

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

REGULAR BOARD MEETING MINUTES
6:00 PM
Saydel District Office Board Room
June 8, 2015

- I. Call the Meeting to Order** – Meeting called to order by President Brian Bowman at 6:04 PM
- A.** Roll Call – Paul Breitbarth, 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 6/0.
- II. Public Comments** – Tami Knight, 6758 Alderman Lane, Des Moines, IA 50313, voiced her concerns about the school’s bullying policy. Tami’s daughter was accused of bullying, and she doesn’t feel there was consistency in the notification and interview process during the investigation. She said she feels the person making the charges had all the rights and protection. Tami shared written documentation with the Board of her daughter’s experience. She asked the Board to review the policy. She said a student being charged with bullying should have a proper way to defend their actions.
- III. Board Reports**
- Ray Livingston said the Athletic Boosters hosted a successful golf outing and fundraiser over the weekend. There were 33 teams that participated, and the golf course was full. He thanked the local sponsors that supported the event.
 - Paul Breitbarth noted there have been graduations celebrated. The Band and Choir had a wonderful performance at the High School Graduation Ceremony. There was also graduation for 8th grade students where many academic and athletic awards were presented. There were 101 students that graduated from 8th grade this year.
 - Paul Breitbarth reported that Doug Cline (8th Grade Social Studies teacher) is currently chaperoning students on the Washington, D.C. trip. He thanked Doug for taking the initiative to make the experience possible.
 - Brian Bowman recognized Christopher Feldhans, who was attending his last School Board Meeting as Woodside Middle School principal. He thanked Christopher for his dedication to Saydel over the years.
 - Paul Breitbarth stated the School Improvement Advisory Committee (SIAC) met recently and there was good conversation among the members.

- IV. Superintendent's Report** – Superintendent Mr. Douglas Wheeler reported on the weekly meetings he and Paul Breitbarth have attended with Woodruff Construction regarding final construction items. Mr. Wheeler also provided an update on the state budgeting process for education, and he reviewed proposed language for a flyer that will be mailed to Saydel District residents about the upcoming Special Election for the Physical Plant & Equipment Levy (PPEL) vote on June 30.

PPEL is the main source of revenue to maintain infrastructure in the Saydel Schools. It is a property tax specifically designed by the state to allow school districts to repair facilities. By Iowa law, this tax cannot be used to support salaries and benefits of employees, purchase curriculum, etc.

Although this levy already exists in Saydel, the state of Iowa requires a vote on whether to renew this levy every 10 years. Saydel most recently renewed this levy in 2006, continuing support that has been provided over several decades.

This election requires a 50% +1 majority “yes” vote to pass. If passed, the levy will continue at the same rate it has for many years. This is not a new tax and will not increase taxes. The information contained in the flyer will help residents learn about the levy, the results of the passage or failure, the tax impact and where they can vote on June 30.

- V. Administrative Report to the Board: Yearly Food Service & Nutrition Report** – Amy A'Hearn, Director of Food Service, shared an update on Saydel Food Service for 2014-15. Amy reviewed the average daily participation rate for lunch and shared the year-to-date finances, including the negative account balances for each school. Amy also showed photos of the Saydel High School dish room remodel, gave an overview of progress made by the Wellness Committee, explained the Cornell Elementary Food Rescue Program, and shared details about food service grants Saydel has received. These grants have included a Wellness Grant (\$500), Breakfast Grant (\$500), CDC 1305 Wellness Grant Year 2 (Woodside Middle School \$2805 and Saydel High School \$2805), and an Equipment Grant (\$29,955.40) The Equipment Grant is being used to purchase new cafeteria tables for Woodside Middle School and new Robot Coupe Food Processors for each school kitchen. Amy shared details about the Summer Food Service Program which runs from June 1-August 7 at Cornell Elementary and Sunnybrook Mobile Home Park. She shared news that Saydel High School and Woodside Middle School have both received the Silver award for the HealthierUS School Challenge. Amy also explained the Community Eligibility Provision that Cornell Elementary will be participating in beginning with the 2015-16 school year. With this program, each student will receive one free breakfast and one free lunch daily.

