

**MINUTES OF MEETING OF BOARD OF TRUSTEES
OF
CLAY COMMUNITY SCHOOLS**

A Regular Session of the Clay Community Schools Board of Trustees was held at the Central Administrative Office, 1013 S. Forest Avenue, Brazil, IN 47834, on Thursday, September 13, 2012. Tammy Beasley, Jennifer Kaelber, Tina Heffner, Forrest Buell, Rob Miller, and Ron Scherb were present. Amy Burke Adams was absent.

I. Call to Order

Mr. Miller, president of the board, called the meeting to order at 7:32 p.m. He then led those in attendance in the Pledge of Allegiance and offered the prayer.

II. Consent Agenda

A. Claims

B. Board Meetings

Regular Session Minutes for August 9, 2012
Executive Session Certification for August 9, 2012, and August 28, 2012
Special Session Minutes for August 28, 2012

C. Field Trips

None at this meeting

D. Personnel

A. LEAVES OF ABSENCE

1. Certified

a. Family Medical Leave	JTE	Larissa Goshen
b. Family Medical Leave	Sp Serv	Lisa Hughes

2. Non-Certified

a. Medical Leave	ME	Rebecca France
b. Medical Leave	CCHS	Deanna Roberts
c. Medical Leave	NHS	Tonetta Kohler
d. Medical Leave	NCMS	Alexis Morris
e. Medical Leave	TRANS	Angela Long

B. RETIREMENTS

1. Certified	None
2. Non-Certified	None
3. Place on Retirement Index	None

C. RESIGNATIONS

1. Certified	None
2. Non-Certified	
a. Instructional Assistant (Sp Serv)	ESE Emily Wells
b. Secretary	ESE Jamie Bicking
c. Instructional Assistant (Title I)	FPE Amanda Moore
3. ECA Resignations	
4. ECA Lay Coaches	None

D. TRANSFERS

- 1. Certified
 - a. Guidance From NHS to NCMS Michael Gugino
 - b. Guidance From Sp Serv to NHS Christy Casassa
- 2. Non-Certified None

E. EMPLOYMENT

- 1. Certified None
- 2. Non-Certified
 - a. Instructional Asst/Medical Asst VBE Kimberly Parent
 - b. Instructional Assistant CCE Shanna Hogg
 - c. Food Services SE Marcelle Foley
 - d. Food Services ME Frances (Gerri) Wells
 - e. Instructional Asst/Medical Asst NCMS Kathy Short

F. EXTRA-CURRICULAR

- 1. Extra-Curricular Certified
 - a. Art Club Sponsor NHS Joni Sutherland
 - b. Sports Activity - Girls CCHS Kara Jeffers
 - c. Volleyball Coach - Head CCHS Vance Edmondson
- 2. Extra-Curricular Non-Certified None
- 3. Extra-Curricular (Lay Coach)
 - a. Cheer Sponsor – Asst H.S. CCHS Madison Jackson
 - b. Volleyball – Assistant Coach CCHS Garicke Rubin

G. CHANGES

- 1. Certified
- 2. Non-Certified
 - a. Tracy Snow: a part-time school nurse working 3 days per week on the Clay City Campus, increased to a full-time 5 day/week nurse to cover some of the medical situations that have developed.
 - b. Rob White: Changed from 260-day custodian to Head Custodian at the Clay City campus, which includes both High School and Elementary.
- 3. ECA-Lay Coaches None

H. VOLUNTEERS

- 1. Classroom
 - a. Laura Butt – SE
 - b. Janna Short – SE
 - c. Holly Rindone – SE
 - d. Nicholas Ross – ME/FPE
- 2. Athletic
 - a. Travella Myers - CCHS
 - b. Ean Blakley – NCMS

I. OTHER

1. Administration requested approval of a paid administrative leave for Casey Carter pending an investigation. Until the investigation is concluded and a recommendation is made, the amount of time for the administrative leave is undetermined.

Mr. Scherb moved to approve the consent agenda items. Mrs. Heffner seconded, and the motion was approved by a 6-0 vote.

III. Comments from Patrons

None at this meeting

IV. Old Business

A. Special Services Coordinator Job Description - NEW: Second Reading

No changes were recommended during the first reading, and approval was recommended.

Under discussion, Mrs. Heffner asked if the job description was for a new position. Carolyn Kumpf, Director of Personnel, Data and Food Services, clarified that it is for a revised position.

Mrs. Heffner moved to accept the second reading of the Special Services Coordinator Job Description. Dr. Buell seconded, and the motion was approved by a 6-0 vote.

B. Special Services Diagnostician Job Description - NEW: Second Reading

No changes were recommended during the first reading, and approval was recommended.

