

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

REGULAR BOARD MEETING MINUTES

6:00 PM

Saydel District Office Board Room

February 8, 2016

- I. Call the Meeting to Order** – Meeting called to order by Board President Brian Bowman at 6:00 PM
- A.** Roll Call – Melissa Sassman, Chad Vitiritto, Doug Kayser, Henry Wood, Jenn Van Houten, Brian Bowman, present. Roland Kouski, Jr., absent (arrived at 6:05 PM)
- B.** Approve Agenda – Motion by Melissa Sassman, seconded by Henry Wood. Motion carried 6/0.
- II. Public Comments** – James Walker, 6056 Glen Circle, Johnston, IA 50131, spoke regarding Little League recognition. James helped coach a team comprised of students that attend Saydel Schools. The team did well and won a trophy recently. The trophy was displayed at the school for one day and was taken down because it has no affiliation with Saydel School sports. James said he understands there is no school policy regarding this issue, and he would like the Board to put a policy in place that would allow these types of awards to be showcased.
- III. Board Reports**
- Jenn Van Houten congratulated Dylan Coffin for his accomplishment of 100 career wins. She also congratulated Cassie Chubb for beating a school record and scoring her 1,000th career point.
 - Brian Bowman said district wrestling is coming up. From sectional wrestling, Saydel has six qualifiers for district wrestling, and they will compete Saturday for state wrestling.
 - Henry Wood thanked the volunteers who helped with the youth basketball games held recently. The volunteers did a great job, and Saydel received many compliments about the school facilities.
 - Melissa Sassman reported that the Father/Daughter Dance, sponsored by Saydel After Prom, was well attended.
 - Jenn Van Houten thanked Doug Wheeler, Ryan Eidahl, Roland Kouski, Jr., and Melissa Sassman for attending the check presentation from the Polk County Board of Supervisors and Prairie Meadows Racetrack and Casino. This support is based on the number of students in our district and averages \$16,000 per year to support special district initiatives.
- IV. Superintendent's Report**
- A. District Recognitions** – Superintendent Mr. Douglas Wheeler said the two individuals that the Board wanted to recognize during this meeting requested they remain anonymous. These donors have helped Saydel's District Social Worker Cindy Cahill, providing items to families in emergencies or going through hard

times. Certificates of appreciation were sent to both individuals. Mr. Wheeler said Saydel is very fortunate to have a generous and caring community.

- B. Grading for Growth Parent Sessions** – Mr. Wheeler said all Saydel School parents received a postcard inviting them to the Grading for Growth parent meetings on February 18 at the high school auditorium. There will be two informational sessions that evening to explain how Saydel is rolling out the Grading for Growth initiative. The curriculum development facilitators and teachers will be available to answer questions, and some subsequent academies will be held in the future.
 - C. School Nutrition Program Review Summary** – Mr. Wheeler introduced Saydel Food Service Director Jessy Sadler, who shared details about the School Nutrition Program’s recent audit. Saydel was audited January 6-8 by Jean Easley, consultant for the Iowa Department of Education: Bureau of Nutrition and Health Services. The review week/month was November 2-6, 2015. The review program included National School Lunch Program, School Breakfast Program, After School Programs, Breakfast in the Classroom, and the Fresh Fruit and Vegetable Program. The free and reduced applications, claim process, food production/nutritional information, wellness policy, food safety, and compliance with Healthy Kids Act were among some of the items reviewed. The on-site viewing of breakfast, lunch, after school snack and Fresh Fruit and Vegetable Program came back well. A few corrective actions had to be done.
 - D. Employee Exit Survey** – Mr. Wheeler said the exit interview process was an item of discussion at the Board table last year, so he contacted other superintendents and business managers to see if they had a formal process. He said most used surveys, so he presented a survey in Google Docs that Saydel will be able to use.
 - E. February 8 PD Day** – A Teacher Professional Development Day was held at Capital City Church on February 8. Saydel teachers learned about formative assessment, which is part of our ongoing effort to align the curriculum, instruction and assessment processes. The guest speaker was educator and author Jan Chappuis. For the past 20 years, Jan has written books and developed workshops focused on classroom assessment literacy. She is best known for her work in translating research into practical classroom applications.
- V. Administrative Report to the Board**
- A. 3-Year Plan of Continuous Improvement Objective C 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 C. He overviewed what Saydel is trying to improve, grow and develop through the five different Targets in Objective C, 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 Jenn Van Houten, seconded by Melissa Sassman. Motion carried 7/0.

