

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

REGULAR BOARD MEETING MINUTES

6:00 PM

Saydel District Office Board Room

March 21, 2016

- I. Call the Meeting to Order** – Meeting called to order by Board President Brian Bowman at 6:01 PM
- A.** Roll Call – Melissa Sassman, Chad Vitiritto, Roland Kouski, Jr., Doug Kayser, Henry Wood, Jenn Van Houten, Brian Bowman, present.
- B.** Approve Agenda – Motion by Melissa Sassman, seconded by Jenn Van Houten. Motion carried 7/0.
- II. Public Comments** – None
- III. Board Reports**
- Brian Bowman shared a reminder about the PERL Public Forum scheduled for March 29 at 5 PM at the Saydel District Office. He encouraged community members and Board members to attend.
 - Henry Wood said Parent Teacher Conferences were held recently, and teachers did a great job. He was impressed with the Book Fair that coincided with conferences at Cornell Elementary. District Librarian Aileen Meyer organized the Book Fair, which was very successful.
 - Melissa Sassman said the HOIAC Fine Arts Festival was held recently and it went very well.
 - Brian Bowman noted that students and teachers are back from Spring Break, and they are getting back into classroom routines.
- IV. Superintendent's Report**
- A. District Recognitions** – Superintendent Mr. Douglas Wheeler said Saydel is continuing to recognize businesses and individuals for their support by presenting them with certificates of appreciation. Last month and this month the recipients requested to remain anonymous. Two out of the three anonymous individuals honored were Saydel graduates. Mr. Wheeler noted how this reflects not only the generosity of Saydel alumni but also their desire to stay connected to the school district.
- B. Honor Choir Concert Soloist** – Mr. Wheeler welcomed Saydel High School Vocal Music Instructor Michael Puffett who talked about the wonderful opportunities available to students through the Fine Arts Department. Michael said he has three students who have been auditioning for scholarships, and they have been very successful. Students Angela Pitt, Brett Guy and Jack Ageson have been awarded vocal scholarships with a combined total of \$50,000. Each year students are also taken to honor choirs to perform across the state. At these events, students have the opportunity to audition to be a concert soloist. Angela Pitt was selected this year to be one of the soloists at the HOIAC Fine Arts Festival as well as in the Wartburg Honor Choir. Michael introduced Angela to the Board, and she performed a solo, singing “Spirate, pur spirate” by Stefano Donaudy.
- C. Update on Saydel Library Program** – Mr. Wheeler shared a brief history of the library program at Saydel and introduced Aileen Meyer, district librarian. Aileen shared a handout with the Board that outlined the Saydel Library Program State Plan. Aileen and Dr. Simone Alekno, director of

curriculum, instruction and assessment, developed the plan in Fall 2014 to meet state requirements. It is a plan that is regularly reviewed, revised, and designed to provide methods to improve the library collection, and it supports the school's comprehensive school improvement plan (CSIP). To design that plan, the following mission statement was created: "The mission of the library is to promote information literacy by providing a student-centered learning environment with access to a diverse collection in multiple formats that enables students to be effective and ethical users of information and lovers of reading." Aileen discussed how she and Dr. Alekno analyzed the library collections, usage and staff. They worked hard to create a welcoming environment at all three libraries in the district to support a variety of student learning. The Saydel libraries are becoming 21st Century libraries, transforming from collection-based (where print materials are just checked out) to knowledge-based (where knowledge is built through student engagement and information literacy). Saydel's collections support recreational reading, curricular support, and resources for research. Aileen provided a collection snapshot for each of the libraries and shared highlights of current events and displays from each school.

