

**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, March 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 7:38 p.m. He then led those in attendance in the Pledge of Allegiance. Dr. King offered the prayer.

II. Consent Agenda

A. Claims

B. Board Meetings

Regular Session Minutes for February 10, 2011

Executive Session Certification for February 10, 2011 and February 21, 2011

C. Field Trips

1. Van Buren Elementary fifth grade class to Chicago, Illinois, April 11, 2011, to visit Museum of Science & Industry, Field Museum, and Willis Tower

2. Clay City Jr/Sr High School and Northview High School FFA members to Oklahoma City, Oklahoma, May 2-May 6, 2011, for the national land judging event.

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

III. Comments from Patrons

Jenny Moore addressed the board regarding a letter from board member Dr. Buell that had appeared in the local newspapers. She made it clear that she disagrees with his reasoning that a local candidate should be hired as the next superintendent. As Mrs. Moore sees it, if the search is limited to only those within the corporation, there will only be a small pool of applicants from which to choose. She believes it is imperative to hire the best person available for any position in the corporation. If those from within the corporation want to apply, they should be compared to the best that can be found. If they are truly the best, they will be chosen. If they are the only individuals in the pool, the corporation may not get the best person for the job. Mrs. Moore offered her opinion that too many times employees in Clay County have been chosen simply because someone here knows them, moreover by those who have never looked beyond this county to compare them to anyone else. Her point of view: This is not the way to choose someone to do a job. Too many times, the corporation does not look any further than Clay County and ISU graduates, which handicaps the corporation. Mrs. Moore stated that she had several examples of teachers that had been hired from within this community who do not know how to speak English properly but today are now models for students. She fears that there are cases where official records and actual

performance of potential candidates from within the corporation are two very different things due to those supervising them not doing their job of documenting chronic poor performance even with well-known repeated parental complaints. Mrs. Moore pointed out that nepotism and the “good old boy” system have a strong presence in this county historically and she believes the only way to dispel even the appearance of favoritism is to open the superintendent search and all position searches to outside applicants and to invite those from several disciplines within the corporation to be on the search committees. As she sees it, only then will it truly be known what each group finds a critical component of the position and if the potential candidate meets those criteria. Mrs. Moore added that she also has reservations about always using the same person from ISU as a consultant, as historically that doesn’t seem to have improved anything. Mrs. Moore concluded her comments by wishing the board well in their search and selection. She encouraged them to throw their net as wide as possible in order to hopefully receive a good many candidates from which to choose.

Leo Southworth offered his congratulations to Staunton Elementary for being designated a Four Star School in Indiana. He then commented on the cracker barrel session that he had attended recently and the discussion of education at that session. A concern of his: It seems to him that the General Assembly and the State government are pushing charter schools. He believes the charter schools will deplete the public schools’ budgets, which would be detrimental to public education and education all around because charter schools do not set the same criteria for teachers. He noted that in the past couple of years the State has changed the requirement for public school teachers: they must now be licensed in the discipline that they are teaching. However, charter school teachers are only required to have a BA degree and it doesn’t matter what subject it is in. Mr. Southworth is particularly concerned about House Bill 1479 and Senate Bill 446. He stated that Section 4 of House Bill 1479 authorizes the State to step in and turn schools in the lowest two categories of performance for five consecutive years into “turnaround academies”. It requires the lease of buildings, grounds, and all contents for \$1 per year for five years, and it is renewable if it is determined that the academy is succeeding. Senate Bill 446 proposes that a charter school could lease or purchase unused school buildings for \$1. He pointed out that how these two bills would affect each other is not clear. He expressed his opinion that the main concern for Clay Community Schools is that the corporation has a school that has been in the lowest two categories for five years (North Clay Middle School). As he sees it, a state takeover of North Clay would throw the corporation into pure chaos if parents decide to not send their child to what would then be a charter school, which is not required. Mr. Southworth then asked if there was a major problem with North Clay. He also asked what North Clay has done lately to improve education. Further, he asked if it was a matter of no changes being made or not enough time for recent changes that have been made to take effect. Mr. Southworth offered his opinion that North Clay is not a bad school and it does not have a bad staff, nor does it have a bad group of students.