1. Minutes of Previous Meeting
 2. Bills for Payment
 3. Financial Reports
 4. Contracts
 - a.) Discovery Education – Val Ed 360 Instrument
 - b.) Andy Tye-Band Drill
 - c.) Bertha Butts Ballooney – Prom Decorations
- **Discovery Education - Val Ed 360 Instrument Agreement** - Agreement between Discovery Education and Saydel Community School District for a feedback survey/evaluation tool for the principals. The service fee is \$360 for each principal or \$1,440 total and will be paid from the TAP budget. Part of the TIF grant requires each principal and associate principal to have the entire staff of that building provide feedback on a 360-degree survey as part of the performance pay calculation. This is a continuing contract and has been conducted the past two years of TAP. This year, the Superintendent investigated other options for this requirement to ensure alignment of instrument with district goals and analyze cost. In working with NIET, this is the only instrument that they find acceptable for this purpose
 - **Andy Tye** - Agreement between Andy Tye and Saydel Community School District for writing the drill for the 2016 Saydel marching band show. Service fee is \$3,000. (Music ISL)
 - **Bertha Butts Ballooney** - Agreement between Bertha Butts Ballooney and Saydel Community School District for decorations for the 2016 prom held on May 7, 2016. Service fee is \$750. (Student Activity)

B. Personnel

1. **New Hires** – Motion to approve by Jenn Van Houten, seconded by Doug Kayser. Motion carried 7/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Contract/Salary</u>
Kinsey Van Houten	MS Softball Coach	\$2,631.60
David Schubert	Industrial Tech/HS	TBD
Katheryn Wiebenga	Spec Ed Associate	\$13.63
Sheila Kearney	Spec Ed Associate	\$13.63

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

<u>Name</u>	<u>Position/Bldg.</u>	<u>Reason</u>
Connor Jones	Spec Ed Associate	Personal
Jaclyn Houge	Spec Ed Associate	Personal
Danielle Dowling	Asst. Girls Basketball Coach	Personal
Danielle Dowling	Head Tennis Coach	Personal
Majid Behedh	Industrial Tech/HS	Termination

3. **Transfers** – None

*Pending background check

C. Open Enrollment

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

Presented for Board Approval:**In**

Student Name	Grade	From	Reason
Chase McClure	10	Ankeny	Continuation/Moved
Isaac McClure	5	Ankeny	Continuation/Moved
Olivia McClure	7	Ankeny	Continuation/Moved
Jorey Payne	2	Ankeny	Continuation/Moved

2. **Out** – None
3. **Denied** – None

D. Contracts and Agreements

1. **Metro West Learning Center** – Motion to approve by Melissa Sassman, seconded by Jenn Van Houten. Motion carried 7/0.

Metro West Learning Center is providing an alternate placement for a special education student who is not having success in the public school setting. This is a temporary placement for the next four to six weeks awaiting residential placement with Orchard Place. Metro West Learning Center will provide both academic support and social language instruction to the student. In forming a working partnership with Metro, they will also be providing strategies and supports for our special education teachers who work with students with social language barriers.

The cost of this service is \$110 per hour, not to exceed 25 hours per week and will be funded through the special education budget. The Superintendent recommends approval of this contract.

2. **Polk County – Trail Project** – Motion to approve by Jenn Van Houten, seconded by Chad Vitiritto. Motion carried 7/0.

Over the past several years, the District has had many conversations with Polk County and patrons about the idea of improving the trail between all three buildings and resolving various drainage issues on the north side of High School property. At the May 18, 2015, Board Meeting, a resolution was approved to commit to working with Polk County on the proposed Trail Improvement Project. Now a proposed plan and agreement between Polk County and the District is being presented for approval.

The proposed plan is to construct a granular surface multi-use trail and to construct a storm sewer system alongside it. The proposed project is estimated to cost \$206,510 of which Polk County will pay \$80,000 and the District will pay the remainder. Polk County will also provide all planning, design, administration, engineering and inspection for the project (estimated value of in-kind service is \$15,488).

The Operations Committee has reviewed the proposal and the Superintendent is presenting it for approval. This project would be completed using PPEL funds.

E. Teacher Leader Evaluation Protocol – Negotiations with the Saydel Education Association (SEA) for the current Master Contract yielded agreements regarding evaluation of staff serving in teacher leadership positions. The Board reviewed letters of understanding necessary to set parameters for following the intent and requirements of the TLC system and TIF grant. One of these parameters involves the yearly appointment of teacher leaders.

F. 2016-17 School Calendar

1. Public Hearing Start Date Declaration (8/23/2016) – Board President Brian Bowman announced that this was the time and place for the public hearing on the proposed 2016-17 school start date (8/23/2016) and school calendar. He inquired whether there were any residents who would like to speak regarding the proposed start date or calendar. Hearing none, President Bowman declared the time for receiving objections to, or arguments in favor of the start date/calendar closed.

