

**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 North Clay Middle School, 3450 W State Road 340, Brazil, IN 47834, on Thursday, February 10, 2011. Dottie King, Jennifer Kaelber Tina Heffner, Forrest Buell, Rob Miller, Ron Scherb, and Amy Burke Adams were present.

I. Call to Order

Mr. Miller, President of the Board, called the meeting to order at 7:35 p.m. He then led those in attendance in the Pledge of Allegiance and offered the prayer.

At this time, Interim Superintendent Kimberly Tucker asked for the board's consideration of two additions to the agenda: Item VI. J. Permitting North Clay Middle School to Participate in ISU Counseling Survey; and, Item VI. K. Request for Approval to Grant Vacation Time Status for Employees during Ice Storm.

Dr. King moved to approve the addition of Item VI. J. and Item VI. K. to the agenda. Mr. Scherb seconded, and the motion was approved by a 7-0 vote.

II. Consent Agenda

A. Claims

B. Board Meetings

Board of Finance Minutes for January 13, 2011

Regular Session Minutes for January 13, 2011

Executive Session Certification for January 13, 2011

C. Field Trips

1. Northview High School's Business Professionals of America (BPA) club members who qualify to participate in the national level of competition to Washington, D.C., May 3-8, 2011

2. Northview High School's Winter Guard to Dayton, Ohio, March 5 & 6, 2011, for regional winter guard competition

3. Northview High School's Winter Guard to Nashville, Tennessee, March 24-27, 2011, for regional winter guard competition

4. Northview High School's Winter Guard to Dayton, Ohio, April 6-10, 2011, for national competition

Mrs. Heffner moved to approve the Consent Agenda as presented and Dr. Buell seconded. The motion was approved by a 7-0 vote.

III. Comments from Patrons

Jennifer Moore addressed the board regarding who is at fault for not putting more snow days into the school calendar. She offered her opinion that it was time to make the administration as accountable as the teachers. She then commented on what she views as a few "rotten apple" teachers who have been allowed to hang around and

cheat students year after year. She claimed that long-term mismanagement at the top is allowing the ineptness of a few teachers and other staff to continue. Her assertion: Fix the administration, and a good portion of the problems at the teacher level will be fixed. Mrs. Moore's viewpoint is that the board and administration have to learn that it is the student they are working for and not their fellow cohorts on the board and in central office. She believes that they can't be "nice" to their co-worker if the co-workers aren't doing their job and still be "good" stewards of the students' education. Also, she believes that too many on the board and at central office are giving the cue to be "nice" to the co-worker even if the co-worker's performance is poor. Mrs. Moore described the way the corporation handles this situation as dysfunctional, as it pretends the problem does not exist if it is avoided, which she believes exacerbates the problem. She suggested that it is time to put documentation of poor performance at the top of the board's agenda and at the top of the administrative chain, where it will surely have the desired trickle-down effect that will assure better teaching and better team morale at all levels. As Mrs. Moore sees it, the blatantly Christian prayer that takes place at the start of school board meetings, which she believes is most likely illegal for a public school system, would indicate that this board is basically a Christian board. Her contention: self-proclaiming that one is Christian does not necessarily make one so; rather, it is good acts that prove it. It is not being cordial and nice to one another, but righting wrongs. She believes that each individual needs to constantly take personal inventory so that each knows the difference between a "nice" Christian and a truly "good" Christian, as they are not one and the same.

For clarification, Mrs. Adams asked Mrs. Moore to define "long-term mismanagement", by actions, without mentioning names. Mrs. Moore replied that the building supervisors do not get the message and the support to put in the time and the effort to document poor teachers. She pointed out that it takes two to three years and a lot of time to document those teachers. Mrs. Moore noted that she is not talking about the majority of the teachers in the corporation; rather, she is talking about the few that year after year are not doing their job.

