

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

ORGANIZATIONAL MEETING MINUTES
6:20 PM
Saydel District Office Board Room
September 14, 2015

- I. **Call the Meeting to Order** – Meeting called to order by Board Secretary Beth Vitiritto at 7:16 PM
 - A. Roll Call – Paul Breitbarth, Ray Livingston, Jenn Van Houten, Henry Wood, Brian Bowman, present. Melissa Sassman, absent.
 - B. Approve Agenda – Motion to approve by Brian Bowman, seconded by Jenn Van Houten. Motion carried 5/0.
- II. **Adjournment of the Retiring Board and Reorganization of Board of Directors**
 - A. **Certification of Election Results** – Election results were as follows for Office of Director at Large: Jennifer Van Houten- 125, Brian Bowman- 110, Chad Vitiritto- 110, Doug Kayser- 89, Roland Kouski, Jr.- 89. The tie between Doug Kayser and Roland Kouski Jr. was won by Doug Kayser through draw of the hat at the election office. For the Office of Director at Large to fill a vacancy: Henry Wood, 127 votes. It was declared that Jennifer Van Houten, Brian Bowman, Chad Vitiritto, Doug Kayser and Henry Wood were elected.
 - B. **Administration of the Oath of Office to Newly Elected Members of the Board of Education** – The Oath of Office was administered to the elected Board members by Beth Vitiritto, Board Secretary.
 - C. **Election of 2015-2016 Board President** – *Secretary of the Board calls for nominations; nominations need not be seconded. Board then will vote on nominations. The Secretary announces the result of the vote and administers the Oath of Office to the newly elected President.* – Jenn Van Houten nominated Brian Bowman for the position of Board President. The Board voted by roll call: Jenn Van Houten, yes; Doug Kayser, yes; Chad Vitiritto, yes; Henry Wood, yes; Melissa Sassman, absent; Brian Bowman, yes. Result of the vote was 5/0. Board Secretary Beth Vitiritto administered the Oath of Office to Brian Bowman.
 - D. **Election of 2015-2016 Board Vice President** – *Secretary of the Board calls for nominations; nominations need not be seconded. Board will then vote on nominations. The Secretary announces the result of the vote and administers the Oath of Office to the newly elected Vice President.* – Henry Wood nominated Jenn Van Houten for the position of Board Vice President. The Board voted by roll call: Doug Kayser, yes; Chad Vitiritto, yes; Henry Wood, yes; Melissa Sassman, absent; Brian Bowman, yes; Jenn Van Houten, yes. Result of the vote was 5/0. Board Secretary Beth Vitiritto administered the Oath of Office to Jenn Van Houten.
 - E. **Establishment of Day and Time of Meetings** – Motion by Henry Wood, seconded by Jenn Van Houten to have the second Monday of each month at 6 PM continue to be the regularly scheduled Board meeting. Motion carried 5/0.
- III. **Appointment of Board Director**

- A. **Nominations for appointment of Board Vacancy; no second required.** – Henry Wood nominated Roland Kouski, Jr. to fill the vacancy.
- B. **Appointment of Board Member** – The Board voted by roll call for Roland Kouski, Jr. to be appointed to the Board Vacancy: Doug Kayser, yes; Chad Vitiritto, yes; Henry Wood, yes; Melissa Sassman, absent; Brian Bowman, yes; Jenn Van Houten, yes. Result of the vote was 5/0. Board Secretary Beth Vitiritto administered the Oath of Office to Roland Kouski, Jr.

IV. **Annual Resolutions**

- 1. **Naming Bank Depositories** – Motion to approve by Jenn Van Houten, seconded by Doug Kayser. Motion carried 6/0.

RESOLUTION NAMING BANK DEPOSITORIES

WHEREAS, as required by the Code of Iowa, be it resolved that the Saydel Community School District identifies Bankers Trust, Iowa State Bank, US Bank, and Valley Bank as our banks of depository. The depository limits are set at \$5,000,000 for Bankers Trust, \$20,000,000 for Iowa State Bank, \$300,000 for US Bank, and \$1,250,000 for Iowa School Joint Investment Trust (ISJIT).

- 2. **Authorizing President and Secretary Signatures** – Motion to approve by Doug Kayser, seconded by Henry Wood. Motion carried 6/0.

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.

- 3. **To Automatically Disburse Payroll** – Motion to approve by Jenn Van Houten, seconded by Chad Vitiritto. Motion carried 6/0.

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.

4. To Designate Official Newspaper of Record – Motion to approve by Henry Wood, seconded by Jenn Van Houten. Motion carried 6/0.

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.

5. Naming Legal Counsel – Motion to approve by Jenn Van Houten, seconded by Chad Vitiritto. Motion carried 6/0.

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.

6. Authorizing the Use of Check Signer and Protector – Motion to approve by Jenn Van Houten, seconded by Chad Vitiritto. Motion carried 6/0.

RESOLUTION AUTHORIZING THE USE OF CHECK SIGNER AND PROTECTOR

WHEREAS, there is on file at the Iowa State Bank and US 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 and US Bank.

7. To Pay Bills When the Board is Not in Session – Motion to approve by Doug Kayser, seconded by Jenn Van Houten. Motion carried 6/0.

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.

V. Board Reports

- A. **IASB Training for New Board Members** – The Sept. 28 Board Work Session will focus on Board Development, and IASB will attend the meeting to discuss the exact role of Board members. Superintendent Mr. Douglas Wheeler shared a handout with the Board that outlines individual IASB Board Member Orientation Workshop opportunities.
- B. **IASB Annual Conference** – The IASB Annual Conference will be held Nov. 18-20. Mr. Wheeler recommends the Board's participation in the Conference and urged the new Board members to attend the Finance Boot Camp.
- C. **IASB Delegate Assembly** – Mr. Wheeler shared a handout of the 2015 Legislative Resolutions and reviewed the Legislative Priorities that the Board approved last year. These will be discussed again in October.

VI. Superintendent's Report

- A. **Adequate Yearly Progress (AYP) district & building status** – AYP stands for adequate yearly progress. It represents the annual academic performance targets in reading and math that the State, school districts, and schools must reach to be considered on track for 100% proficiency by school year 2013-14. Mr. Wheeler shared a snapshot of

School-wide Achievement for Spring 2015 and then shared the charts for Adequate Yearly Progress Determination 2015.

- B. **Enrollment Snapshot** – Mr. Wheeler shared an enrollment snapshot as of Sept. 14, 2015. This snapshot provided enrollment number changes from year to year and within grade levels. Certified enrollment is official as of Oct. 1.

- VII. Adjourn** – Motion to adjourn by Jenn Van Houten, seconded by Chad Vitiritto. Motion carried 6/0. The meeting adjourned at 7:54 PM.

Brian Bowman, Board President

Beth Vitiritto, Board Secretary