

**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 Clay City Junior/Senior High School, 601 Lankford Street, Clay City, IN 47841, on Thursday, October 14, 2010. Jennifer Kaelber, Tina Heffner, Forrest Buell, Rob Miller, Ron Scherb, and Amy Burke Adams were present. Dottie King was absent.

I. Call to Order

Mr. Miller, President of the Board, called the meeting to order at 7:33 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 September 9, 2010

Special Session Minutes for September 13, 2010

Executive Session Certification for September 9, 2010, September 13, 2010, and September 23, 2010

C. Field Trips

1. Clay City Elementary fifth grade students to St. Louis, Missouri, on 5/20/2011.

Mrs. Heffner moved to approve the Consent Agenda as presented and Mr. Scherb seconded. The motion was approved by a 6-0 vote.

III. Comments from Patrons

Mary Yelton spoke as a patron, grandmother, former Adult Basic Education/GED teacher, and from her experience working with the LEAAP Center and Cumberland Academy programs. She opened her comments with the following quote: "All children are gifted; some just open their package sooner than others". Another quote to which Mrs. Yelton referred: "You must remove the baggage in order to teach someone". To this quote, she added her own: "You cannot always remove all of the baggage, but if you can assist someone with learning how to reduce their load, how to cope with their barriers, and how to carry their baggage with a little more ease, then they are able to learn." Mrs. Yelton believes that is exactly what is happening at Cumberland Academy: Ms. Showalter, Ms. Herbert, and the staff are building those relationships that are so important for at-risk students to be successful. Mrs. Yelton added that at-risk students are not always students who are in trouble; rather, they are those students who are not usually experiencing success in the regular school and are potential dropouts. As she sees it, these students need small programs, smaller classes, low student-to-teacher ratio, counseling and supportive services, flexible programs, and early childhood education programs for students who are parents and do not have child care. The LEAAP Center provides quality child care for student parents at Cumberland Academy, Clay City Jr/Sr High School, and Northview High School through its family literacy program. Mrs. Yelton referred to the planning of Cumberland Academy nearly eight

years ago when there were those who were concerned that Cumberland Academy was being built too close to a high school where students had not been successful. She noted that the location has worked out very well. Cumberland Academy is separated from Northview and North Clay, yet it is close enough to share staff with both schools. Also, Cumberland Academy students are able to attend a few classes at Northview but still maintain their home base at Cumberland Academy where they feel more comfortable, successful, and connected. Mrs. Yelton pointed out that 44 students began the school year at Cumberland Academy, which is near capacity for the facility. She explained that the intent of the Community Alliances to Promote Education (C.A.P.E.) grant which provided the funds to build Cumberland Academy was to increase the capacity for alternative programs and to move the program out of the basement of a former church that was too small for the program and was subject to flooding. Mrs. Yelton presented a second quote, "In order to break the cycle of low education levels, we must educate the parents". She noted that many of the students at Cumberland Academy are either parents or future parents, and she stressed the importance of positive parent involvement and support in their children's education and what a difference it can make for a student's success in school. Mrs. Yelton next noted that Cumberland Academy also provides space for day treatment programs for special education students who could be placed in a residential setting thereby saving the State and the school corporation many dollars. She added that the very successful Court Ordered Placement for Education (C.O.P.E.) program for in-school suspension is also housed at Cumberland Academy. Adult Basic Education/GED preparation classes are provided at the jail through Clay Community Schools and the Clay County Literacy Coalition. Mrs. Yelton pointed out that Ms. Showalter, as principal, and her staff do an absolutely outstanding job with the students and programs at Cumberland Academy. She offered her opinion that the administrative position at Cumberland Academy is not an easy job that can be effectively done on a part-time basis or by just anyone: It takes a lot of time, dedication, passion for the programs, and an understanding of the students. Mrs. Yelton concluded her comments by noting that Cumberland Academy is a model program recognized by the State.