IV. Old Business

None at this meeting

V. Superintendent's Report

Interim Superintendent Tucker noted the following:

- Thanks were offered to those individuals who were responsible for making it possible to get back to school this week following the incredible weather event. Specifically, Superintendent Tucker thanked Tom Reberger and Frank Misner for helping her to learn how to make weather-related cancellation and delay decisions.
- In response to questions from board members regarding moving board meetings, Superintendent Tucker talked to principals, and the feeling of the principals was that it was not a bad idea to do a rotation of newly-remodeled buildings as a one-time occasion. However, there really isn't a room that is conducive to conducting

board meetings in their buildings. In consideration of a long-term plan, the principals recommended using Northview High School's auditorium.

- Congratulations were offered to Whitney Halfhill, a North Clay Middle School eighth grade student who is a state finalist in the national Senator Lugar/Farm Bureau Insurance Essay contest. Congratulations were also offered to Alex Coffey, winner of the Geography Bee at North Clay Middle School. Also, Clay City Elementary student Jewel Mathews, winner of the Clay County Commissioner's anti-smoking campaign poster contest, was congratulated. Her winning poster is featured on a billboard at the intersection of State Road 46 and State Road 59.

VI. New Business

A. Annual Financial Report

Mike Fowler, Director of Business Affairs presented his annual financial report.

Highlights:

- Cash balance in tax-supported funds: The three main funds are all up. The General Fund was up \$10,000, the Capital Projects Fund was up \$225,000, and the Transportation Fund was up \$78,000 in spite of the fact that the school corporation lost \$1.3 million in funding last year. Unlike a lot of school corporations, structural solvency was maintained without RIF'ing teachers or cutting programs. The School Lunch Fund, the only fund that was negative, was down \$16,000.
- State funding: School corporation funding came in at what was expected.
- Major financial events of 2010: Stimulus funding was used to expand programs and add new programs instead of being used to supplant state funding; health insurance premiums increased by less than 1%; the master contract was settled on time again; installation of high speed fiber optic lines to Clay City schools and Jackson Township was completed; and, technology in the classroom expanded greatly.
- Maintain stability in 2011: The school corporation continues to be structurally solvent in every tax-supported fund. State funding in the basic grant for 2011 is expected to be approximately \$68,000 less, which is absorbable.
- Strategy to keep on same path: A concern is that funding for 2012-2013 is unknown and Mr. Fowler believes that funding will be flatlined from a statewide perspective. He suggested staying on the financial course that has been set. The cash balance allows the corporation time to make a thoughtful, intelligent decision. There could be stimulus funding available for one-time items or professional development for technology integration in the classroom. Mr. Fowler would like to continue to work on changes in health insurance. No employee cuts are recommended at this time.

B. Outstanding Check Report

Outstanding checks that are more than two years old are written off each year. A list of checks was presented in the board packet and approval is recommended.

Mrs. Heffner moved to approve writing off the outstanding checks as presented. Mrs. Kaelber seconded, and the motion was approved by a 7-0 vote.

C. Conflict of Interest Disclosure Statement

Beth Moody, teacher and business club advisor at Northview High School, is also a representative for Longaberger baskets, and her BPA club annually conducts a fundraiser during which Longaberger baskets are presented as prizes for basket bingo. Mrs. Moody is presenting her conflict of interest disclosure statement for approval by the school board. Approval is recommended.

Mr. Scherb moved to approve the conflict of interest disclosure statement. Mrs. Heffner seconded, and the motion was approved by a 7-0 vote.

D. East Side Elementary – Eight Step Process

Mrs. Mary Ray, principal of East Side Elementary, presented information regarding the Eight Step school improvement process that has been in place at that school since November. The eight steps include: 1) data disaggregation; 2) calendar development; 3) instructional focus; 4) assessment; 5) tutorials; 6) enrichment; 7) maintenance; and, 8) monitoring.

E. North Clay Middle School – Mini-Grant Program

Dr. Jeff Allen, principal of North Clay Middle School, is requesting permission to use ECA funds to purchase items for the Mini-Grant Program at North Clay. Items to be purchased include: Cork Display Strips \$250; Renaissance Faire \$250; Laptop Computer \$500; Challenger Space Trip \$500; Mimio Projector \$500; *Finale* Music Composing Software \$1,000; and Drumming Instruments \$1,000. Approval is recommended.

