

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

A regular session meeting of the Clay Community Schools Board of Trustees was held at the Central Administrative Office, 1013 S. Forest Avenue, Brazil, IN 47834, on Thursday, March 9, 2017. Tom Reberger, Michael Shaw, Andrea Baysinger, Ron Scherb, Kevin Kumpf, Amy Burke Adams and Shane Wiram were present.

I. Call to Order

The meeting was called to order at 7:30 p.m. Board President Kevin Kumpf led those in attendance in the pledge and Superintendent Jeffery Fritz offered the prayer.

II. Consent Agenda

A. Claims

B. Board Meetings

Regular Session Minutes for February 9, 2017

Executive Session Certification: March 1, 2017

C. Field Trips

None at this meeting. **Personnel**

A. LEAVES OF ABSENCE

1. Certified

a. FMLA	NHS	Amy Boor
b. FMLA	CCHS	Rachel Kiefer
c. FMLA	FPE	Hannah Reinoehl
d. FMLA	ME	Cheryl Williams
e. FMLA	CCHS	Ben Thomas
f. FMLA	CCHS	Vance Edmondson
g. FMLA	JTE	Lauren Fagg-Latta
h. FMLA	CCE	Korinne Cantin

2. Non-Certified

a. FMLA	NHS	Jeff Farris
b. Medical Leave of Absence	TRANS	Candi Thiel
c. Medical Leave of Absence	CCHS	Jessica Hayden
d. FMLA	Maintenance	Dan Hardesty
e. Employee Not Qualified for Leave	FPE	Margie Warner
f. Medical Leave of Absence	TRANS	Jennifer Hardey

B. RETIREMENTS

1. Certified

a. Classroom Teacher	NCMS	Roxanna Yocom
<i>Effective at the end of the 2017-2018 school year</i>		
b. Classroom Teacher	CCE	Karla Smith
<i>Effective at the end of the 2017-2018 school year</i>		

2. Non-Certified

a. 29-hour Instructional Assistant	ME	Donna Hofmann
<i>Effective at the end of the 2016-17 School Year</i>		

3. Place on Retirement Index		
a. Move from Step 8 to Step 9-B	NCMS	Roxanna Yocom
<i>Effective for the 2017-2018 contract year</i>		
b. Move from Step 8 to Step 9-B	CCE	Karla Smith
<i>Effective for the 2017-2018 contract year</i>		
C. RESIGNATIONS		
1. Certified	None	
2. Non-Certified		
a. Lead Mechanic	TRANS	Roger Torbert
b. 29-hour Instructional Assistant	NHS	Patricia Bedwell
3. ECA Resignations	None	
4. ECA Lay Coaches	None	
D. TRANSFERS		
1. Certified	None	
2. Non-Certified	None	
E. EMPLOYMENT		
1. Certified	None	
2. Non-Certified	None	
3. Supplemental		
a. Title I Parent Liaison	FPE	Courtney Hetrick
b. Title I Parent Liaison	ME	Lexie Williams
c. Title I Parent Liaison	ESE	Erin Bechtel
F. EXTRA-CURRICULAR		
1. Extra-Curricular Certified	None	
2. Extra-Curricular Non-Certified	None	
3. Extra-Curricular Lay Coach		
a. Assistant Jr. High Track Coach	CCHS	Andrea Payne
b. Head Jr. High Track Coach	CCHS	Melanie Laswell
c. Assistant HS Girls' Track Coach	CCHS	Kayla Sindors
d. Assistant Track Coach	NCMS	Emily Boxler
4. Supplemental		
a. Assistant Golf Coach	NHS	Seth Payton
b. Assistant Track Coach	NHS	Vernon Cheeks
c. Assistant Basketball Coach	NHS	Chris Dehart
<i>Already approved; this recommendation is to pay him \$400 from NHS</i>		
<i>ECA Account</i>		
d. Assistant Basketball Coach	NHS	Alan Goff
<i>Already approved; this recommendation is to pay him \$400 from NHS</i>		
<i>ECA Account</i>		
G. CHANGES		
1. Certified	None	
2. Non-Certified		
a. Food Services to Interim Cafeteria Manager	FPE	Liz Harris