- D. Woodside Schedule** – Mr. Wheeler introduced Woodside Principal Joshua Heyer to share a report on work that has been done by the Woodside Scheduling Committee. The committee members are Kathy Erickson, Katie Mary, Linda Reid, Becca Nichols, Hillary Parsons, Ashley Freese, Travis French and Joshua Heyer. The team has met 12 times since the committee formed in October 2015 to address longstanding schedule challenges and limitations that have stood in the way of student opportunities. It was a priority for this committee to identify appropriate solutions to address all the concerns within the schedule. Joshua overviewed changes the committee would like to make and shared a tentative new structure for the 2016-17 Woodside school year.
- E. Radon Testing** – Buildings and Grounds Supervisor Dan Willson reported on the radon testing recently conducted at Cornell Elementary. The testing was done electronically so the results are time stamped. The test results were an average over a 48-hour period from a specified random sampling of classrooms based on the geography of the building. Dan tested 50 percent of the classrooms in various parts of the building, including both of the Pre-K classrooms because testing in those rooms is required by law. The results of the Cornell testing fell below the EPA state guideline of 4.0, which is the radon exposure number that is permissible in a certain timeframe. No further testing is required at this time for Cornell. Next year, Woodside Middle School will undergo radon testing and the following year, testing will be done at Saydel High School.
- F. Spring Parent Teacher Conferences** – Mr. Wheeler provided an update on Spring Parent Teacher Conferences. Cornell had 97.5% participation; Woodside Middle School had 80% participation; and Saydel High School had 46% participation.

V. Administrative Report to the Board

- A. 3-Year Plan of Continuous Improvement Objective A Targets 1-4 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 A, Targets 1-4. Mr. Wheeler and Dr. Simone Alekno, director of curriculum, instruction and assessment, overviewed what Saydel is trying to improve, grow and develop through the Targets in Objective A, 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.

VI. Discussion/Action Items

A. Consent Agenda – Motion to approve by Jenn Van Houten, seconded by Doug Kayser. Jenn Van Houten left the Board Room at 7:52 PM and returned at 7:54 PM. Motion carried 6/0.

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

B. Personnel

1. **New Hires** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Henry Wood left the Board Room at 7:54 PM and returned at 7:57 PM. Motion carried 6/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Contract/Salary</u>
Brian Baker	HS Head Basketball Coach	TBD

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

<u>Name</u>	<u>Position/Bldg.</u>	<u>Reason</u>
Jason Parmerlee	Teacher/WS	Personal
Kelsey Coy	Teacher/WS	Personal
Elizabeth Greiner	Teacher/CE	Personal
Ryan Kuebler	Custodian/HS	Personal
Katheryn Wiebenga	Sped Assoc./CE	Personal
Kevin Slaughter	Sped Assoc./WS	Personal
Doug Cline	Student Council Advisor/WS	Personal

3. **Transfers** – Reviewed Only

<u>Name</u>	<u>Position/Bldg. (to)</u>	<u>Position/Bldg. (from)</u>
Lynn Lewis	Spec Ed Assoc./CE	Spec Ed Assoc./WS
Bobbie Jo Pederson	Spec Ed Teach Strat II/WS	Spec Ed Teach Strat I/WS
Hannah Stouffer	PT Spec Ed Assoc./CE	FT Spec Ed Assoc./CE

*Pending background check

C. Open Enrollment

1. **In/Continuation** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0. *Note: This list does not reflect the new open enrollment requests from Des Moines. Saydel waits for Des Moines to review the requests before they are presented for Board approval because Des Moines has a policy that if a family is above a certain income, they will not let the family open-enroll out. This policy costs Saydel approximately 22 open enrollment requests per year.*

Presented for Board Approval:

In

<u>Student Name</u>	<u>Grade</u>	<u>From</u>	<u>Reason</u>
Katelyn Anderson	8	Bondurant	Met deadline
Calli Mae Hamman	K	Ankeny	Met deadline
Cody Lehman	11	Norwalk	Met deadline

Joseph Peer	12	SE Polk	Continuation
Aiden Reeves	6	SE Polk	Met deadline
Lillyth Reeves	4	SE Polk	Met deadline
Ariely S. Sagastune	4	Des Moines	Continuation
Taylor Miller	12	SE Polk	Continuation
Drew Swank	9	North Polk	Continuation
Monty Shelburg	5	Des Moines	Continuation
Isabell Shelburg	6	Des Moines	Continuation