Leo Southworth opened his comments by sharing that the Northview Academic Booster Club had given him the opportunity to sit on a panel and talk with students about life after high school, their educational opportunities, and their career options. He hopes that the students will take the interest that was generated from this discussion and do some research and make some wise choices. He next commented on his visit with the coordinator of the LEAAP Center who had taken him through that facility. Mr. Southworth was impressed by how much they do in the space that they have. He encouraged board members to walk through that building, if they have not yet done so, in order to see what goes on there. Mr. Southworth then commented on the cost cutting committee's first meeting, which he explained mostly concerned information about how the appropriations budget works. As he sees it, if the corporation ever gets into the situation where cuts must be made and plans have not been made, it is going to affect personnel. It is Mr. Southworth's opinion that, to formulate viable options, the cost cutting committee is going to need to understand how corporate funds are related. He noted that many fringe benefits are paid out of the General Fund in a lump sum, and without differentiating which department the employee works for, no department is

actually General Fund-neutral. He also noted that, at the end of the budget cycle, any surplus in the levy-supported funds is transferred to General Fund, if allowed to. Mr. Southworth pointed out that a savings in any fund impacts the General Fund in the next fiscal year. As he sees it, the only way to avoid cutting personnel once the corporation spends down part of the structural surplus is to cut costs where the corporation can and invest in more cost-effective ways of operating. Referring to the superintendent's tentative goal of four meetings for this committee, Mr. Southworth asserted that, from the amount of research that is going to be required to present viable options to the board, he didn't see how that limitation would be feasible without a lot of out-of-meeting networking. It is his understanding that the cost cutting committee is to bring recommendations to the board, but he would rather bring all viable and researched options that the committee finds. He noted that the committee is made up in a large majority of staff members of the corporation who work with the budget and are extremely familiar with how the corporation operates. It is his opinion that if they had a better way in their mind of operating more cost-effectively they should have already put it in place. Also, as Mr. Southworth sees it, recommendations imply consensus by the committee. However, it is not consensus of this committee that determines how funds will be spent; rather, it is the consensus of this board. Regarding suggestions from the building-level meetings, Mr. Southworth commented that there are a lot of good ideas that need to be looked at, along with some of the "let's rob everybody but me" kind. There are also some that trade either the students' educational time or employee time for a little bit of cost savings. He deemed other suggestions not viable for various reasons, such as charging a user's fee for transportation to and from school. He asserted that there is no reason to have a transportation budget or Bus Replacement Fund if public school transportation is not provided for public school students. He observed that notably missing were suggestions from within the corporation's departments: business office, transportation department, buildings and grounds, etc. It is Mr. Southworth's hope that everyone on the committee can keep an open mind and the perspective of working in the best interests of students' education. He suggests expecting and hoping for the best but preparing for the worst. In closing, Mr. Southworth pointed out that once reserves have been spent, the corporation is going to be forced to make some hard decisions. He noted that a lot of corporations have gone back to the property owners, by referendum, and asked them if they want to pay more to keep education. Mr. Southworth believes that it may come to that two or three years down the road if the economy does not improve.

IV. Old Business

A. Mileage Reimbursement and Vehicles

Dr. Schroeder stated that at a previous meeting the board had talked about mileage reimbursement for three individuals and the possibility of purchasing vehicles instead of giving the mileage reimbursement. Information on costs as well as a proposed policy on corporation-owned vehicles were included in the board packet.

Under discussion, Mr. Scherb stated that he had received quite a bit of feedback from neighbors and people in the community asking why the corporation is buying a vehicle for administrators to drive. He believes the board really needs to work on public

relations and explain why the corporation is spending money for this. The big key, as he sees it, is to buy a lower priced vehicle that is very economical with very good miles per gallon. He would support this if that type of vehicle could be purchased.

Mrs. Adams agreed with Mr. Scherb and stated that there are alternatives, i.e. looking at Chevrolet models instead of Ford models and looking at smaller vehicles. She clarified that looking at the F250 Super Cab 4 x 4 model of pick-up was her suggestion and her thinking was that the bigger truck could be used with a snow blade or to pull a trailer after it was no longer being used for an administrator. It was not a suggestion out of central office; it was Mrs. Adams' suggestion. She would support the purchase of something less expensive or smaller in power. She pointed out that the corporation is currently paying \$300-\$500 per month in mileage reimbursement for administrators who are traveling. The idea of purchasing the vehicles is to use that money to buy a vehicle for the corporation and not use that money to reimburse a staff member who can purchase their own vehicle with that money. As she sees it, the question is who the board wants to buy that vehicle for, the administrator or the corporation.

