

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

REGULAR BOARD MEETING MINUTES

6:00 PM

Saydel District Office Board Room

September 25, 2017

- I. Call the Meeting to Order** – Meeting called to order by Board President Brian Bowman at 6:01 PM
- A. Roll Call** – Melissa Ponsetto, Chad Vitiritto, Roland Kouski, Jr., Doug Kayser, Henry Wood, Jennifer Van Houten, Brian Bowman, present.
- B. Approve Agenda** – Motion to approve by Jennifer Van Houten, seconded by Roland Kouski, Jr. Motion carried 6/0, with Melissa Ponsetto abstaining.
- II. Public Comments** – None
- III. Board Reports**
- Henry Wood congratulated the Saydel High School Band and Color Guard for great performances at Fort Dodge. Saydel was awarded best marching, best color guard, first place in class 3A, and overall grand champion. The students did a fantastic job.
 - Brian Bowman said the football season is off to a great start, and the volleyball team is doing very well. He congratulated the teams on their success.
- IV. Superintendent's Report**
- A. Board Member Service Recognition** – Superintendent Mr. Douglas Wheeler presented Award of Merit plaques and lifetime event passes to outgoing Board of Education members. Honored for their years of service to the Saydel District were Melissa Ponsetto and Henry Wood. Melissa served for 11 years, and Henry served for six years. Mr. Wheeler said the time and sacrifice it takes to serve on a school board is immeasurable, and he appreciates the service and support these individuals have provided to the students and staff of Saydel.
- B. Certified Annual Report – Update** – Business Manager Ryan Eidahl presented the Ending Fund Balance Update for the fiscal year ending June 30, 2017.
- V. Discussion/Action Items**
- A. Consent Agenda** – Motion to approve by Jennifer Van Houten, seconded by Chad Vitiritto. Motion carried 6/0, with Melissa Ponsetto abstaining.
1. Bills for Payment
 2. Contracts
 - a. **Kathryn Thompson, Nutrition Consultant** – Agreement between Kathryn Thompson (nutrition educator) and Saydel Community School District to provide a nutrition lesson on building a healthy plate on October 5 from 9 AM -1 PM at Cornell Elementary. The estimated cost of this agreement is \$300.
 3. Donations – **Cornell PTO**: \$835 to be used toward the purchase of classroom reading books.
 4. Fundraising – Fundraising application for the 5th Annual Pancake Breakfast and silent auction on Oct. 28, 2017.
- B. Personnel**
1. **New Hires** – Motion to approve by Chad Vitiritto, seconded by Doug Kayser. Motion carried 6/0, with Melissa Ponsetto abstaining.

Name	Position/Bldg.	Contract/Salary
Lucas Smythe	Eagles Nest/CE	\$10.65/hr
Darrell Reece	Eagles Nest/CE	\$10.65/hr
Joseph Bullis	Eagles Nest/CE	\$10.65/hr
Shannon Riddlebarger	MS Yearbook Sponsor	\$1,041.60
Britne Davis	Curriculum Development Facilitator	\$1,000.00
Ashley Gilles	Curriculum Development Facilitator	\$1,000.00
Lukas Odland	Curriculum Development Facilitator	\$1,000.00
Amy Austin	Curriculum Development Facilitator	\$1,000.00
Doug Cline	Curriculum Development Facilitator	\$1,000.00

2. **Resignations/Terminations** – Motion to approve by Roland Kouski, Jr., seconded by Henry Wood. Motion carried 6/0, with Melissa Ponsetto abstaining.

Name	Position/Bldg.	Reason
Demathdian Tate	9th Grade Baseball	Personal
Lynsey Schwickerath	9th Grade Girls Basketball	Personal

3. **Transfers** – None

C. Open Enrollment

1. **In** – Motion to approve by Jennifer Van Houten, seconded by Chad Vitiritto. Motion carried 6/0, with Melissa Ponsetto abstaining.

In			
Student Name	Grade	To	Reason
Jada Gruhn	8th	Des Moines	Continuation moved 9/5/2017

2. **Out** – Motion to approve by Henry Wood, seconded by Jennifer Van Houten. Motion carried 6/0, with Melissa Ponsetto abstaining.

Out			
Student Name	Grade	To	Reason
Christian Linares-Olvera	1st	Des Moines	Continuation moved 5/2017

3. **Denied** – None

D. Contracts & Agreements

1. **Change Order #1 – 2017 HS Re-Roofing Project** – Motion to approve by Chad Vitiritto, seconded by Roland Kouski, Jr. Motion carried 6/0 with Melissa Ponsetto abstaining. The Board approved the following change request for the 2017 HS Re-Roofing Project from Brockway Mechanical & Roofing Company, Inc.

Change Order #1:

Deduct	Work performed/paid for by the District	-\$6,465.08
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- E. **SBRC Request – Special Education Deficit** – Motion to approve by Roland Kouski, Jr., seconded by Chad Vitiritto. Motion carried 6/0, with Melissa Ponsetto abstaining. Special Education Supplement of the Certified Annual Report has been submitted to the Iowa Department of Education for FY17. The district reported excess expenditures over revenues in the amount of \$465,411.16 for the special education program. Each Iowa school district with a negative special education balance may request additional allowable growth and supplemental

aid through the state's School Budget Review Committee (SBRC). In addition, the district may levy cash reserve in order to fund this additional allowable growth. The Saydel Community School District has applied for this additional allowable growth for a special education deficit in the past.

