

SAYDEL COMMUNITY SCHOOL DISTRICT  
5740 NE 14<sup>th</sup> STREET  
DES MOINES, IA 50313

REGULAR BOARD MEETING MINUTES

6:00 PM

Saydel District Office Board Room

March 20, 2017

- I. Call the Meeting to Order** – Meeting called to order by Board President Brian Bowman at 6:00 PM
- A. Roll Call** – Melissa Sassman, Chad Vitiritto, Roland Kouski, Jr., Doug Kayser, Henry Wood, Brian Bowman, present. Jennifer Van Houten, absent.
- B. Approve Agenda** – Motion to approve by Melissa Sassman, seconded by Roland Kouski, Jr. Motion carried 6/0.
- II. Public Comments** – None
- III. Board Reports**
- Melissa Sassman mentioned the recent passing of High School Library Associate Denise Agard and also the passing of former Cornell Associate Ashley Greubel. She extended sympathies to both of these individual's families.
  - Brian Bowman welcomed everyone back from Spring Break.
- IV. Superintendent's Report**
- A. District Recognitions** – Saydel is continuing to recognize businesses and individuals for their support by presenting them with certificates of appreciation. This month Superintendent Mr. Douglas Wheeler honored Capitol City Church in Des Moines for the ongoing support of Saydel Schools by the church and its congregation. Accepting the certificate during the meeting was the Youth Director for Capitol City Church, Tim Stout.
- B. Prairie Meadows** – Mr. Wheeler welcomed Prairie Meadows Director of Community Relations Julie Stewart and Polk County Supervisor Steve Van Oort to the meeting. They presented the School Board with a check for \$16,552.70 from Polk County Board of Supervisors and the Prairie Meadows Racetrack and Casino. This support is based on the number of students in our district and averages \$16,000 per year to support special district initiatives. The Saydel Community School District appreciates the ongoing support from the Polk County Board of Supervisors and Prairie Meadows Racetrack and Casino.
- C. Parent Conference Participation** – Mr. Wheeler reported the participation numbers during the spring Parent Teacher Conferences. Cornell Elementary had 94% participation; Woodside Middle School had 75% participation; Saydel High School had 54% participation.
- V. Administrative Report to the Board – 3-Year Plan Objective A** – Mr. Wheeler and Director of Curriculum, Instruction and Assessment Mary Salazar co-presented on progress that has been made in Saydel's 3-Year Continuous Improvement Plan. Yearly administrative progress reports are provided to the Board from January through June. Mr. Wheeler reviewed the 3-Year Plan Objectives and Outcomes. He shared an overview of how Saydel CSD is improving, growing and developing. He gave a status report on strategies and deliverables for the different Targets in Objective A and reviewed the next steps in meeting those Targets. He also discussed the challenges to the process as well as details on how the Board can support the work.
- VI. Discussion/Action Items**
- A. Consent Agenda** – Motion to approve by Melissa Sassman, seconded by Doug Kayser. Motion carried 6/0.

1. Minutes of Previous Meeting
2. Bills for Payment
3. Financial Reports
4. Contracts
  - a. **Andy Tye – Marching Band Show** – Agreement between Andy Tye and Saydel Community School District for writing the drill for the 2017 marching band show. Service fee is \$3,000.

## B. Personnel

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

<u>Name</u>	<u>Position/Bldg.</u>	<u>Contract/Salary</u>
Alan Moritz	HS Boys Golf Coach	\$4,443.40

2. **Resignations** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 6/0.

<u>Name</u>	<u>Position/Bldg.</u>	<u>Reason</u>
Kalei Douglas	HS Head Volleyball Coach	Personal
Cesar Carranza	Special Ed Associate	Personal
Mahnaz Shojaie	ELL Teacher	Personal
Cody Pech	MS Wrestling Coach	Personal

## C. Open Enrollment

1. **In** – Motion to approve by Chad Vitiritto, seconded by Roland Kouski, Jr. Motion carried 6/0.

