

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 9, 2015

- I. Call the Meeting to Order** – Meeting called to order by President Brian Bowman at 6:00 PM
- A.** Roll Call – Paul Breitbarth, Ray Livingston, Rob Stephenson, Henry Wood, Melissa Sassman (left at 7:43 PM), Brian Bowman – present. Kyle Prendergast – absent.
- B.** Approve Agenda – Motion to amend the agenda, removing Item VI. H3. Power English, by Ray Livingston, seconded by Melissa Sassman. Motion carried 6/0.
- II. Public Comments**
- Rick VanderLinden, 2916 87th Ct., Urbandale, IA 50322, introduced himself and his daughter, Dharma, who is a 10th grader. Dharma has applied for open enrollment into the Saydel District.
 - Tessa Plym, 5465 NE 1st, Des Moines, IA 50313, addressed the Board regarding her concern for employee turnover over the last six to nine months and the lack of communication within the District. Tessa has lived in Saylorville for four years and worked for the District from 2010 until recently. She feels the turnover of long-term employees is having an impact on the classrooms. She would like to see more communication and organization within the District.
- III. Board Reports**
- Ray Livingston reported the Saydel STEM team traveled to Iowa City for the State FIRST Tech Challenge on March 6-7. He shared an overview of the event written by Emily Roepsch. Team members were Justin Roepsch, Daniel Way, Sergio Hernandez, Gabe Condon and Colton Signs. The co-coaches were Joshua Heyer and Annie Gallaher. There were 48 teams at the competition. All of these teams earned their spot at the state competition through a regional qualifying event. There were 192 FIRST Tech Challenge teams across the state this year. Saydel was in the Black bracket and with their alliance partners, Saydel won four of seven matches. They finished 13th out of the 24 Black teams. Guide One provided the software development mentors to the team during the robotics season. Those mentors were at the state meet as well.
 - Henry Wood congratulated the art students who were part of Saydel’s Youth Art Show. An Opening Reception was held March 5 at the Ankeny Art Center. There were 100 Saydel students who showcased their art talent and the reception was well attended.
 - Melissa Sassman said a High School Solo Ensemble Contest is happening March 9 and 10. She also said the High School Band released their 2015 recruitment video on YouTube to encourage band participation.

- Paul Breitbarth shared the news that his son, Daniel Breitbarth, a Saydel graduate now attending Iowa State University, was elected as 2015 President of the Government of the Student Body at ISU. He will be a spokesperson and leader for approximately 33,000 enrolled students at the college.
- Brian Bowman said he attended the Academic Honors Program at Saydel High School. Many students were recognized for their academic achievements.

IV. Superintendent's Report

A. Cornell Principal Search Update – Mr. Douglas Wheeler shared progress made in the search to hire the new Cornell Elementary Principal. There were 44 applicants interviewed, now screened to a final four. He will visit these candidates in their school environments before a final decision is made.

B. High School of Business – Mr. Wheeler introduced Stacy Ascher, High School Business Education Instructor. Stacy shared information about a new program called High School of Business. This program is designed to prepare students for college business programs. This means challenging students with real business problems and projects. Every High School of Business course is written in an accelerated pace, so students will be challenged each step of the way and through this they will see first-hand the types of business issues that they will face in college and then in their professional careers. Stacy said six courses will be offered at the High School. She shared details about the courses, the projects and teams of students, and how the program will partner with the business community to enrich the academic experience for students.

C. Site Master Planning Update – Sam Stagg of Haila Architecture shared an overview of the process that is underway to create the new Site Master Plan. Tours of the District's buildings have provided an understanding of the existing facilities, and tours to other schools in the Des Moines metro have helped identify trends in construction, surfacing, and furniture. The Master Planning will involve getting our spaces up to date and incorporating new curriculum ideas into the spaces. Meetings with school staff, students and community members are planned to obtain an understanding of the vision, goals, and needs of the District. After that, there will be a detailed analysis to understand the spaces, systems and maintenance needs so that a Master Plan scenario can be prepared and recommendations can be made for the Board to review.

D. Saydel Little League – Mr. Wheeler introduced Saydel Little League Treasurer-Elect Julie Jennings who shared an update on the Little League program. Julie provided the Board with a profit and loss statement. She said the Little League has new leadership this year, and they are actively seeking more sponsorship. There are 105 children currently signed up, and practice will be starting in about one month.

E. Saydel Junior Football – Discussion tabled.

F. Parent Conference Attendance Report – Mr. Wheeler reported Cornell Elementary had 95% parent participation with Spring Conferences. Principal Christopher Feldhans said Woodside Middle School had 87% parent participation. He also shared how the 8th grade team at Woodside took a different approach to scheduling conferences this year. Principal Kevin Schulte reported Saydel High School had 57% parent participation.

