

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

ORGANIZATIONAL MEETING MINUTES

6:10 PM

Saydel District Office Board Room

September 10, 2018

- I. Call the Meeting to Order** – Meeting called to order by Board Secretary Beth Vitiritto at 6:35 PM
- A.** Roll Call – Julie Jennings, Doug Kayser, Roland Kouski, Jr., Rob Strickler, Jennifer Van Houten, Chad Vitiritto, Brian Bowman, present.
- B.** Approve Agenda – Motion to approve by Julie Jennings, seconded by Rob Strickler. Motion carried 7/0.
- II. Adjournment of Retiring Board & Reorganization of Board of Directors**
- A. Election of 2018-2019 Board President** – Roland Kouski, Jr. nominated Brian Bowman for the position of Board President. The nomination was seconded by Chad Vitiritto. The Board voted by roll call: Julie Jennings, yes; Doug Kayser, yes; Roland Kouski, Jr., yes; Rob Strickler, yes; Jennifer Van Houten, yes; Chad Vitiritto, yes; Brian Bowman, yes. Result of the vote was 7/0, electing Brian Bowman as Board President. Board Secretary Beth Vitiritto administered the Oath of Office to Brian Bowman.
- B. Election of 2018-2019 Board Vice President** – Rob Strickler nominated Jennifer Van Houten for the position of Board Vice President. The nomination was seconded by Julie Jennings. The Board voted by roll call: Julie Jennings, yes; Doug Kayser, yes; Roland Kouski, Jr., yes; Rob Strickler, yes; Jennifer Van Houten, yes; Chad Vitiritto, yes; Brian Bowman, yes. Result of the vote was 7/0, electing Jennifer Van Houten as Board Vice President. Board Secretary Beth Vitiritto administered the Oath of Office to Jennifer Van Houten.
- C. Establishment of Day and Time of Meetings**
- 1). Regular Board Meetings will be held the second Monday of each month at 6:00 PM at the Saydel District Office. – Motion to approve by Jennifer Van Houten, seconded by Roland Kouski, Jr. Motion carried 7/0.
 - 2). Regular Board Meeting for the purpose of approving Consent Items, Personnel, Open Enrollment and ONLY time-sensitive Discussion/Action Items will be held the fourth Monday of each month at 6:00 PM at the Saydel District Office with the exception of the following: There will be no December, March, or May meetings on the fourth Monday. – Motion to approve by Julie Jennings, seconded by Chad Vitiritto. Motion carried 7/0.
 - 3). Board Work Sessions will be held the fourth Monday of each month at 6:05 PM at the Saydel District Office with the following exception: There will be no December, March, or May meetings on the fourth Monday. – Motion to approve by Julie Jennings, seconded by Doug Kayser. Motion carried 7/0.

III. Annual Resolutions

A. **Authorizing President and Secretary Signatures** – Motion to approve by Roland Kouski, Jr., seconded by Julie Jennings. Motion carried 7/0.

RESOLUTION AUTHORIZING PRESIDENT AND SECRETARY SIGNATURES

WHEREAS, it is provided by the Code of Iowa that the President is authorized to sign all warrants for the district drawn on all the district funds and that the Secretary is authorized to countersign same,

NOW, THEREFORE, be it resolved that the President and Secretary be authorized to sign all warrants drawn on all district funds of the Saydel Community School District as provided in the Code of Iowa and policies adopted by the Board of Education.

B. **To Automatically Disburse Payroll** – Motion to approve by Rob Strickler, seconded by Jennifer Van Houten. Motion carried 7/0.

RESOLUTION TO AUTOMATICALLY DISBURSE PAYROLL

WHEREAS, it is not practical to conduct a board meeting for the purpose of allowing payment of payroll obligations, and the Code of Iowa provides proper procedures to be followed in the absence of a formal board meeting.

NOW, THEREFORE, be it resolved the Secretary of the Board of Education shall be authorized to disburse payroll monthly according to contracts entered into between the Saydel Community School District and the employees, and payment of part-time and hourly payroll when time sheets are filed.

C. **To Designate Official Newspaper of Record** – Motion to approve by Jennifer Van Houten, seconded by Julie Jennings. Motion carried 7/0.

RESOLUTION TO DESIGNATE OFFICIAL NEWSPAPER OF RECORD

WHEREAS, the Code of Iowa requires that the proceedings of each regular, adjourned, or special meeting of the Board, including the schedule of bills allowed shall be published, WHEREAS, the publication of the Board proceedings shall be satisfied by publication in at least one newspaper having general circulation within the district.

WHEREAS, the Ankeny edition of the Des Moines Register, a newspaper published in Polk County, is a publication having general circulation within Saydel Community School District, NOW, THEREFORE, be it resolved that the Secretary of the Board of Education shall be authorized to have published in the Ankeny edition of the Des Moines Register proceedings of the Saydel Board of Education.

D. **Naming Legal Counsel** – Motion to approve by Jennifer Van Houten, seconded by Julie Jennings. Motion carried 7/0.

RESOLUTION NAMING LEGAL COUNSEL

WHEREAS, a school corporation may employ an attorney to represent the school corporation as necessary for the proper conduct of the legal affairs of the school corporation,

NOW, THEREFORE, be it resolved by the Saydel Community School District Board of Education located at 5740 NE 14th Street, Des Moines, Polk County, Iowa 50313 that the Ahlers Law Firm be appointed as primary counsel, with others on an as needed basis.

E. Authorizing the Use of Check Signer and Protector – Motion to approve by Jennifer Van Houten, seconded by Rob Strickler. Motion carried 7/0.

RESOLUTION AUTHORIZING THE USE OF CHECK SIGNER AND PROTECTOR

WHEREAS, there is on file at the Iowa State Bank resolutions providing for depositing of funds and the withdrawal of same when properly signed by the President and Secretary as adopted by action of the Board of Education, and,

WHEREAS, a check signer and protector has been purchased using facsimile signatures of the President and Board Secretary and use of the machine is permissible when access is properly controlled,

NOW, THEREFORE, be it resolved that facsimile signatures of President and Secretary be authorized by the Board of Education to be used exclusively for the withdrawal of funds from all funds held at Iowa State Bank.

F. To Pay Bills When the Board is Not in Session – Motion to approve by Rob Strickler, seconded by Julie Jennings. Motion carried 7/0.

RESOLUTION TO PAY BILLS WHEN BOARD IS NOT IN SESSION

WHEREAS, in the operation of the affairs of the school district certain obligations are necessary to be paid and it is not practical for the Board to meet in special session for the processing and auditing of these bills, and,

WHEREAS, Section 279.30, Code of Iowa, provides that the Board may authorize the Business Manager to issue such warrants,

NOW, THEREFORE, be it resolved that the Business Manager is authorized to issue warrants when the Board of Directors is not in session for the payment of freight, drayage, express, postage, printing, water, light/gas, telephone, and other items deemed necessary by the Superintendent for expeditious purposes.

IV. Adjourn – Motion to adjourn by Jennifer Van Houten, seconded by Rob Strickler. Motion carried 7/0. The meeting adjourned at 6:46 PM.

Brian Bowman, Board President

Beth Vitiritto, Board Secretary