<b>In</b>			
<u>Student Name</u>	<u>Grade</u>	<u>From</u>	<u>Reason</u>
Harper Grace Cooper	K	Bondurant	Met deadline-17/18
Chase Mund	K	Ankeny	Met deadline-17/18

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

<b>Out</b>			
<u>Student Name</u>	<u>Grade</u>	<u>To</u>	<u>Reason</u>
Brecken Bogenski	K	Johnston	Met deadline-17/18
Cydney Burton	10	Des Moines	Met deadline-17/18
Drew Costa	8	Des Moines	Met deadline-17/18
Noah Gudin	11	Johnston	Met deadline-17/18
Delanie Moeller	K	Ankeny	Met deadline-17/18
Tatum Moeller	K	Ankeny	Met deadline-17/18
Wyatt Puffer	K	Johnston	Met deadline-17/18
Jace Rutherford	K	Southeast Polk	Met deadline-17/18
Reagan Schwartz	9	Southeast Polk	Met deadline-17/18
Rayden Simpson	1	Southeast Polk	Continuation move 6/1/16
Madison Sloan	11	Southeast Polk	Met deadline-17/18
Noah Patrick Smith	11	Ankeny	Met deadline-17/18
Gabriel Turner	K	Des Moines	Met deadline-17/18
Frank Westphal	K	Ankeny	Met deadline-17/18

## D. Contracts & Agreements

### 1. 2017 HS Classroom Renovations Project

- a). **Public Hearing on Plans, Specifications, Form of Contract and Estimate of Total Cost of Construction.** At 7:08 PM, Board President Brian Bowman announced it was the time and place for the public hearing on plans, specifications, form of contract and estimate of total cost of construction for the 2017 HS Classroom Renovations Project. He inquired whether there were any residents who would like to speak regarding the proposed renovations project. Hearing none, at 7:09 PM, President Bowman declared the time for receiving objections to, or arguments in favor of the project closed.
- b). **Recommendation for Award of Project Bids** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 6/0.

The Board approved the following resolution as recommended.

“RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT”  
BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SAYDEL COMMUNITY SCHOOL DISTRICT, IOWA:

Section 1. That the following bids for the construction and installation of certain public improvements described in general as the 2017 HS Classroom Renovations Project, described in the plans and specifications heretofore adopted by this Board, be and is hereby accepted, the same being the lowest responsive, responsible bid received for such work, as follows:

Contractor	Base Bid	Alternate 1	Alternate 2
TBB&M	\$285,000	\$14,000	\$15,000
Bergstrom Construction, Inc.	\$287,400	\$18,000	\$13,000

The Superintendent supports the acceptance of the lowest responsive, responsible base bid and Alternate #1 and Alternate #2 from TBB&M. Alternate #1 is to add electrical floor boxes into the proposed classrooms. Alternate #2 is to update the corridor with new ceiling tiles, lights and paint. Total project cost is \$314,500 and will be funded with sales tax funds.

### 2. 2017 HS Re-Roofing Project

- a). **Public Hearing on Plans, Specifications, Form of Contract and Estimate of Total Cost of Construction.** At 7:12 PM, Board President Brian Bowman announced it was the time and place for the public hearing on plans, specifications, form of contract and estimate of total cost of construction for the 2017 HS Re-Roofing Project. He inquired whether there were any residents who would like to speak regarding the proposed renovations project. Hearing none, at 7:13 PM, President Bowman declared the time for receiving objections to, or arguments in favor of the project closed.
- b). **Recommendation for Award of Project Bids** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 6/0.

The Board approved the following resolution as recommended.

“RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT”

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SAYDEL COMMUNITY SCHOOL DISTRICT, IOWA:

Section 1. That the following bids for the construction and installation of certain public improvements described in general as the 2017 HS Re-Roofing Project, described in the plans and specifications heretofore adopted by this Board, be and is hereby accepted, the same being the lowest responsive, responsible bid received for such work, as follows:

Contractor	Base Bid	Alternate 1
Brockway Mechanical & Roofing	\$424,000	\$34,750
Central States Roofing	\$462,000	\$37,000
Academy Roofing	\$471,000	\$31,000

The Superintendent supports the acceptance of the lowest responsive, responsible base bid from Brockway Mechanical & Roofing. Alternate #1 is not recommended. Alternate #1 is to add substitute 90 mil roofing material instead of 60 mil material. Total project cost is \$424,000 and will be funded with sales tax funds.