Another concern of Mr. Southworth’s was student teachers at Northview. He stated that when he asks a question, it is to either to find out something that he doesn’t know or to find out if someone else knows what he knows. He believes that neither of those questions should be answered with “ you should know that”.

His final item concerned the vehicle reports that were given last month. He noted that one of the corporation's pick-up trucks was reportedly getting 5.94 miles per gallon, and he suggested looking at that truck for a tune-up.

Eugenia Dixon spoke to the board regarding an issue she had with her son on the school bus a few weeks ago. Ms. Dixon asserted that marijuana or K2 was being smoked on the bus. She reported that she had gone to Mr. Kikta at North Clay Middle School to discuss her concerns during which time she told him that her son was seated at the front of the bus while the other activity occurred at the back of the bus; however, she claims her son contacted a buzz from the smoke. Ms. Dixon claimed that Mr. Kikta's response was that her son's symptoms were all in his head and the amount that was smoked was not enough to get to the front of the bus. The student allegedly found smoking had been taken to the hospital where she passed a drug exam. Ms. Dixon stated that, as a parent of a student on that bus, she wants to know what can be put into policy that requires parents to be informed in these situations. In this instance, she received no notification from the school corporation regarding this incident. She would like to have a policy in effect that states if something is smoked on a bus that would be harmful to the health of another student, the parents should be informed. She stated that she entrusts her son to the school corporation to get him to school safely, educate him safely, and get him back to her safely, and she believes that the corporation fell through on that. Her son has not ridden the bus since this incident and he will not ride a bus until there is an enforcement stating that parents will be notified in instances such as this.

IV. Old Business

None at this meeting

V. Superintendent's Report

Interim Superintendent Tucker noted the following:

- There were 105 participants in the corporation's science fair. Thanks were offered to Rachel Sparks and Emily Gough for their work on the science fair. Students recognized: Silver award winners Nicole Nelson and Ethan Stewart; Allie Peters and Ashley Deakins who tied for Gold awards; and, Macy Mayle, Haley Morris, and Wyatt Baysinger who were outright Gold award winners.
- Congratulations were offered to Staunton Elementary School, Principal Sheryl Jordan, and all staff members for achieving Four Star School status. Congratulations were also offered to parents of students at Staunton for sending their children to school every day ready to learn and to the students who came to school every day prepared to learn.
- In terms of PL221 status, four schools were categorized as "Exemplary" and a couple of those schools were highly competitive and came very close in the Four Star competition, only missing the cut due to attendance.
- Superintendent Tucker noted that it had been a rough couple of weeks for corporation employees, with staff members who have lost parents and one staff member who lost a spouse who had himself been a member of the school community. In addition, Matt Morris, a maintenance employee, was injured in an accident. She offered her thoughts and prayers to all.

VI. New Business

A. 2011 Summer School Course Offerings

Superintendent Tucker noted that the course offerings are similar to what have been offered in past years and have proven to be financially and educationally efficient. The classes include: high school English/Language Arts at Northview and Clay City; high school Algebra I at Northview and Clay City; Freshman Physical Education at Northview and Clay City; and, Nova Net courses for credit recovery/accrual at Northview and Clay City. Approval is recommended.

Mrs. Heffner moved to approve the summer school course offerings as presented. Mrs. Adams seconded, and the motion was approved by a 7-0 vote.

B. Commencement of Superintendent's Search with ISU

Superintendent Tucker stated that Amy Burke Adams had proposed a board vote on utilizing the services of ISU's Educational Leadership Administration Program Administrator Dr. Robert Boyd in conducting the search for the next superintendent of Clay Community Schools. The service is free to the school corporation with the exception of travel expenses and materials. Dr. Boyd and his team will verify the validity of the applicants' superintendent licenses and generate a pool of qualified candidates. The board will select the superintendent from the applicants. The new superintendent will be in place by July 1, 2011.

