

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

January 11, 2016

- I. Call the Meeting to Order** – Meeting called to order by Board President Brian Bowman at 6:02 PM
- A.** Roll Call – Melissa Sassman, Roland Kouski, Jr., Chad Vitiritto, Henry Wood, Jenn Van Houten, Brian Bowman, present. Doug Kayser, absent.
- B.** Approve Agenda – Motion by Melissa Sassman to amend the agenda removing item VI.-B2, Resignations/Terminations (none listed), and item VI. -C2, Open Enrollment out (none listed), seconded by Chad Vitiritto. Motion carried 6/0.
- II. Public Comments** – None
- III. Board Reports**
- Brian Bowman said the latest edition of The Saydel Communicator has been published and it looks great. He said the district publication contains a lot of information, and he encourages parents and community members to read it.
  - Jenn Van Houten reported she attended Mini-Sessions and Snowman Stations in December. The activities were wonderful, and the students enjoyed the activities.
  - Brian Bowman said the Prairie Meadows Check Presentation for to Saydel will take place January 26 at the Meadows Event Center. Reservations will be made for any Board members who would like to attend the reception and program.
- IV. Superintendent’s Report**
- A. District Recognitions**
- Superintendent Mr. Wheeler presented a certificate of appreciation to Dave and Julie Lilly, owners of Montana Mike’s Steakhouse for sponsoring the Woodside Middle School Students of the Month Program. Each month a group of students are honored for following The Eagle Way SOAR expectations, and they are treated to lunch at Montana Mike’s, courtesy of Dave and Julie Lilly.
  - Mr. Wheeler recognized Doug Sassman of Sassman Glass for also sponsoring the Woodside Middle School Students of the Month Program. Doug provides a limousine ride for the students and drives them to Montana Mike’s Steakhouse for lunch.
  - Mr. Wheeler recognized Justin Porter of Brown Shoe Fit Co. Justin recently partnered with Saydel Community School District to provide new shoes for some of the students in need at Cornell Elementary and Woodside Middle School.

- B. District Safety Items Update** – Mr. Wheeler updated the Board on recent district safety improvements. Saydel has formed a Safety Committee, and safety improvements started over the summer when Mr. Wheeler met with the building principals to revamp the district safety crisis emergency manual. The committee has been implementing several big projects. In addition to ongoing emergency planning, two-way radios were purchased for the District and distributed prior to Winter Break. The Raptor System has been purchased and will be installed at Cornell Elementary in February. Visitors will scan their ID's to check them into the building as visitors or volunteers. Identification badges, which also function as key fobs, have been distributed to all Saydel staff. ID badges are also being made for other employee groups such as coaches, substitutes, and vendors. Emergency shutoffs have been installed in all of the HVAC systems in the District, and ongoing staff training will continue for safety and emergency planning.
- C. Hiring Process & Fair Updates** – Mr. Wheeler shared information on One-click References on Teach Iowa. This is a method that will be used within the District to screen applicants before they are hired. He also provided an update on Hiring Fairs that Saydel Community School District will be participating in. Heartland AEA Hiring Fair is March 2; Iowa State University Hiring Fair is March 4; University of Iowa Hiring Fair is April 1; and University of Northern Iowa is April 2. Mr. Wheeler is also working on an Employee Exit Survey that will be presented to the Board for approval at a later date. This survey will provide good employee feedback.
- D. Communication Survey** – Mr. Wheeler reported results of the Communication Survey that went out to parents and guardians in November. There were 174 responses. Mr. Wheeler reviewed this year's communication focus areas, which are to return parent contacts within 24 hours; update grades regularly; update school calendars regularly; and notify families at the first signs of academic struggle. Results from several survey questions were shared, and he provided a summary of the District's communication "glows" and "grows."
- V. Administrative Report to the Board**
- A. 3-Year Plan of Continuous Improvement Objective B Update** – Mr. Wheeler reported on progress that has been made in Saydel's 3-Year Continuous Improvement Plan. The 3-Year Objectives are A) Student achievement will be enhanced through continuous improvement in curriculum, instruction and assessment. B) Student needs will drive resource allocation and district management decisions. C) Collective capacity and involvement of students, staff, families, and community will be enhanced through frequent and transparent communication and opportunities for family and student engagement. Mr. Wheeler outlined the progress that has been made in Objective B. He overviewed what Saydel is trying to improve, grow and develop through the five different Targets in Objective B, and he provided status reports on the strategies and deliverables. He also reviewed the next steps for these Targets as well as the roadblocks, challenges and support needed from the Board.
- VI. Discussion/Action Items**
- A. Consent Agenda** – Motion to approve by Henry Wood, seconded by Melissa Sassman. Motion carried 6/0.

