 (based on the current rate of coverage).
- An employee must be 55 by June 30, 2015 and have 10 years of continuous service in the District and submit an application by January 5, 2015.

The Classified Employee Group early retirement plan contains:

- A one-time payment to a state approved 403B plan calculated upon 85% of the average base annual salary for the past three years of that employee.
- A one-time payment to a state approved 403B plan calculated at \$20 per sick day remaining as of June 30, 2015.
- An employee must be 55 by June 30, 2015 and have 15 years of continuous service in the District and submit an application by January 5, 2015.

The Administrator Employee Group early retirement plan contains:

- A one-time payment to a state approved 403B plan calculated upon 50% of the employee's current salary.
- Insurance coverage until the employee reaches age 65 (based on the current rate of coverage).
- An employee must be 55 by June 30, 2015 and have 10 years of continuous service in the District and submit an application by January 5, 2015.

To ensure that the individual employee early retirement applications are received and subsequently presented to the Board at the regular January Board Meeting, the due date will be January 5, 2015. Employees will be notified of their eligibility for a given plan in November. They will also be reminded that this plan is for this year only and there is a sentiment amongst the Board to discontinue the plan in the foreseeable future.

A summary of revised data for the groups is as follows:

Licensed Employees

Eleven Employees are eligible for this revised plan.

Classified Employees

Eight Employees are eligible for this revised plan.

Administrators

One employee is eligible for this revised plan.

The Superintendent recommends the approval of the proposed Early Retirement Plans for the three employee groups, as represented. These benefits will be paid from the Management Levy.

- G. **SBRC Request** -- Motion to approve by Rob Stephenson, seconded by Ray Livingston. Motion carried 6/0.

Each school year, by December 1, districts have an opportunity to make application to the School Budget Review Committee (SBRC) for additional spending authority in the areas of:

1. Increasing Enrollment
2. Open Enrollment Out
3. LEP/ESL Instruction Beyond Five Years

For Saydel CSD, in the current school year, that amounts to the following calculations:

1. 16.3 (students) x \$6,434.00 (per pupil cost)	=	\$104,874.00
2. 18.1 (students) x \$6,121.00 (state cost per pupil)	=	\$110,790.00
3. 15.0 Students x 0.22 (weighting) x \$6,434.00 (per pupil)	=	\$ 21,232.00
<b>TOTAL</b>	=	<b>\$236,896.00</b>

We have applied for this additional spending authority in the past. The Finance Committee has reviewed this request and continues to believe it is advantageous to take every opportunity to increase spending authority (unspent balance) whenever possible.

The Superintendent recommends Board approval for the resolution to seek additional spending authority in these three areas.

#### H. Policies

1. **Second Reading 501.2E1** – Motion to approve by Ray Livingston, seconded by Kyle Prendergast. Motion carried 6/0.

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

2. **Series 800 (Buildings & Grounds) Revisions** – Motion to approve by Kyle Prendergast, seconded by Rob Stephenson. Motion carried 6/0.

The District is required to review all policies every five years. The 800 series is being submitted for review and approval as part of this process.

The District policy committee has reviewed and revised these policies referencing the IASB policy manual and has suggested the following revisions summarized below.

1. Legal References Added to ALL policies
2. Capitalization of Officer & Administrator references
3. “sites” replaced with “grounds” for consistency throughout policies
4. 801.3 “building” changed to “facility” to include all areas under district influence
5. 802.1 - added “graffiti”
6. 802.4 amount of \$500 added to replace generic language for the threshold to regulate capital assets
7. 802.6 added “for the benefit of the education program”
8. 802.7 added “Employees and students will abide by these guidelines”
9. 803.1 to comply with updated guidance added “sold” to disposed and added “any other disposition may be done in any other manner so with only one insertion in the same newspaper”
10. 804.1 added ability of board to conduct its own inspection of school district buildings and grounds
11. Changed specified individual “supervisor of B&G” to state “The school district will annually appoint and train appropriate employees as necessary.”

These policies were reviewed and revised by the policy committee. The Superintendent supports the approval of these revisions.

- I. **PAES Program** -- Motion to approve by Melissa Sassman, seconded by Rob Stephenson. Motion carried 6/0.

### **Practical Assessment Exploration System / Work Development Curriculum**

The **PAES program** provides training on both employment skills and independent living skills. In addition, the performance-based assessment utilized in PAES provides progress monitoring and measures performance in a broad range of career pathways designed to guide the student in the process of transition from school to the real world. Work Behavioral Skills are addressed along with the practical application of economic life skills required for independent living.

The **PAES program** is a hands-on program that “multi-tasks”

1. Career and Life Skills Training
2. Performance-based Assessments
3. Career Exploration
4. Work Behavior Development
5. Data Collection



**PAES Outcomes/Course Completion**

- The student:
  - o Has learned entry-level skills in multiple career/work areas
  - o Has learned how to follow work procedures
  - o Has learned about his/her own appropriate work behaviors
  - o Has discovered his/her interest for certain tasks and job skills
  - o Has learned problem-solving skills
  
- Educator Knows:
  - o What skills students can perform competitively
  - o What special assistance or adaptations are required for some students
  - o The best next step for each student
  - o The job strengths and preferences of the student
  - o The level of appropriate work behaviors
  - o Vital transition information for IEPs and appropriate job placement

**Cost for the Premium Option: \$24,895**

(shipping and handling added to invoice)

- Curriculum Unit
- Consumer/Service Unit
- Computer/Technology Unit
- Business/Marketing Unit
- Construction/Industrial Unit
- Processing/Production Unit
- Deluxe Upgrade Package
- 2 Days On Site Staff Training

**Timeframe for set up, training, and implementation:** The goal would be to have all set up and training complete before the start of the second semester, 2015. There are minimal on-going costs estimated at \$1,000 per year for consumables.

The instruction committee has reviewed the program. This program will be funded through the Special Education budget. The Superintendent supports the purchase of this program.

- VI.** Adjourn – Motion to adjourn by Melissa Sassman, seconded by Henry Wood. Motion carried 6/0. Meeting adjourned at 7:39 PM

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Paul Breitbarth, Vice-President / Chairperson Pro Tem

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Beth Vitiritto, Board Secretary

The next scheduled Board Work Session is Monday, Nov. 24 and the next scheduled Board meeting is Monday, Dec. 8. Both will be at 6 PM and they will be held in the Board Room at the Saydel District Office.