In response to Mr. Miller's request to come to a conclusion of some sort, Mrs. Adams asked if the board should vote to purchase something and then, at a later date, decide exactly what is to be purchased. As she sees it, even if looking at the top-of-the-line model, there is still a savings of \$7,800. A less expensive and less powerful vehicle would result in even more savings. Mr. Miller pointed out that those savings come at a much later date.

Mrs. Kaelber asked to table the issue until more information is available. She would like to get information on other makes and models. Mr. Miller suggested that someone should make a motion to actually purchase something. Mrs. Adams believes that would give the administration leeway to start looking at what is available with the reimbursements that are out there. Another consideration is that 2010 models are available at a discount through the end of the year. It is her opinion that giving approval tonight to purchase something instead of the reimbursement would give them leeway over the next 90 days to actually get something purchased before January.

Dr. Buell asked what the total number to be purchased would be if the board made a complete change. Mrs. Adams replied that there had been suggestions to purchase either two or three vehicles, and she will support either one. She pointed out that Dr. Schroeder is entitled to a reimbursement because it is written into his contract, so the board perhaps should go with two vehicles, for the buildings and grounds/maintenance director and the transportation director, at this time.

Mrs. Heffner asked how the teacher's contract with administrative criteria falls into that and whether it superceded the policy. Dr. Schroeder stated that it would have to be negotiated differently at the table for the teachers.

Mrs. Heffner thinks this proposal would save the corporation money if the three positions that were being looked at, once the policy was made, had to adhere to the

policy. However, at this time, two of the three positions can opt out and do as they wish because of their other contractual agreements. At this point in time, she is not comfortable going ahead with this.

Mrs. Heffner moved to table this item and possibly look at it next spring. Dr. Buell and Mrs. Adams simultaneously seconded. Mrs. Adams suggested revisiting the item sooner than next spring when prices will go right back up. She would like to study the issue and consider options this fall and make a purchase perhaps in late December or January.

Dr. Schroeder asked for some guidance as far as the size of the truck. Mr. Miller offered his opinion that he was fine with looking at the Ford F150 and Ford Ranger in a 2-wheel drive model. Dr. Schroeder clarified that it should be something like those trucks, but it did not have to be a Ford. Mrs. Kaelber suggested talking to the individuals who would be using the vehicles to see if they need 4-wheel drive.

Dr. Buell asked if the purchase price was different at different times of the year. Mrs. Adams replied that fleet prices are set across the board for all dealers; however, dealers have incentives to move old models off the lot.

No vote was taken. The motion was approved by consensus.

B. Administrative Contracts and Employment Agreements

Dr. Schroeder stated that, at a previous meeting, certain individuals' contracts were renewed, and administrators' contracts rolled over if they had not been notified. Five individuals—Carolyn Kumpf, Tom Reberger, Bill Milner, Frank Misner, and Mike Fowler—are considered administrators but are not licensed as such. Some are on teaching contracts and some are on employment agreements. The recommendation is that those five individuals would have their contract go until June 30, 2011. Previously, Mary Yelton, J.W. Boyce, Jason Pell, and Kathy Knust were voted on. Administrators did not need to be voted on because they automatically rolled over to 2011 by virtue of the fact that they were not told they were not going to be renewed last winter.