After comments by some of the teachers chosen to receive mini-grant program funds, Mr. Scherb moved to grant permission to use ECA funds for that purpose. Mrs. Adams seconded, and the motion was approved by a 7-0 vote.

F. Non-Certified Stipend Reconciliation

Board member Amy Burke Adams referred to stipend checks that were issued in November to non-certified staff members. She noted that concerns were brought up after the fact that weren't expressed before the decision was made to offer stipends to bands of employees rather than to offer 1.5% per non-certified staff member. Mrs. Adams proposes reconciling payment to the monetary difference between the amount received and 1.5%, to be paid at the next available pay period. Approval is recommended.

Mrs. Adams moved to offer the difference between what was received and what would have been received at 1.5% to the non-certified staff members as soon as possible. Dr. Buell seconded, and the motion was approved by a 4-3 vote with Dr. King, Mrs. Heffner, and Mr. Scherb opposed.

G. Reports from Tom Reberger and Frank Misner

As requested by board member Amy Burke Adams, Mr. Misner and Mr. Reberger presented reports about their findings regarding driving corporation-owned vehicles as opposed to receiving mileage for driving their own vehicles.

Mr. Misner stated that so far he had been able to make this arrangement work in Transportation. He noted that there are times it is an inconvenience. There are only two service vehicles in the Transportation Department and Mr. Misner has been driving the older truck exclusively. He went back two years and found that his mileage check in January of 2010 was \$160.25 and in 2009, it was \$161.21. This past month, he used 67 gallons of fuel at a cost of \$176.80 to drive 398 miles. As he sees it, it appears to be a wash. As for benefits, he is not sure there are any other than the fact that he is not putting miles on his personal truck. As for problems, any time Mr. Misner is in the blue service truck, only one truck is left in the Transportation Department for the garage personnel. Normally, that is not a problem, except during inclement weather. He believes both trucks should be in the garage ready to go if there is a call. As an example, Mr. Misner referred to a recent accident in Bowling Green that involved a head-on collision with a bus. Chris McVay, the garage supervisor, responded to the accident; however, Mr. Misner did not feel that it would be right for him to take the other truck to Bowling Green. It was the first major accident that he did not work since he has been transportation director. Regarding solutions to these problems, Mr. Misner stated that obviously a third vehicle would help, but it would also be costly. He will continue to work these issues over the next two months and report back to the board. To summarize, this arrangement is working okay in the Transportation Department, but it is an inconvenience at times, especially when there are accidents.

In response to Mrs. Adams' question as to why Mr. Misner chose not to take the blue truck to the Bowling Green accident scene, Mr. Misner stated that he did not want to leave the bus garage without a service truck. Mrs. Adams then asked to clarify that there are ten vehicles available between the Transportation and Maintenance Departments, which there are. However, that particular morning, all of the vehicles had been dispatched. Mrs. Adams asked for a report showing where all of the vehicles had been dispatched and why they were all out at the same time. Mr. Misner responded to this request, noting that the trucks used for the Maintenance Department are normally gone anyway and the only vehicle available was a dump truck.

Mr. Reberger presented a written report to board members that included a log of mileage and driving-related activities from December 30 through February 4. He commented on the fact that the current maintenance trucks are equipped for specific purposes and are not just standard fleet vehicles. He pointed out that a truck used for his type of job needs to be equipped with emergency radios, lights, safety equipment, specific emergency tools, etc., and trying to respond without them is a real concern. Mr. Reberger stressed that his issue is not a concern for getting mileage payments, and he stated that if he does not deserve mileage, so be it. However, he believes a designated vehicle needs to be assigned as a working tool for this job. Mr. Reberger concluded his

comments by stating that he would operate under the parameters established by the school board.

