

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

REGULAR BOARD MEETING MINUTES

6:00 PM

Saydel District Office Board Room

December 14, 2015

- I. Call the Meeting to Order** – Meeting called to order by Board President Brian Bowman at 6:01 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 by Melissa Sassman to amend the agenda removing item VI.-C, Open Enrollment, due to no students coming into or leaving the District, seconded by Chad Vitiritto. Motion carried 7/0.
- II. Public Comments** – None
- III. Board Reports**
- Jenn Van Houten attended the Iowa Association of School Boards (IASB) Convention in November. She participated in the President’s Workshop and learned a lot. She appreciated having the opportunity to attend.
 - Melissa Sassman and Chad Vitiritto also attended the IASB Convention, and they obtained good information from the sessions.
 - Roland Kouski Jr. attended the IASB Convention Finance 201 Workshop with Superintendent Mr. Douglas Wheeler. He reported the workshop was interesting and the presenter linked leadership back to the Battle of Gettysburg.
 - Brian Bowman attended the IASB Delegate Assembly. He said it was an interesting process and the full agenda was approved. He noted voting used to be done by holding up signs and now it is done electronically.
 - Melissa Sassman said the Saydel High School band and choir concert was recently held, and the students did a great job.
 - Henry Wood said the talent at the Cornell Christmas concert impressed him. He said the Cornell music instructor Jeffery Johannson did an amazing job with the students.
 - Brian Bowman noted winter sports (basketball and wrestling) are off to a good start, and he said there is a lot of interest in cheerleading.
 - Doug Kayser reported three teams from Woodside Middle School participated in Lego League competitions in Marshalltown and Ottumwa. One of the teams received a first place trophy in core values, which represents gracious professionalism.
- IV. Superintendent’s Report**
- A. District Recognitions**
- Superintendent Mr. Wheeler presented a certificate of appreciation to 8th Grade Social Studies Teacher Doug Cline for his service to the Saydel District and his dedication to Woodside Middle School. Doug was recognized for coordinating the annual 8th grade trips to Washington, D.C., providing leadership as advisor for 5th through 8th grade student government, and for being the announcer at Saydel basketball games.

- Mr. Wheeler presented a certificate of appreciation to community member Rob Strickler for his work in bringing back and coordinating the Saydel Homecoming parade. The parade is an event that raises community spirit as well as scholarship monies for the Saydel Endowment Fund.

- B. High School of Business Presentation** – Mr. Wheeler welcomed Saydel High School Business Teacher Rebecca Knowler to discuss how the Saydel High School of Business program is helping our students grow to become business leaders. High school students Josh Green, Jacob Kuehl and Ashley Kouski attended the meeting to discuss project based learning, 21st Century Skills, business concepts, and activities happening in the Principles of Business class. There are 47 students enrolled in this program at Saydel.
- C. STEM Visit from Department of Education** – Mr. Wheeler reported on a visit from the Department of Education that took place December 1. The event, facilitated by Dr. Simone Alekno, Director of Curriculum, Instruction and Assessment, and Matthew Bannerman, STEM Master Teacher, included a STEM presentation, panel discussion and classroom visits. The Saydel STEM mission is to prepare, empower, and inspire all students to meet the challenges of a global STEM workforce by making meaningful connections between school, community, work and the world through collaboration, creativity, and problem solving. During the visit, the Department of Education learned about Saydel’s multi-stage plan for STEM implementation. Saydel co-presented with Central Decatur School District, which is our partner in the TIF grant that supports TAP.
- D. State-wide Report Card & Attendance Center Rankings Update** – Mr. Wheeler shared details about the Iowa School Report Card. It is a new system to show how each public school is performing on certain educational measures. Schools receive a score for each measure, and then the scores are combined into an overall score. Based on the overall score, one of the following ratings is assigned to each school: Exceptional, High-Performing, Commendable, Acceptable, Needs Improvement, and Priority. The Iowa Department of Education developed the rating system in response to a 2013 legislative requirement (House File 215). The legislation required a set of measures. These measures are as follows: Proficiency, College and Career-Ready Growth, Annual Expected Growth, Closing Achievement Gap, College and Career Readiness, Graduation Rate, Attendance, Staff Retention, Parent Involvement, Community Activities/Involvement. Mr. Wheeler shared the timeline for release of the State-wide Report Card and how the information will be communicated to staff and parents.
- E. TAP Performance Pay Update** – Mr. Wheeler shared the timeline of building meetings, individual meetings with staff to review performance scores, and special payroll for TAP Performance Pay. The payout this year under the grant is based on \$2500 per teacher. Mr. Wheeler shared a brief overview of how teacher performance is determined. He also explained Value-Added and how it relates to the education context.

