

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 9, 2015

- I. Call the Meeting to Order** – Meeting called to order by Vice President, Chairperson Pro Tem Paul Breitbarth at 6:00 PM
- A. Roll Call** – Ray Livingston, Kyle Prendergast, Melissa Sassman, Rob Stephenson, Henry Wood, Paul Breitbarth – present. Brian Bowman – absent.
- II. Public Comments** – None
- III. Board Reports**
- Henry Wood shared that the Father/Daughter Dance was held Feb. 7 at Saydel high School. There were several hundred participants in this fundraiser that supported the Saydel 2015 After Prom Party. Henry said it was a great event for the community.
 - Paul Breitbarth said winter activities are coming to a close and congratulations to the high school girls' basketball team for beating the previous win record. The first round of district play begins Feb. 14 at Saydel.
 - Ray Livingston provided an update on wrestling action. Saydel recently hosted wrestling sectionals with six teams participating. Everything ran smoothly and the video board was exciting to watch since editing can be done from the score table. Ray personally thanked the wrestling cheerleaders who made a special wrestling cheer video that he sent to his niece in Washington, D.C. His niece posted it on her blog and if anyone would like to see the video, Ray will share the blog address with them.
 - Paul Breitbarth noted a special High School Band/Vocal Concert will be held Feb. 12 at 7 PM.
 - Melissa Sassman spoke about the Saydel Color Guard. The team performed Winter Guard at Southeast Polk, competing against other high schools as well UNI and ranked first in their class. They did a great job.
- IV. Superintendent's Report**
- A. Prairie Meadows Presentation** – Mr. Douglas Wheeler welcomed and introduced Polk County Supervisor Steve Van Oort and Prairie Meadows Grants Manager Gina Rooney, who attended the meeting to present a check to Saydel Community School District in the amount of \$16,237.87. Mr. Wheeler explained that the Polk County Board of Supervisors and Prairie Meadows developed a partnership to ensure that revenues from Prairie Meadows benefit many areas of our community. Since 1995 Prairie Meadows has given more than \$1.4 billion through taxes, grants and charitable donations to the State of Iowa. Over \$600 million has remained in our community to promote education, economic development, agriculture, jobs, and tourism.

- B. **Woodside 1:1 Replacement Update** – Saydel District Technology Director Chris Stammerman provided an update on the research that has been done in preparation for replacing the technology for Woodside 1:1. Both iPads and Chrome books were researched and discussed at site visits to Nevada and Webster City schools. Chris shared notable things learned at the site visits. He also shared information on software compatibility, proposed cost estimates for the device update, maintenance and warranty details, options for rolling some of the technology to Cornell Elementary, and using 1:1 as effectively as possible. Discussion also focused on district wide technology benchmarks, the need for natural integration of technology use in the classroom, and expanding 1:1 to include sixth and possibly fifth grade students in addition to seventh and eighth grade. A recommendation will be presented to the Board at the March Board meeting.
 - C. **School Calendar Update** – Some of the highlights on the proposed calendar for the 2015-16 school year were reviewed by Mr. Wheeler, including professional development days, teacher comp day, conference scheduling, winter recess, graduation and last day of school. There will be more clarity hopefully within the next month on the school start date.
 - D. **Club Charter Application Process** – Mr. Wheeler explained that last year a \$500 stipend was approved for adults who lead school approved club activities; however, there was not a system/application process in place. There is now a Club Charter Application. The club must be a viable club in order for a stipend to be approved. The application process will also be a learning process. A renewal form is also available for ongoing clubs, once approved.
- V. **Administrative Report to the Board – Assessment** – Mr. Wheeler said the Administrative Report to the Board is a new item so more frequent small reports on big topics such as finance and instruction can be presented to the Board on a regular basis.
- A. **Attendance Center Ranking Update** – Mr. Wheeler said the Legislature has directed the Department of Education to create a school report card for each school site. Schools will be ranked in areas of proficiency, growth, graduation rates, attendance rates, parent involvement, engagement and satisfaction, employee turnover, community activity and involvement, closing the gap score and college readiness. Those nine indicators will be applied to every school in Iowa. He shared an update and growth model for Saydel.
 - B. **Interim Assessment Results K-12** – Dr. Simone Alekno, Director of Curriculum, Instruction and Assessment, said Saydel Community School District is now doing an in-depth analysis of its assessment system and how data is collected. It's important to have multiple data points so data can be triangulated. She reviewed a Balanced Assessment System. In a Balanced Assessment System, there should be a balance between formative assessments, benchmark assessments, and summative assessments.
 - C. **Building Goals Update** – Cornell Elementary Principal Deb Chiodo, Woodside Middle School Principal Christopher Feldhans, and Saydel High School Principal Kevin Schulte each spoke on behalf of their school, sharing classroom planning outlines, data analysis summaries, and school goals.
- VI. **Discussion/Action Items**