1. Minutes of Previous Meeting
  2. Bills for Payment
  3. Financial Reports
  4. Contracts
    - a.) Supplemental Education Services – Sylvan Learning Center
- **Supplemental Education Services-Sylvan Learning Center - Cornell Elementary** is required to offer parents a menu of options for supplemental education services. To receive SES, students must be below proficiency in math and/or reading and meet the Title I requirements for free and reduced lunch status. The law states that we must offer SES to students two times a year. The provider chosen by the parents was Sylvan Learning Center. We have used Sylvan the last two years. We are required to provide this service and allocate up to 20% of our Title 1 funding to cover SES.

## B. Personnel

1. **New Hires** – Motion to approve by Jenn Van Houten, seconded by Roland Kouski, Jr. Motion carried 6/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Contract/Salary</u>
Jessica Gillen	Custodial/WS	\$16.18/hour
Dave Brunelle	Mentor/HS	\$2,700.00

2. **Resignations/Terminations** – Removed from agenda at beginning of meeting due to none listed.

3. **Transfers** – (reviewed only)

<u>Name</u>	<u>Position/Bldg. (to)</u>	<u>Position/Bldg. (from)</u>
Tammy Berkenbosch	HS Special Ed Associate	CE Special Ed Associate

### **Licensed Employee Contract Issued by the Superintendent (Policy #405.3):**

<u>Name</u>	<u>Position/Bldg.</u>	<u>Contract/Salary</u>
Zach Antle	9th Gr. Girls Basketball Coach	\$3,618.45

\*Pending background check

## C. Open Enrollment

1. **In/Continuation** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 6/0.

### **Presented for Board Approval:**

**In**

<u>Student Name</u>	<u>Grade</u>	<u>From</u>	<u>Reason</u>
Madielynn Garrison	9	SE Polk	Continuation-Moved

2. **Out** – Removed from agenda at beginning of meeting due to none listed.
3. **Denied** – Motion to approve by Jenn Van Houten, seconded by Melissa Sassman. Motion carried 6/0.

**Open Enrollment In Requests – Recommendation to Deny:**

<u>Student Name</u>	<u>Grade</u>	<u>From</u>	<u>Reason</u>
Autumn Hastie	8	Des Moines	Late and does not meet good cause

- D. Resolution for tentatively approving plans, specifications, form of contract and estimate of total cost for the 2016 Cornell Addition and Outdoor Classroom Project** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 6/0.

Resolution Tentatively Approving the Plans, Specifications, Form of Contract, and Estimate of Total Cost for the 2016 Cornell Addition and Outdoor Classroom Project and Setting the Time, Date, and Location for a Hearing Thereon and Further Authorizing the Advertisement for Competitive Bids on Said Project.

The architects with Haila Architecture have completed the design and planning phases of the 2016 Cornell Addition and Outdoor Classroom Project. The proposed plans for this project have been before Committees of the Board as well as this Board, most recently at the Regular Board Meeting on November 23, 2015.

The Board is now being presented with the following information for the 2016 Cornell Addition and Outdoor Classroom Project:

- Project Manual/Drawings
- Form of Contract that has been reviewed by District Legal Counsel
- Estimated Budget

A set of the plans and specifications will be made available for review at the Saydel Community School District Office.

The Superintendent is recommending Board approval, pending public hearing as required by Iowa law, these proposed plans, specifications, forms of contract and estimate of total cost of construction for the 2016 Cornell Addition and Outdoor Classroom Project. The Superintendent further recommends that the Board begin Advertising for Bids on this project on January 15, 2016, with a submission date of February 11, 2016 at 2 PM. A public hearing will be held on these proposed plans, specifications, form of contract, and estimate of total cost on February 22, 2016, at 6 PM in the Saydel District Office Board Room.

- E. Plan to expand Preschool Services for the 2016-2017 School Year** – Motion to approve by Henry Wood, seconded by Jenn Van Houten. Motion carried 6/0.

The proposal was discussed at the December Regular Board Meeting. In addition to this plan, we have moved the registration process for both Pre-K and Kindergarten programs up three months from where they usually occur.

