

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

REGULAR BOARD MEETING MINUTES
 6:00 PM
 Saydel District Office Board Room
 November 9, 2015

- I. Call the Meeting to Order** – Meeting called to order by Board President Brian Bowman at 6:00 PM
- A.** Roll Call – Melissa Sassman, Roland Kouski, Jr., Chad Vitiritto, Doug Kayser, Henry Wood, Jenn Van Houten, Brian Bowman, present.
- B.** Approve Agenda – Motion to approve by Melissa Sassman (left at 7:45 PM), seconded by Chad Vitiritto. Motion carried 7/0.
- II. Public Comments** – Paul Breitbarth, 6938 NE Halbrook Lane, Ankeny, said his daughter is a cheerleader and he attended the cheer squad year-end banquet hosted at Grand View University. He said it was a wonderful, heartfelt banquet where the cheerleaders were able to address one another, sharing what they learned this year. He thanked the Board for hiring the talented Head Cheer Coach Sherri Swanson and Cheer Advisors Melissa Sensor and Katelyn Sandquist, and encouraged them to retain that talent as we move forward.
- Paul, who is a former Board Member, also spoke about the upcoming IASB Convention. He strongly encouraged the Board to attend the event because it is a wonderful opportunity to obtain good information and network with others school board members.
- III. Board Reports**
- Melissa Sassman said the Saydel High School Drama Performance “Just Another High School Play” will be presented Nov. 13 & 14.
 - Doug Kayser said a Saydel sophomore attended the Iowa Student Learning Institute RISE 2015 Conference in Waukee. The conference is held to motivate students to use their voice to rise in their communities. Over 200 students from across Iowa attended and Saydel sent one student leader.
 - Henry Wood attended the November Woodside PTO meeting. It was great to see a strong turnout of both parents and teachers.
 - Brian Bowman said the IASB Conference is Nov. 17-18 and encouraged the Board members to attend. There is a good agenda with many speakers and those who attend will learn a lot and benefit from networking with others.
 - Brian Bowman recognized that Veteran’s Day is celebrated this week. He thanked all veterans for their service.
- IV. Superintendent’s Report**
- A. Recognition & Thank You**
- Mr. Douglas Wheeler recognized Mayra Castaneda for supporting the Saydel Community School District when she nominated Cornell Elementary in a Back To

School sweepstakes she entered through Sports Authority. Mayra, who has children that attend Cornell, was chosen as a grand prizewinner in the contest; therefore, Cornell received a \$5,000 donation in the form of a Sports Authority Gift Card. Mr. Wheeler presented Mayra with a certification of appreciation.

- Mr. Wheeler presented certificates of appreciation to Cornell Elementary PTO President Ginny Mitchell and Woodside PTO President Julie Jennings. Saydel has two very active parent-teacher organizations and Mr. Wheeler thanked these leaders for their time and service.
- Board member Henry Wood was recognized for coordinating the 2nd Annual Saydel Spook Run, which was held in October. Proceeds from this fun, community event benefit the Cornell PTO, Woodside PTO, and Eagle Endowment Fund.

B. Presentation to Retired Board Members – Mr. Wheeler presented appreciation plaques to outgoing Board of Education members. Honored for their years of service to the Saydel District were Paul Breitbarth, Ray Livingston, and Rob Stephenson. Paul and Ray both served for 11 years and Rob served for four years. Mr. Wheeler said the time and sacrifice it takes to serve on a school board is immeasurable, and he appreciates the service and support these individuals have provided to the students and staff of Saydel.

C. Certified Enrollment – Business Manager Ryan Eidahl presented an overview of certified enrollment. He reported the certified count that was held on Oct. 1 resulted in enrollment declining 27.3 students. Ryan also shared future enrollment projections.

