

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

September 14, 2015

- I. Call the Meeting to Order** – Meeting called to order by Board President Brian Bowman at 6:02 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 Paul Breitbarth, seconded by Ray Livingston. Motion carried 5/0.

**II. Public Comments** – None

**III. Administrative Report**

- A. Site Master Plan** -- The Design Team consisting of John Haila, Sam Stagg, and Art Baumgartner of HAILA Architecture attended the meeting to present the Site Master Plan for district-wide improvement of facilities and grounds. Sam shared an overview of the plan's objectives and discussed the projects identified to address the District's Long Term Non-Negotiable Goals. The priorities of the District have been defined as a way for the District to adapt its facilities for a curriculum evolution into a 21<sup>st</sup> Century Learning Environment. The Goals of the Master Plan include (in descending order of priority):
- *Create and improve the district facilities to deliver a new curriculum.*
  - *Improve culture and image of the District.*
  - *Common spaces and classrooms to be exciting.*
  - *Enhance the Student Experience and increase Student Achievement.*
  - *Common look/aesthetic across District schools.*
  - *Success after high school.*
  - *Meet the needs of ALL students.*
  - *Collaborative spaces.*

In reviewing the process used to develop this plan, Sam explained the Design Team commenced the study with a series of meetings and workshops with students, parents administrators and the Board of Education to identify facility strengths as well as deficiencies, prioritize issues with existing facilities and to generate ideas for what the educational and support spaces could evolve into over the next five to 10 years.

Sam discussed the priorities established for the District, which included:

- Improvements to Cornell Elementary School to increase classroom sizes, resolve inefficiencies in circulation, grow the Pre-K program with new indoor and outdoor learning spaces, and foster collaborative learning across grades by clustering classrooms in “academic grade houses,” where classrooms are connected to centrally located support services and a shared activity commons.

- Woodside Middle School – Relocate 5<sup>th</sup> grade and create “academic grade houses,” improve circulation by adjusting the location of select explanatories, and establish the eastern entrance as the new face to Woodside while improving the “curb appeal.”
- Saydel High School – Upgrade finishes with emphasis in the auditorium, increase the size and functionality of the cafeteria combined with a larger designated student commons, re-envision the purpose and vision of the media center, optimize classroom sizes and improve circulation.
- High School and Woodside Athletics – Resurfacing of the track and tennis courts, replace lighting for the track/football field, improvement to the trail that connects the three schools, and the creation of new basketball courts at Woodside Middle School.
- General Maintenance and Improvements – Continue roof replacement, replace High School and Elementary School parking lots and update HVAC, water, septic and boiler systems.

Recapping phasing and funding, Sam explained that top priority projects to be implemented as early as spring 2016 utilizing currently held funds roughly totals \$5 million of which is referred to as Phase 1 Projects. Proposed Phase 2 and 3 Projects are to be funded through a Penny Tax extension totaling roughly \$5.9 million. “Future Phased” projects are to be funded by a potential future General Obligation Bond.

- A. **Site Master Plan Phase I Items** – A combination of high priority general maintenance/improvements and high priority capital projects is the first step in the Master Plan Schedule as Phase 1. The majority of work will take place at Cornell Elementary in the form of an addition of a group of four classrooms, a community activity space, a new multi-user restroom, special education spaces, and respective support spaces. Woodside Middle School and Saydel High School will also receive a small amount of interior classroom renovation and provide a glimpse into the future of Saydel classrooms.

#### IV. Discussion/Action Items

- A. **Consent Agenda** – Motion to approve by Paul Breitbarth, seconded by Ray Livingston. Motion carried 5/0.

1. Minutes of Previous Meeting
2. Bills for Payment
3. Financial Reports
4. Contracts

##### **Consent Agenda Contracts:**

- a. **BC Productions - Homecoming DJ** - Contract between BC Productions and Saydel for DJ services on September 12, 2015, in the amount of \$775. This is for a student council dance and will be paid from the student council budget. (Student Activity Fund)
- b. **Monique Nuzum - Homecoming Photography** - Agreement between Monique Nuzum Photography and Saydel Community School District for photography services for the homecoming dance on September 12, 2015. This service is free to

the District (students pay for picture packages) and the yearbook staff will be provided with photos for the yearbook.

- c. **Brenda Auxier - Mailey Private Education Consultant** - Agreement between Brenda Auxier-Mailey and Saydel Community School District to review the district's current Lau Plan and make recommendations, and to provide written and in-person guidance on the district's English Language Learning program. This service fee is not to exceed \$1,125 per year (\$45/hour X 25 hours of service) and will be paid from the General Fund.
- d. **Drive Tek** - Driver's Education Service Agreement between Drive Tek and Saydel Community School District to perform driver education services. We have had a contract with Drive Tek since fiscal year 2006-07. This agreement runs from January 1, 2016 - December 31, 2017. The rate will remain the same at \$340 per student.