Under discussion, Mr. Scherb asked for a clarification. He stated that later on the agenda is discussion of the administrative stipends, which concerns receiving cash instead of using health insurance. He noted that this issue had been a concern of several board members as well as people in the community. His question: Why are we talking about extending these contracts if we haven't really discussed administrative stipends prior to that? Dr. Schroeder replied that the stipends could be talked about as a whole separate issue. The contracts could be extended through June 30, 2011, and how to handle the stipend issue could be decided separately. They are two separate issues. Mr. Scherb stated that the issue of the stipends is why the board has not renewed these contracts at this point, and it has nothing to do with individuals or job performance. He referred to one of the five individuals, which he declined to name because it wouldn't be fair, who is retired from a previous job. That previous job gave this individual health insurance coverage for life, for free, yet the school corporation is

giving him \$17,000.00 a year for not enrolling in the corporation's health insurance program. In Mr. Scherb's opinion, that doesn't seem logical. Dr. Schroeder's thought on this issue is if the school board wants to change the stipend, an opportune time would be at the end of this school year, which would give individuals a chance to plan for moving from the stipend over to the health insurance and the other benefits that the other administrators receive. Mrs. Adams asked if the stipend issue being placed in New Business Section VI. Item C. meant that it was on the agenda to be reviewed and discussed for the future. Mr. Miller added that no vote would be necessary on the stipend at this meeting.

Dr. Schroeder then addressed the issue of Mike Fowler's contract dates. When Mr. Fowler was hired, his contract ran from September until September, which is Mr. Fowler's preference. If the school board chooses, it can be changed to end on June 30. Mrs. Adams asked if he was hired in September, which he was. She noted that, if the contract is changed to June, it would have to be prorated.

Mrs. Heffner asked when the stipend issue would need to be decided, from a Human Resources point of view. Administrators would have to be informed by December that their contract would be reduced for the 2011-2012 school year.

Mrs. Kaelber moved to renew the contracts of Carolyn Kumpf, Tom Reberger, Bill Milner, Frank Misner, and Mike Fowler, with Mr. Fowler's contract extended through September of 2011. Mrs. Adams seconded, and the motion was approved by a 6-0 vote.

C. Seven Semester Graduation Waiver: Proposed Policy 6521: Second Reading
The corporation already had a seven semester graduation waiver policy, but it has been revised.

Mrs. Adams moved to approve Policy 6521-Seven Semester Graduation Waiver. Mr. Miller seconded, and the motion was approved by a 6-0 vote.

D. Early Graduate Waiver: Proposed Policy 6522: Second Reading
This policy would allow the waiver of the seven semester requirement. The policy also states that a student must complete seven semesters to be included in class ranking or consideration for valedictorian/salutatorian designation.

Mrs. Adams moved to approve Policy 6522-Early Graduate Waiver. Mr. Scherb seconded, and the motion was approved by a 6-0 vote.

E. Fast Track: Proposed Policy 6523: Second Reading
This item is specifically for Ivy Tech. The corporation is not opposed to students participating in this Ivy Tech program, but it will not pay for students to do so.

Under discussion, Mrs. Adams questioned the statement in the policy that students participating in the Ivy Tech Fast Track program must withdraw from high school. Dr.

Schroeder clarified that, if a student is allowed to participate in the Fast Track program while still enrolled in high school, the school corporation must pay for it. If a student withdraws and is between the ages of 16-18, the student can enroll in the Fast Track program and the school corporation is not responsible for paying.

In response to Mrs. Adams' question as to whether the school corporation had a work release program, Dr. Schroeder commented that the corporation offers a shortened instructional schedule with reasons specified by State statute. Mrs. Adams suggested tabling this item to see if there is any way to come up with a policy that puts the burden of paying for the Fast Track program on the student but allows him/her to remain enrolled in high school. Dr. Schroeder explained that students are allowed to take college courses now. However, the policy is intended to specifically address the Fast Track program offered only at Ivy Tech, which is listed by Indiana statute as being something the school corporation would have to pay for. He added that any time someone wants to continue attending the high schools, the school corporation must let them. Dr. Schroeder further explained that students have opportunities for Advanced Placement classes as well as APEX/NovaNet and dual enrollment classes.

To answer Mr. Scherb's concern about a student needing to withdraw from high school before participating in the Ivy Tech Fast Track program, Dr. Schroeder stated that the Fast Track program is full time, not part-time. He has concerns about paying for college courses.

