

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

REGULAR BOARD MEETING MINUTES

6:00 PM

Saydel District Office Board Room

December 8, 2014

- I. Call the Meeting to Order** – Meeting called to order by President Brian Bowman at 6:01 PM
- A. Roll Call – Paul Breitbarth, Rob Stephenson, Ray Livingston, Kyle Prendergast, Henry Wood, Melissa Sassman, Brian Bowman – present.
 - B. Approve Agenda – Motion to approve by Paul Breitbarth, seconded by Melissa Sassman. Motion carried 7/0.
- II. Public Comments** –
- Alice Hackett, 5465 NW 4th Ct., Des Moines, IA, addressed the Board regarding the appeal by parent/volunteer Justin Voshell to be allowed on school property. Alice is a parent of a Saydel High School student and has interacted with Justin for three years. She has never seen anything inappropriate and feels he should be allowed to volunteer.
 - Debbie King, 3243 E. Aurora Ave., Des Moines, IA, addressed the Board regarding the appeal by parent/volunteer Justin Voshell to be allowed on school property. She has been involved in marching band for five years and has never seen anything inappropriate done by Justin. She was not aware that anything had happened. She said when you only have a certain number of parents volunteer and you lose somebody like Justin, it hurts the band.
 - Denice Grove, 319 SE SpringPark Drive, Ankeny, IA, addressed the Board regarding the appeal by parent/volunteer Justin Voshell to be allowed on school property. Denice is the parent of a high school sophomore. She has been involved in band and choir and knows Justin in and out of the school district. She said he has always acted in the best interest of the students and it is a loss to not have his assistance. She asked that Justin's privileges be restored.
 - Alexandria Edison, 319 SE SpringPark Drive, Ankeny, IA, addressed the Board regarding the appeal by parent/volunteer Justin Voshell to be allowed on school property. Alexandria is a high school student at Saydel. She saw what happened on the bus incident and said it was nothing. She hopes Justin can come back and volunteer.
 - Justin Voshell, 3530 Belmar Drive, Des Moines, IA, addressed the Board regarding his appeal to be allowed on school property. He asked the Board to reverse their decision and allow him to volunteer. He believes he was wrongly accused on several issues. He

has volunteered for 10 years and has never been told he was being inappropriate. He believes the safety of the kids is important, and he wants the students to feel comfortable and safe when they are at school functions.

III. Board Reports

- Henry Wood reported Cornell Elementary PTO held a community night fundraiser on December 2 at Smokey D's BBQ. It was a huge success and \$615.05 was raised. He congratulated PTO on a great night and said thank you to the crew at Smokey D's for their generosity to our school district.
- Paul Breitbarth attended the After Prom Trivia Night at the Capital City Baptist Church. It was a friendly night of competition and a nice fundraiser for After Prom. The facility was nice and so was the attendance.
- Paul Breitbarth mentioned there have been recent Christmas concerts. Brian Bowman attended the concert by the high school choir, jazz band and concert band and they all did a great job.

A. **IASB Convention** – Brian Bowman reported that he attended the IASB Convention as did Paul Breitbarth and Superintendent Mr. Douglas Wheeler. At the event, state representatives talked about supplemental state aid and where they see it landing for 2016. He noted there has been a lack of lobbying by schools and community members on the topic and encouraged that letters be sent to our state senators and representatives. Dr. Brad Buck also spoke at the event on the topic of financial literacy education. The convention was a good opportunity to network with other school board members.

B. **IASB Legislative Priorities, Resolutions and Legislator Tool** – Paul Breitbarth attended the Delegate Assembly during the IASB Convention and spent time focusing on legislative priorities. He attended the financial boot camp and general session. He noted there is one governor, 150 legislators and 2600 school board members across the state of Iowa, so as a lobbying group, we carry a significant voice on trying to promote our action/agenda items if we can get people to contact their local legislators. Mr. Douglas Wheeler compiled a list of legislators in our school district. Mr. Wheeler noted the ISB Legislator Tool is a free tool on the ISB web site and it provides a list of state senators and state representatives.