D. Mock Trial – Mr. Wheeler welcomed the Woodside Middle School Mock Trial Team, along with their coaches Carolyn McCauley, Kelsey Coy, and Molly McPartland. The Woodside students presented a mock trial case for the Board called “State of Iowa vs. Ty Tanney.” These students recently participated in the Iowa Regional Mock Trial Competition at the downtown Community Choice Credit Union Community Center. Woodside was one of 40 middle school teams competing. The team received the trial information after Labor Day and met every Tuesday, Thursday, and Sunday for two to three hours learning about courtroom procedures and protocols. Attorney Molly McPartland volunteered her time and expertise to coach these students. Their time, dedication, and hard work turned them into strong believable attorneys and witnesses. Mock trial is designed to introduce students to our legal system by providing a challenging, academic competition. The program offers students an opportunity for personal growth and achievement, emphasizing the importance of research, presentation, and teamwork. Congratulations to Katherine Tylavsky, Jada Gruhn, and Caleb Welch for being chosen by the judges, as an “outstanding witness” for their performances. Megan Ford and Nick Aagesen were chosen as an “outstanding attorney” for their exemplary opening and closing statements.

V. Administrative Report to the Board

A. Heartland AEA 11 Services Presentation

Mr. Wheeler introduced Heartland Area Education Agency team members Nikki Roorda, Regional Director, and Jennifer Riedemann, Assessment Consultant. Nikki and Jennifer shared how and why Heartland AEA partners with Saydel Schools. AEA's were established by 1974 Iowa Legislature to provide equitable, efficient, and economical services across the state. The AEA's work as educational partners with public and accredited, non-public schools. Nikki and Jennifer shared how AEA's are funded, showed the Heartland AEA service area, and reviewed their statewide resources. They also explained who they serve and discussed the AEA

standards for service. Heartland AEA's mission is to provide services and leadership, in partnership with families, schools and communities that improve the learning outcomes and well being of all children and youth.

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.) DJ Services MS Dance Andy Powell

- **DJ Agreement-** Contract between Andy Powell of Select Entertainment and Saydel for DJ services on November 13, 2015, and November 14, 2015, in the amount of \$500. This is for a student council dance and will be paid from the student council budget. (Student Activity Fund)

B. 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>
Dennis, Michael	PLTW Retention Bonus	\$1,200.00
Russell, Justin	MS Wrestling Coach/WS	\$2,631.60
Pech, Cody	MS Wrestling Coach/WS	\$2,631.60
Nickols, Lindsay	Club Stipend-SHS Visual Arts Club	\$500.00
Amaya, Mary	Special Ed Associate	\$13.63/hr
Duffy, Sam*	Special Ed Associate	\$13.63/hr

*Pending a satisfactory background check.

2. **Resignations/Terminations** – Motion to approve by Jenn Van Houten, seconded by Chad Vitiritto. Motion carried 7/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Reason</u>
Busch, Adam	HS Asst. Football	Personal
Christensen, Kaitlyn	MS Asst. Volleyball Coach	Personal
Schwindt, Jessica	Special Ed Associate	Personal
Hart, Elizabeth	Special Ed Associate	Personal
Hill, Gage	Custodian	Personal
Cline, Doug	Curriculum Development Facilitator	Personal

3. **Transfers** – None

C. Open Enrollment

1. **In / Continuation** – Motion to approve by Melissa Sassman, seconded by Jenn Van Houten. Motion carried 7/0.

Student Name	Grade	To	Reason
Dylan Becker	9	Des Moines	Continuation-move 8/1/15
Mikaela Becker	11	Des Moines	Continuation-move 8/1/15
Sara Hall	12	Johnston	Continuation-move 6/1/15
Chase McClure	10	Des Moines	Continuation-move 10/15/15
Isaac McClure	5	Des Moines	Continuation-move 10/15/15
Olivia McClure	7	Des Moines	Continuation-move 10/15/15
Jorey Payne	2	Des Moines	Continuation-move 10/15/15
Araya Sanders	4	Des Moines	Continuation-move 8/1/15
Noah Walker	7	Johnston	Continuation-move 6/1/15
Crystal Weiland	6	Urbandale	Continuation-move 8/25/15
Lucien Edmundson	1	Des Moines	Continuation-move 11/1/15
Tobey Ellis	8	Des Moines	Continuation-move 11/2/15
Kevin Martin	5	Des Moines	Continuation-move 11/2/15
Orianna Martin	6	Des Moines	Continuation-move 11/2/15

2. **Out** – Motion to approve by Doug Kayser, seconded by Jenn Van Houten. Motion carried 7/0.