Mrs. Adams asked if there had been an issue that had pushed this to the forefront. Ms. Tucker responded, stating that Fast Track is a stand-alone program where students don't come to high school any more; they go straight into a college setting to get an early college experience. The school corporation is then completely removed from academic support or control. Ivy Tech receives the funding for that via either ADM count or from a student's parent who would pay that tuition. Ms. Tucker stressed that the school corporation does allow dual credit courses and does have agreements with Ivy Tech and other universities where students within the boundaries of school corporation campuses can take the dual credit classes and receive college credit under the corporation's agreement status with those other universities. She added that occasionally a student will leave school early or come late because of taking a class at Ivy Tech or another area university and the parent pays for that class. She explained that what made the situation not ideal was that the student is essentially withdrawing anyway from guidance and academic support and going to the college campus to begin the college experience. It was felt that, under those circumstances where dual credit is already offered, there was something in place as effective as the Fast Track program and that was the basis for not wanting to get involved in Fast Track.

To Dr. Buell's question of whether a student would graduate from high school under these circumstances, Dr. Schroeder explained that a student taking a class or two while still enrolled in the corporation's high schools would be eligible for a diploma from those schools. However, a student who chose the Fast Track program would receive a diploma through Ivy Tech. The school corporation would not receive ADM financial

support for students in the Fast Track program and the state support would in fact be paid to Ivy Tech.

Mrs. Heffner moved to approve Policy 6523-Fast Track. Mrs. Kaelber seconded, and the motion was approved by a 5-0-1 vote with Dr. Buell abstaining.

F. Dual Credit: Proposed Policy 6524: Second Reading

There currently is no formal policy on dual credit although dual credit classes are offered. It is requested that this policy be approved.

Mrs. Heffner moved to approve Policy 6524-Dual Credit. Mr. Miller seconded, and the motion was approved by a 6-0 vote.

G. End-of-Course Assessments: Policy 6525: Second Reading

There used to be ISTEP+ and GQE testing in the high schools, but the accountability is now through End-of-Course Assessments. There is no policy on this, so it is requested that this policy be approved. In State statute, if individuals do want to have alternate means on getting credit, they are allowed to do so. Ms. Tucker noted that the corporation is required to provide some language with the new End-of-Course Assessments to address particular instances, such as a student who might not have taken a course in the traditional manner but takes the assessment and passes or a student who does not pass the course exam.

Mr. Scherb moved to approve Policy 6524-End-of-Course Assessments. Mrs. Heffner seconded, and the motion was approved by a 6-0 vote.

V. Superintendent's Report

Dr. Schroeder noted the following:

- Congratulations were offered to the bands for their fine showing and all of the sports teams and individuals who are still in competition after sectionals.
- Information from INSafe regarding the bus garage was distributed to board members prior to the meeting. Construction is complete, which should put an end to meeting the INSafe standards.
- Construction update: For Bid Pack 4, Clay City Elementary and Forest Park Elementary are down to punch list items and at Van Buren a lift still needs to be installed and some outside work remains. Work is projected to be completed by the end of October or first of November. For Bid Pack 3 (Staunton, Meridian, and East Side), media centers and computer labs still need to be completed. Classrooms are done at Staunton and art, music and a few other areas remain at East Side. The kindergarten in the old office area is still being worked on at Meridian. The gyms remain to be completed at all three schools. Work is projected to be completed by the end of December.
- The cost cutting committee met on October 4 and will meet again on October 18.
- The State Board of Accounts is currently auditing the school corporation finances, which is done every two years. The audit typically takes about 6 weeks to complete and a report is issued when the audit is finished.

Mr. Scherb asked about the theft at Forest Park. He appreciated the fact that the loss was turned in to the construction company since their construction worker left the door unlocked, which caused the theft of a computer. However, as he understands it, a 42" TV delivered that day was also stolen and he wanted to know the status of that. Mr. Reberger stated that the TV and wall mount rack that had been delivered that day were still the property of Sycamore Engineering and they have filed a claim on their insurance.