Mrs. Adams added that, if this proposal is approved by the board tonight, ISU would team together with Indiana University, Purdue University, and Ball State University. A representative from each of those institutions would comb over the applications that board president Rob Miller would receive in a post office box. The main function is to make sure that the superintendent's licenses are valid and that the applicants do have the background that they place on their résumés. They will create a pool of applicants that are qualified. This board can choose to add or delete candidates. The interview process will begin in May and a selection is to be made by the June board meeting.

Also, a stakeholders' questionnaire has been created as suggested by Rob Miller during the February 21 executive session. Mrs. Adams noted that retired principal Denzil Adams added a great deal of information and provided help in conducting the search and creating pertinent questions for the questionnaire. Mrs. Adams requested permission from the board to distribute the questionnaire to the community.

At this point, Dr. Buell commented on the superintendent search process by reading a prepared statement: "Before our school board brings Dr. Boyd's group into selecting a superintendent for our school corporation, it should approach and consider selecting one from principals residing within our school corporation or living here and working elsewhere. Our students sorely, sorely, need a trustworthy individual to guide them through their educational endeavors as their superintendent. Students must respect the individual who occupies this position. Parents and public should also respect this individual. This board should review principals' backgrounds who are currently employed in our corporation or have worked previously in our corporation. Our school

board members should seek our superintendent in this area. This can be done without Dr. Boyd's input. I recently spoke to such an individual. As I entered his principal's office, a gentleman came out of it. I learned that this gentleman had come down from Indianapolis and represented a charter school there. He had read an article on education in our schools that our principal had written and wanted to meet this principal to learn more about our students' education in this corporation. I talked to this principal who seemed concerned about educational values in our schools today. We discussed weaknesses in our students' education associated with our elementary and middle schools as these students enter our high school. The two of us discussed briefly about these educational weaknesses and possible solutions to these problems. This type of discussion would be absent from discussion with superintendents who would be selected from outside our corporation. I highly recommend that our school board search for a new superintendent living and working in our corporation. This would also not require Dr. Boyd's services. We could select a superintendent at an earlier date than using Dr. Boyd. We have had resident principals accepting superintendent's positions outside our corporation while remaining residents in our corporation and utilizing Clay Community Schools for their own children. This board should take a long look at who we have in our corporation who can improve our students' education before seeking Dr. Boyd's group."

Mrs. Adams pointed out that the reason the board is seeking Dr. Boyd's group is to bring objectivity, and they have the resources to make sure all of the superintendents' licenses are valid. The reason why the board is "casting their net wide" is to be fair and equal and give everybody the same opportunity. As she sees it, if any of the principals or teachers in this system were to be interviewed, they would say that is one of the most important principles that they teach to their children in their classes or schools, to be fair and give everyone the same opportunity. She thinks that the board feels that is important, and that is why the board is asking for Dr. Boyd's services. Mrs. Adams stressed that this board will be the deciding factor, along with the input received from the stakeholder questionnaires as to what the board is looking for and who the board will select.

Dr. King stated that the search process itself adds validity, should an internal candidate be selected. She believes the community wants assurances that the candidate was selected as being the best among the best. Mr. Miller added that the service provided by Dr. Boyd and the State universities has been used by the corporation previously. The corporation has the freedom to select the best parts of what they do for the corporation's benefit, but the decision will come entirely from the community and the board.

Dr. King moved to approve beginning the superintendent search by using the services of ISU. Mr. Scherb seconded, and the motion was approved by a 6-1 vote with Dr. Buell opposed.

C. Brief Written Reports from Tom Reberger & Frank Misner

As requested by board member Amy Burke Adams, Mr. Reberger and Mr. Misner presented information to the board regarding driving corporation vehicles to conduct official business. It was noted that March would be the last month that they will drive corporation vehicles for this study. They will return to their privately owned vehicles with travel reimbursement on April 1, 2011, as indicated during the December 9, 2010, school board meeting.

Mr. Misner's report showed that his 2010 average mileage check for February was \$172.72 and his 2009 average mileage check for February was \$198.12. In February, 2011, Mr. Misner drove 694 miles and used 68.8 gallons of fuel for a cost of \$187.18. As he sees it, this appears to be a break even for February. He saw no benefits nor did he have any problems this month.