IV. Superintendent's Report

- A. **Schoology Update** -- Mr. Douglas Wheeler introduced Director of Technology Chris Stammerman and welcomed Saydel High School students Nick Dolan and Daniel Way. Nick and Daniel shared an update on the use of Schoology at the high school. Schoology is a social network that teachers and students can both use together. It is a class utility to help aid in teaching. Nick and Daniel reviewed the features of Schoology which include a calendar, message board, people page, discussion post, grades/attendance, notifications, classes and more. They reported the most common way Schoology is being used is for assignments and tests. When it's streamlined for classes, it works really well; however, there is a learning curve. They highlighted results from a study they did with high school students. The feedback they received

was a mixed reaction. Following Nick and Daniel's presentation, High School Science Teacher Tristen Ingle shared the teacher's point of view of Schoology.

- B. **Communication Survey Summary** -- Mr. Wheeler presented to the Board an initial analysis of the communication survey conducted with Saydel families in November. Each principal was provided a copy of their individual school results for consideration. Building administrators and the Superintendent will work to develop three communication priorities as a result of this survey. The Superintendent intends to send an e-mail message to families thanking them for their participation and outlining major areas that will be worked on for the remainder of this year in the area of school to family communication. The summary included a three-step data protocol, summary of survey using the three-step protocol and a survey summary report.

V. **Discussion/Action Items**

- A. Consent Agenda – Motion to approve by Paul Breitbarth, seconded by Ray Livingston. Motion carried 7/0.
1. Minutes of Previous Meeting
 2. Bills for Payment
 3. Financial Reports
 4. Contracts

Consent Agenda Contracts:

Winter Sports Officials -- Proposed list of officials to be contracted to officiate the winter sports (basketball and wrestling). (Student Activity Fund)

Winter Sports Security -- Proposed list of events that the District will contract with off-duty Polk County deputies to provide security at our events. Each event is paid at \$40/hour for a minimum of four hours. (Activity Fund)

B. **Personnel**

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

<u>Name</u>	<u>Position/Bldg.</u>	<u>Reason</u>
Lori Anderson	Admin Asst./WS	Personal

2. **New Hires** – Motion to approve by Henry Wood, seconded by Melissa Sassman, Motion carried 7/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Contract/Salary</u>
Cathy Dimit	Bus Associate/CE	\$13.53/hr
Kari Fitzgerald	Special Ed Associate/CE	\$13.33/hr
Kari Fitzgerald	Bus Associate/CE	\$13.33/hr
Brian Van Houten	Asst. Wrestling Coach/HS	\$3,363.25
Doug Cline	Curr Development Facilitator/WS	\$2,000.00
Linda Reid	Curr Development Facilitator/WS	\$2,000.00
Rebecca Nichols	Curr Development Facilitator/WS	\$2,000.00
Wendy Smith	Curr Development Facilitator/WS	\$2,000.00

Brenda Brown	Curr Development Facilitator/HS	\$2,000.00
Kari Fokken	Curr Development Facilitator/HS	\$2,000.00
Shawn Pavlik	Curr Development Facilitator/HS	\$2,000.00
Mike Yeoman	Curr Development Facilitator/HS	\$2,000.00
Jen Husen	Curr Development Facilitator/CO	\$2,000.00
Amy Crane	Curr Development Facilitator/CO	\$2,000.00
Candie Cable	Curr Development Facilitator/CO	\$2,000.00
Dana Goetz	Curr Development Facilitator/CO	\$2,000.00
Kelly Sager	Curr Development Facilitator/CO	\$2,000.00
Kris Bragg	Curr Development Facilitator/CO	\$2,000.00
Stacy Lindahl	Curr Development Facilitator/CO	\$2,000.00

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

<u>Name</u>	<u>Position/Bldg. (to)</u>	<u>Position/Bldg. (from)</u>
Monique Nuzum	Special Ed Assoc/WS	ELL Bilingual Assoc./All
Keli Robinson	District Intervention Assoc	Special Ed Assoc/CE

C. Open Enrollment

1. In – Motion to approve by Melissa Sassman, seconded by Ray Livingston. Motion carried 7/0.

<u>Student Name</u>	<u>Grade</u>	<u>From</u>	<u>Reason</u>
Mason Webb	K	Des Moines	Siblings enrolled

2. Out – None

D. **Finals Waiver Policy Revision to Handbook – HS** – Motion to approve by Rob Stephenson, seconded by Henry Wood. Motion carried 7/0.

The High School Principal has been working with his teacher leadership team and student council to review the final exemption policy. The following is an analysis and summary of that work and the justification for the intended change.

The Superintendent supports the High School Principal's proposal to modify the final waiver policy in the current student handbook approved by the Board in August 2014.