Student Name	Grade	To	Reason
Natalie Simko	K	Des Moines	Continuation-move 11/1/15
Bree Thies	5	Des Moines	Continuation-move 10/12/15
Jerolyn Sarpee	3	Des Moines	Continuation-move 10/19/15

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

Student Name	Grade	From	Reason
Allen Higdon	4	Des Moines	Late & does not meet good cause
Allie Higdon	4	Des Moines	Late & does not meet good cause
Noah Higdon	3	Des Moines	Late & does not meet good cause
Seth Higdon	8	Des Moines	Late & does not meet good cause

D. Contracts and Agreements

1. **Piper Jaffray Engagement Letter** – Motion to approve by Melissa Sassman, seconded by Jenn Van Houten. Motion carried 7/0.

The Board has discussed the possibilities of refinancing the current revenue bonds. In the past, the District has used Piper Jaffray to assist in the bond process. Due to new regulations, an agreement needs to be entered into between the District and Piper Jaffray before further conversations can be held. An engagement letter from Piper Jaffray was presented to the Board so the District may continue preliminary conversations about refinancing our existing revenue bonds and the possibility of issuing further bonds at a later date. This engagement is preliminary in nature, non-binding and may be terminated at any time.

Ryan Eidahl, Business Manager, recommends approval of the engagement letter to utilize Piper Jaffray services.

2. **SearchSoft Administrator Evaluation** – Motion to approve by Melissa Sassman, seconded by Jenn Van Houten. Motion carried 7/0.

The McREL principal evaluation system is based on 30 years of research, as reported in the ASCD book, *School Leadership That Works* and experienced by more than 15,000 principals nationwide through McREL's Balanced Leadership® program.

With this system, our principals and district leadership team will receive coaching and evaluation conversations around the 21 leadership responsibilities in *School Leadership That Works*. Much like the TAP rubric indicators, this system will allow the administrative team to have a common language for continuous improvement and evaluation. Part of the Balanced Leadership Framework includes the use of different indicators for different change initiatives. The indicators will put in place a system of continuous development for our school and district leaders. This system of evaluation will be used with District Office Directors and Building Principals and allow for specific and targeted conversations for reflection and continued growth in leadership capacity. Having four of the five administrators impacted by this change new to their roles within the last year and a half, makes this a perfect time to pursue this program.

Paperless Platform

The SearchSoft system is a web-based system for collecting, tracking, storing, and reporting employee evaluation data and results. With SearchSoft, the District's entire evaluation process is paperless. The system provides the following components:

- Consistent framework for data collection and collaborative communication.
- Evaluation and observation forms that are completed online.
- Tools that enable multiple inputs including: supervisor observations, employee self-assessment, peer evaluations, student achievement data, and more.
- Dashboard tools providing quick visibility of employee performance, district goals, and schedule evaluation tasks.
- Professional growth planning tools with progress tracking.
- Proven data security and confidentiality protection features.
- Flexibility to conform to varying district processes.

Our plan for the initial training will be to utilize the less expensive webinar training sessions at \$2,500 (5 sessions at \$500) total cost. The training cost is one-time to establish the system. Included in the initial cost is the first year payment of the annual \$1,500 fee (\$300/administrator). The \$1,500 fee is ongoing. At the time of approval, payment for the program will come from general fund, but we are in the process of working with NIET to identify if TIF funding can support all or part of this program for the remaining two years of the grant.

The Superintendent is recommending approval of the SearchSoft contract to implement a new district-wide evaluation and coaching system for district administrators.

3. **Change Order Data Cabling Project** – Motion to approve by Melissa Sassman, seconded by Henry Wood. Motion carried 7/0.

The Administration has reviewed the following change request for the 2014 Data Cabling Project.

Change Order #1:

Deduct	Delete equipment rack, patch panel and associated labor in HS room G103	-\$632.66
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The Superintendent recommends approval of this change order. This will be funded through the bond project.

4. **Construction Management Contract ESTES Construction** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0.

The Operation and Management Committee has reviewed the proposal from Estes Construction to provide Construction Management services for the upcoming Cornell construction project.