VI. Discussion/Action Items

- A. Resignation of Board Member** – Motion to approve the resignation of Rob Stephenson by Henry Wood, seconded by Melissa Sassman. Motion carried 6/0.
- B. Appointment of New Board Member**
1. Nomination – Henry Wood nominated Jenn Van Houten to fill the vacancy.

2. Appointment -- Motion by Henry Wood to appoint Jenn Van Houten to fulfill the Board of Director term, seconded by Melissa Sassman. Motion carried 6/0.
 3. Administration of Oath of Office to Newly Appointed Board Member – The Oath of Office was administered to Jenn Van Houten by Board Secretary Beth Vitiritto.
- C. **Consent Agenda** – Motion to approve by Henry Wood, seconded by Paul Breitbarth. Motion carried 7/0.
1. Minutes of Previous Meeting
 2. Bills for Payment
 3. Financial Reports
 4. Contracts

Consent Agenda Contracts:

- **Prime Vendor Bid** - The WASSB (Waukee, Ankeny, Saydel, SE Polk & Bondurant) buying group is renewing the contract with Martin Bros Distributing Co. Inc for the 2015-2016 school year. Pricing was submitted by Martin Bros Distributing Co. Inc. This is year three in a five year possible renewal.
- **Grease Interceptor Cleaning** - Renewal contract between Sweet Honey Inc. and the Saydel Food Service Department for cleaning and inspection of the Woodside Middle School and Saydel High School grease interceptors. Pricing is being held firm for the 2015-2016 school year. Price per cleaning is \$425 for Woodside and \$375 for Saydel. Interceptors are cleaned two times per year.
- **Milk Bid** - An original RFP was submitted on April 23, 2013 for the 2013-2014 school year plus potential renewal for four subsequent years. Anderson Erickson Dairy won the original RFP plus renewed for the 2014-2015 school year. Pricing was requested from AE for the 2015-2016 school year. Contract will be renewed with Anderson Erickson Dairy for the 2015-2016 school year.
- **Pizza Bid** - Contract renewal between the Saydel food service department and Dominos for the pizza delivery at Woodside Middle School and Saydel High School for the 2015-2016 school year. Price per pizza is \$6.75 for NSLP. For athletics, the price is \$6.50.
- **Powerschool Student Information System Agreement** - Agreement between Saydel CSD and Grant Wood AEA to provide the software and hardware necessary to operate our student information system. The cost for 2015-16 is \$7.25 a student for a total of \$9,463.42. This will be funded with Technology Instructional Support budget.

- **Iowa Net High Academy 28E Agreement** - Agreement between Saydel CSD and Iowa Net High Academy to provide a personalized learning experience for those students who have dropped out. Costs of this service are based off of the Regular Cost Per Pupil and is paid out based on the number of students enrolled in the program each month. We currently have four students enrolled in this program.
- **Equipment Breakdown Insurance Agreement** - The renewal premium amount for equipment breakdown insurance policy through Specialty Underwriters for FY 2015-16 is \$194,772. This is a 18% increase over the prior year; however, we did add a few new categories to the policy including fitness equipment, walk-in coolers/freezers and 225 new 1:1 laptops. This insurance policy is paid from the Management Fund rather than the General Fund. This results in a savings in the General Fund for the amount that would have otherwise been spent to repair the equipment without the insurance policy. As of 5/27/2015, our loss ratio was at 63% and we had 623 claims.
- **Natural Gas Purchasing Agreement** - The District is currently a member of the Iowa Joint Utility Management Program (IJUMP). As a member, Continuum Retail Energy Services LLC purchases natural gas and provides it at discounted rates. The new agreement between Saydel CSD and Continuum Retail Energy Services LLC continues the membership in IJUMP from July 1, 2015 to June 30, 2017. The cost of this agreement is \$17 per meter per month or \$612 annually (not including the cost of the natural gas).
- **Summer Officials** - Proposed list of officials to be contracted to officiate the summer sports (baseball and softball). (Student Activity Fund)
- **Administrator Mentoring** - We are required by chapter 284A.5 to provide a mentoring program for first time principals. The proposed agreement between School Administrators of Iowa (SAI) and Saydel CSD to provide a mentoring and induction plan for our two new beginning principals satisfies this requirement. The cost is \$500 per administrator and will be paid from the General Fund.

