

**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, Media Center, 3450 W State Road 340, Brazil, IN 47834, on Thursday, June 9, 2011. 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 7:35 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 May 19, 2011

Special Session for May 19, 2011

Executive Session Certification for May 19, 2011, May 20, 2011, May 21, 2011, May 26, 2011, May 27, 2011

**C. Field Trips**

1. Northview FFA to Peoria, Illinois, and Moline, Illinois, on June 27 and 28 to learn more about Caterpillar Corporation and production operation.

Under discussion, Mr. Scherb questioned the field trip request, asking why the Clay City FFA members were not included. Tim Rayle, Principal of Northview High School, replied that when he had talked to the club sponsor Pat Powell, Mr. Powell had indicated that the Northview club members had asked to go on the field trip. Mr. Scherb then asked if anyone would object to inviting the Clay City students to go on the field trip. He noted that these two groups get along very well. Also, he noted that the field trip is a type of reward for completing projects, and Pat Powell is the sponsor of both groups.

Mr. Scherb moved to approve the Consent Agenda with the condition that the Clay City FFA members are to be included in the field trip. Dr. Buell seconded and the motion was approved by a 6-0 vote.

**III. Comments from Patrons**

**Lisa Stevenson**, a bus driver for the school corporation, addressed the board on behalf of many of the bus drivers and the transportation department. She asked the board to vote tonight to place a modular home on the current bus garage location to be used as a transportation office. She reminded the board members that several years ago the former office was condemned and torn down. As an immediate and necessary fix, a mobile trailer was leased and placed on the property to be used as the office. She pointed out that office staff and drivers have dealt with the very small office space as best they could while hoping that a new office space would soon be available. In this time, the board has looked at several options for a new location and has spent an

enormous amount of funds to update the current garage facility to bring it up to OSHA standards and to do a feasibility study on the current location. After spending so much on the current location, she asked if it would be wise to continue to look somewhere else. Mrs. Stevenson commented that a modular home could be placed on the site of the former building. A modular would more than double the size of the current leased trailer and have a more workable floor plan. She pointed out that, if the board votes to do this tonight, the new space could be ready by the time school starts in the fall. Mrs. Stevenson noted that the temporary trailer is way too small for the number of people in the building because, on a given day, there are at least 10 to 15 people in that small space at one time, standing shoulder to shoulder. As Mrs. Stevenson noted, that many people in that small space makes it very difficult for Mrs. Sullivan and Mrs. Rodgers to do their jobs efficiently, as the noise level rises and personal conversations become quite public. The current trailer has only one office space and doesn't allow for more than one confidential meeting to take place at any time. The drivers have a variety of reasons for coming to the office every day. Most come in to the office to wait a few minutes before leaving on their routes in the morning and in the afternoon. In the wintertime, these few minutes are a little bit longer because they need to allow time to warm up their buses. Mrs. Stevenson noted that, if the office is moved to a different location from the garage, this waiting space will no longer be available for the drivers. The office space is also used while drivers wait for the buses to be serviced or have minor repairs made. There are other times when several drivers are in the office at the same time, such as at the beginning of the school year when the drivers meet with Mrs. Rodgers, the routing tech, to confirm route changes. Also, every quarter a certain number of drivers are brought in for drug testing and every other Friday drivers come in to pick up their checks. In addition, after a busy weekend, drivers come in to turn in their trip sheets. As Mrs. Stevenson and many of the drivers see it, placing a modular home on the current location is a reasonable solution to an issue the board has spent valuable time and money on for way too long. A modular would finally solve the zoning and space issues of the leased trailer and also allow the transportation office to be located on the same property as the other transportation facilities, including the bus lot, the garage, and the fuel bays. With the office issue solved and the current garage up to OSHA standards, the board can then focus on other items within the corporation.

#### **IV. Old Business**

##### **A. Regular Meetings – Board Policy #1621 Revision: Second Reading**

This was the second reading for a policy revision that moves personnel items to the consent agenda, and approval was recommended.

Mrs. Adams moved to accept the revision. Mr. Scherb seconded, and the motion was approved by a 6-0 vote.