VI. New Business

A. Bus Bids

Mr. Fowler opened fuel bids. Bids were received from Spence-Banks, Hunter Oil, and Ceres Solutions. Mr. Misner explained that normally a recommendation would be made to reject all three fuel bids. He would then purchase fuel from these three vendors and ask for a daily bid when fuel is needed. That recommendation will be brought to the November school board meeting.

Mr. Fowler then opened bus bids. Bids were received from Blue Bird, Midwest, and Kerlin. There was a lot of information with the bids so Mr. Fowler read the main bodies. For Blue Bird, a 66 passenger bus built to specifications was bid at \$84,624.00 and a 78 passenger bus built to specifications was bid at \$87,089.00. For Midwest, for nine 66 passenger buses the total bid was \$731,484.00 and for nine 78 passenger buses the total bid was \$740,016.00. Various trade-in values were included. For Kerlin, a 66 passenger bus was bid at \$86,625.00 with trade-in values listed and a 78 passenger bus was bid at \$88,658.00, also with trade-in values. Mr. Fowler explained that normally Mr. Misner puts the bids together and a recommendation is made as to who comes in least expensive when additional costs minus trade-in has been figured. The recommendation will be brought back to the next meeting.

B. Enrollment

Dr. Schroeder noted that over the last ten years the ADM count has gone down. This year's count is 4278.46, which is 57.28 students less than last year. Elementary numbers were included in the board packet and Dr. Schroeder pointed out that, because of those numbers, three teachers were not hired to replace retirees, but instructional aides were hired to help with that. He additionally pointed out that the numbers are not static; they are the maximum number of students in the classroom. The numbers may go down at a given time when students may be pulled out of class for extra help. Dr. Schroeder noted that previous boards have been interested in trying to keep class size for grades K, 1, and 2 and possibly grade 3 at lower numbers. There have been times when a section of grades 4, 5 or 6 have been at 30 students or greater. He added that principals are given latitude with how instructional assistants are used. The principals look at the makeup of the classes and their schedule. They try to best allocate the instructional assistants where they are needed most. Dr. Schroeder has not had any indication from the principals at the elementary level that class sizes are getting any larger at this point. Mrs. Kumpf added that class sizes do vary on a weekly basis, either up or down. Mrs. Adams noted that class size ratios at the kindergarten level look better than they did in May.

Mrs. Heffner pointed out that when figuring an average number of students per class teacher, only Clay City Elementary has teachers at the grade 6 level. If the two 6th grade teachers are removed when figuring the average, Clay City is averaging 27 students per class whereas the other elementary schools are averaging 25. If one extra teacher is placed at Clay City Elementary, the average goes down to 26, but it is still higher than the other elementary schools. She asked if that had been considered in the staffing of Clay City Elementary, and she believes that to keep schools comparable, the average number of students in each class should be looked at a little closer. Dr. Schroeder commented that it is very difficult to balance classes exactly.

C. Administrative Stipends

Board President Rob Miller suggested that each board member look over the information that was provided in the board packet and asked that this item be put on the next month's agenda for a decision.

D. Cumberland Academy

Dr. Schroeder explained that Cumberland Academy is the corporation's alternative school and is currently funded through federal stimulus dollars and CAPE Grant money, which it is believed will run out at the end of this school year. He noted that it is a very viable and valuable program; however, if the program is continued, the costs will come from the General Fund. Dr. Schroeder requested discussion on filling the assistant principal position at Northview High School that will be open at the end of December due to a retirement and whether or not to move personnel over from Cumberland Academy or to keep Cumberland Academy the way it is.

Under discussion, Mrs. Heffner stated that she was comfortable leaving everything the way that it is and allowing Mr. Rayle to hire as needed. Mr. Miller agreed that Cumberland Academy should be left the way that it is and an assistant principal should be hired at Northview. The assistant principal position will be posted and the individual hired will start on January 3, 2011.