- G. Summer Food Service Program** – Amy A’Hearn, Food Service Director, said the Summer Food Service Program will be moved to Cornell Elementary to coincide with the Eagle’s Nest Summer Camp Program. Starting June 1, there will be a breakfast and a lunch served. The Food Bank of Iowa also contacted Amy about partnering with them to determine other sites that could benefit from packaged meals. We will continue to work with Norwoodville Community Center as well as provide sack lunches for local sporting events.
- V. Administrative Report to the Board – Special Education** – Julie McKibben, Director of Student Services & Special Education, shared a Spring Update on the Special Education Program. She reviewed current staffing and caseload determinations and outlined co-teaching progress and growth. Julie also provided an update on the Behavior Program, the Level 3 Program, and explained details on the implementation of PAES. She reviewed the progression of IEP Compliance and Progress Monitoring and spoke about future plans for the Special Education Program.

VI. Discussion/Action Items

- A. Consent Agenda** – Motion to approve by Paul Breitbarth, seconded by Melissa Sassman. Motion carried 6/0.

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

B. Personnel

1. **New Hires** – Motion to approve by Paul Breitbarth, seconded by Ray Livingston. Motion carried 6/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Contract/Salary</u>
Justin Russell	Track Coach/WS	\$2,446.00
Josh Turner	Track Coach/WS	\$2,446.00
Danielle Dowling	Asst. Tennis Coach/HS	\$3,363.25
Shawn Pavlik	9th Grade Volleyball Coach	TBD
Mariah Hoium	Eagle’s Nest Summer Coordinator	\$14.50/hour
Jaime Griffin	Mentor Teacher	\$1,200.00

*Pending a satisfactory background check

2. **Resignations/Terminations** – Motion to approve by Henry Wood, seconded by Melissa Sassman. Motion carried 6/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Reason</u>
Matt Hansen	9th Grade Volleyball Coach	Personal
Shawn Pavlik	Volleyball/WS	Personal
John Parsons	Girls Basketball/WS	Personal
Dana Smith	Mentor Teacher/CO	Personal
Hannah Cannady	Teacher Assoc/CO	Termination
Tessa Plym	Teacher Assoc/HS	Personal

C. Open Enrollment

1. **In / Continuation** – Motion to approve by Melissa Sassman, seconded by Ray Livingston. Motion carried 6/0.

Presented for Board Approval:

In

<u>Student Name</u>	<u>Grade</u>	<u>From</u>	<u>Reason</u>
Brett Guy	11	Ankeny	Continuation
Logan Guy	7	Ankeny	Continuation
Trent Guy	9	Ankeny	Continuation
Cole Johnson	8	Ankeny	Met deadline
Alyssa Kamoaki	11	SEP	Met deadline
Christopher Lile	10	Bondurant	Continuation
Rachel Lile	5	Bondurant	Continuation
Vince Nuckolls	K	Southeast Polk	Met deadline
Landyn Parsons	K	Ankeny	Met deadline
Dharma VanderLinden	10	West Des Moines	Met deadline
Stella White	K	I-35	Met deadline

2. **Out** – Motion to approve by Paul Breitbarth, seconded by Melissa Sassman. Motion carried 6/0.

<u>Student Name</u>	<u>Grade</u>	<u>From</u>	<u>Reason</u>
Laci Houghton	7	Johnston	Met deadline
Madilynn Kelsey	K	Johnston	Met deadline
Marika Kisgen	7	Ankeny	Met deadline
Dakota Worthington	4	Des Moines	Continuation

D. 2015-2016 School Calendar – Calendar Recommendations – Motion to approve by Melissa Sassman, seconded by Henry Wood. Motion carried 6/0.

Due to a widely known mandate from the Department of Education this past December, schools are no longer allowed an automatic waiver to the state law that school is to start the week of September 1. In anticipation of legislation to clarify this state law, the Superintendent is presenting two calendar options to the Board for consideration and approval. These calendars were developed collaboratively by a committee consisting of administrators, teachers (SEA reps.), two Board members and representation from our Custodial, Associate and Food Service Union. The Superintendent believes the approval of both calendars at this point while waiting on final action from the legislature will allow families to begin plans around the common calendar elements of graduation and spring break.

The recommendation to the Board is:

Approval of calendar A (Mandatory Start Calendar), with additional approval and action that the Superintendent can publish Calendar B (Normal/Early Start Date) as soon as legislative action is taken (likely prior to the next Board meeting).

This will give the Superintendent the ability to communicate quickly with stakeholders as soon as a legislative decision is reached without Board approval.

E. Approval for April 13, 2015 Budget Hearing – Motion to approve by Paul Breitbarth, seconded by Melissa Sassman. Motion carried 6/0.