V. Administrative Report to the Board

- A. TAP Update** –Executive Master Teacher Mary Salazar provided a TAP overview, explaining its four domains: multiple career paths, ongoing applied professional growth, instructionally focused accountability, and performance-based compensation. The purpose of TAP is to improve student achievement through increasing teacher capacity through on-going professional development, district follow up and classroom observations with feedback and support. Mary reviewed how TAP works by explaining each of the four TAP Elements of Success. She also explained the leadership positions funded by TAP, reviewed the upcoming

cluster focus for Cornell, Woodside and the High School, and showed a sample of the instructional rubric. Mary discussed the TAP Leadership Team (TLT) component and noted TAP celebrations and successes. Her additional topics included how teacher compensation is determined in tested grades and subjects, SKR and Value Added Breakdown, and future plans for TAP at Saydel.

VI. Discussion/Action Items

A. Consent Agenda – Motion to approve by Melissa Sassman, seconded by Henry Wood.

Motion carried 7/0.

1. Minutes of Previous Meeting
 2. Bills for Payment
 3. Financial Reports
 4. Contracts
 - a.) Security – Winter Activities
 - b.) Officials – Winter Activities
 - c.) DJ Services-BCP Live, Inc.
 - d.) Student Teaching – Drake University
 - e.) J. Robert Hopson Inc. GASB 45 Services
- **Security-Winter Activities-** Proposed list of events that the District will contract with off-duty Polk County deputies to provide security at our events. Each event is paid at \$40/hour for a minimum of four hours. (Activity Fund)
 - **Officials-Winter Activities-** Proposed list of officials to be contracted to officiate the winter sports. (Student Activity Fund)
 - **DJ Agreement-** Contract between BC Productions and Saydel for DJ services on January 16, 2016 in the amount of \$775. This is for a student council dance and will be paid from the student council budget. (Student Activity Fund)
 - **Cooperative Teaching Agreement-** Saydel CSD has a long relationship with Drake University. This agreement will allow us to investigate both practicum experiences within the District as well as student teaching placements for the coming school year.
 - **GASB 45 Services Agreement-** Contract between J. Robert Hopson, Inc. and Saydel for GASB 45 Services in the amount of \$1,800. Every two years the District is required to obtain a valuation of the District's Other Post Employment Benefits (OPEB), per the Government Accounting Standards Board (GASB) Statement 45. This valuation will assess the implicit rate subsidy provided to retirees who remain on the District's health insurance until they reach age 65, and the amount needed to fund this rate subsidy into the future.

B. Personnel

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

| <u>Name</u> | <u>Position/Bldg.</u> | <u>Contract/Salary</u> |
|---------------------|--------------------------------|------------------------|
| Sara Shafer | Special Ed Associate CE | \$13.63/hr |
| Shannon Zeutenhorst | Club Stipend-WS Drama | \$500.00 |
| Brett Hersom | National Honor Society Advisor | \$493.43 |

Michelle Lehman Special Ed Teacher/WS \$18,947.78

*Pending a satisfactory background check.

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> |
|-----------------|-------------------------|------------------|
| Joe Zawistowski | Special Ed Associate HS | Personal |
| Megan Anderson | MS Softball Coach | Personal |
| Megan Anderson | Asst. Volleyball Coach | Personal |
| Shawn Pavlik | Head Volleyball Coach | Interim Position |

3. **Transfers** – None

C. Open Enrollment – Removed from agenda at beginning of meeting due to no students listed.

D. Contracts and Agreements

1. **Specialty Underwriters – HVAC Insurance** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0.

The District currently has an insurance policy with Specialty Underwriters to pay for repairs to electrical equipment. A new proposal is being brought to the Board for approval to provide an insurance policy for approximately \$4,000,000 worth of HVAC equipment. A document has been included for review that outlines all of the different equipment and what is potentially covered by insurance. This policy will not cover boilers and chillers (vessel or vessel-type equipment).

The new insurance policy will start on January 1, 2016 and end as of June 30, 2016. At that point it will be rolled into one plan (electrical equipment and HVAC equipment) and a new renewal cost will be brought to the Board. The proposed insurance plan will cost an additional \$70,618 for the remainder of the year (\$141,236 annualized).

This insurance policy will be paid from the Management Fund rather than the General Fund. This results in a savings in the General Fund for the amount that would have otherwise been spent to repair the equipment without the insurance policy. Last year, the District spent approximately \$130,000 from the general fund on HVAC repairs.