Before a vote, Mrs. Kumpf pointed out that the job description was for a job that would not be filled unless it is intended for the person working in this position to be working with a school psychologist. If for some reason a school psychologist is needed and one cannot be found, this job description could be used to supplement the school psychologist position.

Mrs. Kaelber moved to approve the second reading of the Special Services Diagnostician job description. Mr. Scherb seconded, and the motion was approved by a 6-0 vote

V. Superintendent's Report

Superintendent Tucker noted the following:

- The Budget hearing will be held Monday, September 17, at 7 p.m. in the Central Office building at 1013 S. Forest Avenue.
- Board members were presented with the final expenditures from the Rainy Day Fund for the work done on the new bus/maintenance facility and the new central office building, including the cost to purchase. There is still a little work to be done in the bus garage. Superintendent Tucker was really proud to get two facilities that she believes will be very efficient and very worthwhile for employees in an amount that was available in the Rainy

Day Fund and which afforded the opportunity to have two nice buildings for the price of one.

VI. New Business

A. RISE Teacher Attendance Language

Superintendent Tucker pointed out that the board approved the RISE evaluation instrument at the last school board meeting. It was the school corporation's decision to go with the RISE instrument that the State Department of Education had provided early on as the basis for fitting the state statute language for teacher evaluation that was enacted two years ago. There is a section at the end of the teacher evaluation instrument for RISE that is called the Core Professionalism Rubric, and the state did not give any guidelines to frame or identify these indicators. The first indicator is attendance, the next is on-time arrival, the third is policies and procedures, and the fourth is respect. Discussions had been held with the teachers' association, teachers, and administrators as well as administrators in other school corporations, and it was felt that, when possible, there should be concrete terms to ensure consistency from one administrator to the other.

In regard to the attendance component, teachers have eight sick days and three personal days at the start of the school year and they work 183 days per year. The proposed attendance language would allow teachers to use the maximum of those days (eleven) with no penalty. The proposed language also would not consequence a teacher for using FMLA days. In addition, there would be no consequence to teachers for use of bereavement days. The proposed language would cover sick days, personal days, and professional days, which are the days that a teacher as an individual can determine to not be in the classroom. Excused leaves are not included because that type of leave is used the administration decides when to send a teacher for professional development.

Superintendent Tucker referred to a couple articles that had been given to board members. Those articles described studies that show how dramatically teacher attendance impacts student achievement. One study determined that if a teacher is out of his/her classroom more than four days during the school year it shows significant changes in achievement rates of those students.

The goal in developing the attendance language was to craft something to allow teachers to use every single day that was coming to them at the start of the school year and not get into anything punitive until that person had exhausted all of those days. It has taken many months to come up with this attendance language. Superintendent Tucker recommended board approval.

Under discussion, Mr. Scherb asked for an explanation of Family Medical Leave days and how it would affect a teacher. Superintendent Tucker replied that if a teacher has an illness that requires an extensive number of days to be out, has surgery, or develops some kind of disease, it does not impact that teacher. If their family member has a serious illness or needs ongoing treatment, they can apply for FMLA, and this attendance language would not impact that decision. Mr. Scherb then asked if FMLA

would count as the eight sick days. Superintendent Tucker replied that it wouldn't if a person chose to take the eight sick days before coming forward with a condition that he or she had. At that point, the person would go into FMLA and would not be sanctioned.

Mr. Scherb stated that he has a problem with discounting job performance based on illness. He is concerned that teachers could be threatened with dismissal if they are in the "Needs Improvement" category and lose one point for attendance, which would drop them into the "Ineffective" category and make them subject to dismissal. Mr. Scherb does not believe in threatening people in their jobs. He believes the RISE evaluation is a scam and he does not like it at all.

Mrs. Heffner pointed out that she works 214 days a year and if she takes one day off, she is marked down one point on her evaluation. She believes the point is well taken that it is not always known what has prompted someone to not be at work, but she also believes there is quite a bit of leeway in the attendance language. She thinks a lot of thought was put into the attendance language.

Superintendent Tucker shared information about certified staff absences last year. The corporation averaged 420 absences a month, which would result in about a quarter of a million dollars in substitute costs if every certified position required a sub. The corporation's best effort is to keep good quality classroom teachers in front of kids every day. Mrs. Heffner noted that the positive point in this attendance language is that teachers are valued and are needed.

Another question from Mr. Scherb concerned accumulated sick days and how that would apply. Superintendent Tucker's reply was that teachers are still permitted to accumulate sick days over time. When they retire, they will be paid for those days as a part of their contractual agreement. The issue is that eleven days is still the line that's drawn for what is considered appropriate and professional adherence to an attendance policy. Accumulated days are not lost.