## B. Personnel

1. **Resignations/Terminations** – Motion to approve by Ray Livingston, seconded by Jenn Van Houten. Motion carried 5/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Reason</u>
Schwendinger, David	MS Boys Basketball Coach	Personal

2. **New Hires** – Motion to approve by Ray Livingston, seconded by Jenn Van Houten. Motion carried 5/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Contract/Salary</u>
Schwendinger, David	Asst. HS Boys Basketball Coach	\$3,618.45
Vitiritto, Beth	Admin Asst/DO	\$19.15/hour
Schwindt, Jessica	Spec Ed Assoc.	\$13.63/hour
White, Ashley	Spec Ed Assoc.	\$13.63/hour
Lehman, Michelle	Spec Ed Teacher/WS	TBD

3. **Transfers** – Review Only

<u>Name</u>	<u>Position/Bldg. (to)</u>	<u>Position/Bldg. (from)</u>
Reinier, Shawna	Eagles Nest/CE On-Site Supervisor	EN/CE Caregiver

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

<u>Name</u>	<u>Position/Bldg.</u>	<u>Contract/Salary</u>
Tate, Demathdian	MS Football Coach/WS	\$2,631.60

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

<u>Name</u>	<u>Position/Bldg.</u>	<u>Contract/Salary</u>
Hart, Elizabeth	Spec Ed Assoc/CE	\$13.63/hour
Mentzer, Alex	Eagles Nest/CE	\$10.65/hour
Jackson, Rachelle	Spec Ed Assoc/CE	\$13.63/hour

\*Pending a satisfactory background check

### C. Open Enrollment

1. **In / Continuation** – Motion to approve by Paul Breitbarth, seconded by Henry Wood. Motion carried 5/0.

#### Presented for Board Approval:

##### In

<u>Student Name</u>	<u>Grade</u>	<u>From</u>	<u>Reason</u>
Mackenzie Hart	10	SEP	Continuation-Move 5/28/15
Jillian Bernal	12	Des Moines	Continuation – May 2015
MacKenzie Christensen	3	Des Moines	Continuation – April 2015
Connor Polk	2	Des Moines	Continuation – December 2014
Dominic Sims	K	SEP	Met deadline 15-16

2. **Out** – Motion to approve by Jenn Van Houten, seconded by Henry Wood. Motion carried 5/0.

<u>Student Name</u>	<u>Grade</u>	<u>From</u>	<u>Reason</u>
Cameron Barth	1	Des Moines	Continuation – 6/30/15
Jaquirius Dow	5	Des Moines	Continuation – 6/30/15
LaJabron Dow	5	Des Moines	Continuation – 6/30/15
Emma Selby	3	Des Moines	Continuation – 6/30/15

3. **Denied** – Motion to approve by Henry Wood, seconded by Jenn Van Houten. Motion carried 5/0.

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

<u>Student Name</u>	<u>Grade</u>	<u>From</u>	<u>Reason</u>
Brandon Guyer	8/9	SEP	Did not meet deadline Or meet good cause
Hunter Kocour	11	Des Moines	Did not meet deadline Or meet good cause
Kayleah Williams	9	SEP	Did not meet deadline Or meet good cause

### D. Contracts and Agreements

1. **Site Master Plan – HAILA Architecture** – Motion to approve by Jenn Van Houten, seconded by Ray Livingston. Motion carried 5/0.

The Board contracted with HAILA Architecture to assist in the development of a 10-year Site Master Plan to guide upgrades to facilities. The focus of this plan is to improve classroom and common areas. This plan is intended to guide the work of the Board and District in the strategic spending of PPEL and SAVE (penny sales tax) monies to impact the environment in which students learn. In addition, it was requested that HAILA examine long-range infrastructure needs of the District to ensure appropriate and strategic on-going

maintenance, development and operational efficiency. This plan is intended to address each building site.

The development of this plan included:

1. Two meetings at each building site with teachers, students, and support staff
2. On-going meetings with District Office and Building administrators
3. One community meeting - 15 in attendance
4. Two Board Work Sessions

The final plan is being presented to the Board for acceptance. The Superintendent recommends the acceptance of the Site Master Plan and thanks HAILA Architecture for their responsive work and ongoing partnership.

2. **Phase I Site Master Plan – Discussion Only** – The Board discussed the next step in moving forward with HAILA Architecture through a contract addendum to start the discussion for Phase 1 of the Site Master Plan.

**E. Lau Plan** – Motion to approve by Jenn Van Houten, seconded by Henry Wood. Motion carried 5/0.

The Lau Plan, named after the landmark Lau vs. Nichols U.S. Supreme Court Decision of 1974, is an equal access plan that protects English Learners (ELs). The plan describes what a school district will do to:

- identify its ELs;
- design an effective program to meet EL needs,
- employ appropriate English-as-a-second-language or bilingual personnel (or both);
- align the instruction of ELs to state content standards; and
- provide ongoing authentic assessments to ascertain their growth in English language proficiency.