Mr. Reberger's report provided information regarding his driving-related activities for the month of February. He pointed out that he had been unable to use a CCS truck during this time period due to limited mobility. Mr. Reberger reiterated his point from last month that a specific truck needs to be designated for use with the Director of Buildings & Grounds position. He reminded the board that the existing vehicles in the corporation fleet were purchased for specific purposes. He added that whether it is a privately-owned vehicle or a Clay Community Schools vehicle, moving equipment and supplies on a daily basis is not efficient and complicates operations. Mr. Reberger concluded his report by noting that he had driven a total of 612 miles for the month of February.

Under discussion, Mrs. Adams suggested that the corporation might have been in better economic times when the vehicles for specific purposes had been purchased. Since times are uncertain right now, the corporation might have to change the way things are done. She asked if it would be more cost-efficient to purchase more toolboxes or more containers in which to put equipment to make it easier to switch from one truck to another. Mr. Reberger pointed out that he was talking about the truck that he uses and the equipment that he carries in that truck, not the trucks used by the other seven maintenance employees. Mrs. Adams next asked why Mr. Reberger could not use the white truck that is four-wheel drive and has pipes to step onto as his designated truck. Mr. Reberger replied that the truck is used in the winter to push snow and in the summer it is used to pull the mowing trailers. He will, however, do whatever the board tells him to do. Mrs. Adams suggested going back next month to revisit the idea of purchasing a vehicle specifically for Mr. Reberger's use and applying his travel reimbursement payment to a payment for a truck.

D. Search for Solution to Modify or Replace Depot Street Trailer

This item was requested by Amy Burke Adams for discussion. The school corporation has been notified that the office trailer located on the bus garage property needs to be removed from city limits by July 1, 2011.

Mr. Scherb stated that he was shocked when he found out that this decision had already been made, so he talked to Stacy Gibbens, the zoning administrator for the City

of Brazil. His conversation with her was very positive, and he believes that the city is very interested in working with the school corporation. It is Mr. Scherb's opinion that if the school corporation would develop a plan to replace the office trailer, the city would still work with the corporation and the trailer could be left there for the short term. He encouraged other board members to meet with the mayor and the planning administrator to see if something could be worked out.

Mrs. Adams stated that it is her understanding that Brazil City ordinance forbids trailers being within the city limits. As she understands it, the trailer was brought on to the property and set up without getting authorization from the city. A few months later, a permit was applied for and it was granted by the city. She noted that the permit has been extended with the understanding that the corporation would be actively looking for a way to replace that trailer. With the deadline approaching, options include removing the trailer, finding a way to make the trailer permanent, converting another building on that lot into office space, or applying for another extension for the permit. In Mrs. Adams' opinion, utilizing the existing Depot Street location is the logical solution in these economic times and with a deadline approaching. This will probably be on the agenda again in April.

E. Minimum Age Requirement for ECA Coaches and Volunteers

Board member Tina Heffner requested this agenda item for discussion of requiring all ECA coaches and volunteers to be at least 21 years of age and discussion of the number of volunteers that are needed for ECA activities.

Mrs. Heffner explained that the reason she was interested in this was because in time the board may need to look at creating a policy for this. A concern that has been expressed to her is having former students under 21 working with students with whom they have gone to school. Another concern is having someone 18 to 21 years of age driving with a group of students. Also, attractions between the opposite sex are a concern when they are closer to the dating range. Mrs. Heffner believes these concerns warrant discussion by the school board as to implementing a policy to safeguard the community. Superintendent Tucker noted that the corporation makes an effort wherever possible to hire more mature help for the reasons that have been cited. She added that it is sometimes difficult to find support staff in coaching and volunteers.

Dr. Tim Rayle, principal of Northview High School, pointed out that a great number of volunteers are used in the band program, and many times they are under 21 years of age. Individuals that want to volunteer are scrutinized and, if there are any concerns, they may be denied.