- A. **Consent Agenda** – Motion to approve by Melissa Sassman, seconded by Henry Wood. Motion carried 6/0.
 Motion to amend the agenda by Ray Livingston to table the Sprinturf payment, pending a special Board meeting on Tuesday, Feb. 10; seconded by Melissa Sassman. Motion carried 6/0.
1. Minutes of Previous Meeting
 2. Bills for Payment
 3. Financial Reports
 4. Contracts

Consent Agenda Contracts:

Cooperative Sharing Agreement – Des Moines East – Sharing agreements between Saydel and Des Moines Public School District for the 2015-16 school year for:

- Boys’ and Girls’ Soccer
- Boys’ and Girls’ Bowling
- Boys’ and Girls’ Swimming
- Girls’ Golf

B. Personnel

1. **New Hires** – Motion to approve by Rob Stephenson, seconded by Melissa Sassman. Motion carried 6/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Contract/Salary</u>
Megan Stearns-Zuniga	ELL Bilingual Assoc/CO	\$13.33/hr
Tyler Zander	Asst. Wrestling/HS	\$3,363.25
Kyle Luttenegger	Induction Mentor	\$500.00
Mary Cannaday	Library Assoc/WS	\$13.33/hr
Katie Delahunt	Asst. Girls Track/HS	\$3,363.25
Kristi Powers	Interim Principal/CE	\$23,000.00

2. Transfers (Review Only)

<u>Name</u>	<u>Position/Bldg. (to)</u>	<u>Position/Bldg. (from)</u>
Michael Downs	Head Boys/Girls Tennis/HS	Head Girls Tennis/HS

*Pending a satisfactory background check

3. **Resignations/Terminations** – Motion to approve by Ray Livingston, seconded by Henry Wood. Motion carried 6/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Reason</u>
Tom Lendt	Industrial Tech/Auto HS	Personal
Samantha Meyer	Kindergarten/CO	Personal
Kelli Robinson	Interventionist Assoc/DW	Personal

C. Open Enrollment

1. In – Motion to approve by Melissa Sassman, seconded by Kyle Prendergast. Motion carried 6/0.

Presented for Board Approval:**1. In**

Student Name	Grade	From	Reason
Kylee Simpson	8 th	Des Moines	Continuation

D. SIAC Committee – Motion to approve by Melissa Sassman, seconded by Henry Wood. Motion carried 6/0.

The following list of names is being presented to serve on the School Improvement Advisory Committee. This committee is mandated by the state to meet a minimum of once per year to offer recommendations to the Board in the areas of:

1. Major educational needs
2. Student learning goals
3. Long-range goals that include, but are not limited to, the state indicators that address reading, mathematics, and science achievement
4. Harassment or bullying prevention goals, programs, training, and other initiatives

Name	Role
Jack Aagesen	Student
Riley Backus	Student
Paul Breitbarth	Parent/Board Member
Melissa Sassman	Parent/Board Member
Jeremy Lowe	Parent
April Goode	Parent
Patty Timmerman	Parent
Dan Scott	Parent
Antoine Parker	Parent
Sarah Figgins	Parent
Aileen Hunnell	Parent
Christie Cady	Parent
Kristie Wicker	Parent
Teri White	Parent

Marci Schmidt	Parent
Darla Van Houten	Parent /Teacher
Shannon Larson	Teacher/Counselor
Michael Dennis	Parent /Teacher
Nathan Pinion	Parent/Teacher
Matt Tesdell	Community Member
Doug Cline	Teacher
Kevin Schulte	Administrator
Christopher Feldhans	Administrator

The Superintendent supports the approval of these members to serve as the School Improvement Advisory Committee from February 2015 - February 2016.