3. ECA-Lay Coaches None

H. VOLUNTEERS

1. CLASSROOM

Forest Park Elementary

a. Faith Boutwell-Layne

b. Kayla Woods

Van Buren Elementary

a. Christina Joseph

b. John Rogers

Van Buren Elementary/North Clay Middle School

a. Carrie Cunningham

North Clay Middle School

a. Sheila Lafferty

2. ATHLETICS/ECA

Northview High School/North Clay Middle School

a. Lance Stallcop – Jazz Band

North Clay Middle School

a. Aaron Slater

I. TERMINATIONS None

Mrs. Adams moved to accept the consent agenda. Mrs. Baysinger seconded, and the motion was approved by a 7-0 vote.

III. Comments from Patrons

None at this meeting.

IV. Old Business

A. Building Project Update

Mr. Lance Gassert of Garmong Construction Services provided an update of the building projects at Clay City Jr/Sr High School and Northview High School.

In connection with the projects at Clay City Jr/Sr High School, Mr. Gassert noted that the structural steel for the new band addition is up, and the metal decking is on. The next step will be pouring the slab-on-grade foundation; masonry work will then begin and they will start putting the walls up. For the student activities center on the north side of the building, they are continuing to pour the foundation for the pre-cast panels; the foundation is about 75% complete. The second floor renovations are ongoing; Phase III will be completed during spring break, and Phase IV will immediately begin after that.

In connection with the projects at Northview High School, Mr. Gassert noted that the slab-on-grade foundation for the new math addition was poured today. The steel has been erected and decked. The roofing operations are to start on Monday, and work will start on exterior masonry walls. Work on the foundation for the new student activities center is expected to begin next week. Removal of the old storm piping that was underneath the student activities center has been completed. Also, moving of utilities

and removal of old utilities at the student activities center has all been completed now. Upstairs at Northview High School, the bathrooms in the far northwest portion of the building are to be turned over the middle of next week.

Mr. Chuck Tyler of Fanning/Howey Architecture Engineering offered a PowerPoint presentation to address issues that had been raised at the previous board meeting. A copy of Mr. Tyler's PowerPoint presentation will become a part of the official minutes.

Mr. Tyler started his presentation with the proposed renovations at North Clay Middle School. He noted the following:

- From the initial discussions of the scope of work at North Clay, one of the high priorities for the administration was the relocation of the student lockers. Mr. Tyler stated that the "locker/commons" approach was a popular idea for a number of years; however, he has removed more than he cared to count.
- The concentration of students in one area, in particular at North Clay where there are double-height lockers, created a conflict between students. However, there is significant existing corridor width, 12 feet, in every academic wing at the middle school. The lockers to be installed are all full height and of a size to be able to more easily accommodate the size of a laptop bag.
- Having lockers on both sides of the corridors is not unusual and exists in a number of the corporation's schools. For comparison, at Northview there is 10'6" clear between the lockers. At Clay City Jr/Sr High School, the width varies from 8'8" to 9'11" clear. At Clay City Elementary, the width varies from 7'7" to 9'11" clear. If new lockers are introduced in the corridors at North Clay, there would still be 9'10" clear across those corridors.
- The Indiana Building Code (IBC) requires a minimum corridor width of 6'. If looking at the exiting requirements, the corridors at North Clay would need a minimum of 5' of exit width. When the locker doors are open, the required exit width cannot be reduced, and even with the doors open, there would still be 7'4" clear compared to the 6' minimum for IBC. From a building code standpoint, there is more-than-adequate exit width as well as movement width for students, even if lockers are introduced into the corridors at North Clay.
- Another benefit would be the space that would be freed up in the commons area. There would be two nice large bays that could be used for other purposes. More mobile furniture and tables that could be moved and reconfigured easily could be placed in that space. A class or team or group could meet in that area. Within the scope of the project, a countertop will be added on the back wall on both sides. Also, additional electrical outlets will be added in that area, and if a student's laptop battery power would be getting low at lunchtime, the student could grab lunch and go plug in and charge the battery, hopefully up to a point where the student could get through the rest of the day. There has been no specific allocation as a part of the construction project for furniture for that area, but that could certainly be done as a part of capital projects.