E. Local Board of Finance

A local board of finance is now required, by statute. This board must meet sometime between the first Monday in January and the end of January. A president and secretary must be named. Dr. Schroeder noted that in many school corporations the entire school board serves on the local board of finance. It entails Mike Fowler presenting a report on investments. Mr. Fowler pointed out that it is simply an investment report; the big report that he does in February that goes over all of the expenditures and debt is not a part of this. It is recommended that the local board of finance be formed. Dr. Schroeder noted that an opportune time for the meeting of this board would be at the regular session school board meeting in January. The full board will serve on the local board of finance. It was agreed that Rob Miller will be president and Jennifer Kaelber will be secretary of that board. Mr. Fowler added that, by statute, the president and secretary must be appointed at the meeting in January.

Mrs. Heffner moved to approve appointing all seven board members to the local board of finance. Mrs. Kaelber seconded, and the motion was approved by a 5-1 vote with Ron Scherb opposed.

F. Technology Purchases: Proposed Policy 3445: First Reading

This is a first reading. This item will be on the November agenda for approval.

G. Harassment, Intimidation, Threatening, Bullying: Proposed Policy 2811: First Reading

This is a first reading. This item will be on the November agenda for approval.

H. Revised Homework Policy: First Reading

In addition to existing homework policy 7650, it is proposed that Policy 7602, which specifically addresses Advanced Placement homework be approved. This is a first reading, so no vote will be taken.

I. Conflict of Interest Forms

The corporation is required to approve these forms for employees each year. A listing was included in the board packet. Approval is recommended.

Mrs. Heffner moved to approve the Conflict of Interest forms. Mr. Scherb seconded, and the motion was approved by a 6-0 vote.

VII. Personnel

A. Leaves of Absence

1. Certified

- | | | |
|-------------------------------------|------|------------|
| a. Family Medical Leave | FPE | Faye Funk |
| b. Family Medical Leave - maternity | NCMS | Kelly Bays |

2. Non-Certified

- | | | |
|-------------------------------|-----|---------------|
| a. Leave of Absence (Medical) | NHS | Kentland Bass |
|-------------------------------|-----|---------------|

B. Retirements

1. Certified

- | | | |
|--|-----|------------|
| a. Teacher (End of 1 st Semester) | CCE | Pam Caress |
|--|-----|------------|

2. Non-Certified

None

3. Place on Retirement Index

None

C. Resignations

1. Certified

None

2. Non-Certified

- | | | |
|--------------------------------------|------|------------------|
| a. Custodian (185 days) | NHS | Nikole Lalen |
| b. Food Services (Cafeteria Manager) | NCMS | Rebecca Proffitt |

3. ECA Resignations

- | | | |
|----------------------------------|------|-------------------|
| a. Elementary Science Fair Chair | ME | Christy Stevenson |
| b. Cheer Coach – Sr. High | CCHS | Susan Rhodes |

4. ECA Lay Coaches

None

D.	Transfers		
	1. Certified	None	
	2. Non-Certified	None	
E.	Employment		
	1. Certified	None	
	2. Non-Certified		
	a. Custodian/Grounds Keeper (260 days – 2 nd shift)	NHS	Phillip Atkinson
	b. Instructional Assistant	FPE	Brock Dyer
	c. Custodian (6 hour – evening)	FPE	Jill Sawyer
	d. Custodian (8 hour – evening)	CCE	Nicholas Allen
	e. Instructional Assistant	CCE	Brandon Romas
	f. Instructional Assistant	ME	Jessica Kendall
	g. Instructional Assistant	ME	Carmen Smith
	h. Custodian (8 hour – evening)	CCE	Mary Lowdermilk
	3. Extra-Curricular Certified		
	a. Academic Super Bowl – Fine Arts	NHS	Rayna White
	b. Academic Super Bowl – Social St.	NHS	Joey Bennett
	c. Academic Super Bowl – English	NHS	Joey Bennett
	d. Basketball – 8 th Grade Girls	NCMS	Kevin Kumpf
	e. Basketball – 7 th Grade Girls	NCMS	Jennifer Smith
	4. Extra-Curricular Non-Certified	None	
	5. Extra-Curricular Lay Coach/Lay Sponsor		
	a. Basketball – 8 th Grade Boys	CCHS	Mike Ames
	b. Basketball – 7 th Grade Boys	CCHS	Matt Ames
	c. Elementary Sport (5 th Grade BB)	CCE	Kasi Thatcher
	d. Jr. Varsity Basketball – Boys	CCHS	Greg Myers
	e. Jr. Varsity Basketball – Girls	CCHS	Rodney Smith
	f. Jr. High Cheer Sponsor	CCHS	Courtney Dayhuff
	g. Basketball – 8 th Grade Boys	NCMS	Shawn Hughes
	h. Basketball – 7 th Grade Boys	NCMS	Clay Huffman
	i. Cheer Coach Sponsor – Sr. High	CCHS	Micki Lewicki
	6. Extra-Curricular Volunteers		
	a. Athletic Volunteer	NHS/NCMS	Laura McCrea
	b. Athletic Volunteer	NHS/NCMS	Erica Koehler
	c. Athletic Volunteer	NHS/NCMS	Zack Keyes
	d. Athletic Volunteer	CCHS	Mark Lane
	7. Contracted Services		
	a. Lisa Froderman and Tiffany Chambers will serve as contracted Intervention Coaches paid through the Title I grant stimulus funds. If grant money runs out, they know that their positions will be eliminated. These two individuals will replace the individuals that took other positions last year.		