Summary of Proposal

I. Introduction

A. Background information -- For over six years, Saydel High School has had a method of incentivizing students by using semester tests. In 2009, students could earn semester test exemptions for positive behavior, good attendance, and proficiency on Iowa Tests of

Educational Development. In order to use an exemption, students had to earn 70% or above in their class. In 2011, the expectation to utilize an exemption jumped to 80%. During both fall and spring semesters, we have over 200 students per semester earn at least one exemption.

B. Purpose of the Proposal -- The Saydel Community School District has a clearly defined goal that 100% of our students will be career and/or college ready. The primary purpose is to better position our high school to meet this goal by providing effective assessments and experience to help prepare our students. In order to do this, it is being proposed to require all students to take a semester final in each course they are enrolled in.

II. Recommendation -- Students will be required to take semester tests in all classes. Exemptions will still be issued but instead of allowing students to not participate, it will allow the semester test to only impact a student's grade in a positive manner (raise grade and not lower).

First semester procedure:

- All students will take semester tests for all courses enrolled.
- A student who chooses to use a semester test voucher will not have their grade lowered as a result of the test. If a student does not attend or does not take the test, to voucher is void unless arrangements are made with the teacher.
- Students may earn semester test exemption vouchers to apply to any class the student desires as long as they earn an 80% or higher for both the 1st quarter and 2nd quarter grades.
- Semester test exemption vouchers will be awarded in the following areas:
 - o Good attendance – Students may not miss more than four school days (missing four or more class periods is considered a full day absence). The following are instances considered absences that could disqualify a student from the attendance voucher: doctor's appointment, out-of-school suspension, in-school suspension, other alternative learning environment, criminal court, and every three tardies from any class will be counted as an absence.

The following are examples that would not count toward a student's absences for semester tests. This list provides a few examples, but it is not comprehensive.

- civil court appointment
- counseling
- funerals
- school activities
- o No office referrals – No recorded office referrals for the semester.
- o Positive behavior – Students may redeem 20 Eagle Bucks
 - Semester test exemption vouchers may not be used for dual credit classes, DMACC classes or any other college credit earning classes.
 - Students must also have a signed parental waiver on file with the office by the announced due date to be exempt from any semester tests.

Second semester procedure for grades 9-11:

- All students, grades 9-11, will take semester tests for all courses enrolled.
- A student who chooses to use a semester test voucher will not have their grade lowered as a result of the test. If a student does not attend or does not take the test, to voucher is void unless arrangements are made with the teacher.
- Students may earn semester test exemption vouchers to apply to any class the student desires as long as they earn an 80% or higher for both the 3rd quarter and 4th quarter grades.
- Semester test exemption vouchers will be awarded to students in grades 9-11 on the following criteria:
 - o Demonstrate one year's growth on the science component of Iowa Assessments.
 - o Demonstrate one year's growth year on the math component of Iowa Assessments.
 - o Demonstrate one year's growth on the reading component of Iowa Assessments.
 - o Positive behavior – Students may redeem 20 Eagle Bucks
 - Semester test exemption vouchers may not be used for dual credit classes, DMACC classes or any other college credit earning classes.
 - Students must also have a signed parental waiver on file with the office by the announced due date to be exempt from any semester tests.

Second semester (grade 12)

- All students in grade 12 will take semester tests for all their classes they are enrolled.
- A student who chooses to use a semester test voucher will not have their grade lowered as a result of the test. If a student does not attend or does not take the test, to voucher is void unless arrangements are made with the teacher.
- Students may earn semester test exemption vouchers to apply to any class the student desires as long as they earn an 80% or higher for both the third quarter and fourth quarter grades.
- Semester test exemption vouchers will be awarded for completion of the following tasks:
 - o Senior Night tri-fold completed and turned into the student's advisor by the due date
 - o Senior Exit Survey completed and turned into the guidance department by the due date
 - o Senior Intentions Form completed and turned into the guidance department by the due date
 - o Final Transcript Permission turned into guidance by the due date
 - o Positive behavior – Students may redeem 20 Eagle Bucks
 - Semester test exemption vouchers may not be used for dual credit classes, DMACC classes or any other college credit earning classes.
 - Students must also have a signed parental waiver on file with the office by the announced due date to be exempt from any semester tests.

III. Advantages and Disadvantages of the Recommendation (Impact Analysis)**A. Advantages**

- Taking the semester test is another way to measure learning for all students.

- Placing students in a situation where they have to take semester tests will help prepare them for situations they will face in post-secondary education.