##### **B. Transportation Office Options**

Information had been provided regarding potential real estate properties to be considered for transportation facilities and a future central office facility. One of the options the board directed to be brought for consideration was to purchase a modular office to house the transportation director and staff. Quotes for modular offices were received from three dealerships. While there was not much variance in price, there was

a significant variance in terms of structural materials and energy star ratings. Premier Homes out of Farmersburg provided the lowest quote and also the higher quality building specifications. The other two dealers were Homes Express and M.J. Homes Custom Builders. Each firm is very reputable. Approval to purchase a modular building was recommended.

Under discussion, Mr. Scherb stated that he appreciated the people that came up with the idea to purchase a modular home. He offered his thanks to Stacy Gibbens and the city government officials for giving the school corporation a one-year extension to get this issue right. However, his concern was that the school corporation was going to choose the first idea that has been discussed on how to solve the zoning issue. He would like to table this item. He noted that there are several options that could solve this problem. He is not convinced that the transportation office has to be at the bus garage. Mr. Scherb pointed out that if the board voted on the purchase of a modular tonight and there would be a 3-3 split, this item would be defeated and could not be brought back for a vote for one year.

Mr. Miller asked what some of the options would be. Mr. Scherb stated there are at least three properties that could be purchased. One of the properties could be purchased for central office and it could include a transportation office.

Mrs. Heffner commented that she believes there are good arguments for both sides. What she would like to see are appraisals for the properties so that the board can move ahead and make a decision. She would like appraisals for the American Legion building. Mrs. Adams pointed out that appraisals would not be in the hands of the school board until at least August, at a minimum.

At this point, Mr. Scherb asked Stacy Gibbens, Planning Administrator for the City of Brazil who was in attendance at this meeting, if she was on board with what was being discussed. He stressed that the school board was not trying to put the zoning board off. Her reply was that she did not care how the board resolves the issue; she is only concerned about having the trailer removed by the end of June, 2012.

Returning to discussion of a modular, Mrs. Adams asked if the quoted price included transportation fees and setting the unit, which it does. As for the time frame to actually get the modular in place, Mr. Reberger stated that it would take approximately 4-6 weeks to get the unit after the order is placed and a week to ten days to set it.

Mrs. Kaelber suggested the possibility of purchasing a unit that is on display. Mr. Reberger pointed out that it would have to be special ordered because the bathrooms would have to be ADA-compliant. Also, the third bedroom would be removed to create a larger meeting room.

Mr. Scherb moved to table the recommendation to purchase a modular until appraisals can be completed on the other three properties. Mrs. Kaelber seconded, and the motion was approved by a 6-0 vote.

Mrs. Heffner moved to obtain two appraisals for the American Legion property. Mrs. Kaelber asked how much the appraisals would cost. Mr. Reberger responded by noting that the cost of an appraisal could be as much as \$4,000 and could take four to six weeks to complete. He reminded the board that state statute requires two appraisals and the average of the two appraisals is the maximum that can be paid for a property.

Mrs. Kaelber seconded the motion to obtain two appraisals for the American Legion property, which, as Mr. Miller pointed out, is being considered for a central office location, possibly including the transportation office. The motion was approved by a 6-0 vote.

#### **V. Superintendent's Report**

Interim Superintendent Tucker noted the following:

- The administration, directors, and teachers were commended for ending the school year very well. There were wonderful graduations and productive, safe last few days of school. She is excited for the teachers to have some down time and for administrators to have a chance to plan for next year.

#### **VI. New Business**

##### **A. Food Service Bids**

Bids for milk & dairy and bread & bun products were opened prior to the May 19 regular session school board meeting. Patty Dyer, Assistant Food Service Director, recommended accepting the bid of Aunt Millie's Bakeries for bread & bun products and the bid of Prairie Farms for milk & dairy products. Approval was recommended.

Mr. Scherb moved to approve the milk & dairy and bread & bun bids as presented. Mrs. Heffner seconded, and the motion was approved by a 6-0 vote.

##### **B. Northview Athletic Handbook Changes: First Reading**

This was a first reading, so no vote was required. No changes were recommended.