E. **January Graduates** – Motion to approve by Henry Wood, seconded by Ray Livingston. Motion carried 6/0.

The following students have met the requirements set by the Saydel School Board of Directors to receive their High School Diploma.

The Superintendent supports the approval of these January graduates.

- Andrew Clark
- Delaney Marlin
- Nicole Axtell
- Reed Benenate
- Brian Gomez

F. **Instructional Support Levy (ISL)**

1. Hearing on the Proposed Resolution

The Vice-President, Chairperson Pro Tem Paul Breitbarth announced that this is the time, place and date to hold a public hearing on the proposed resolution to consider continued participation in the instructional support program, published pursuant to the provisions of Iowa Code. He then inquired whether there are any residents or taxpayers who would like to speak to the topic. Hearing none, he declared the time for receiving objections to, or arguments in favor of any part of the proposed resolution closed.

2. Recommendation – Motion to approve by Ray Livingston, seconded by Melissa Sassman. Motion carried 6/0

Board approval of the following resolution is recommended:

RESOLUTION TO PARTICIPATE IN THE INSTRUCTIONAL SUPPORT PROGRAM

WHEREAS, the Board of Directors has approved a five (5) year finance plan, which anticipates the level of funding that will be possible to continue the current level of services and to fund the ongoing programs of the School District; and

WHEREAS, the Board of Directors wishes to consider participating in the instructional support program as provided in Iowa Code sections 257.18 through 257.21; and

WHEREAS, the Board has published notice of the time and place of a public hearing on the resolution: and

WHEREAS, a hearing has been held upon the proposal to continue participation in the instructional support program and any objections are overruled:

NOW, THEREFORE, IT IS RESOLVED:

1. The Board of Directors determines that it is consistent with the five (5) year finance plan to fund the ongoing programs and services of the School District and it is in the best interest of the School District to continue participation in the instructional support program as provided in Iowa Code sections 257.18 through 257.21, and to provide additional funding therefore for a period of five (5) years, commencing the fiscal year ending June 30, 2017.
2. The additional funding for the instructional support program for a budget year shall be determined annually, and shall not exceed ten percent (10%) of the total regular program district cost for the budget year and moneys received under Iowa Code section 257.14 as a budget adjustment for the budget year.
3. Moneys received by the District for the instructional support program may be used for the purpose of the acquisition and support of instructional technologies; the acquisition of materials, equipment, and other resources necessary to support all curricular areas, including vocational, instrumental, and vocal programs; and failure to approve this proposition shall not be construed to terminate or restrict authority previously exercised by the Board to levy or impose a special tax for any one or more of the foregoing purposes.
4. The instructional support program will be funded by instructional support property tax in an amount not to exceed 10% of the total regular program district cost for the budget year and moneys received under Sectional 257.14 as a budget adjustment in the budget year, to be levied annually upon the taxable property within the School District commencing with the levy for collection in the fiscal year ending June 30, 2017.
5. Unless, within twenty-eight days following the adoption of this resolution, the Secretary of the Board receives a petition containing the signatures of eligible electors equal in number to not less one hundred or thirty percent of the number of voters at the last preceding regular school election, whichever is greater, asking that an election be called to approve or disapprove this action of the Board adopting the instructional support program, this action of the Board is final and the Secretary is authorized and directed to certify a copy of this resolution to the Department of Management.