B. Disadvantages

- It will cause a sense that a privilege is being removed, which may cause push back from students and parents.

IV. Resources Needed

A. Financial – Budget --None

B. Time – Of Persons Needed to Implement the Recommendation -- Continued calculating and managing the logistics of the exemptions

- Administrative assistants - 4 hours/semester
- Administrative or Guidance Counselor - 1 hour/semester

V. Timeline to Implement the Recommendation

- December 9 - begin communication of change to students via email
- December 11 – begin communication of change to parents via School Messenger
- January 8 & 9, 2015 - implement the modified exemptions
- 2nd semester - continue review of the process
- May 21 & 22, 2015 – continue modified exemptions with Iowa Assessment results

E. Cornell Start Time 8:35 Effective January 13 – Motion to approve by Ray Livingston, seconded by Kyle Prendergast. Motion carried 7/0.

In order to both comply with state requirements for maintaining 1080 hours of instruction, while providing flexibility for weather-related delays, the Superintendent is proposing a mid-year change in the schedule at Cornell Elementary effective January 13. The new start time will be 8:35 am. This is a 10-minute addition to the day.

In addition to the weather delay flexibility, this plan allows an increase of instruction of 15 hours per semester or 30 hours per year. This would bring Cornell's schedule in line with surrounding districts and increase the amount of time students are receiving instruction.

The proposal has been updated since presented to the Board for discussion on November 24. We have contacted the state regarding these instructional time calculations.

The Superintendent supports this schedule change. The topic was discussed at the Board table in July when the hours vs. days issue was approved and the initial proposal was discussed at the November 24 Work Session to solicit input from the Board prior to bringing to a vote.

- F. **Early Retirement Plan Revision** – Motion to approve by Paul Breitbarth, seconded by Melissa Sassman. Motion carried 7/0.

At the November 10 Board Meeting, the Board approved the early retirement plans for the 2014-15 school year. A slight change for the Administrator Employee Group plan has been proposed as follows:

- Change from: a one-time payment to a state approved 403B plan calculated upon 50% of the employee's current salary.

Change to: a one-time payment (or in payments -- not to exceed IRS annual limits) to a state approved 403B plan calculated upon 100% of the employees current salary.

- Change from: Employer-paid insurance coverage until the employee reaches age 65 (based on the current rate of coverage).

Change to: No insurance coverage paid by the employer.

The Superintendent recommends the approval of the proposed change to the early retirement plan. These benefits will be paid from the Management Levy.

- G. **SBRC Request** – Motion to approve by Melissa Sassman, seconded by Henry Wood. Motion carried 7/0.

Approval of SBRC Application for Approval to Charge Administrative Costs (Grandwood)

Grandwood is now operating as a consortium of school districts. As such, each district now has to apply for a portion of the administrator's salary and benefits to be recouped as an allowable administrative fee for the Grandwood site. Each district needs Board approval for their portion, and then Grandwood will submit the application to the SBRC for the full amount. Administration recommends the approval of the SBRC submission for Saydel's portion of the allowable administrative costs, which is \$3,145.21.

Move the Board approve submission of Johnston's portion of the allowable administrative Grandwood costs, so Grandwood as a consortium, can then apply for full amount of administrative costs to the SBRC (School Budget Review Committee).

The Superintendent recommends the Board approve submission of Johnston's portion of the allowable administrative Grandwood costs, so Grandwood as a consortium, can then apply for full amount of administrative costs to the SBRC (School Budget Review Committee).

H. Policies

1. Revision Codes 105 & 105.R.1 – Anti Bullying/Harassment – Motion to approve by Ray Livingston, seconded by Kyle Prendergast. Motion carried 7/0.

To ensure tight compliance with state regulations and to update policies due to new district personnel, the following revisions are proposed:

- Name the Director of Special Education and Student Services as the district investigator and the Director of Curriculum, Instruction and Assessment as the alternate. This is revising the previous policy of the Director of Curriculum and Student Services as the district investigator and the Elementary Principal as the alternate.
- We propose adding a sentence making the Superintendent responsible for organizing training programs for students, school officials, faculty, staff and volunteers who have direct contact with students.

This policy revision was discussed by the policy committee. The Superintendent supports the proposed revisions.

2. Revision Code 403.2 – Employee Injury On the Job – Motion to approve by Rob Stephenson, seconded by Ray Livingston. Motion carried 7/0.