2. 2016-2017 Calendar Recommendation – Motion to approve by Melissa Sassman, seconded by Henry Wood. Motion carried 7/0.

The 2016-2017 school calendar is being presented to the Board for approval. Highlights of this calendar are:

- Start date as early as legal (August 23)
- Last day of school before Memorial Day
- Maintains three Professional Development Days embedded in the calendar
- Teacher Comp. Days for conferences the day before Thanksgiving & the day before Spring Break

The Superintendent recommends the approval of the 2016-2017 calendar without correction.

G. Dropout Prevention Modified Allowable Growth – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0.

Each year the district makes application for Dropout Prevention/Modified Allowable Growth (DOPMAG) funds. These funds are spent on staff members and programming that directly supports students who are identified as “at-risk.” There are four state-defined criteria for “at-risk” and if a student meets at least two of the four criteria, she/he is considered “at-risk” and can access additional support.

The four defined criteria include the following:

- Non-proficiency in reading and/or mathematics
- Attendance concerns

- Lack of typical progress toward graduation
- Disconnected from school

A list of uses for the funds includes the following:

- Certified Staff – 5 FTE (Success Teachers and Interventionists)
- Other Professional (Certificated) – 1.0 FTE (Social Worker)
- In addition to staff salaries and benefits, the DOPMAG funds out-of-district programming and curriculum for the “at-risk” student population.

This is a local tax and there is a ceiling to the amount of money that can be collected. The amount that we are requesting for this grant application process is \$374,685 (1150.4 students x \$6,514 in state cost/pupil x 5% allowed by the grant). The grant application is due to the Iowa Department of Education on February 5. Last year’s application was for \$378,866. The Superintendent recommends approval of this grant application.

- H. Resolution Ordering Election on the Question of Levying a Public Educational and Recreational Property Tax** – The President of the Board called the meeting together and stated that a Petition had been filed purporting to be signed by eligible electors of the School District numbering at least 25% of those voting at the last election of school officials. The Petition requests that an election be called on the question of levying a tax upon all of the taxable property within the School District of not to exceed thirteen and one-half cents (13½¢) per thousand dollars of assessed valuation of the taxable property within the School District for public educational and recreational activities and community education purposes.

Director Van Houten introduced the following Resolution and moved its adoption. Director Vitiritto seconded the motion to adopt. The roll was called and the vote was:

AYES: Sassman, Vitiritto, Kouski, Kayser, Wood, Van Houten, Bowman

NAYES: None

The President declared the Resolution as follows:

RESOLUTION ORDERING ELECTION ON THE QUESTION OF LEVYING A PUBLIC EDUCATIONAL AND RECREATIONAL PROPERTY TAX

WHEREAS, there has been filed with the President of this Board a Petition of eligible electors of this School District asking that an election be called to submit the question of levying a tax upon all of the taxable property within the School District of not to exceed thirteen and one-half cents (\$13½¢) per thousand dollars of assessed valuation of the taxable property within the School District for public educational and recreational activities and community education purposes; and

WHEREAS, this Board has examined the Petition and finds that it is signed by eligible electors of the School District numbering at least 25% of those voting at the last election of school officials and that the purposes set forth in the petition cannot be accomplished within the limit of one and one-quarter percent of the assessed value of the taxable property in the School District; and

WHEREAS, this Board has determined that an election should be called on the question of levying a public educational and recreational property tax; and

WHEREAS, in order to establish and maintain for children and adults' adequate public recreation places and playgrounds, it is necessary and in the best interest of the School District to call an election on the question of levying a public educational and recreational property tax.

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF DIRECTORS OF THE SAYDEL COMMUNITY SCHOOL DISTRICT, in the COUNTY OF POLK, STATE OF IOWA:

Section 1. That an election is called of the qualified electors of the Saydel Community School District, in the County of Polk, State of Iowa, on Tuesday, April 5, 2016. The following Proposition is approved, and the Secretary is authorized and directed to submit and file the Proposition for the Ballot with the Polk County Commissioner of Elections at least 46 days prior to the election.

SHALL THE FOLLOWING PUBLIC MEASURE BE ADOPTED?

PROPOSITION A

YES[]

NO []

Shall the Board of Directors of the Saydel Community School District in the County of Polk, State of Iowa, be authorized to levy a tax upon all the taxable property within the School District of not to exceed thirteen and one-half cents (\$13½¢) per thousand dollars of assessed valuation of the taxable property within the School District for public educational and recreational activities and community education purposes?

[END BALLOT LANGUAGE]

Section 2. That the notice of the election and ballot form used at the election shall be prepared in accordance with the provisions of the Iowa Code and Iowa Administrative Rules. The polls will be open from 7:00 A.M. to 8:00 P.M.