In the event a petition containing the required number of signature is filed with the Secretary of the Board within twenty-eight days of the adoption of this resolution, the president shall call a meeting of the Board to consider rescission of this resolution, or to direct the county commissioner of elections to submit the following question to the qualified electors of the School District at a special election.

If the Board determines to submit the question to the electors, the proposition to be submitted shall be as follows:

Shall the Board of Directors of the Saydel Community School District in the County of Polk, State of Iowa, be authorized for a period of five (5) years to levy annually, as determined by the Board, an instructional support tax in a n amount (after taking into consideration instructional support state aid) not to exceed ten percent (10%) of the total of regular program district cost for the budget year and moneys received under Section 257.14 as a budget adjustment in the budget year, to be levied upon the taxable property within the School District, commencing with levy for collection in the fiscal year ending June 30, 2017, to be used for the purpose of the acquisition and support of instructional technologies; the acquisition of materials, equipment, and other resources necessary to support all curricular areas, including vocational, instrumental, and vocal programs; and failure to approve this proposition shall not be construed to terminate or restrict authority previously exercised by the Board to levy or impose a special tax for any one or more of the foregoing purposes?

Passed and approved on this 9th day of February, 2015.

President

ATTEST:

Secretary

G. Board Policies

1. **900 Series Regular Review and Revision** – Motion to approve by Kyle Prendergast, seconded by Rob Stephenson. Motion carried 6/0.

The Policy Committee has reviewed the 900 series as part of the regular review cycle for policies. All revisions are in bold for consideration (with the exception of 906 District Social Media Expectations since it is NEW and under Review only). Major revisions include:

- **Addition of Legal references for all policies.**
- **Change of name for code no. 902.4 to include Audio recording (replace taping).**
- **Code 903.5 - make clearer the disclaimer needed at the bottom of non-school communications sent home with students.**
- **905.1R1 - Added \$10 to all fees assessed for building rental. This still keeps Saydel below the fees changed but others, but accounts for cost increases since the last revision of this policy.**
- **905.2 - Changed policy to include nicotine “look a likes” as part of the definition of tobacco-free environment.**

2. **415 Employee Use of Social Media (NEW) – Reviewed Only**

The policy committee has developed this policy to ensure policies keep pace with technology changes in our society. This policy was developed in part to ensure our culture, image and relationships with the community are strong. This policy was developed with input and revision from Ahlers Law Firm.

3. **906 District Social Media Expectations (NEW) – Reviewed Only**

The policy committee has developed this policy to ensure policies keep pace with technology changes in our society. This policy was developed in part to ensure our culture, image and relationships with the community are strong. This policy was developed with input and revision from Ahlers Law Firm. This policy deals with Social Media as it impacts the District as a whole.

- 4. 605.6 Internet/Email Appropriate Use Revised** – Motion to approve by Ray Livingston, seconded by Rob Stephenson. Motion carried 6/0.

This policy is being presented for approval to comply with necessary policy revisions to keep pace with technology changes in our society. This policy must read this way to ensure the District's continued participation in the E-rate technology program.

The Superintendent reviewed and revised these policies in collaboration with the Policy Committee and recommends the initial and final approval of all of the above policies.

- H. Notice of Public Hearing – Internet/Email Appropriate Use Policy** – Motion to approve by Melissa Sassman, seconded by Ray Livingston. Motion carried 6/0.

As part of our E-Rate funding requirements, the District is required to have a public hearing around the Board policy that covers the Children's Online Protection Act (CIPA). For us, this policy is 605.6-Internet/Email Appropriate Use.

The following is what would be published in the paper.

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Board of Directors of the Saydel Community School District will hold a public hearing on the 23rd day of February, 2015, at 6:00 P.M., central time, in the Saydel Community School District Board Room, located at 5740 NE 14th Street, Des Moines, Iowa 50313, on Board Policy 605.6 Internet/Email Appropriate Use.

At the time and place set for the public hearing, interested individuals will be given the opportunity to express their views, both orally and in writing, on policy 605.6:

A copy of the policy can be reviewed at the Saydel Community School District Central Offices, 5740 NE 14th Street, Des Moines, Iowa 50313.

