

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 13, 2017

- I. Call the Meeting to Order** – Meeting called to order by Chairperson Pro-Tem Jennifer Van Houten at 6:00 PM
- A. Roll Call** –Julie Jennings, Doug Kayser, Jennifer Van Houten, Chad Vitiritto, Rob Strickler, present. Roland Kouski, Jr., Brian Bowman, absent.
- B. Approve Agenda** – Motion to approve by Chad Vitiritto, seconded by Julie Jennings. Motion carried 5/0.
- II. Public Comments** – None
- III. Board Reports**
- A. IASB Convention** – Jennifer Van Houten said the IASB Convention is set for November 15-17.
- IV. Superintendent’s Report**
- A. District Recognitions** – Saydel is continuing to recognize businesses and individuals for their support of Saydel Community School District. This month Superintendent Mr. Douglas Wheeler recognized three individuals who have volunteered their time for many years to assist with Saydel athletic events. Mr. Wheeler honored Ray Livingston, Jim Gilchrist, and Jim Gebhart, Sr.
- B. Preschool Presentation** – Cornell Principal Brian Vaughan and preschool teachers Amber Byrd, Rebecca Singletary, and Stephanie Bader outlined the Cornell Preschool Program. They shared enrollment numbers, preschool standards, and the schedules for the three-year-olds and four-year-olds. They also discussed the assessment systems used in preschool, which includes the GOLD Assessment and IGDI (Individual Growth & Development Indicators). The GOLD Assessment is an authentic, observational assessment system for children from birth to third grade. It is designed to help you get to know children through 38 objectives in the areas of social/emotional, physical, language, cognitive, literacy, mathematics, science, technology, social studies and the arts. IDGI utilizes a data-based approach to screening that has shown to provide a new level of effectiveness in evaluating young children on their way toward becoming successful readers. The preschool teachers also shared an overview of the new PATHS curriculum, which helps facilitate emotional literacy, self-control, social competence, positive peer relations, and interpersonal problem-solving skills.
- C. Certified Enrollment** – Mr. Wheeler presented an overview of certified enrollment, which included subgroup enrollment, resident enrollment, and open enrolled in/out students. He reported the certified count was held on October 2, 2017.
- V. Administrative Report to the Board – School Culture & Climate** – Mr. Wheeler discussed current Culture & Climate initiatives, which included an update on PBIS, staff training for the ALICE Training Institute and Raptor screening system, and the installation of new video cameras in all three schools. Also discussed were the results of the staff exit survey and the staff engagement survey. All three building principals shared a three-year trend for student behavior and attendance.
- VI. Discussion/Action Items**
- A. Consent Agenda** – Motion to approve by Doug Kayser, seconded by Rob Strickler. Motion carried 5/0.
1. Minutes of Previous Meeting
 2. Financial Reports
 3. Bills for Payment

4. Fundraising – Fundraising applications were approved for the Woodside PTO t-shirt and sweatshirt sale to raise money for activities throughout the year, and the Cornell PTO Artsonia to raise money for the Cornell PTO General Fund.
5. Donations – Cornell PTO: \$875.07 for mini sessions for Cornell students.

B. Personnel

1. **New Hires** – Motion to approve by Julie Jennings, seconded by Chad Vitiritto. Motion carried 5/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Contract/Salary</u>
Kevin Slaughter	9th Grade Girls Basketball Coach	\$3,819.20
Bill Taylor	HS Asst. Wrestling Coach	\$3,819.20
Jannah Hughes	HS Head Tennis Coach	\$4,513.60
Allix Williamson	HS Asst. Cheer Coach	\$1,388.80
Colleen Babcock	MS Drama Club Stipend	\$500.00

2. **Resignations** – Motion to approve by Julie Jennings, seconded by Chad Vitiritto. Motion carried 5/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Reason</u>
Charles (Curt) Brookhart	HS Asst. Softball Coach	Personal

3. **Transfers** – None

C. Open Enrollment

1. **In** – Motion to approve by Chad Vitiritto, seconded by Julie Jennings. Motion carried 5/0.

<u>Student Name</u>	<u>Grade</u>	<u>From</u>	<u>Reason</u>
Abbigail Hecker	5	Des Moines	Continuation moved 8/2017
Caleb Hecker	8	Des Moines	Continuation moved 8/2017
Gage Kline	6	Des Moines	Continuation moved 8/2017

2. **Out** – Motion to approve by Rob Strickler, seconded by Julie Jennings. Motion carried 5/0.

<u>Student Name</u>	<u>Grade</u>	<u>To</u>	<u>Reason</u>
Baylie Bucher	12	DC-Grimes	Continuation moved 11/1/17
Evvan Jackson	9	West Des Moines	Continuation moved 1/2017
Mason Jackson	10	West Des Moines	Continuation moved 1/2017

3. **Denied** – None

D. Contracts & Agreements

1. **Varsity Group Advertising** – Motion to approve by Chad Vitiritto, seconded by Julie Jennings. Motion carried 5/0. The Board approved a two-year contract extension with Varsity Group to seek and secure sponsors for athletic events.
2. **Change Order #2 – TBB&M, LLC-HS Classroom Renovations** – Motion to approve by Chad Vitiritto, seconded by Rob Strickler. Motion carried 5/0. The Board approved the following change request for the 2017 HS Classroom Renovations.