The Administration recommends approval of the proposed insurance policy with Specialty Underwriters.

2. **Baker Group – HVAC Preventative Maintenance** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0.

The District currently utilizes Baker Group to perform mechanical preventative maintenance on our HVAC systems. A new agreement is being brought for approval.

This agreement includes coverage of the following:

- Heating, Ventilating and Air Conditioning (HVAC)

- preventative maintenance labor and materials
 - including air filter replacement 3 times a year on approximately 70 rooftop units
 - client training
 - system operations
 - 24/7/365 service
- Chilled Water System
 - preventative maintenance labor and materials
 - including annual chiller maintenance and pump maintenance
 - client training
 - system operations
 - 24/7/365 service
- Heating Water System
 - preventative maintenance labor and materials
 - including pump maintenance
 - client training
 - system operations
 - 24/7/365 service

The proposed agreement is for the term of January 1, 2016 - June 30, 2017 and will cost \$106,072.50 (annualized cost of \$70,715) over that time frame. Last year the District spent approximately \$70,000 from the general fund to have our HVAC maintenance completed. This cost will continue to be funded through the general fund. Having an agreement in place allows us to take advantage of a few additional benefits such as:

- Utility benchmarking valued at \$3,000 per building
- Annual report summary
- Coil cleaning, if necessary

The Administration recommends approval of the proposed maintenance agreement with Baker Group, contingent that the Board approved the insurance policy with Specialty Underwriters.

3. **Baker Group – Building Automation Systems** – Motion to approve by Henry Wood, seconded by Melissa Sassman. Motion carried 7/0.

On May 12, 2014 the District entered into an agreement with Baker Group to provide a preventative maintenance program for HVAC controls (sensors, temp controls, etc). This agreement was for three years at a cost of \$55,200 each year and includes five days of labor per month and software upgrades.

A new agreement is being presented for approval, contingent that the Board approved the insurance policy with Specialty Underwriters. The proposed agreement will replace the previous agreement but will cost \$46,000 each year. It will still have five days of labor per month and software upgrades, but some of the labor will now be able to be billed through Specialty Underwriters.

A preventative maintenance program is needed to ensure maximum efficiency, effectiveness and longevity of the HVAC system. This proposed maintenance agreement will be paid by the General Fund.

The Administration recommends approval of the proposed maintenance agreement with Baker Group, contingent that the Board approved the insurance policy with Specialty Underwriters.

4. **Polk County – Sewer Project** – Motion to approve by Jenn Van Houten, seconded by Doug Kayser. Motion carried 7/0.

At previous workshops and committee meetings, conversations have been held about whether or not to pursue placing Cornell Elementary on sanitary sewer or updating the current septic system. Polk County is currently working on a sanitary sewer project on NW 1st Street and has provided a proposal for consideration of what it would take to bring the sanitary sewer over to Cornell Elementary.

After a few conversations between Polk County and the District, Polk County is proposing a Sanitary Sewer Agreement between Polk County and Saydel Schools for \$370,000. The project would include an 8” public sanitary sewer that would be extended along NE 57th from NW 1st Street to NE 3rd Street. As part of this agreement, the sanitary sewer connection fees will be waived.

The District would also be responsible for the design, construction and installation of supply service sewer lines from the building to the road, including but not limited to a grease interceptor.

The Board is being presented the proposal for consideration and approval. This would be funded through PPEL.

5. **Berens-Tate Consulting Group-Arbitrage Rebate Services** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 7/0.

At the April 13, 2015 the Board approved a resolution authorizing the redemption of \$495,000 of General Obligation Bonds and levying the appropriate tax in 2015-16 to make that payment on June 1, 2016. The following is a resolution authorizing the redemption of \$495,000 of General Obligation Bonds and levying the appropriate tax in 2015-16 to make that payment on June 1, 2016. Part of this resolution is to also approve an agreement with Bankers Trust Company to hold these funds in escrow until the bonds become callable on June 1, 2019.

One of the requirements of a general obligation bond is to make sure that we are not committing arbitrage. In order to comply with this requirement an arbitrage rebate calculation needs to occur and certain reports need to be filed with the IRS.

A proposal from Berens-Tate Consulting Group is being presented for approval. The proposal is to have them provide the arbitrage rebate services and to prepare the corresponding reports. The proposed fee is \$3,500 and will be paid from the debt service fund.

- E. **Annual Audit** – Motion to approve by Henry Wood, seconded by Roland Kouski, Jr. Motion carried 7/0.

The 2014-15 financial audit has been completed by Nolte Cornman and Johnson, P.C. and we have their final report. Copies of the report have been provided to the Board Members for review.