The contract that is being presented is a master agreement in which individual projects can be added by amendment after approval by the Board. The normal fee for this service is between 3.5% - 6% depending on the size of the project. The bigger the project, the lower the rate. Estes has agreed to lower their fee for the first project (Cornell construction project) from 5.5% to 4%.

The services that are provided for the fee include:

- Daily on-site supervision by a construction manager that is familiar with the specific construction and the marketplace.
- Will work for the best interests of the District.
- Will break up the project into smaller bid packages, allowing local vendors to potentially bid on the packages.
- Will work with local providers to potentially get better pricing.

The Superintendent recommends approval of the contract with Estes Construction to provide construction management services for the Cornell project.

5. **Topographic Survey Services Snyder & Associates** – Motion to approve by Doug Kayser, seconded by Jenn Van Houten. Motion carried 6/0.

As part of the upcoming construction at Cornell, the District needs to have a topographic survey completed. A proposal has been obtained from Snyder & Associates to provide a topographic survey, utility assessment and boundary verification survey. The cost of these proposed services is \$8,000.

The Superintendent recommends moving forward with Snyder & Associates for these services. This will be funded with PPEL funds.

- E. **Acceptance of Final Completion 2014 Data Cabling Project** – Motion to approve by Henry Wood, seconded by Roland Kouski, Jr. Motion carried 6/0.

In making contact with representatives from Haila Architecture, they believe that the 2014 Data Cabling Project is complete in accordance with the plans, specifications, and form of the contract. Our discussions with internal staff members lead us to the same conclusion. As a result, this **RESOLUTION FOR FINAL ACCEPTANCE AND CLOSING FINAL PROJECT COSTS FOR THE PUBLIC IMPROVEMENT CONTRACT WITH COMMUNICATION INNOVATORS, INC** is being brought to the Board for approval.

If approved, the final payment to Communication Innovators, Inc. can move forward in the process, which includes:

- Retaining the final payment amount (\$20,837.59) for 31 days.
- During this time, any unpaid claims on this work may be brought to the attention of the District, and we will retain an amount that is equal to twice the amount of any claim(s).
- Assuming there are no claims at the end of the 31 days, the entire final amount will be released to the Contractor.

We are unaware of any claims at this writing and we have no reason to believe that any claims will be made.

The Superintendent recommends the approval of this resolution as presented.

**RESOLUTION FOR FINAL ACCEPTANCE
AND CLOSING FINAL PROJECT COSTS
FOR THE PUBLIC IMPROVEMENT CONTRACT WITH
COMMUNICATION INNOVATORS, INC**

WHEREAS, on April 14th, 2014, Saydel Community School District entered into a construction contract with Communication Innovators, Inc. of Pleasant Hill, Iowa “Contractor” for the construction of certain public improvements generally described as the 2014 Data Cabling Project (“Project”); and

WHEREAS, on August 13th, 2012, Saydel Community School District entered into a contract with Haila Architect (“Architect”) for architectural/engineering design services associated with the above Project; and

WHEREAS, on January 12th, 2015, the Architect filed a certificate with Saydel Community School District certifying that the contractor had substantially completed the construction of said public improvements in accordance with the terms and conditions of the contract and plans and specifications.

WHEREAS, the Architect has now submitted a subsequent pay application to Saydel Community School District recommending that the project be accepted by the District as finally complete.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors Saydel Community School District:

Section 1: That said reports and documents of the Architect are hereby approved and adopted.

Section 2: That said public improvement is hereby approved and accepted as having been fully completed in accordance with said plans, specifications, and form of contract.

Section 3: That the total contract cost of the improvement yet payable under said contract with Communication Innovators, Inc. is hereby determined to be \$242,632.34

Section 4: That \$20,837.59 of the total contract cost yet paid shall be retained for a period of thirty-one (31) days following this board’s action to finally accept this public improvement project, pursuant to the requirements of Iowa Code § 573.14. If at the end of the thirty-day period, claims are on file as provided the Saydel Community School District shall continue to retain from the unpaid funds a sum equal to double the total amount of all claims on file. The remaining balance of the unpaid fund, or if no claims are on file, the entire unpaid fund, shall be released and paid to the contractor in accordance with Iowa law.