Under discussion, Mr. Scherb asked how many corridors they would be putting lockers in. Mr. Tyler stated that lockers would be put in all four corridors: the first and second floor of both of the wings. Mr. Scherb then wanted to know how many lockers in total there would be. It was estimated there would be between 950 – 960 lockers.

It was noted that all of the wall space will be consumed with lockers. Mr. Tyler observed that there would be space above the lockers, and a lot of times that space is used for display. However, Mr. Howard pointed out that there would only be 18 inches above the lockers; 16 inches from the ceiling are required for the fire code, so there wouldn't be room to put anything above the lockers. Mr. Reberger pointed out that there could be displays, they just couldn't be flammable.

Following Mr. Reberger's comment that he liked where the lockers would be located, Mr. Tyler acknowledged that it would be different, but he felt moving the lockers would address some of the issues that the school was having between students. Moving the lockers would put students in the corridors where multiple staff members would have the opportunity to observe what is going on, which would also be a benefit.

The work on moving the lockers is scheduled for this summer.

Mr. Kumpf pointed out that there would be wall space for displays in the area where the old lockers are being taken out. Mr. Tyler added that portable displays could be used as a part of the furnishings.

Discussion concluded with Mr. Scherb taking umbrage with last month's minutes, which he asserted had erroneously stated that "Mr. Scherb had asked to be given a copy of the drawings and he would share that with North Clay staff". He clarified that he did not intend to do that; it was not his job, and he did not think it was a board member's job. Superintendent Fritz stated that there had been a meeting already set up with the North Clay staff.

To close his presentation, Mr. Tyler revisited the situation with the second driveway from the north parking lot to State Road 246 at Clay City. They had indicated the desire for the second drive in all of their early conceptual site plans, and that had been a part of the community presentations prior to the passage of the referendum. After that, they began the detailed discussions and investigation about what would be required in order to make that connection. The first thing they ran into was identified existing wetlands on both the south and north side of State Road 246. This triggered them to suggest that the district retain a specialist in order to take a look at that. Earth Source from Fort Wayne came down and did what was required by IDEM, a wetlands delineation in which they looked at vegetation, drainage, soil type, etc. From Earth Source's investigation, they deemed that it would require a determination from the Army Corp of Engineers, and that request was forwarded on. At the same time, Fanning/Howey retained A & F Engineering out of Indianapolis, a traffic and roadway consultant that they use extensively on their school work. A & F Engineering began to look at the geometry, at the car counts, etc. They then suggested that, at a minimum, IDEM would require a continuous lane connecting the west and the new east drive and then require tapers back to State Road 246. Because of the curvature of the road, the worst case would be improvements on the south side of State Road 246 in addition to a passing blister on the north side. The first approach was identified as being a cost of between \$100,000 and \$150,000. If INDOT were to require both improvements, the projection was \$300,000, and if it would get into wetlands on the north side of State Road 246, it would go higher. Mr. Tyler noted that this was also about the time they were beginning to pull

together estimates for the design/development documents and were concerned about the overall budget and what could be accomplished within that overall dollar amount. It was then proposed that the second drive should be eliminated from the project; the suggestion was to expand the existing drive, which would be a fairly straightforward process compared to trying to connect a new drive. It would be very much the situation that exists at Northview, with one inbound lane and two outbound lanes. The biggest and most important feature to the work being done on the north parking lot was the ability to connect the upper and the lower parking areas with a loop drive, which would eliminate backtracking to get out of the property.

Another point made by Mr. Tyler was that none of the work they were doing precluded the school corporation from, at a future time, pursuing that second connection. He noted that it was a much more lengthy and time-consuming and potentially costly process in order to do that. It also was not meshing with the overall project schedule and the desired delivery of documents for bidding. This had been reviewed at the July and August school board meetings last year; there had been no particular vote taken during those meetings, but it had been a part of and included in the construction documents approval that was ultimately given by the board.

It was noted that State Road 246 would not be modified, other than the connecting taper.

B. Coal Mine Update

Director of Extended Services Mike Howard provided a PowerPoint presentation for the quarterly update on the Sunrise Coal Mining operation located near the Clay City campus. A copy of the PowerPoint presentation will become a part of the official minutes.