After the public hearing, the Board of Directors may take action to revise the policy at a subsequent meeting.

BOARD OF DIRECTORS,
SAYDEL COMMUNITY SCHOOL DISTRICT

By _____

Board Secretary

The Superintendent recommends approval of publishing the propose notice in the newspaper and holding a public hearing on February 23rd, 2015 at 6:00 P.M.

I. Contracts and Agreements

- 1. Vehicle Purchases** – Motion to approve by Ray Livingston, seconded by Melissa Sassman. Motion carried 6/0.

The Building and Grounds Committee has reviewed bids submitted through the State of Iowa and is recommending moving forward with the low bid from Karl Chevrolet for the purchase of:

- 2-2015 Chevrolet Suburban \$36,243.75 each
- 1-2015 Chevrolet Express Cargo Van \$23,696.49

We plan on trading in the following:

- 1-1995 Ford F350 Truck
- 1-2003 Ford Econoline Van
- 1-2008 Ford E150 Econoline Van
- 1-2006 Ford Econoline Maintenance Van

Estimated trade-in value for all four vehicles is approximately \$20,000.

The Superintendent recommends approval of the three vehicle purchases for \$96,183.99 less any trade-in value. Carryover budget for vehicle replacement from prior years, along with the 2014-15 and 2015-16 vehicle replacement budget within PPEL will fund this purchase.

2. Change Requests

- a. **Bus/Maintenance Facility** – Motion to approve by Rob Stephenson, seconded by Ray Livingston. Motion carried 6/0.

The Administration and Building Grounds Committee has reviewed the following change request for the 2014 Bus/Maintenance Facility Project.

Change Request #17:

Add	Building corner and soffit detail	\$2,202.00
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The Superintendent recommends approval of these change requests. This will be funded through the bond project.

3. Final Completion

- a. **HS Renovation Project** – Motion to approve by Melissa Sassman, seconded by Ray Livingston. Motion failed 0-6.

In making contact with representatives from Haila Architecture, they believe that the 2014 High School Renovation Project is complete in accordance with the plans, specifications, and form of the contract. Our discussions with internal staff members led us to the same conclusion.

As a result, this **RESOLUTION FOR FINAL ACCEPTANCE AND CLOSING FINAL PROJECT COSTS FOR THE PUBLIC IMPROVEMENT CONTRACT WITH WOODRUFF CONSTRUCTION, LLC.** is being brought to the Board for approval.

If approved, the final payment to Woodruff Construction, LLC. can move forward in the process which normally includes:

Retaining the final retainage payment amount (\$92,220.05) for 30 days during which time any unpaid claims on the work may be filed with the District. If claims are filed the District normally would retain twice the amount of any claim(s) on file before releasing any final

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

However, in this case, in addition to final acceptance, the Contractor has begun the formal process under Iowa Code Section 26.13 to request early release of retainage funds. This request can be made any time by a contractor after Substantial Completion. The initial notice documentation for such request was sent to subcontractors by the Contractor on February 5th, but no formal request for early release can be submitted until February 15th (or 10 days after the notice to the subcontractors was issued).

If and upon receipt of such a request, the Owner must release all applicable retainage monies at the next regularly scheduled board meeting or within 30 days of the date of the request, whichever is earlier, except that 200% of the value of labor and materials yet to be provided on the Project (in accordance with the plans and specification) at the time the request is made may continue to be withheld.

Woodruff has requested the early release of retainage funds in the amount of \$82,220.05. This amount accounts for a withholding of \$10,000 for defective work that needs to be fixed yet this spring/summer. If a formal, timely claim for release of retainage is received, it will be processed in accordance with Iowa law.

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
WOODRUFF CONSTRUCTION, LLC**

WHEREAS, on March 6th, 2014, Saydel Community School District entered into a construction contract with Woodruff Construction, LLC. of Fort Dodge, Iowa “Contractor” for the construction of certain public improvements generally described as the 2014 High School Renovation 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 August 25th, 2014 and October 17th, 2014, 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, with the exception of a small amount of work to be performed this spring/summer with a doubled value of \$10,000.