H. Permission to Apply for Grants

Mrs. Kathy Knust, Curriculum and Grants Coordinator, is requesting permission to complete applications for two grants and seek information regarding a competitive grant for high ability students.

Mrs. Adams moved to approve the grant applications. Dr. King seconded, and the motion was approved by a 7-0 vote.

I. Discussion of Improving School Board Meetings

Superintendent Tucker asked for direction as to whether to pursue a rotation of school board meetings in the fall or make a commitment to schedule future meetings at Northview. Mrs. Adams pointed out that a consideration for board meetings held during the winter months would be the recent icy road conditions which have made travel difficult when going to schools that are not on the main roads that have been cleared. Superintendent Tucker noted that summer months are for the most part off limits due to maintenance and summer cleaning, so it would mostly be a fall option. Mr. Scherb added that Mrs. Meuser, librarian for the media center at North Clay, had stated that she conducted a book fair every year in the months of January and February, and she must do additional work to prepare for the school board meetings. He suggested holding January and February school board meetings at Northview High School in the auditorium.

J. Permitting North Clay Middle School to Participate in ISU Counseling Survey

This survey would be given in early March to students, parents, and teachers. It is voluntary and would be anonymous. The study results will be given back to the school. Approval is recommended.

Mrs. Kaelber moved to grant permission to participate in the ISU Counseling Survey on Bullying. Mr. Scherb seconded, and the motion was approved by a 7-0 vote.

K. Request for Approval to Grant Vacation Time Status for Employees During Ice Storm

Superintendent Tucker presented the request for the board's approval to grant "vacation" time for all employees who were regularly scheduled to work during the closing of Clay Community Schools January 31-February 3, 2011. Leave was authorized by Superintendent Kim Tucker, with the consideration and consent from Board President Rob Miller, on January 31st, 2011. The office was officially closed from January 31 at 7 p.m. until February 3 at 8 a.m. due to deteriorating weather conditions and travel warnings from the ice storm. Some "essential" employees did report to work during the above-stated time. Under this request, those individuals will be given their hourly rate for time worked plus the applicable hourly or daily rate for "vacation" time approved under this item. This would only apply to employees who were regularly scheduled to work during this time frame and would not apply to employees who are not

regularly directed or scheduled to work during weather-related school cancellation days. This is the first time in more than fifteen years that a weather event of this magnitude has created a need for emergency leave. The approval is needed to satisfy IRS stipulations that employers may grant “vacation” days with pay to employees whenever a decision is made to close a place of employment. This item is designed to avert a claim of ghost employment.

Mrs. Adams moved to approve granting vacation time as requested. Dr. King seconded, and the motion was approved by a 7-0 vote.

VII. <u>Personnel</u>		
A.	Leaves of Absence	
	1. Certified	
	a. Medical Leave (FMLA)	ME Deborah Swearingen
	b. Medical Leave (FMLA)	ME Marsha Kirchner
	2. Non-Certified	
	a. Medical Leave	ME Janis Fabbri
B.	Retirements	
	1. Certified	None
	2. Non-Certified	
	a. Custodian (effective 4/29/2011)	VBE Bobbie Monce-Cook
	3. Place on Retirement Index	None
C.	Resignations	
	1. Certified	None
	2. Non-Certified	
	a. Instructional Assistant	NHS Brenda Shaw
	3. ECA Resignations	None
D.	Transfers	
	1. Certified	None
	2. Non-Certified	None
E.	Employment	
	1. Certified	None
	2. Non-Certified	
	a. Instructional Assistant	NHS Stephen Paul
	b. Food Service (4 hours)	NHS Tammy Stearley
	c. Food Service (4 hours)	NCMS Raegina Jackson
	d. Custodian (3 rd shift-185 days)	NHS Thomas Wetnight
	e. Instructional Assistant	FPE Charles Fry
	3. Extra-Curricular Certified	
	a. Science Fair (from 50% to 100%)	ME Linda Grove
	4. Extra-Curricular Non-Certified	None