In his presentation, Mr. Howard noted that the mine activity was moving farther east. He also noted that seismic data still showed blasting well within the limits allowed by permits. In addition, no reports from the school have been made of any suspicious cracks or suspected damage in the last quarter. Some of the existing masonry cracks and issues are being addressed in the renovation project.

V. Superintendent's Report

Superintendent Fritz noted the following:

- Congratulations were offered to the Northview High School boys' basketball team for winning their sectional.
- Thanks were offered to Mike Howard, Cathy Rodgers, Lisa Stevenson, and the entire transportation department for 100% of the school buses passing inspection and for making the preparation needed for that to happen.
- Due to an increase in the Clay City High School letter grade calculation, they upped the Clay City scores. So instead of Clay Community Schools receiving a "C" letter grade, it has been upped to a "B", which was very good news.
- Prayers went out to the Noah Colburn family and Clay City Elementary. Noah was a CCE student who recently passed away unexpectedly.

VI. New Business

A. Expulsion Appeal Determination

On March 1, 2017, the Board held a hearing on Student Expulsion Appeal #2017-001. Mr. Wiram moved to uphold the decision of the Expulsion Examiner in Student Expulsion Appeal #2017-001. Mrs. Baysinger seconded. The motion was approved by a 7-0 voice vote.

B. YMCA Memorandum of Agreement Request – 529 College Savings Plan Opportunity

Mrs. Deborah Plummer Ringo, CEO of YMCAs of the Wabash Valley, Inc., presented information in support of her request for approval of a YMCA Memorandum of Agreement in regard to a 529 College Savings Plan opportunity called The Promise. A copy of Mrs. Ringo's informational flyer will become a part of the official minutes. The Promise program would provide 529 college savings plan seed money of \$25 for each CCS kindergarten student; the program would also provide field trip and other college-career readiness opportunities for kindergarten students.

Under discussion, Mrs. Adams wanted to know who would manage the plan. Mrs. Ringo explained that part of the agreement with her organization would be for the YMCA to have a part-time staff member to coordinate that. Mrs. Adams theorized that the seed money would be put in the child's name; also, she theorized that the parents would have to know about it and approve of it because it would affect their taxes, and the parents would need to be educated about this program being something they would at least need to recognize or claim. Mrs. Ringo confirmed all of that and noted that parents would be providing all of the details about the student. Mrs. Adams then asked when the 529 College Savings Plan would become mature and how the child would be able to access it. Mrs. Ringo replied that it would be available when they are ready to do their post-secondary education. Mr. Kumpf pointed out that the money could only be used for education. Mrs. Adams asked whether it would in any way affect a parent's tax filing. Mrs. Ringo stated that it is not taxable. It was clarified that an account for an individual child would be managed by whomever the parent decides to choose. Mrs. Adams' final question was about data that was being collected and to whom that information would go. Mrs. Ringo stated that it was a state-wide program through The Promise. Individual data would not be tied to an individual student; rather, it would be aggregate, as far as reports and items that would move back to anyone else.

Mrs. Adams moved to accept the YMCA Memorandum of Agreement request for the 529 College Savings Plan opportunity. Dr. Shaw seconded. Prior to a vote, Mr. Reberger offered accolades to the individual who was donating \$25,000 anonymously to start the program, which he deemed a major contribution for a good purpose. The motion was approved by a 7-0 vote.

C. New Policy – 3140 – Federal Grants and Awards Administration – First Reading

To follow federal guidelines issued by the U.S. Department of Education, Board Policy 3140 – Federal Grants and Awards Administration was developed. This was a first reading, so no vote was necessary. This policy would provide additional oversight of federal grant money; many components of the policy are already in place.

D. Revision to Policy – 2100 – Central Office Administrative and Supervisory Personnel – First Reading

A job title needed to be changed from “Director of Personnel, Data, and Food Services” to “Director of Human Resources”. This was a first reading, so no vote was necessary.

E. Revision to Policy – 5140 – Classification of Classified Personnel – First Reading

Changes were made to the employee handbooks, and Categories III (less than 30 hours) and IV (seasonal) were added for classified employees. The policy needed to be updated to reflect that change. This was a first reading, so no vote was necessary.