Mrs. Heffner stated that she would like more information from athletic directors regarding the money involved with athletics. Superintendent Tucker offered to provide Mrs. Heffner with information about the number of presently negotiated positions for ECA activities. She suggested that athletic directors could speak to the volunteer issue rather than negotiated positions.

Mr. Jeff Bell, principal of Clay City Jr/Sr High School, commented that he and his staff are upfront with ECA employees and volunteers regarding the proper use of technology such as Facebook and texting. He added that he would hate to see a 4.0 student from Rose Hulman not be able to help Mr. Stucky with the J.E.T.S. team because of age.

Mrs. Kaelber stated that she hates to put an age restriction in place and lose a fantastic 19-year-old volunteer when there are older individuals who could also present problems. Mrs. Adams suggested that if students are kept away from an activity until they are 21, they may lose interest by then or be out of touch with how things are done.

Mr. Charley Jackson, athletic director for North Clay and Northview boys, noted that the coach's handbook states that lay coaches and volunteers should be 21. A reason for that: They have to be 21 to drive a white bus. He agreed with Mrs. Adams that kids who would be discouraged from volunteering right out of high school might be kids that are going to college for education and want to coach. He suggested that the board should have confidence in the athletic directors to not have someone volunteer who is going to embarrass them. Mrs. Heffner clarified that she is not trying to personally offend anyone. She would like to stay focused on the bigger picture: legalities, insurance purposes, money involved, volunteers and the overall picture. Also, she would like to get more information regarding the monies involved and how the funding goes out, because if the budget changes and State funding is reduced, she would rather be looking at all of this now instead of later in case the corporation has to curb back on athletics.

Ms. Jan Gambill, athletic director for North Clay and Northview girls, commented that she is not sure there is a magic age when one becomes a coach. She believes the head coaches select their volunteer coaches so that they agree with their philosophy and their values, and they are not going to put the chemistry of a team in jeopardy. In reference to volunteer coaches, Ms. Gambill stated that they usually have a specific skill that a coach may not have. She gave the examples of a softball pitcher with a great riseball and a state finalist hurdler who graduate and who would both be beneficial to have as a mentor for technique the following year but would be unable to do so until age 21 if this policy would be put in place. She reminded the board that a volunteer is just that: They volunteer their time and there is no pay. Mrs. Adams followed up on this line of thinking by noting that she had asked a co-worker his opinion of the age 21 requirement. His response: the corporation would lose a lot of good coaches and volunteers.

Mrs. Heffner concluded discussion of this item by stating that, apart from the age issue, she is more interested in further discussion regarding the whole athletic department. She appreciates the principals who are out there working hard and trying to see that everyone who comes through those doors is accountable and doing their job. From this point on, she is more interested in the money that's involved with athletics.

F. Discussion of Built-In Snow Days

Superintendent Tucker clarified what she deemed to be misinformation with the public by explaining that the decision to place snow days within the school instructional calendar is not a decision solely made by an administrator, or group of administrators, or even the board. The calendars are areas of negotiation and discussion with the teachers' association. Typically, school corporations go through patterns and try different things with snow days. She noted that some in the public appear to illogically believe if the school corporation had built snow days in to the calendar, then the school year could have ended around Memorial Day as originally planned. Her point: if eight snow days had been built into the calendar, the last student day would have been June 2. If eight days are added to the end of the calendar, the last student day would still be June 2. Building snow days in is just a matter of when to put them in place. Options include the middle of the school year, which really can't happen until spring when the threat of inclement weather has passed, or a number of Fridays in April and May. If the option of a series of Fridays in April and May is chosen, that then becomes a burden to instructional time. Another option could be adding an extra week off prior to spring break; however, if parents or school employees make vacation plans during that week, those plans would be disrupted if that week must be used for snow days.

Superintendent Tucker concluded her comments by pointing out that most school corporations now add school days to the end of the school calendar. Once the number of days to be made up to meet the required number of state instructional days have been determined, graduation dates are set.