At the February 23 Board Work Session, the proposed budget and tax rate for the 2015-16 fiscal year were discussed. The proposed budget summary was shared with a proposed tax rate of \$12.84843 for the 2015-16 fiscal year. The tax rate over the past few years has been as follows:

2014-15: \$12.8797

2013-14: \$12.8797

2012-13: \$13.4799

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 13, 2015 at 6:00 PM

F. Board Policies

1. **504.5E1 Fundraising Request Form** – Motion to approve by Ray Livingston, seconded by Paul Breitbarth. Motion carried 6/0.

The Fundraiser Board policy has been updated to reflect the new USDA Smart Snacks policy regarding all foods and beverages sold during the school day (midnight the night before until 30 minutes after the last bell). This new legislation includes fundraisers. State agencies were able to allow exemptions but Iowa does not allow any. An overview of the Smart Snacks in School standards was shared.

These new standards made it necessary to look at how fundraisers in our schools are being approved. A minor change to Code No. 504.5E1P Saydel Community School District Fundraiser Request form has been made to ensure fundraisers are in compliance. In addition to new form, the Food Service Director will keep record of all fundraisers that involve food during the school day.

The Policy committee has been made aware and had the chance to comment on this policy. The Superintendent recommends approval of the listed revisions.

2. **415 Employee Use of Social Media - New Policy** – Motion to approve by Paul Breitbarth, seconded by Ray Livingston. Motion carried 6/0.

This item is being presented for the second reading and final approval. This policy was shared with the SEA executive committee and upon approval will be communicated to staff to ensure understanding of the new policy. This policy has been reviewed several times by the policy committee and our District legal counsel. The Superintendent recommends the final approval of this policy as written.

3. **906 District Social Media Expectations - New Policy** – Motion to approve by Ray Livingston, seconded by Rob Stephenson. Motion carried 6/0.

This item is being presented for the second reading and final approval. This policy was shared with the SEA executive committee and upon approval will be communicated to staff and external organizations to ensure understanding of the new policy. This policy has been reviewed several times by the policy committee and our

District legal counsel. The Superintendent recommends the final approval of this policy as written.

G. Evaluation Instrument for Food Service – Reviewed Only

The Food Service evaluations have been updated to be a more comprehensive tool. Last updates were made in April of 2010 previous to this. Evaluations from area districts food service departments were gathered while completing this update for comparison. Based on evaluations received, our current evaluation and the needs of our department, the new evaluation tools were developed. This new tool has been viewed and discussed with the Saydel Food Service Kitchen Managers and Mr. Doug Wheeler.

H. Curriculum Approvals

1. **Technology Benchmarks** – Motion to approve by Paul Breitbarth, seconded by Rob Stephenson. Motion carried 6/0.

The Director of Curriculum, Instruction and Assessment, in cooperation with the STEM Master and a member of the technology committee has developed these K-5 benchmarks for technology literacy. The purpose of these benchmarks is to ensure students in Saydel have a common skill set as they progress throughout their school experience. This will also impact the ability of teachers to utilize technology in instruction and student understanding of how technology can be utilized when they reach the Middle and High School 1:1 environment. The Superintendent supports the approval of these technology benchmarks for K-5.

2. **Graduation Requirement Language Change** – Motion to approve by Ray Livingston, seconded by Rob Stephenson. Motion carried 5/0.

Due to state reporting requirements for teacher certification and 21st century skills, we must change our graduation requirement of “Financial Literacy” to “Economics” because this is the class that students will be taking to fulfill this requirement. The Superintendent supports the approval of this language-only change to graduation requirements.

3. **Power English** – Amended from the agenda.

4. **Life & Leadership** – Motion to approve by Henry Wood, seconded by Ray Livingston. Motion carried 5/0.

Life and Leadership will be a course taken by freshmen to develop 21st century skills as they enter high school. Topics covered will be financial literacy, HS 101, HS and college planning, career exploration and service learning. This course will be offered opposite PE. The Superintendent supports the creation of this class and curriculum to ensure compliance with state 21st century skills requirements as well as to provide our incoming freshman with a foundation of success and a solid plan for their four years at Saydel High School.

5. **High School Of Business** – Motion to approve by Ray Livingston, seconded by Rob Stephenson. Motion carried 5/0.

The High School of Business Program provides a highly rigorous project-based approach to learning business as a program of study. All students can access classes, but those who complete the program have the opportunity for internships and college credit. Current internship experiences and DMACC classes will remain. This program will be funded as a line item in the ISL budget for systemic sustained implementation. The Superintendent supports the implementation of the High School of Business Model as our program of study for students seeking business coursework and experience at Saydel High School.