- Pre-K registration opens 2-5-16
- Kindergarten registration opens 1-29-16
- Kindergarten Roundup 2-16-16 - 7:00 PM

The Superintendent supports the approval of this plan as presented. Implementation will be contingent on enrollment.

## F. Handbook Modifications

**1. High School Semester Grading Procedure** – Motion to approve by Henry Wood, seconded by Jenn Van Houten. Motion carried 6/0.

The following proposal is being presented by the High School Principal. This is one step toward developing a fair and accurate grading system for our district and seeks to address several ongoing concerns that can contribute to lack of success by students. This issue has been discussed with the Instruction Committee, as a portion of a Board Work Session and in Superintendent Updates to the Board. This is the first time the Board has been given a full proposal on the issue. The Superintendent supports the High School Principal's proposal to modify the handbook to include this grading procedure. *Note: The Board does not have an established Board Policy on grading.*

**2. Woodside Add/Drop Course Procedure** – Motion to approve by Henry Wood, seconded by Melissa Sassman. Motion carried 6/0.

The Woodside Principal is proposing the addition of an Add/Drop Policy to be added to the Woodside Student Handbook for the current year. The Superintendent recommends the support and approval of the Woodside Principal's recommendation.

### Add/Drop Policy Proposal

The add/drop proposal and add/drop request will provide a clear procedure for requesting changes and when the changes will or will not be granted.

**G. High School 2016-2017 Registration Guide** – Motion to approve by Chad Vitiritto, seconded by Melissa Sassman. Motion carried 6/0.

The registration guide for the 2016-2017 school year is being presented for approval. The offerings in this guide are reviewed annually in partnership with the Director of Curriculum Instruction and Assessment to ensure consistency with State and District Requirements as well as to ensure offerings that are relevant to preparing our students. The Superintendent recommends the approval the Course Registration Guide as presented.

Changes to this year's guide include the following:

- **Course additions** will include *Principles of Marketing, Principles of Finance, AP Language and Composition, Contemporary Affairs, Scientific Research and Design, Pro Start 1, Pro Start 2*
- **Courses to be changed** include *Introduction to Computer Science.*
- **Courses to be eliminated** include *Contemporary History, Economics, Vocational Mechanics Technology, CAD, Architectural CAD, Essentials of Algebra 1.5, Introduction to Culinary, Baking, Restaurant Catering, Honors American Literature.*

**H. Review & Revision of Board Policy 300 Series** – Motion to approve by Chad Vitiritto, seconded by Roland Kouski, Jr. Motion carried 6/0.

The Board is required to review every policy series every five years. The Saydel CSD has established a rotation that reviews and revises two series each year. This

is the primary focus of the Board Policy Committee. These policies are reviewed by the Policy Committee and others are brought in to consult as needed. The Superintendent recommends the approval of the revisions and statement of review of this Policy Series.

- I. Raptor Procedures Handbook** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 6/0.

As part of the work to continuously update safety and security in the District, the Administration and Safety Committee has purchased the Raptor System. This system will be implemented this spring at Cornell and in all buildings by the start of the 2016-2017 school year. This system has been discussed by the Safety Committee and in Superintendent Weekly Updates. The Raptor System provides an effective and affordable way to help schools and community facilities keep unwanted visitors out while tracking those they allow in. This Handbook establishes the district protocols for operating the system. The Superintendent recommends the approval of this handbook for Raptor. Upon approval, the process for communication of this change to Cornell families will begin with a targeted implementation of February 15.

- J. Contracts and Agreements** – Motion to approve by Jenn Van Houten, seconded by Chad Vitiritto. Motion carried 6/0.

1. Contract for services – Jan Chappuis (presenter) for February 8 Professional Development Day.

This contract enters the District into an agreement with Jan Chappuis to provide district-wide professional development to teachers on the February 8, 2016, professional development day. Jan Chappuis will present seven strategies structured around three essential questions—Where am I going? Where am I now? and How can I close the gap?—to give teachers quality, research-based recommendations about assessment practices for improving student achievement.

TAP funds will pay for the presentation fee and Teacher Quality Funds will pay for the expenses. The Superintendent recommends the approval of this contract.

- VII. Adjourn** – Motion to adjourn by Jenn Van Houten, seconded by Melissa Sassman. Motion carried 6/0. The meeting adjourned at 7:40 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, January 25 at 6 PM. It will be held in the Board Room at the Saydel District Office.