D. Personnel

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

<u>Name</u>	<u>Position/Bldg.</u>	<u>Contract/Salary</u>
Kayla Shipman	3rd Grade Teacher/CE	\$39,118.00
Jeffrey Johannsen	K-4 Music/CE	\$39,118.00
Mary Salazar	Executive Master Teacher	\$70,000.00
Lindsay Delagardelle	Mentor Teacher/HS	\$4,500.00
Eric Layden	Speech Advisor/HS	\$1,644.75
Riley Hayes	Color Guard Advisor/HS	\$1,644.75
Julie Steemken	Kitchen Aide/CE	\$13.48/hr

Ryan Kuebler	Custodian/TBD	\$16.18/hr
Gage Hill	Custodian/TBD	\$16.18/hr
Zachary Antle	7th Grade Math Teacher/WS	\$39,118.00

*Pending a satisfactory background check

2. **Resignations/Terminations** – Motion to approve by Paul Breitbarth, seconded by Melissa Sassman. Motion carried 7/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Reason</u>
Gerald (Tig) Johnson	Head Girls' Basketball Coach/HS	Personal
Gerald (Tig) Johnson	Asst. Football Coach/HS	Personal
Mary Salazar	Master Teacher/WS	Personal
David Gannon	7th Grade Math Teacher/WS	Personal
Katy Davis	Special Ed Associate/CE	Personal
Stacy Ascher	Mentor Teacher/HS	Personal
Kari Fitzgerald	Special Ed Associate	Termination

3. **Transfers** – Review Only

<u>Name</u>	<u>Position/Bldg. (to)</u>	<u>Position/Bldg. (from)</u>
Kyle Luttenegger	Master Teacher/HS	English/Lang. Arts Teacher/HS
Stacy Ascher	Master Teacher/HS	Business Teacher/HS
Dave Braman	Custodian/CE	Custodian/HS

Non-Licensed Employee Hiring by the Superintendent (Policy #411.3):

<u>Name</u>	<u>Position/Bldg.</u>	<u>Contract/Salary</u>
Cheryl Porter	Eagles Nest Summer/CE	\$11.00/hr
Renee Bozman	Eagles Nest Summer/CE	\$11.00/hr
Guadalupe Rubio	Eagles Nest Summer/CE	\$11.00/hr
Josh Turner	Eagles Nest Summer/CE	\$11.00/hr
Alex Mentzer	Eagles Nest Summer/CE	\$11.00/hr

*Pending a satisfactory background check

E. Open Enrollment

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

Presented for Board Approval:

In

<u>Student Name</u>	<u>Grade</u>	<u>From</u>	<u>Reason</u>
Aaron Beerbower	K	Des Moines	Met deadline
Austin Harkrader	11	Des Moines	Family move
Cole Harkrader	4	Des Moines	Family move
Jessica Helm	K	Des Moines	Met deadline

Taylor Miller	11	Des Moines	Family move
Marcos Pestana	K	Des Moines	Met deadline
Katelyn Eaton	9	Des Moines	Met deadline
Matt Pecina	3	Des Moines	Continuation
Ryley Pecina	5	Des Moines	Continuation

2. **Out** – Motion to approve by Ray Livingston, seconded by Paul Breitbarth. Motion carried 7/0.

<u>Student Name</u>	<u>Grade</u>	<u>From</u>	<u>Reason</u>
Bailey Reha	1	Ankeny	Family move
Alexis Reha	4	Ankeny	Family move
Carter Smuck	4	Ankeny	Family move

F. Contracts and Agreements

1. **Hood Cleaning & Inspection Services** – Motion to approve by Henry Wood, seconded by Kyle Prendergast. Motion carried 7/0.

Three companies were contacted to gather quotes to clean the Saydel kitchen vent hoods. The Saydel High School Family and Consumer Science room was included in this bid. Two quotes were submitted: General Fire & Safety Equipment Co. and Hoodz. Below are the comparisons:

General Fire & Safety Equipment Co:

Toured the Saydel CSD facilities which revealed all kitchen exhaust systems are currently fire-safe and only require inspection tags and documentation to comply with local and state fire code.