G. Adjustment to Dates of Six-Week Grading Periods

A revised school calendar showing the changes that have been made to the dates of the 4th, 5th, and 6th grading periods as well as the last day of school was included in the board packet. The teacher in-service day that had been scheduled for April 15 has been moved to June 6. School will now be in session on April 15 for all students and staff. The calendar has been through corporation-wide discussions and has been distributed to school patrons. It has also been in the newspapers and is on the corporation web site. The last student day will be June 2 and the last staff day will be June 3. Monday, June 6, will be a make-up day for those staff members who did not complete their hours of professional development during the school year. Graduations will be held as follows:

Northview High School: Friday, June 3 at 8 pm

Cumberland Academy: Saturday, June 4 at 11 am

Clay City Jr/Sr High School: Sunday, June 5 at 4 pm

H. Administrative Contracts

These contracts automatically renew if not notified by February 1. The board would like to thank these individuals for their service to Clay Community Schools and would like to approve the current contract salaries for the individuals in these positions for the 2011-2012 school year. Board President Rob Miller pointed out that this list only includes those individuals who must be notified by February 1 as governed by State statute.

260-Day Administrators

Kim Tucker, Assistant Superintendent

Rhonda Lawrence, Director of Special Services

220-Day Principals

Tim Rayle, Northview High School*

Jeff Bell, Clay City Jr/Sr High School

210-Day Principals

Jeff Allen, North Clay Middle School

Lisa Showalter, Cumberland Academy*

200-Day Principals/Assistant Principals/Administrators

Michael Owens, Assistant Principal/Athletic Director Clay City

Pete Kikta, Assistant Principal North Clay

Lynn Romas, Assistant Principal Northview

Jeff Gambill, Assistant Principal Northview**

Dorene Kenworthy, Principal Clay City Elementary**

Mary Ray, Principal East Side Elementary

Jon Russell, Principal Forest Park Elementary

Jeff Fritz, Principal Jackson Township Elementary

Karen Phillips, Principal Meridian Elementary

Sheryl Jordan, Principal Staunton Elementary*

Gail Williams, Principal Van Buren Elementary

NOTE: *Principals' contracts approved at the December 28, 2010, board meeting

**Principals/Assistant Principals on multiyear contracts due to State Statute requirements

Mrs. Heffner moved to approve the administrative contracts as read. Mrs. Kaelber seconded, and the motion was approved by a 7-0 vote.

I. Criminal History Information – Board Policy #2850 Revision: First Reading

The basic change in the policy is the change from a requirement for a “limited” criminal history check to a requirement for an “expanded” criminal history check, as required by State law. This is a first reading, so no vote is required.

J. End-of-Course Assessments – Board Policy #6525 Revision: First Reading

This is a first reading, so no vote is required.

K. Alternate Ways to Earn Physical Education Credits – Proposed Board Policy #6526: First Reading

This is a first reading, so no vote is required.

Policies 6525 and 6526 will also be included in the student handbooks that are being presented for first reading at this school board meeting.

L. Northview High School ECA Payments

Dr. Tim Rayle requested approval of payment to Joey Bennett in the amount of \$200 for keeping stats for the basketball season and to Scott Fosdick in the amount of \$500 for being an assistant coach for the basketball team, as recommended by Northview High School varsity basketball coach Ernie Maesch.

Mr. Scherb moved to approve the request. Mrs. Heffner seconded, and the motion was approved by a 7-0 vote.

M. Proposal to Move May School Board Meeting from 5/12/11 to 5/19/11

For the past several years, the May school board meeting has been moved from its regularly scheduled date on the second Thursday of the month to the third Thursday of the month, which would be May 19. The change allows the Superintendent and the Director of Business Affairs to attend the annual IASBO conference being held May 11-13.

Mrs. Adams moved to approve the recommendation to move the May school board meeting to May 19. Mr. Scherb seconded, and the motion was approved by a 7-0 vote.

N. Student Handbooks: First Reading

The changes that are being proposed, both required and requested, were included in the board packet. This is a first reading, so no vote is required.

O. Permission to Apply for Grant

Kathy Knust requested permission to apply for the Teaching American History Program, U.S. Department of Education Grant.