Section 3: That the total contract cost of the improvement yet payable under said contract with Communication Innovators, Inc. is hereby determined to be \$92,220.05.

Section 4: That \$92,220.05 of the total contract cost yet paid is retainage.

Section 5: That Contractor has begun the initial notification process to subcontractors of its intent to request early release of retainage funds in accordance with Iowa Code § 26.13 in the amount of \$82,220.05.

Section 6: That in accordance with Iowa law the Contractor's formal request for early release of retainage cannot be completed until February 15th (10 days after notice to subcontractors was provided).

Section 7: Since there is no completed request for early release of retainage funds on file as of the date of this resolution, the current retainage balance of \$92,220.05 shall be retained for a period of thirty (30) days following this board's action to finally accept this public improvement project, pursuant to the requirements of Iowa Code § 573.14, unless or until an early release of retainage request is formally received by the Contractor in accordance with Iowa Code Section 26.14 and a release of monies under that section would be earlier than the thirty (30) days outlined in of Iowa Code § 573.14, If at the end of the thirty (30) day period or upon early release or retainage, claims are on file as provided by law the Saydel Community School District or there is incomplete work still remaining the District shall continue to retain from the unpaid funds a sum equal to double the total amount of all any work remaining or claims on file or the entire retainage balance if claims exceed the balance. The remaining balance of the unpaid fund, or if no claims are on file or work outstanding, the entire unpaid fund, shall be released and paid to the contractor in accordance with Iowa law.

J. High School New Course Proposals

- 1. Art Curriculum – HS Renovation Project** – Motion to approve by Henry Wood, seconded by Melissa Sassman. Motion carried 6/0.
 - a. Painting and Drawing I & II
 - b. 3-D Studio Art
 - c. Graphic Design I & II
 - d. AP Studio Art

As part of a complete examination of curriculum, the scope and sequence of the HS art program was examined. These course proposals are designed to offer a program of study that ensures varied experiences and opportunities to students, including the opportunity to earn Advanced Placement credit. In addition, this program of study offers differing levels of rigor throughout the 9-12 experience.

- 2. Power Algebra** – Motion to approve by Melissa Sassman, seconded by Kyle Prendergast. Motion carried 6/0.

This program will be for 9th grade students who enter the high school with math performance deficiencies that could provide a barrier to success in the math Core. Currently, we offer these students the opportunity to take the required Algebra credits over three years, taking Geometry in their senior year. With Power Algebra, students will take Algebra I at the same time they are taking Power. Students in Power will be supported through a learning center model that will utilize technology-based interventions combined with focused small-group and one-on-one instruction. Students who show proficiency by semester have the opportunity to leave this intensive support and continue only with Algebra I. With this model, we address student math challenges in context without impacting future ability to succeed and/or excel in math.

The Superintendent recommends the approval of the redesigned course sequence for art and the addition of Power Algebra to support students struggling in math.

- VII.** Closed Session per Iowa Code 21.5(1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Superintendent's Mid-year Performance Review – Motion to move into closed session at 8:50 PM by Melissa, seconded by Ray Livingston.

Roll call vote: Kyle Prendergast – yes, Henry Wood – yes, Rob Stephenson – yes, Ray Livingston – yes, Paul Breitbarth – yes, Melissa Sassman, yes. Motion carried 6/0.

At 9:48 PM, Ray Livingston moved to return to open session. It was seconded by Henry Wood. Motion carried 6/0.

- VIII.** Adjourn: Motion to adjourn by Ray Livingston, seconded by Henry Wood. Motion carried 6/0. The meeting adjourned at 9:48 PM

Paul Breitbarth, Vice-President / Chairperson Pro Tem

Beth Vitiritto, Board Secretary

The next scheduled Board Work Session is Monday, March 9 at 6 PM and the next scheduled Board meeting is Monday, March 23 at 6 PM. Both will be held in the Board Room at the Saydel District Office.