Kitchen exhaust inspection: \$75 per system (4 x \$75 = \$300)

Dishwasher service cost: \$\$125 per system (2 x \$125 = \$250)

Total: \$550.00

Hoodz

Complete cleaning of all 3 school dish hoods \$225.00

Cornell exhaust hoods cleaning \$300.00

Woodside exhaust hood cleaning \$300.00

Saydel HS exhaust hood cleaning \$300.00

Saydel HS FCS room exhaust hood cleaning \$200.00

Total: \$1325.00

Recommend using *General Fire & Safety Equipment Co.* to inspect and clean the Saydel kitchen and FCS hoods.

2. **Bread Bid** – Motion to approve by Henry Wood, seconded by Paul Breitbarth. Motion carried 7/0.

An RFP was submitted on behalf of the ASSB (Ankeny, Saydel, SE Polk & Bondurant) on 4/29/2015. The bid was sent to Bimbo Bakeries USA, Pan-o Gold, and Rotella. Bids were returned on 5/13/2015 by Bimbo Bakeries USA. Rotella did not submit a bid as they do not currently service Bondurant or some of the smaller schools in the SE Polk district.

Bimbo has been our bread supplier in the past. The table documents the change in price in the past two years with comparison to next year.

Item	2013-2014 price	2014-2015 price	2015-2016 price	Price difference
WG Sandwich bread	1.25	1.25	1.68	+0.43
WGW sandwich bread	1.60	1.60	1.68	+0.08
WGW hamburger bun, 1.5 G	2.00	2.00	2.10	+0.10
WGW hamburger bun, 2G	1.65	1.65	1.73	+0.08
Coney bun, 1.5G	2.00	2.00	2.10	+0.10
Split top, WG	1.30	1.30 (6 ct)	5.48 (24 ct)	+0.01/bun
Dinner roll, 12ct		1.35	1.42	+0.07
Bagel, plain	1.40	1.50		
Bagel, blueberry	1.40	1.50		
English muffin, WG	1.40	1.40	1.47	+0.07

*Pack sizes all same unless noted above.

Recommendation is to sign bread contract for the 2015-2016 school year with Bimbo Bakeries USA.

3. **Maintenance & Repair** – Motion to approve by Paul Breitbarth, seconded by Henry Wood. Motion carried 7/0.

A new Request for Pricing was sent out to Goodwin Tucker Group, Commercial Service Innovation, Inc and General Parts. Two bids were submitted from Goodwin Tucker Group and Commercial Service Innovation, Inc. Below is a comparison of

pricing and service. Amy A'Hearn, Director of Food Service, recommends contracting with Goodwin Tucker Group for maintenance and repair for the 2015-2016 school year.

Company	Goodwin Tucker Group	Commercial Service Innovation
Hourly charge for Labor (normal business hours)	\$78.00	\$82.00
Hourly charge for Labor (Non-business hours)	\$117.00	\$123.00
Hourly charge for Labor (Sundays & holidays)	\$156.00	\$164.00
Trip charges	\$30.00	\$32.00
Fuel charges	NA	NA
Fixed fee for parts	NA	30%
% discount off list	25% discount where available	NA
Warranty for parts & labor	90 days	90 days. Part warranty per manufacturer specifications
Preventative maintenance		
Cornell elementary	\$342 (\$684 annual)	\$325.00 (\$650 annual)
Woodside Middle School	\$342 (\$684 annual)	\$325.00 (\$650 annual)
Saydel High School	\$342 (\$684 annual)	\$450.00 (\$900 annual)
Total	\$2052	\$2200
Technician training		
CFESA	Yes	No
Master certified	37	3
State license in plumbing	7	4
State license in gas	24	0
State license in steam	NA	2
State license in electricity	2	0
State license in refrigeration	26	5

Refrigeration technicians EPA certified	Yes	Yes
Measure 1st time fixes	77%	No
Manufacturers & brands service	300+	Blodgett Southbend Bev Air True Victory Metro Kolpack Duke Hobart Insinkerator Crescor Heatcraft Market Forge Imperial Salvajor Univex
Warrant work	300+	True Manufacturing Heatcraft Victory Bohn Kolkpak RDI

4. **Meal Prices** – Motion to table meal prices until additional information is provided to the Board by Paul Breitbarth, seconded by Melissa Sassman. Motion carried 7/0.
5. **Concrete Work – Woodside Approach** – Motion to approve by Paul Breitbarth, seconded by Ray Livingston. Motion carried 7/0.