The Operations Committee has had an opportunity to review the highlights and comments of the audit report. The Administration recommends the approval of the audit results and final report for 2014-15.

F. Resolution Approving Authorization of Payment of December Bills – Motion to approve by Melissa Sassman, seconded by Jenn Van Houten. Motion carried 7/0.

Due to an accounting software change that is scheduled to occur in early January, the business office is requesting the authority to pay December claims at the end of December prior to Board approval. A list of claims will be presented at the January 11, 2016, Board Meeting for review.

The Superintendent recommends approving the authorization to allow the business office to pay bills prior to Board approval due to timing of the accounting software conversion.

G. Preschool Program Expansion – Mr. Wheeler shared a proposal with the Board for additional AM Preschool Programming for FY 2017. There is a continuing dialogue in the media, at the state level, and in published research from the positive influence preschool participation has on student achievement outcomes. Saydel is currently seeing consistency with these expectations in its preschool programming. Prior to last year anecdotal evidence suggested that more students would participate in the Saydel Preschool Program but space was limited. In an attempt to verify this evidence, last year a wait list was initiated. At the time school began, 17 students were on the wait list. Whether these individuals found preschool programming elsewhere or chose not to attend our preschool is unclear. Another enrollment challenge shared by parents revolves around scheduling preschool for both a three year old and a four year old. Currently the three-year-old program is in the morning and the four-year-old program is in the afternoon, forcing families to make a choice of which program to use or to incur additional hardship of transportation throughout the day. We believe it is in the best interest of student success and student enrollment to expand the four-year-old program by one section in the morning for the 2017 FY.

The purpose of this proposal is to provide a discussion outline for the Board of Directors to guide decision-making. The proposal will:

- Improve student achievement through addressing academic skills at an earlier age with resident students and narrowing the skill gap for students entering kindergarten.
- Maximize resources available through state funding of four-year-old preschool and spend-down carryover funding.
- Improve culture, image and relationships by extending this free service to our community and promoting future attendance in Saydel Schools.
- Demonstrate innovation through providing an AM and PM option to students and putting in place systems that allow for future expansion of preschool and daycare programming.

The Board discussed the expansion of four-year-old preschool by one section (AM only) for the 2016-17 school year. They also identified resources needed and the funding source for expansion.

H. SBRC Request – Grandwood – Motion to approve by Henry Wood, seconded by Doug Kayser. Motion carried 7/0.

Approval of SBRC Application for Approval to Charge Administrative Costs (Grandwood). Grandwood is now operating as a consortium of school districts. As such, each district now has to apply for a portion of the administrator’s salary and benefits to be recouped as an allowable administrative fee for the Grandwood site. Each district needs board approval for their portion, and then Grandwood will submit the application to the SBRC for the full amount. Administration recommends the approval of the SBRC submission for Saydel’s portion of the allowable administrative costs, which is \$3,419.18. Move the Board approve submission of Saydel’s portion of the allowable administrative Grandwood costs, so Grandwood as a consortium, can then apply for full amount of administrative costs to the SBRC (School Budget Review Committee).

The Superintendent recommends the Board approve submission of Johnston’s portion of the allowable administrative Grandwood costs, so Grandwood as a consortium, can then apply for full amount of administrative costs to the SBRC (School Budget Review Committee).

I. SBRC Request – Woodward Academy – Motion to approve by Henry Wood, seconded by Melissa Sassman. Motion carried 7/0.

Approval of SBRC Application for Approval to Charge Administrative Costs (Woodward Academy). Grandwood is now operating as a consortium of school districts. As such, each district now has to apply for a portion of the administrator’s salary and benefits to be recouped as an allowable administrative fee for the Woodward Academy site. Each district needs board approval for their portion, and then Woodward Academy will submit the application to the SBRC for the full amount. Administration recommends the approval of the SBRC submission for Saydel’s portion of the allowable administrative costs, which is \$1,537.37.

Move the Board approve submission of Saydel’s portion of the allowable administrative Woodward Academy costs, so Woodward Academy as a consortium, can then apply for full amount of administrative costs to the SBRC (School Budget Review Committee).

The Superintendent recommends the Board approve submission of Johnston’s portion of the allowable administrative Woodward Academy costs, so Woodward Academy as a consortium, can then apply for full amount of administrative costs to the SBRC (School Budget Review Committee).

VII. Adjourn – Motion to adjourn by Melissa Sassman, seconded by Jenn Van Houten. Motion carried 7/0. The meeting adjourned at 8:11 PM.

Brian Bowman, Board President

Beth Vitiritto, Board Secretary

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