Change Order #2:

Add	PR#3 Electrical changes for projectors	\$2,959.00
Add	PR#4 Drywall encapsulation of asbestos	\$5,998.00
Add	CR#1 Ductwork conflict with skylights	\$2,471.00
Add	Three (3) additional stainless steel corner guards	\$249.00

Add	Change existing surface mount electrical boxes at hold opens to recessed	\$1,515.00
Add	Patch holes in plaster wall made by technology contractor	\$119.00
Add	Locks and file hangers to 2 base cabinets in each (7) classroom	\$957.00
Add	Change power to clocks from surface mount to inside wall	\$804.00
Add	Existing structural joist modification	\$444.00
Add	Existing structural joist reinforcement	\$592.00
Add	Ductwork conflict with ceiling elevations	\$2,002.00
Total		\$18,110.00

- E. Early Retirement Plan** – Motion to approve by Julie Jennings, seconded by Chad Vitiritto. Motion carried 5/0. The Board approved the proposed Early Retirement Plan for the 2017-18 school year. The Licensed Employee Group Early Retirement Plan contains:
- A one-time payment to a state approved 403(b) plan calculated upon 85% of the difference between the salary schedule base and the licensed employee’s current salary, less supplemental pay or extended contract pay.
 - Insurance coverage until the employee reaches age 65 (based on the current rate of coverage).
 - An employee must be 55 by June 30, 2018, and have 10 years of continuous service in the District and submit an application by January 3, 2018.
 - There are currently seven employees eligible. The estimated first year savings to the General Fund would be \$67,618.
 - An additional \$2,000 payment if the applicant accepts the plan on or before December 1, 2017.
- F. SBRC Request – Increasing Enrollment, Open Enrollment Out & ELL Beyond 5 Years** – Motion to approve by Rob Strickler, seconded by Chad Vitiritto. Motion carried 5/0. The Board approved the SBRC application for additional spending in the areas of increasing enrollment, open enrollment out, and 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 \$6,732.00 (per pupil cost) | = | \$0.00 |
| 2. | 34.6 (students) x \$6,591.00 (state cost per pupil) | = | \$228,048.60 |
| 3. | 19.0 Students x 0.22 (weighting) x \$6,659.00 (per pupil) | = | \$ 44,431.20 |
| | TOTAL | = | \$272,479.80 |
- G. Board Resolution – Acceptance of Final Completion – 2017 HS Classroom Renovation Project** – Motion to approve by Chad Vitiritto, seconded by Doug Kayser. Motion carried 5/0. In making contact with representatives from Haila Architecture, they believe the 2017 HS Classroom Renovation 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 TBB&M** is being brought to the Board for approval. The final payment to TBB&M can move forward in the process, which includes:
- Retaining the final payment amount (\$33,907.55) for 30 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 30 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.

**RESOLUTION FOR FINAL ACCEPTANCE AND CLOSING FINAL PROJECT COSTS
FOR THE PUBLIC IMPROVEMENT CONTRACT WITH TBB&M**

WHEREAS, on March 20, 2017, Saydel Community School District entered into a construction contract with TBB&M of Indianola, Iowa “Contractor” for the construction of certain public improvements generally described as the 2017 HS Classroom Renovation Project (“Project”); and

WHEREAS, on November 28, 2016, 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 15, 2017, 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 TBB&M is hereby determined to be \$334,061.00

Section 4: That \$33,907.55 of the total contract cost yet paid 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. 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.

H. Board Policies

- 1. Review and Revision of 700 Series – First Reading** – Motion to approve by Doug Kayser, seconded by Rob Strickler. Motion carried 5/0. The Board approved the first reading of the minor revisions made to the 700 series as part of the five-year review process by the Policy Committee.
- 2. New 700 Series Policies – First Reading**
 - a. 701.3 Financial Records** – Motion to approve by Julie Jennings, seconded by Doug Kayser. Motion carried 5/0.
 - b. 704.2 Debt Management** – Motion to approve by Doug Kayser, seconded by Rob Strickler. Motion carried 5/0.
 - c. 711.3.E1 Emergency Transportation Waiver – Activities and Athletic Events** – Motion to approve by Rob Strickler, seconded by Chad Vitiritto. Motion carried 5/0.

- VII. Adjourn** – Motion to adjourn by Rob Strickler, seconded by Julie Jennings. Motion carried 5/0. The meeting adjourned at 7:44 PM.

Jennifer Van Houten, Chairperson Pro-Tem

Beth Vitiritto, Board Secretary

The next scheduled Regular Board Meeting and Board Work Session is November 27, 2017, at 6 PM in the Saydel District Office Board Room.