3. **2017 Middle School Science and Special Needs Classroom Renovations –** Motion to approve by Chad Vitiritto, seconded by Roland Kouski, Jr. Motion carried 6/0.

Proposals were received on March 9 to renovate the science classrooms and a special needs classroom at Woodside Middle School.

Contractor	Base Bid
Bergstrom Construction	\$73,600
Story Construction	\$84,000
Munro Construction	\$106,500

The Superintendent supports the acceptance of the lowest responsive, responsible bid from Bergstrom Construction. Total project cost is \$73,600.

4. **Network Firewall – Yellow Dog –** Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 6/0. For E-rate category 2 funding an RFP was put out to replace the district network firewall. E-rate funds help cover some cost of the purchase. The two responses received were from ERB and Yellow Dog Networks. The Board approved the 3-year option proposed by Yellow Dog, contingent on the District receiving E-rate funding approval.

- E. **Resolution for tentatively approving plans, specifications, form of contract and estimate of total cost for the Saydel High School Water Service Project –** Motion to approve by Chad Vitiritto, seconded by Melissa Sassman. Motion carried 6/0. The Board approved a resolution tentatively approving the plans, specifications, form of contract, and estimate of total cost for the Saydel High School Water Service Project and setting the time, date, and location for a hearing thereon and further authorizing the advertisement for competitive bids

on said project. The architects with Snyder & Associates have completed the design and planning phases of the Saydel High School Water Service Project. The proposed plans for this project have been before the Operations Committee of the Board on March 6, 2017. The Board is now being presented with the following information for the Saydel High School Water Service Project:

- Project Manual/Drawings
- Form of Contract that has been reviewed by District Legal Counsel
- Estimated Budget

A set of the plans and specifications will be made available for review at the Saydel Community School District Office. The Board will begin advertising for bids on this project March 21, 2017, with a submission date of April 13, 2017, at 2:00 PM. A public hearing will be held on these proposed plans, specifications, form of contract, and estimate of total cost on April 24, 2017, at 6:00 PM. in the Saydel District Office Board Room.

**F. Approval for April 10, 2017, Budget Hearing** – Motion to approve by Melissa Sassman, seconded by Doug Kayser. Motion carried 6/0. The proposed budget and tax rate for the 2017-18 fiscal year were discussed at the February 27 Board Work Session. The proposed tax rate is \$12.9966 for the 2017-18 fiscal year. The Board approved establishing the budget hearing date as April 10, 2017, at 6:00 PM and approved directing the publication of the notice of public hearing.

**G. Board Policies – 100 Series** – These policies were reviewed by the Policy Committee, and the Superintendent recommended their approval.

1. **Review of Policies – 100, 101, 104, 105, 105.E1, 105.E2, 105.E3, 105.R1, 105.R2, 106.R1, 106.R2** – Motion to approve by Doug Kayser, seconded by Roland Kouski, Jr. Motion carried 6/0.
2. **Revision of Policies – 102, 102.1, 102.1E1, 102.1E2, 103, 106, 106.E1** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 6/0
3. **NEW Policies – 1st Reading**
  - a). **102.E1 – Annual Notice of Non-Discrimination** – Motion to approve by Doug Kayser, seconded by Roland Kouski, Jr. Motion carried 6/0
  - b). **102.E2 – Notice of Section 504 and Parental Rights** – Motion to approve by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 6/0.
  - c). **106.E2 – Student Acceptable Use Statement** – Motion to approve by Roland Kouski, Jr., seconded by Chad Vitiritto. Motion carried 6/0.

**VII. Adjourn** – Motion to adjourn by Melissa Sassman, seconded by Chad Vitiritto. Motion carried 6/0. The meeting adjourned at 7:35 PM.

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Brian Bowman, Board President

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Beth Vitiritto, Board Secretary

The next scheduled Regular Board Meeting & Work Session is Monday, April 10 at 6 PM in the Saydel District Office Board Room.