F. Revision to Policy – 5600 – Overtime – First Reading

Vacation days are now included in the 40-hour workweek for classified employees when determining eligibility for overtime. It had been changed in the classified handbook, but not in board policy. The policy needed to be updated to reflect that change. This was a first reading, so no vote was necessary.

G. Student Handbooks – First Reading

This was a first reading, so no vote was necessary. The student handbooks will be brought back for a second reading and approval in April.

H. Renewal of Bread, Milk, and Third Party Purchasing Provider Contracts

Director of Human Resources Ernie Simpson recommended renewal of the following contracts: HPS for the school corporation’s third party purchasing provider for food/cafeteria products; Prairie Farms for milk products; and Aunt Millie’s for bread products.

Mr. Scherb moved to approve the renewal of bread, milk, and third party purchasing contracts. Dr. Shaw seconded, and the motion was approved by a 7-0 vote.

I. Breakfast/Lunch Pricing for 2017-2018

Mr. Simpson recommended the following breakfast/lunch prices for the 2017-2018 school year:

	Breakfast	Lunch	Extra Milk
<i>Elementary</i>	\$1.25	\$2.60	\$0.30
<i>Secondary</i>	\$1.35	\$2.70	\$0.30
<i>Adult</i>	\$2.25	\$3.65	\$0.30
<i>Reduced</i>	\$0.30	\$0.40	\$0.30

Mr. Reberger moved to accept the recommendation. Mr. Wiram seconded.

Prior to a vote, Mr. Simpson clarified that the elementary, secondary, and adult lunch prices were increasing by ten cents for 2017-2018. All other costs would remain the same as the current school year. He explained that the full-pay lunches were the only prices being changed; they were not touching reduced or free. He further explained that the price increases for full pay were not something that he or Mrs. Dyer necessarily wanted to do. The school corporation lunch prices are mandated by the USDA; they

have a formula that they use to calculate the reimbursement rate, which is currently \$2.74 for full pay lunch. There is a cap of ten cents on how much the lunch prices can be raised in one year. Mr. Simpson stated that the school corporation really couldn't afford to not raise the prices because last year the school corporation received nearly \$1.75 million from the USDA as a part of the national lunch program.

The motion was approved by a 7-0 vote.

J. School Bus Report

Director of Extended Services Mike Howard offered a PowerPoint presentation to address Mr. Scherb's questions from the February 9, 2017, regular session school board meeting. The questions were in regard to air conditioning on buses and the school corporation's idling policy. A copy of the PowerPoint presentation will become a part of the official minutes.

Under discussion, Mr. Scherb took issue with Mr. Howard's interpretation of Board Policy 8720 – Vehicle Idling. Mr. Scherb pointed out that the policy said bus drivers "...should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area. School buses will not idle (on school grounds or off school grounds) for longer than five (5) minutes..." Mr. Howard countered that the policy addressed buses that would be near air handling units (stated in the opening paragraph of Board Policy 8720: "The purpose of this policy is to eliminate all unnecessary idling by corporation school buses such that idling time is minimized in all aspects of school bus operation and to reduce vehicle exhaust that has the potential to be drawn into the building"). Mr. Scherb asserted that Mr. Howard was giving bus drivers the impression they don't have to follow board policy.

Mrs. Adams observed that the policy was passed in 2011, and Mr. Reberger had been in Mr. Howard's place when it had been presented. Her understanding was that it had been EPA pushing that policy. Mr. Reberger confirmed that it had been a state law. He stated that it had originated from the metro school areas because of the high density of buildings and buses and lack of "open" air. Mr. Reberger pointed out that in extremely cold weather and extremely hot weather, this really isn't an issue because outside air dampers are going to be closed, for the most part. In mild weather, a lot of outside air will be pulled in. Mr. Reberger explained that the reason the policy is worded as it is, is because at the time that was the state-recommended language that was used. Now, common sense has prevailed.

Mr. Scherb wanted to know what bus drivers were supposed to do. Mr. Howard's response was that in cold weather they would idle their buses to keep them warm and in hot weather they would idle them to keep them cool because they are not near air-handling equipment. In weather with temperatures in the 50s and 60s, when the school buses pull up in front of the school, they shut down because there is no reason to idle for either heating or cooling.