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

Out

<u>Student Name</u>	<u>Grade</u>	<u>To</u>	<u>Reason</u>
Zorah Dobbins	K	Johnston	Met deadline
Gabriella Doss	K	Johnston	Met deadline
Skylar J. Fleming	K	Des Moines	Met deadline
Jacob Green	8	Johnston	Met deadline
Josie A. Huerta	K	Des Moines	Met deadline
Emma Kisgen	4	Ankeny	Met deadline
Sedrik Kisgen	5	Ankeny	Met deadline
Cindy Cerna Mendez	3	Des Moines	Continuation
Brynlee Moeller	K	Ankeny	Met deadline
Cole Schmidt	K	Des Moines	Met deadline
Raegan Schmidt	3	Des Moines	Met deadline
Marcella Turner	K	Des Moines	Met deadline
Tinlee Tyler	K	Ankeny	Met deadline
Waylon VanWielden	K	Johnston	Met deadline
Rena Daggett	9	Des Moines	Met deadline
Daniela Vazquez	3	Des Moines	Continuation

3. **Denied** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0.

Open Enrollment In Requests – Recommendation to Deny:

<u>Student Name</u>	<u>Grade</u>	<u>From</u>	<u>Reason</u>
Abigail Primrose	11	Des Moines	Broke Open Enrollment in past

D. Contracts and Agreements

1. **Woodside Basketball Court – Caliber Concrete LLC** – Motion to approve by Jenn Van Houten, seconded by Melissa Sassman. Motion carried 7/0.

Over the past year, the District has worked with Snyder and Associates on plans to put a new outdoor basketball court at Woodside Middle School. Proposals were obtained from Caliber Concrete, LLC to provide a concrete surface and Grimes Asphalt to provide an asphalt service. Caliber Concrete's proposal was \$53,900 and Grimes Asphalt's proposal was \$87,846. The Operation Committee has had numerous conversations about which direction to go. Items such as durability, ease of repair, and cost were all discussed.

The Superintendent recommends moving forward with the agreement with Caliber Concrete, LLC. This will be funded through PPEL.

2. **Activities Software – MVP Software, Inc.** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0.

The Activities Department has been looking to find a new tracking software to use as a management tool for games, rosters, and officials. A software package called Sportspak AD was reviewed and is being presented for approval. A proposal was obtained from MVP Software Inc. to provide the new software. Adam Busch, athletic director, is recommending that we move forward with the Sportspak AD and two user licenses for a total first year cost of \$1,095. This would be purchased through the Activity Fund.

3. **Ethernet Services – ICN** – Motion to approve by Chad Vitiritto, seconded by Roland Kouski Jr. Motion carried 7/0.

A request for proposal (RFP) for services was sent out for Ethernet and Ethernet/Internet service for the district. RFP's were submitted through FCC e-rate website. Vendors in US review and submit responses to schools based on those proposals.

Complete bids were submitted from ICN and MediaCom. The ICN was the lowest cost bid at \$1,764 per month. E-Rate funds should cover 80% of the cost based on our free and reduced counts. The contract is for Ethernet. The AEA actually pays for the Internet portion since we use the ICN. We are actually just paying for the use of the connection. The duration of this contract is 36 months.

This contract was discussed at the Operations Committee and is recommended for approval, contingent on the District receiving E-Rate funding approval. This will be funded through the General Fund.

4. **HS Network Switches – Communication Innovators** – Motion to approve by Doug Kayser, seconded by Melissa Sassman. Motion carried 7/0.

A request for proposal (RFP) for services was sent out to replace all network switches at the high school. RFP's were submitted through FCC e-rate website. Vendors in US review and submit responses to schools based on those proposals. Complete bids were submitted from Communication Innovators. Marco and Heartland Technology Services declined to submit. The total contract cost from Communication Innovators is \$36,535.33 of which the District will pay \$7,308 after the reimbursement from E-Rate. E-Rate funds should cover 80% of the cost based on our free and reduced counts. This contract was discussed at the Operations Committee and is recommended for approval, contingent on the District receiving E-Rate funding approval. This will be funded through the PPEL Fund.