To ensure effective implementation of this policy and employee compliance, “**or supervisor**” is a proposed addition to Superintendent as a person to inform of injury on the job.

To mitigate district liability, we are proposing the policy be revised to require a doctor’s release when returning to work after injury on the job.

This policy revision was discussed by the policy committee. The Superintendent supports the proposed revisions.

I. Program of Studies HS 2015-2016 – Motion to approve by Rob Stephenson, seconded by Henry Wood. Motion approved 7/0.

There are two courses being proposed for inclusion in the HS program of studies for the 2015-2016 school year:

Course 1: Essentials of Algebra 2.0

Beginning in 2012, the district began moving in a direction to better meet our student needs as well as ensure that we are exposing our students to the math content defined in the Iowa Core. The sequence of courses is targeted to meet the needs of our students needing additional time to be successful with all the math content. Essentials of Algebra 1.0 was approved in 2012 and implemented in the 2013-2014 school year. Essentials of Algebra 1.5 was approved in 2013 and implemented in the 2014-2015 school year. Essentials of Algebra 2.0 is the last

course in this sequence to be approved in 2014 and to be implemented during the 2015-2016 school year. The sequence of courses is targeted to meet the needs of our students needing additional time to be successful with all the math content.

The complete sequence is as follows:

Essentials of Algebra 1 (9)

2 credits/year

Prerequisites: Ability to perform the fundamental operations with whole numbers, fractions, and decimals.

This course is the first year of a three year series; Essentials of Algebra 1, Essentials of Algebra 1.5, and Essentials of Algebra 2. It involves solving equations, using proportional reasoning, probability, mastering linear functions, using properties of exponents, and simplifying and factoring polynomials.

Essentials of Algebra 1.5 (10)

2 credits/year

Prerequisite: Essentials of Algebra 1

This course is the second year of a three year series; Essentials of Algebra 1, Essentials of Algebra 1.5, and Essentials of Algebra 2. It involves solving equations and inequalities, solving systems of equations, simplifying radical and rational expressions, linear relations and functions, and matrices.

Essentials of Algebra 2 (11-12)

2 credits/year

Prerequisite: Essentials of Algebra 1.5

This course is the third year of a three year series; Essentials of Algebra 1, Essentials of Algebra 1.5, and Essentials of Algebra 2. The completion of this 3 year series will satisfy the district requirement for Algebra 1 and Algebra 2.

This course will focus on quadratic and polynomial functions, inverse functions, radical functions, exponential and logarithmic functions, and rational functions. We will also explore the unit circle, and a few applications of trigonometric functions.

Course 2: Principles of Engineering (POE)

Principles of Engineering is the second of three foundation courses in the Project Lead The Way high school engineering program approved by the Board this past year.

- A. Request for Reconsideration of Superintendent Decision from Parent Justin Voshell** – Motion to continue support and uphold sanctions administered by current and previous administration was made by Melissa Sassman, seconded by Henry Wood. Motion carried 7/0.

Melissa Sassman said she appreciated comments from the public. After reviewing the circumstances of having two instances documented within six to eight months of each other, she is comfortable with the recommendations made by the administrators.

Henry Wood thanked the character witnesses in attendance. He said the two instances are one challenge, and there was an agreement in place that was not followed through which makes a third incident; therefore, he supports the decision by the administration.

Ray Livingston agreed with the recommendation and said he trusts Saydel's administration after reviewing the documentation.

Paul Breitbarth said volunteering is core within our district, but at some point the volunteerism piece does not overrule the acceptable behavior piece. Paul said he supports the recommendation by current and past administration.

Rob Stephenson said that after review of the incidents, his opinion is that Justin's actions were inappropriate. He said he doesn't have two students, but over 1300 students to look out in the district, and he supports the decision of the administration.

Kyle Prendergast spoke in support of the administration's decision. He said what happened is unfortunate but that is why policies are in place.

Brian Bowman supports the recommendation and said several administrators made the decision after working closely with legal counsel on the allegations. He said an appropriate decision has been made and communicated.

- VI.** Adjourn – Motion to adjourn by Melissa Sassman, seconded by Henry Wood. Motion carried 7/0. Meeting adjourned at 7:36 PM

Brian Bowman, President

Beth Vitiritto, Board Secretary

The next scheduled Board Work Session is Monday, December 15 at 5 PM and the next scheduled Board meeting is Monday, Jan. 12 at 6 PM. Both will be held in the Board Room at the Saydel District Office.