Mrs. Adams supposed there was a little bit of area for school bus driver discretion. Mr. Howard agreed, and he commented that a possible future change to the policy could be

to list specific time frames for heating or cooling buses. Currently, there are no specific time frames for heating or cooling buses from the State of Indiana Department of Education: It is up to each district to establish their own time frames. Right now, it is left to the driver's discretion, the weather conditions outside, and the provision that they don't load or unload near the air handling equipment. Mr. Howard noted that in the few areas where buses have been known to load/unload near air handling equipment, signs are posted stating that it is a "No Idling" area. He concluded his comments by noting that in his duration in his current position, there has not been one issue at a school or on a bus concerned about exhaust or vehicles.

Mr. Kumpf asked if the board should address this issue and change the policy to have it re-worded. Mr. Howard offered the suggestion that the board could establish time frames when idling would be permitted, based on temperature. Mrs. Baysinger asked who would monitor that; she asserted the board would be getting into micro-managing. Mr. Reberger agreed with Mrs. Adams earlier comment that the bus drivers should be given discretion.

Another topic Mr. Scherb had asked about was air conditioning in special needs buses. Specifically, he wanted to know what would be done if there was no air-conditioned bus available to transport a student with special needs who was required to have air conditioning. Superintendent Fritz explained that the regular bus routes always supersede any field trip. If there was a situation where a bus with air conditioning was needed for a field trip and was not available, it would be possible for the field trip to be cancelled.

K. North Clay Middle School Purchase Request

Mrs. Baysinger moved to accept the request from North Clay Middle School Principal Robert Boltinghouse to purchase high jump standards for the school's boys and girls track teams, utilizing ECA money. Dr. Shaw seconded, and the motion was approved by a 7-0 vote.

L. Northview High School Purchase Request

Dr. Shaw moved to accept the request from Northview High School Principal Chris Mauk to purchase pole vault standards for the school's boys and girls track teams, utilizing ECA money. Mrs. Baysinger seconded, and the motion was approved by a 7-0 vote.

M. North Clay Middle School Donation Request

Mr. Reberger moved to accept the request from North Clay Middle School Principal Robert Boltinghouse to accept an anonymous donation for a new cross country tent value at approximately \$2,500. Dr. Shaw seconded, and the motion was approved by a 7-0 vote.

N. Forest Park Elementary School Donation Request

Mrs. Adams moved to accept the request from Dr. Doug Lunn to accept donated equipment, valued at approximately \$2,700, for Forest Park Elementary. Mr. Wiram seconded, and the motion was approved by a 7-0 vote.

VII. Board Member Comments

Ron Scherb stated that he had the pleasure of attending the Northview Academic Honors Banquet, twice, this week. He deemed it a tremendous compliment to the students, parents, and teachers, and everybody. He commented that he couldn't believe how many of the sectional champion boys and girls basketball teams and members of the wrestling team were up there at the top of their class. He offered congratulations to fellow board members Dr. Shaw and Mr. Kumpf who were in attendance to see their daughters recognized.

Amy Burke Adams commented that she had been fortunate lately to be getting unsolicited and unofficial reports about how great East Side Elementary is. She has new neighbors, and when she goes outside, the little neighbor boy is shouting over the fence telling her great things he loves about East Side.

Shane Wiram offered thanks to the Transportation staff for the tour they had provided prior to tonight's meeting. He hoped to look in to getting improvements for that department down the road. He offered congratulations to Northview's boys' basketball and girls' basketball and the academic honors for both Clay City and Northview. Mr. Wiram offered his condolences to the Colburn family as well as to the students and staff at Clay City Elementary.

Kevin Kumpf congratulated all the sports teams that have finished their seasons and some that are continuing. He believed they had all done a fantastic job representing their schools. He also offered congratulations to Clay City Jr/Sr High School for their ISTEP+ regrade that helped out the entire corporation. He asked that, should Superintendent Fritz come across the Colburn family, he should pass the entire board's sympathy on to them.

VIII. Future Agenda Items

None at this meeting.

IX. Adjournment

Having exhausted all agenda items, the meeting was adjourned at 8:47 p.m.

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