Mr. Miller asked if Family Medical Leave Act days were paid or unpaid. Mrs. Kumpf replied that FMLA would be unpaid unless covered by sick days. Employees are allowed 60 days to be covered by FMLA and if an employee had sixty sick days accumulated, they could use sick days to be paid for all of them. Using sick days would not count against employees as long as they were under FMLA; however, it would still benefit them to save their sick days. There are qualifications for FMLA: The employee must apply and have a doctor's certificate. Mr. Miller then asked if FMLA would apply for an employee who had a sick child. Mrs. Kumpf's reply was that it would count for the care of a sick child as well as for the care of a sick parent. Family Medical Leave should not be used for a one-day illness. It is intended to be used for serious illness. Mr. Scherb described a theoretical scenario in which a mother uses all eight sick days taking care of her children who are sick and is then subject to a point deduction on her RISE evaluation. He does not believe that is fair. Mrs. Kaelber commented that although she understood Mr. Scherb's point, she had stayed within the attendance policy of her employer even though she had four children to care for. She does not think the attendance policy is unreasonable.

As for bereavement leave, Mr. Miller asked to clarify that bereavement days were included in the language. Superintendent Tucker clarified that bereavement leave days would not count against the teacher. Also, excused days used when the corporation sends teachers somewhere do not count against them. However, if teachers request to go on school visitation and are granted permission, they should be careful to make sure they do not need to take additional days that would throw them beyond that maximum. The bereavement leave is not included in the language because it does not count against a teacher.

Mrs. Heffner stated that she is comfortable starting with this language. In the future, if future boards want to adjust it the language if there is a change in absenteeism, she would understand.

Mr. Miller would like to see the language include bereavement and school-sponsored leave days. Superintendent Tucker stated that they would work on that and send a copy of the language to the board members when it is formally sent to the teachers so that board members can see exactly what is going into the teacher handbook.

Mrs. Kaelber moved to accept the RISE teacher attendance language. Mrs. Heffner seconded, and the motion was approved by a 5-1 vote with Mr. Scherb opposed.

B. Donation of Labor to Install Additional Sidewalk Access to Van Buren Playground

Mershon and Sons Concrete offered to donate the cost of labor to install a sidewalk at Van Buren Elementary School. The sidewalk would allow improved handicapped access for special needs students to travel from the northeast door to the blacktop playground area. The corporation would be responsible for picking up the cost of the cement. Thanks were offered to the Mershon family for their generosity. Superintendent Tucker recommended accepting this donation of labor.

Mrs. Heffner moved to accept the donation of labor to install additional sidewalk access to the Van Buren playground. Dr. Buell seconded, and the motion was approved by a 6-0 vote.

C. Discussion of Generating a Technology Implementation Plan

Superintendent Tucker noted that this agenda item had been tabled during the August school board meeting. She then stated that the school corporation is required by law to have a three-year technology plan. Since the corporation is at the end of that three-year plan, the technology committee is in the process of revising and presenting an additional three-year plan to the state. The technology committee has been existent since there has been technology in the corporation. It is comprised of Bill Milner who oversees it as the technology director, teachers, non-certified staff that work in technology, administrators, and one board representative, Amy Burke Adams. There is a technology planning process in the school corporation. Technology is also a part of the strategic goals improvement process for the district.

Mrs. Heffner asked how many times the technology committee meets. Mr. Milner answered that it varies. The committee sometimes meets once a month, and sometimes the committee goes two or three months between meetings. He noted that it is sometimes difficult to set a meeting to accommodate everyone's schedule, but the committee always tries to set a next meeting date at the conclusion of a meeting that is being held. October 2nd is the next scheduled meeting of the technology committee.

Mrs. Heffner then asked if Mr. Milner was getting good information from the representatives in the different areas of the school corporation. Mr. Milner replied that he was getting good information, but he could use additional representation from the elementary level. Superintendent Tucker added that the corporation was in the process of writing a grant that would provide up to \$30,000 in additional funding for technology planning and implementation. Part of that process is an evaluation of where the corporation is with technology. She noted that it is not unusual for teachers to be surveyed from time to time about their technology use and expertise level.

D. Purchase of iPads for Teachers

Superintendent Tucker referred to monies that had been pulled together, the first of which came from a CPF error with the DLGF where the state indicated that schools could claim back the Capital Projects monies that had been removed from school corporations by the DLGF in the last budget process. \$105,000, interest-free, came from that source. Also, the school corporation had applied for a common school fund technology loan, which is based on ADM count. That loan provided \$124,000. After speaking with Apple vendors, the plan is to purchase approximately 300 tablets. Superintendent Tucker requested authorization to spend \$197,400 for the tablets and an additional \$5,180 for deployment. She pointed out that it was strictly about providing technology to the corporation's professional staff to allow time for training for the teachers.