5. **HS Access Points – Communication Innovators** – Motion to approve by Doug Kayser, seconded by Chad Vitiritto. Motion carried 7/0.

A request for proposal (RFP) for services was sent out to purchase 26 new wireless access points to be deployed at the high school. RFP's were submitted through FCC e-rate website. Vendors in US review and submit responses to schools based on those proposals.

Complete bids were submitted from Communication Innovators. Heartland Technology Services and Aerohive declined to submit. The total contract cost from Communication Innovators is \$18,274.70 of which the District will pay \$3,655 after the reimbursement from E-Rate. E-Rate funds should cover 80% of the cost based on our free and reduced counts. This contract was discussed at the Operations Committee and is recommended for approval, contingent on the District receiving E-Rate funding approval. This will be funded through the PPEL Fund.

- 6. **Resolution – Approve Cornell Elementary Addition & Outdoor Classroom Bid Packages I and J** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0.

Board approval of the following resolution is recommended.

RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SAYDEL COMMUNITY SCHOOL DISTRICT, IOWA:

Section 1. That the following bids for the construction and installation of certain public improvements described in general as the 2016 Cornell Elementary Addition & Outdoor Classroom Project, described in the plans and specifications heretofore adopted by this Board, be and is hereby accepted, the same being the lowest responsive, responsible bid received for such work, as follows:

Bid Package I - Site Utilities

Contractor	Base Bid	Alt 1	Alt 2
Valley Plumbing	\$188,708	\$0	\$0

Bid Package J - Rammed Aggregate Piers

Contractor	Base Bid	Alt 1	Alt 2	Total
Foundation Service Corp	\$42,250	\$3,250	\$0	\$45,500
Caliber Concrete	\$46,550	\$3,600	\$0	\$50,150
Subsurface Constructors	\$70,850	\$1,760	\$0	\$72,610

The Superintendent supports the acceptance of the lowest responsive, responsible bid of Valley Plumbing for Bid Package I and Foundation Service Corp for Bid Package J.

- E. **Policies** – The following policies related to student medications and the regular review cycle of the 600 Series were presented for approval. The Policy Committee reviewed all of the proposed revisions. The Superintendent supports the approval of these policy reviews and revisions.
 - 1. **507.2 – Revised** – Motion to approve by Melissa Sassman, seconded by Roland Kouski Jr. Motion carried 7/0.

2. **507.2E1 – Revised** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto.
Motion carried 7/0.
 3. **507.2E2 – Reviewed** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto.
Motion carried 7/0.
 4. **600 – Revised** – Motion to approve by Chad Vitiritto, seconded by Melissa Sassman.
Motion carried 7/0.
 5. **601.1 – Revised** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto.
Motion carried 7/0.
 6. **601.2 – Revised** – Motion to approve by Chad Vitiritto, seconded by Roland Kouski Jr.
Motion carried 7/0.
7. **Approval for April 11, 2016 Budget Hearing** – Motion to approve by Melissa Sassman, seconded by Roland Kouski Jr. Motion carried 7/0.

At the February 22 Board Work Session, the proposed budget and tax rate for the 2016-17 fiscal year were discussed. The Board reviewed the proposed budget summary with a proposed tax rate of \$13.17657 for the 2016-17 fiscal year. Approval is needed to establish the time and date for a budget hearing and to direct the publication of the notice of public hearing. The Superintendent recommends approval of the publication and setting the budget hearing date as April 11, 2016 at 6 PM

- VII. Adjourn** – Motion to adjourn by Melissa Sassman, seconded by Roland Kouski Jr. Motion carried 7/0.
The meeting adjourned at 8:26 PM.

Brian Bowman, Board President

Beth Vitiritto, Board Secretary

The next scheduled Regular School Board Meeting is Monday, April 11 at 6 PM. It will be held in the Board Room at the Saydel District Office.