5. Extra-Curricular Lay Coach/Lay Sponsor

a. Tennis – Girls Assistant	NHS	Heather Keyes
b. Basketball – Girls 8 th Grade	CCHS	Jason Sindors
c. Basketball – Girls 7 th Grade	CCHS	Blane Crabb
d. Track - Boys Assistant	NHS	Ashley Davis
e. Track – Girls Assistant	NHS	Shandi Travis
f. Track – Boys Assistant	CCHS	Kevin Cook
g. Softball – Girls Head	CCHS	Roger Rhodes
h. Softball – Girls Assistant	CCHS	Jason Sindors
i. Golf – Boys	CCHS	Josh Strain

6. Extra-Curricular Volunteers

a. Wrestling	NCMS	Glen Steuerwald
b. Athletic Volunteer	NCMS	Kevin Timberman
c. Athletic Volunteer	NCMS	Kenneth Rowan
d. Athletic Volunteer	NCMS	Clay Huffman
e. Athletic Volunteer	NHS	Alan Buell
f. Athletic Volunteer	NHS	Dennis Leek
g. Athletic Volunteer	NHS	Kayla Raderstorf
h. Athletic Volunteer	NHS	Lottie King
i. Athletic Volunteer	NHS	Neil Vanatti
j. Softball – Assistant	CCHS	Loni Rhodes
k. Track – Boys and Girls	CCHS	Kent (Rusty) Baumgartner

F. Changes

1. Certified	None
2. Non-Certified	None
3. Extra-Curricular Certified	None
4. Extra-Curricular Lay Coach/Lay Sponsor	None

G. Termination

1. Certified	None
2. Non-Certified	None

H. Information Only

1. The YMCA offers an after school program called “Afternoons ROCK in Indiana” at North Clay Middle School. “Afternoons ROCK in Indiana” is an alcohol, tobacco and other drug prevention program. The two YMCA staff members who will be working with the program are David Hampton and Nicole Smiley Fry. Both have completed the certified background checks program required by Clay Community Schools.

I. Classroom Volunteers

North Clay Middle School and Forest Park Elementary
Krystal Lunsford

Mrs. Heffner moved to approve the personnel items. Dr. Buell seconded, and the motion was approved by a 7-0 vote.

VIII. Board Member Comments

Tina Heffner commented in regard to the non-certified stipend reconciliation. She felt that she had an understanding about what she had voted on earlier in the year and the way it was approached from central office. She understood the process a little better after this item was brought up, and she agrees completely that there are times when it is good to revisit things. Mrs. Heffner believes there will be a lot of changes come July, and one of the reasons she is bringing this up as a comment is to say that, as the state goes through changes with education, changes in the labor groups within the corporation may be seen as well as changes in the way policies are implemented or perhaps new policies. After seeing what changes are made at the state level, there may be issues that she would like to see addressed in the separate labor groups. She wanted to explain why she did not go along on the non-certified stipend reconciliation item, and she wants the best for employees.

Amy Burke Adams offered her thanks that, even with the bus accidents, everyone is still safe.

Ron Scherb invited everyone to a cracker barrel session to be held on Saturday, February 19, 10 a.m. at the Jackson Township Fire House. This is an opportunity to talk with legislators. Mr. Scherb understands that House Bill 1002 passed, which gives voucher money to charter schools. The charter schools will be competing with public schools for funds. He encouraged Mike Fowler, Director of Business Affairs, to attend the cracker barrel session and offer his opinions on the subject.

Rob Miller offered his thanks to Superintendent Tucker and everyone for their work this past week during the inclement weather.

IX. Future Agenda Items

Tina Heffner would like to re-visit requiring all coaching staff members to be at least 21 years of age. Also, she suggested that perhaps all ECA volunteers need to be 21. She suggested the possibility of having athletic directors come in to discuss this issue with the board. She questioned how many volunteers were actually needed for the amount of students involved.

Amy Burke Adams would like to look at the number of snow days that need to be built in to the 2011-2012 school year.

X. Adjournment

Having exhausted all agenda items, the meeting was adjourned at 9:05 pm.

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