Mrs. Heffner had spoken to different teachers and had found a 50/50 split between those who were really excited about the iPads and others who felt a little overwhelmed. She asked if there were other companies that would facilitate the corporation better than Apple. In reply, Superintendent Tucker stated that the reason for looking at the Apple product right now is because they offer the best quality product. She noted that it was quite different when looking for one-on-one with students. The cost of tablets is going to be remarkably competitive over the next six months, and before committing to any kind of a one-on-one purchase with students, the corporation would like to see what is out there and what they are able to do. The reasons for going with the more expensive instrument in the hands of the teachers include memory capacity and digital tools. The administrators have already used this product and it is known to be a very good tool for them to access what they need to access through the Internet. Mr. Milner added that when looking at tablets right now, Apple is probably the strongest product today. Dr. Rayle commented that it was part of the corporation's goals to put the tablets in the hands of the teachers and then have committees research what would be best for each age group.

Following lengthy discussion in support of this request, Mrs. Kaelber moved to purchase approximately 300 iPad tablets for \$197,400 with an additional \$5,180 for deployment of those tablets. Mrs. Beasley seconded, and the motion was approved by a 6-0 vote.

E. Continuation of Gravel Voucher for Bus Drivers

Superintendent Tucker recommended that the board approve the gravel vouchers for bus drivers as an allowable expense under the Transportation budget. It was done as a pilot last year and it has worked well.

Mrs. Heffner moved to continue the gravel voucher for bus drivers' policy as stated in last year's board policy. Mrs. Kaelber seconded, and the motion was approved by a 5-0-1 vote with Mr. Scherb abstaining.

F. Waiver of Notification for Retirement

Superintendent Tucker recommended approval of the request for waiver of notification for retirement for David L. Lark as of August 31, 2012.

Mr. Scherb moved to approve the waiver of notification for retirement. Mrs. Heffner seconded, and the motion was approved by a 6-0 vote.

G. Discussion of Director of Extended Services Position

Information was provided in the board packet regarding how the positions of transportation and grounds and facilities could be restructured along with revised job descriptions and what specific skills are required for those positions. Superintendent Tucker reminded board members that Mr. Reberger would be retiring at the end of December and she urged the board to start discussing posting positions. She had checked with area school corporations such as Mooresville along with schools that were the same size in terms of ADM as well as the approximate same number of buildings and grounds to supervise and the same number of buses. She found that it varied, but the most consistent finding was that those school corporations typically had a transportation director and a facilities director. Some had an assistant superintendent who still oversaw both of those areas. It was never the case that she found those jobs maintained by one person with nobody underneath.

Mrs. Heffner personally does not think that whoever comes into that maintenance supervisor position could oversee transportation if their expertise is more in dealing with maintenance and buildings. She believes that the school corporation could go ahead with the supervisor of maintenance and transportation positions, with the starting salary of extended services for the maintenance person and the salary for transportation remaining the same. She would also like to work to beef up the maintenance department, which currently has five employees. Superintendent Tucker suggested that it might behoove the board members to send ideas to her in writing and then she could send them out to all board members. She would like to make a decision on the position to be posted at the October school board meeting and then post the position.

H. Contract Service – Special Education Grant Disproportionality Reduction Program Coordinator

Superintendent Tucker explained that the school corporation gets federal money for the special education program to pay teachers and IA's that work in that program and to pay for other kinds of resources. This year, the school corporation will get the same amount of money; however, part of that amount must now be spent on a program where proportionality is measured in terms of discipline. The school corporation was found to be disproportionate in discipline data two years ago; therefore, the discipline numbers must be brought back into proportion. The corporation is now doing PBIS and Rtl. Superintendent Tucker recommended using the federal funds that must be directed towards disproportionality to pay for the services of Bonnie Ave who would be contracted for 120 days to coordinate the program, facilitate tier 1 and tier 2 Rtl and district-wide training in PBIS. She would also disaggregate the data and prepare the state and federal reports which would be required to show compliance with the mandate. The school corporation must show two years in a row of appropriate proportionality before the funding can be reallocated to other special education budget needs. Bonnie Ave would receive a salary of \$36,000 in the form of an employment contract with no benefits other than those required by statute.

Mrs. Heffner moved to accept Bonnie Ave's service as the proportionality grant reduction program coordinator. Mr. Scherb seconded, and the motion was approved by a 6-0 vote.

I. Policy 3441 – Bids – REVISION: First Reading

Superintendent Tucker recommended additions and changes to the policy on bids. This was a first reading, so no vote was required. It will be brought back to the October board meeting for approval.

VII. Board Member Comments

None at this meeting

VIII. Future Agenda Items

Tina Heffner had questions concerning cafeteria services and running out of food. Mrs. Kumpf noted that the federal government regulates portion sizes, but she will check in to it.

IX. Adjournment

Having exhausted all agenda items, the meeting was adjourned at 9:10 p.m.

The meeting was audio recorded and copies may be requested by contacting the Central Administration Office.