Dan Willson, Building and Ground Supervisor, has obtained quotes to replace the concrete approach at the Woodside Middle School this summer. Bids were as follows:

- Cameron Mitchell \$36,500.00
- Nehring Construction \$40,610.50

Building and Grounds has reviewed the estimates and the Superintendent recommends moving forward with Cameron Mitchell. This will be funded through PPEL.

6. **Repairs – HS Gym Foyer** – Motion to approve by Paul Breitbarth, seconded by Melissa Sassman. Motion carried 7/0.

Dan Willson, Building and Ground Supervisor, has obtained quotes to repair drywall and paint the main entry foyer at the south gym of the High School. Bids were as follows:

- Bergstrum Construction \$2,299.00
- Sage Construction \$5,750.00

Building and Grounds has reviewed the estimates and the Superintendent recommends moving forward with Bergstrum Construction. This will be funded through PPEL.

7. **Artwork/Graphics – High School Hallway and Woodside Gym** – Motion to approve by Melissa Sassman, seconded by Ray Livingston. Motion carried 7/0.

The proposal is from Go Big Graphics to perform the following artwork at the High School and Woodside this summer.

Woodside proposal: \$4,500 to perform the following work in the Woodside gym:

1. Center floor Eagle graphic
2. Free throw line graphic at each end of basketball court
3. Text work on each end of Basketball Court (SAYDEL) (EAGLES)
4. Woodside Graphic on sides of Basketball Court
5. Increasing wall stripes to 5 blocks high (2 Green 1 Gold 2 Green)
6. Woodside Text in stripe on wall on the Home side of the gym
7. Saydel Logo graphic on wall on Home side of the gym

High School proposal: \$2,500 to perform the following work in the High School hallway:

1. Realistic Eagle and ghosting
2. Touch up school
3. Ghosting of logo

Superintendent recommends moving forward with Go Big Graphics. The Woodside proposal will be funded through a donation from the Woodside PTO. The High School proposal will be funded through the High School donation account.

- G. Public Hearing Hours Vs. Days** – Motion to approve by Henry Wood, seconded by Melissa Sassman. Motion carried 7/0.

Due to the state change in direction of allowing waivers, no calendar hearing was needed this year. However, the BEDS report requires a yearly public hearing on Hours vs. Days. We were just made aware this requirement. The decision on this does not impact the created calendar, only our flexibility in changing the calendar as needed in the future.

All of our schools are well in excess of the 1080 requirement, but we will receive the state's final calculation of our hours this summer. The Superintendent supports using the hours-based calendar.

Our calculations:

- Cornell - 1115
- Woodside - 1145
- High School – 1133

At 7:45 PM, Board President Brian Bowman announced that this was the time and place for the public hearing and meeting on Hours Vs. Days. President Bowman inquired whether there were any residents or taxpayers who would like to speak to the Hours Vs. Days. Hearing none, at 7:46 PM, President Bowman declared the time for receiving objections to, or arguments in favor of Hours Vs. Days closed.

- VII. Approval of Salary & Benefits for Superintendent 2015-2016** – Motion to approve by Paul Breitbarth, seconded by Henry Wood. Motion carried 7/0.
- VIII. Adjourn** – Motion to adjourn by Melissa Sassman, seconded by Henry Wood. Motion carried 7/0. The meeting adjourned at 7:51 PM

Brian Bowman, Board President

Beth Vitiritto, Board Secretary

The next scheduled Board Work Session is Monday, June 22 at 6 PM and the next scheduled Board Meeting is Monday, July 13 at 6 PM. Both meetings will be held in the Board Room at the Saydel District Office.