I. Contracts and Agreements

1. Saydel Little League Lease Agreement – Motion to approve by Henry Wood, seconded by Paul Breitbarth. Motion carried 5/0.

The Superintendent is recommending that the following resolution for the lease of real estate to Saydel Little League Baseball be approved by the Board:

Section 1: The proposal to lease property to Saydel Little League Baseball shall be accepted and the real estate described as follows shall be leased by the Saydel Community School District to Saydel Little League Baseball pursuant to the terms of the Agreement.

Section 2: The President, Superintendent, and officers of the District are authorized to take all actions necessary to complete the lease of said real estate, including but not limited to the execution of the Lease Agreement.

Section 3: The site to be leased by the District is as described as follows:

That section of the Woodside Middle School athletic area south and west of the Woodside school building.

This contract is essentially the same contract as was approved last year with updates in the dates. The Finance Committee reviewed the contract via e-mail and the Superintendent recommends Board approval of this contract.

2. Saydel Junior Football Lease Agreement – Tabled until a later date.

3. Communication Innovators-Replace Network Switches –Motion to approve by Paul Breitbarth, seconded by Ray Livingston. Motion carried 5/0.

A request for proposal (RFP) for services was sent out to replace all network switches at Woodside and the District Office. This will also upgrade the links connecting all the switches to 10Gbps. The contract is contingent on E-Rate funding. The school does have to fund this purchase upfront and will be reimbursed by E-Rate. RFP's were posted to our website and also sent directly to Heartland Technology Services, CDWG and Communication Innovators. Bids were submitted from Communication Innovators and Lightedge, however Lightedge was deemed incomplete. The total contract cost from Communication Innovators is \$32,986 of which the District will pay \$6,598 after the reimbursement from E-Rate. The Superintendent recommends approval of the contract with Communication Innovators contingent on receiving E-Rate funding.

4. Communication Innovators -- Replace Wireless Access Points – Motion to approve by Paul Breitbarth, seconded by Rob Stephenson. Motion carried 5/0.

A request for proposal (RFP) for services was sent out to purchase 13 new wireless access points to be deployed at Woodside. The contract is contingent on E-Rate funding. The school does have to fund this purchase upfront and will be reimbursed by E-Rate. RFP's were posted to our website and also sent directly to Heartland Technology Services, CDWG and Communication Innovators. Bids were submitted from Communication Innovators and Lightedge, however Lightedge was deemed incomplete. The total contract cost from Communication Innovators is \$6,917.51 of which the District will pay \$1,384 after the reimbursement from E-Rate. The Superintendent recommends approval of the contract with Communication Innovators contingent on receiving E-Rate funding.

5. Communication Innovators -- Purchase Uninterrupted Power Supply – Motion to approve by Ray Livingston, seconded by Rob Stephenson. Motion carried 5/0.

A request for proposal (RFP) for services was sent out to purchase uninterrupted power supplies for each data closet at all three locations. This will provide at least five minutes of run time for devices until generators kick in. These units will help protect network and phone equipment and help keep communication up and running across the District. The new units will be network monitored for better tracking. The contract is contingent on E-Rate funding. The school does have to fund this purchase upfront and will be reimbursed by E-Rate. RFP's were posted to our website and also sent directly to Tesdell Electric, Heartland Technology Services, CDWG and Communication Innovators. Bids were submitted from Communication Innovators. The total contract cost from Communication Innovators is \$30,593.36 of which the District will pay \$6,119 after the reimbursement from E-Rate. The Superintendent recommends approval of the contract with Communication Innovators contingent on receiving E-Rate funding.

6. Communication Innovators -- Purchase Maintenance for Network Switches and Wireless Access Points – Motion to approve by Paul Breitbarth, seconded by Henry Wood. Motion carried 5/0.

A request for proposal (RFP) for services was sent out to purchase maintenance for network switches and wireless access points. The contract is contingent on E-Rate funding. The school does have to fund this purchase upfront and will be reimbursed by E-Rate. RFP's were posted to our website and also sent directly to Heartland Technology Services, CDWG and Communication Innovators. Bids were submitted from Communication Innovators. The total contract cost from Communication Innovators is \$1,317 of which the District will pay \$264 after the reimbursement from E-Rate. The Superintendent recommends approval of the contract with Communication Innovators contingent on receiving E-Rate funding.

VII. Adjourn: Motion to adjourn by Ray Livingston, seconded by Paul Breitbarth. Motion carried 5/0. The meeting adjourned at 8:05 PM

Brian Bowman, President

Beth Vitiritto, Board Secretary

The next scheduled Board Work Session is Monday, March 23 at 6 PM and the next scheduled Board meeting is Monday, April 13 at 6 PM. Both will be held in the Board Room at the Saydel District Office.