F. Changes

1. Certified

- a. The Energy Coordinator contract for Jim Clausen was extended through December, 2010. This contract will terminate upon Mr. Clausen's retirement.
- b. Mr. Jon Russell, who has been on military leave, plans to return. The tentative date is November 1, 2010. The original contract for Debra Zimmerman, Substitute Principal, was through September 30, 2010, and it is to be extended until Mr. Russell returns.

2. Non-Certified

- a. Tina Moon, currently a 185-day night custodian at Clay City Elementary, was moved to the 260-day open position at Clay City Elementary.
- b. Teresa Auterson was granted 5 additional vacation days and 3 additional personal leave days.
- c. Additional help in the dishwashing rooms (2 hours/day when needed) was approved due to replacing the use of Styrofoam plates and plastic utensils.
- d. Bonnie Wolfe, currently a 3-hour food service employee at Clay City Jr/Sr High School, was moved to the open 6-hour position.

G. Termination

1. Certified

None

2. Non-Certified

None

H. Information Only

- 1. Chelsea Gerber will be used as an ESL tutor on an as-needed basis. The rate of pay will be \$9.19 per hour.

I. Classroom Volunteers

Clay City Elementary

Krystal Baumgartner

Sara Pennington

East Side Elementary

Pamela McIntire

Forest Park Elementary

Connie Cook

Robert Frederick (Kids' Hope)

Barbara Jones (Kids' Hope)

Rebecca Sellers

Jackson Township Elementary

Gabriel Leeann Abbott

Meridian Elementary

Kristin Thayer

Charles French (KFC)

Staunton Elementary

Brenda McNabb

Van Buren Elementary

Amy Bussing

Courtney Lash

Carrie Siples

Carolyn Steadman

LEAAP Center

Rebecca Sellers

Dr. Buell asked to present information to the school board members before the vote. In addition, he stated that he would like to postpone voting on janitors or custodians for Clay City Elementary School until the school board learns more about a principal's manner of hiring and firing. Dr. Buell continued reading a prepared statement that involved personnel and was asked by Mr. Miller to discuss this issue in executive session as a personnel matter.

Mrs. Kaelber moved to approve the personnel items. Mrs. Adams seconded, and the motion was approved by a 5-1 vote with Dr. Buell opposed.

VIII. Board Member Comments

Dr. Buell passed information to the other board members. He proceeded to discuss another personnel issue and was stopped by Mrs. Heffner and Mrs. Adams who assured him the issue he had brought up would be addressed in executive session.

IX. Future Agenda Items

None at this meeting

X. Adjournment

Mrs. Kaelber made a motion to adjourn. Mrs. Heffner seconded. With a 5-1 vote (Dr. Buell opposed), the meeting was adjourned at 9:14 pm.

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