Prior to the vote, Mrs. Adams asked Superintendent Tucker to explain how a proposed policy is created and how long it takes for a board policy to take effect. Superintendent Tucker explained that a new or revised policy requires two readings by the board as an official act. The first reading is for purposes of entering any kind of concerns or considerations of changes. The second reading actually puts the policy into effect. The process requires a two-month turnaround.

Mrs. Adams moved to grant permission to apply for the grant for Teaching American History Programs. Mrs. Heffner seconded, and the motion was approved by a 7-0 vote.

VI. <u>Personnel</u>		
A. Leaves of Absence		
1. Certified		
a. Medical Leave (FMLA)	LEAAP	Mary Yelton
b. FMLA	Sp Serv	Janet Trout
2. Non-Certified		
a. Medical Leave	JTE	James Guinther
b. FMLA	JTE	Harriet Guinther
B. Retirements		
1. Certified	None	
2. Non-Certified	None	
3. Place on Retirement Index	None	

C. Resignations

1. Certified

When new teachers are hired for vacancies occurring during the second semester of a school year, Article XI, Section 7, of the Master Contract between the Board of School Trustees of Clay Community Schools and Clay Community Classroom Teachers Association (CCCTA) states as follows: "Teachers that are new to the School Corporation employed to fill a vacancy that occurs during the school year shall be told that their teaching assignment is for the balance of the school year only, subject to the provisions of the Master Contract." Each teacher is given a contract but then signs a letter of resignation for that position.

a. Teacher (English)	NHS	Jacob Pactor
b. Teacher (Elementary)	CCE	Heidi Madsen
c. Teacher (Elementary)	VBE	Jeffrey Walker
d. Teacher (Elementary)	JTE	Brockton Dyer

2. Non-Certified

None

3. ECA Resignations

None

D. Transfers

1. Certified

None

2. Non-Certified

None

E. Employment

1. Certified

None

2. Non-Certified

None

3. Extra-Curricular Certified

a. Asst Track Coach	NCMS	Kendall Sheets
b. Baseball – B Team (moved from C Team)	NHS	Derik Tipton
c. Baseball – C Team	NHS	Erich Kendall

4. Extra-Curricular Non-Certified

None

5. Extra-Curricular Lay Coach/Lay Sponsor

a. Softball Assistant (50%)	NHS	Alan Buell
b. Softball Assistant (50%)	NHS	Dennis Leek

6. Extra-Curricular Volunteers

a. Athletic Volunteer	NHS	Angie Tucker
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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 None

I. Other

1. The administration placed Evelyn Greenwood on suspension with pay for ½ day on March 2, 2011. We recommend that the board ratify the action of the administration.
2. It is recommended that Kathy Knust be paid her daily rate for extra days that are worked above her current 135 days in her contract.

J. Classroom Volunteers

Jackson Township Elementary

Jeannette Kaufmann

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

VII. Board Member Comments

Amy Burke Adams offered her congratulations to the Staunton Elementary staff and principal for Four Star rating. She also congratulated Dottie King on becoming the president of St. Mary-of-the-Woods College.

Dottie King added her congratulations to Staunton Elementary.

Jennifer Kaelber also congratulated Staunton Elementary.

Rob Miller congratulated Dottie King for her permanent appointment as president of St. Mary-of-the-Woods College.

VIII. Future Agenda Items

Amy Burke Adams would like to take a look at the inventory management system. In April, she would like to discuss this further. She noted that currently the school corporation has an outside contractor coming in, called Asset Works. They are paid \$11,000 during the year that they are doing inventory and \$5,000 per year on the off year when they don't do inventory. She believes the work could be done in-house and money could be saved. Mrs. Adams would also like to revisit the Depot Street trailer issue. In addition, she would like to take a look at how requests for work and repairs are processed in the IT field, buildings & grounds/maintenance and transportation departments.

Tina Heffner would like to limit future personnel agenda items to only what has to be stated by law. Also, she would like to discuss ECA monies, with information to be included in the board packet.

IX. Adjournment

Having exhausted all agenda items, the meeting was adjourned at 8:55 pm.

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