- F. SBRC Request – Limited English Proficient (LEP)** – Motion to approve by Roland Kouski, Jr., seconded by Chad Vitiritto. Motion carried 6/0, with Melissa Ponsetto abstaining. The Department of Education now allows school districts to fill out an application that is submitted to the School Board Review Committee (SBRC) for the excess costs associated with a English Learners Program. For the 2016-17 school year, the District had excess costs of \$44,146.18. The primary reason for these excess costs is that the funding for this program is always one year behind. Over the past couple of years we have seen an increase in the number of students in the program. In October 2015 we had 53 students in the program. These 53 students generated the funding for the 2016-17 school year. We reported out 82 students at the Spring 2016 Student Reporting Iowa (SRI) report. Due to this increase, we had to hire more staff. Each Iowa school district with excess costs may request additional allowable growth through the state's School Budget Review Committee (SBRC). In addition, the district may levy cash reserve in order to fund this additional allowable growth.

G. Substantial Completion

1. **2017 High School Re-Roofing Project – Brockway Mechanical** – Motion to approve by Chad Vitiritto, seconded by Roland Kouski, Jr. Motion carried 6/0 with Melissa Ponsetto abstaining. Haila Architecture conducted a substantial completion review of the 2017 High School Re-Roofing Project on August 22, 2017. All pending items are considered minor correction or requests that will not affect the use of the roof. The Board approved acceptance of the improvements for substantial completion. All review comments will be addressed before final acceptance of the project is recommended.
2. **2017 MS Science & Special Needs Classroom Renovations Project – Bergstrom Construction, Inc.** – Motion to approve by Chad Vitiritto, seconded by Henry Wood. Motion carried 6/0 with Melissa Ponsetto abstaining. Haila Architecture conducted a substantial completion review of the 2017 MS Science & Special Needs Classroom Renovations Project on August 15, 2017. All pending items are considered minor correction or requests that will not affect the use of the classrooms. The Board approved acceptance of the improvements for substantial completion. All review comments will be addressed before final acceptance of the project is recommended.
3. **2017 HS Classroom Renovations – TBB & M, LLC** – Motion to approve by Henry Wood, seconded by Doug Kayser. Motion carried 6/0 with Melissa Ponsetto abstaining. Haila Architecture conducted a substantial completion review of the 2017 HS Classroom Renovations Project on August 15, 2017. All pending items are considered minor correction or requests that will not affect the use of the classrooms. The Board approved acceptance of the improvements for substantial completion. All review comments will be addressed before final acceptance of the project is recommended.

- H. Board Resolution – Acceptance of Final Completion - 2017 Saydel High School Re-Roofing Project** – Motion to approve by Chad Vitiritto, seconded by Roland Kouski, Jr. Motion carried 6/0, with Melissa Ponsetto abstaining. In making contact with representatives from Haila Architecture, they believe that the 2017 Saydel High School Re-Roofing 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 BROCKWAY MECHANICAL & ROOFING COMPANY, INC.** was brought to the Board for approval.

The final payment to Brockway Mechanical & Roofing Company, Inc. can move forward in the process which includes:

- Retaining the final payment amount (\$20,876.75) 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
BROCKWAY MECHANICAL & ROOFING COMPANY, INC.**

WHEREAS, on March 20, 2017, Saydel Community School District entered into a construction contract with Brockway Mechanical & Roofing Company, Inc. of Burlington, Iowa “Contractor” for the construction of certain public improvements generally described as the Cornell Elementary Addition & Outdoor Classroom Project (“Project”); and

WHEREAS, on November 28th, 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 September 11th, 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 Brockway Mechanical & Roofing Company, Inc. is hereby determined to be \$417,534.92

Section 4: That \$20,876.75 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.

- I. Board Resolution – Acceptance of Final Completion - 2017 Middle School Science & Special Needs Classroom Renovations Project** – Motion to approve by Henry Wood, seconded by Chad Vitiritto. Motion carried 6/0, with Melissa Ponsetto abstaining. In making contact with representatives from Haila Architecture, they believe that the 2017 Middle

School Science & Special Needs Classroom Renovations 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 CENTRAL STATES ROOFING** was brought to the Board for approval. The final payment to Bergstrom Construction, Inc. can move forward in the process, which includes:

- Retaining the final payment amount (\$3,854.50) 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
BERGSTROM CONSTRUCTION, INC**

WHEREAS, on March 20, 2017, Saydel Community School District entered into a construction contract with Bergstrom Construction, Inc. of Des Moines, Iowa “Contractor” for the construction of certain public improvements generally described as the Cornell Elementary Addition & Outdoor Classroom Project (“Project”); and

WHEREAS, on November 28th, 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 September 11th, 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 Central States Roofing is hereby determined to be \$77,090.00

Section 4: That \$3,854.50 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.

- VI. Adjourn** – Motion to adjourn by Henry Wood, seconded by Jennifer Van Houten. Motion carried 6/0, with Melissa Ponsetto abstaining. The meeting adjourned at 6:35 PM.

Brian Bowman, Board President

Beth Vitiritto, Board Secretary

The next scheduled Regular Board Meeting is October 9, 2017, at 6 PM in the Saydel District Office Board Room.