- F. Electronic Engineering Two-Way Radio Upgrade Project** – Motion to approve by Jenn Van Houten, seconded by Chad Vitiritto. Motion carried 6/0.

Approval of this project would upgrade/update all secure two-way radios in the District and transition our two-way radio platform from analog to digital.

The current two-way radios being used in the district are over a decade old. In addition, new demands for safety and efficiency cannot be met through the limited number of radios. This project would provide portable two-way digital radios to the following employee groups:

- Superintendent
- District Office Clerical (1 radio)
- District Office Backup (1 radio)
- Supervisor Building & Grounds
- Warehouse Manager - Building and Grounds
- Operations Backup (1 radio)
- All building Principals
- All building Main Office Secretaries
- Associate Principals and Academic/Behavior Interventionists
- Special Education Behavior Disorder Teachers

These radios would have access to the following Channels:

- District-Wide Channel - District Use
- District-Wide Bus Channel
- Building-Specific Channel - one per building
- Up to 5 consumer channels to communicate with current consumer grade radios being used in supervision areas (cafeteria, playground) and by special education associates.

This project will be supported by the installation of a digital repeater at Saydel HS stadium. This project is intended to increase responsiveness in emergency and nonemergency situations throughout the District. Emergency Response research recommends secure two-way communication in times of emergency, as cell-phone tower capacity is limited during times of emergency. In addition, secure frequencies ensure compliance with privacy in working with student emergencies and disturbances.

This project was reviewed by the Operations & Management Committee, District supervisors, directors and administrators as well as the District Safety Committee. The Superintendent recommends the approval of this purchase to update two-way radio infrastructure and hardware in the District.

Notes: Durham transportation will still utilize the current analog repeater and frequency. The only channel on the repeater will be the district-wide channel. This repeater can be moved and re-used should Durham decide to transition to digital. Electronic Engineering did a study to ensure adequate coverage of the repeater at the stadium.

- G. **SBRC Request** – Motion to approve by Doug Kayser, seconded by Henry Wood. Motion carried 6/0.

Each school year, by December 1, districts have an opportunity to make application to the School Budget Review Committee (SBRC) for additional spending authority in the areas of:

1. Increasing Enrollment

2. Open Enrollment Out
3. LEP/ESL Instruction Beyond Five Years

For Saydel CSD, in the current school year, that amounts to the following calculations:

1.	0.0 (students) x \$6,514.00 (per pupil cost)	=	\$0.00
2.	30.0 (students) x \$6,366.00 (state cost per pupil)	=	\$190,980.00
3.	15.0 Students x 0.22 (weighting) x \$6,514.00 (per pupil)	=	\$ 21,496.00

TOTAL = \$212,476.00

We have applied for this additional spending authority in the past. Last year the total was \$236,896. The Administration has reviewed this request and continues to believe it is advantageous to take every opportunity to increase spending authority (unspent balance) whenever possible. The Superintendent recommends Board approval for the resolution to seek additional spending authority in these two areas.

H. Policy 105.R2 Revision – Motion to approve by Jenn Van Houten, seconded by Chad Vitiritto. Motion carried 6/0.

This recently revised policy is being presented for additional revision. After approval of the Bullying and Harassment Policy, the District was notified of a new directive from the state calling for the removal of certain language from all Board Policies related to bullying and harassment.

This proposal reflects the language the state is requiring be removed and a piece of additional language to ensure the policy reads appropriately after the removal of the language. This revision was discussed by the Policy Committee. The Superintendent recommends the revision of Policy 105.R2 to comply with recent state directives for bully/harassment policies.

VII. Adjourn – Motion to adjourn by Jenn Van Houten, seconded by Roland Kouski, Jr. Motion carried 6/0. The meeting adjourned at 8:00 PM

Brian Bowman, Board President

Beth Vitiritto, Board Secretary

The next scheduled Board Work Session is Monday, November 23 at 6 PM and the next scheduled Board Regular Meeting is Monday, December 14 at 6 PM. Both meetings will be held in the Board Room at the Saydel District Office.