Regardless of whether a district has identified English Language Learners (referred to as LEP in state and federal code) enrolled, the law requires the development of a plan to address the specific language instruction education needs should it become necessary to provide such services. The district should review and revise the Lau (ELL) Plan on an annual basis to ensure adequate preparation of all educational personnel to meet the unique needs of diverse language learners

A Lau (EL) Plan is required of both public and nonpublic accredited districts in accordance with Title III of the ESEA (PL 107-110) and federal civil rights law, as well as Iowa Code section 280.4 and Iowa Code section 216.9

The Superintendent recommends the approval of the Lau Plan.

## **F. Board Policies**

**1. 105.R1 – Bullying & Harassment Procedures – New – 2<sup>nd</sup> Reading** – Motion to approve by Ray Livingston, seconded by Paul Breitbarth. Motion carried 5/0.

This policy is an addition to series 105 which outlines the district Bully and Harassment Policies.

This new policy was presented to the Board for Initial Review in August and is being presented per practice for a second reading and final approval.

As a reminder, the School Improvement Advisory Committee (SIAC) reviewed and contributed to this policy.

The Superintendent supports the approval of this new section of series 105 for the ongoing protection of our students.

**G. Athletic Handbook & Coaching Procedures** – Motion to approve by Paul Breitbarth, seconded by Jenn Van Houten. Motion carried 5/0.

These documents have existed for some time and been updated yearly. It is Board Policy that all Handbooks be approved by the Board. Past practice was to title this document a “guidebook” so that it did not require Board approval.

The Activities Director and Superintendent believe that this should be formalized as a handbook and considered for approval by the Board. The reasoning behind this belief is that the Board fields community questions regarding activities and fields concerns related to athlete and coaching responsibilities.

The Superintendent supports the approval is this Handbook and Coaching Procedures.

**H. SBRC Request – Special Education Deficit** – Motion to approve by Ray Livingston, seconded by Henry Wood. Motion carried 5/0.

The Special Education Supplement of the Certified Annual Report has been submitted to the Iowa Department of Education for FY15. The district reported excess expenditures over revenues in the amount of \$282,325.09 for the special education program. Each Iowa school district with a negative special education balance may request additional allowable growth and supplemental aid through the state's School Budget Review Committee (SBRC). In addition, the district may levy cash reserve in order to fund this additional allowable growth.

The Saydel Community School District has applied for this additional allowable growth for a special education deficit in the past. The Superintendent's Finance Advisory Committee

continues to believe it is advantageous to take every opportunity to increase allowable growth whenever possible.

The Superintendent is recommending Board approval for the request to the SBRC for additional allowable growth for the FY15 Special Education deficit.

**V. Board Reports**

- Jenn Van Houten attended the first 7<sup>th</sup> & 8<sup>th</sup> grade home football games of the season and there was a nice turn out of fans. Both grades played well and 8<sup>th</sup> grade won their game.
- Paul Breitbarth attended the Back to School Breakfast with Saydel staff. There was a lot of excitement that day. Paul also reported that Saydel student Liz Miklus was selected as first round starter for All-State Softball.
- Henry Wood said the Homecoming Parade was great. There were many volunteers that participated. He also reported the inaugural flat football game was recently held. It went very well, and Ray Livingston was the announcer.
- Brian Bowman said he recently spoke with former Saydel High School Principal Tracy Hook. Tracy is having health issues so Brian wanted to pass along best wishes for improved health.
- Brian Bowman, Henry Wood and Jenn Van Houten thanked Ray Livingston and Paul Breitbarth for their service and dedication as long-time School Board members. Their service to the District is appreciated, and they have had a great impact on students as well as the community.
- Ray Livingston said he has enjoyed serving as a Board member over the last 11 years and he's seen many changes, all of which have been made to impact the student experience. He reminded the new Board members that their service is all about student achievement and helping prepare students for a successful future.
- Paul Breitbarth thanked his family, the voters, his fellow Board members, his employer, and the Saydel staff for their support over the years. He's had the opportunity to use his talents to give back to the community. During his time on the Board, some tough decisions were made and some great improvements were made. Paul shared some of his prouder moments throughout the years and listed the many things Saydel has in place moving forward.

**VI. Adjourn** – Motion to adjourn by Paul Breitbarth, seconded by Ray Livingston. Motion carried 5/0. The meeting adjourned at 7:16 PM

---

Brian Bowman, Board President

---

Beth Vitiritto, Board Secretary

The next scheduled Board Work Session is Monday, Sept. 28 at 6 PM and the next scheduled Board Meeting is Monday, October 12 at 6 PM. Both meetings will be held in the Board Room at the Saydel District Office.