Section 3. Polk County, Iowa is the control county of this School District; this election will be conducted by the County Auditor as Commissioner of Elections.

Section 4. That the Election Board for the voting precinct or precincts be appointed by the County Commissioner of Elections, not less than 15 days before the date of the election, a certified copy of which appointment must be officially placed on file in the office of the Secretary.

Section 5. The Commissioner of Elections is requested and directed to make publication of the Notice of Election at least once, not less than four days nor more than twenty days prior to the date of the election, in a legal newspaper, printed wholly in the English language, as defined by Iowa Code Section 618.3.

Section 6. The *Des Moines Register*, a legal newspaper which has substantial circulation within the District and is hereby designated to make the publication of the Notice of Election.

Section 7. That the County Commissioner of Elections shall prepare all ballots and election registers and other supplies as necessary for the proper and legal conduct of this election and the Secretary of the Board is authorized and directed to cooperate with the Commissioner of Elections in the preparation of the necessary proceedings.

Section 8. That the Secretary is directed to file a certified copy of this Resolution in the Office of the County Commissioner of Elections to constitute the "written notice" to the County Commissioner of Elections of the election date, required to be given by the governing body under the provisions of Iowa Code Chapter 47.

PERL (Public Education & Recreation Levy)

What is PERL?

Public Education & Recreation Levy (PERL)

Requires a simple majority of voters to pass. The vote will be held on April 5, 2016. The levy provides \$0.135 per \$1,000 to support public education and recreation opportunities in the Saydel School District. If approved, the tax would take effect for the 2016-2017 school year. Revenues from the PERL are used to establish and maintain public recreation places and playgrounds in the public school buildings and grounds of the district. The PERL revenues are also used to provide public educational and recreational activities within the district boundaries and for community education as defined in Iowa Code.

Why PERL for Saydel?

Saydel resides in an unincorporated area of Polk County. While we have strong established communities, these communities do not have the incorporated local government of neighboring districts. These local governments provide public recreation for all ages. While Saydel has a strong and successful history of youth athletic programs, the scope of these programs is limited by available volunteer coordination and funding. In addition, there are no opportunities for the general public to fully utilize our school facilities for recreation and learning.

If approved, PERL will generate approximately \$95,000 per year to support:

- Creation, organization and staffing of a community education program.
- Funding to support facility and resource enhancements to areas utilized by the general public for non-school related activities.

By Creating a Community Education Program, we intend to:

- Increase access and availability of athletic, fine arts and academic programs for K-6 students outside of the school day and year.
- Increase availability for facility use and community learning opportunities for the general public.

Why not just start community education programs without assessing the tax?

- PERL will give us the funding to create a self-sustaining community education program.
- Currently, these programs are coordinated by volunteers and exist outside of the Saydel Community School District. Because of this status, the Saydel Schools cannot fully assist in the promotion, organization or operation of these programs.
- The largest share of any community or private organization is staffing costs. Having paid staff to coordinate volunteers, arrange events and assist in promotion and communication will be essential in increasing opportunities. Community education offerings will have a fee structure, but this fee structure will not be affordable if it must also cover staffing costs.
- This money can also be used for upgrades of property owned by the school district, but primarily dedicated to public use. Examples include the Woodside baseball fields, Cornell Field, and connector trail between schools.

- I. High School Course Offering Additions** – Motion to approve by Henry Wood, seconded by Jenn Van Houten. Motion carried 7/0.

The addition of these courses allows Saydel students and students from Grandview Christian to utilize our current 28E sharing agreement with Des Moines Public Schools for students to participate in the Nursing Program at Central Campus. According to state law, to access these services, the course requests must be in the course catalogue for the school district.

Upon request to add this for Grandview Christian, we discovered the DMACC program this year is full with an extensive waiting list. This program is first come, first served. Therefore, approving this course sequence will also allow interested Saydel students to have an option to participate. In addition to the course syllabus for Health Science, the following elective courses are offered with the course sequence: College Anatomy & Physiology; Biotechnology in Medicine.

All of the listed courses would be offered through the 28E agreement with DMPS Central Campus. Students are responsible for transportation to Central Campus. The Superintendent supports the inclusion of these course offerings.

- VII. Adjourn** – Motion to adjourn by Jenn Van Houten, seconded by Melissa Sassman. Motion carried 7/0. The meeting adjourned at 7:20 PM.

Brian Bowman, Board President

Beth Vitiritto, Board Secretary

The next scheduled Board Work Session is Monday, February 22 at 6 PM. It will be held in the Board Room at the Saydel District Office.