##### **C. Northview Coaches Handbook Changes: First Reading**

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

Under discussion, Mrs. Adams referred to the third section of the proposed changes regarding volunteer coaches and asked if the addition of the statement, "Volunteer coaches will not be paid under any circumstances. This is illegal as per the State Board of Accounts." was in contradiction to Item F. on this agenda which is requesting approval to pay a volunteer \$200 from the softball team's ECA account. She asked if it should be assumed that it was illegal right now per the State Board of Accounts regardless of whether or not the handbook had been updated. Superintendent Tucker clarified that the school board was still going by the old policy in the handbook, so this ruling tonight would be present. If it were after the second reading had been approved, it would put the board in violation of what is being put in the handbook. Mr. Fowler further clarified that the ECA can pay, with board permission, a coach. He added that if the board wants to set a blanket policy stating they will not do so going forward, the board has the ability to do that because the board must approve any payments.

Mrs. Adams then asked to clarify that if the board approves Item F, the board will not be in violation of the State Board of Accounts. Mr. Fowler stated that they would not, nor would they be in violation of the policy because the policy hasn't been approved yet. Also, if the board wants to approve something from the ECA, that can happen. It just cannot be payment from a booster club or something else because they didn't want gross compensation to attract coaches. It was suggested that the statement should be changed to read, "Volunteer coaches will not be paid unless approved by the board."

#### **D. Rainy Day Fund Transfer for Pre-School Special Education**

Mike Fowler, Director of Business Affairs, proposed transferring \$23,441.40 from the Rainy Day Fund to the Transportation Operating Fund to help defray pre-school transportation costs. Approval was recommended.

Mrs. Heffner moved to transfer \$23,441.40 from the Rainy Day Fund to cover the pre-school special education costs that have been incurred. Mrs. Kaelber seconded, and the motion was approved by a 6-0 vote.

#### **E. Library Automation Approval**

The current library automation equipment is becoming obsolete and inefficient. Approval was requested to make this purchase.

Kathy Rendant, media specialist for Northview High School, spoke in support of the library automation equipment upgrade. She described the existing equipment as antiquated and spoke of the benefits of the proposed new program.

Mrs. Heffner moved to approve the purchase of library automation equipment. Mr. Scherb seconded, and the motion was approved by a 6-0 vote.

#### **F. Northview High School ECA Payment**

Bethany Jones, head softball coach for Northview High School, requested permission to pay a volunteer softball coach \$200 from the softball team's ECA account. Approval was recommended.

Mrs. Adams moved to approve payment to the volunteer in the amount of \$200 from the softball team's ECA account. Mrs. Heffner seconded, and the motion was approved by a 6-0 vote.

#### **G. Summer Central Office Work Schedule**

Approval was requested to allow central office to operate on a forty hour-four day work week beginning June 13 and concluding July 25, 2011. The office would be open from 7 a.m. to 5 p.m. Monday through Thursday. Many area school corporations follow this schedule, including Vigo County Schools. This information will be publicized and made known to school employees. Paychecks could be made available on Thursdays for those who don't have direct deposit.

Mrs. Adams moved to allow central office to operate on a forty hour – four day workweek beginning June 13 through July 25, 2011, from 7 a.m. to 5 p.m. Monday through Thursday. Mrs. Heffner seconded, and the motion was approved by a 6-0 vote.

**VII. Personnel**

**A. Leaves of Absence**

**1. Certified**

- |                     |         |                  |
|---------------------|---------|------------------|
| a. FMLA (Maternity) | Sp Serv | Abigail Sirianni |
| b. FMLA (Maternity) | ESE/ME  | Leslie Cordray   |
| c. FMLA (Medical)   | JTE/FPE | Traci Miller     |

**2. Non-Certified**

- |                                      |       |                |
|--------------------------------------|-------|----------------|
| a. Medical Leave                     | TRANS | Gary Long      |
| b. Medical Leave                     | SE    | Connie McBride |
| c. Medical Leave                     | ME    | Donna Hofmann  |
| d. Leave of Absence to Student Teach | ESE   | Kelly Sparks   |

**B. Retirements**

**1. Certified**

None

**2. Non-Certified**

None

**3. Place on Retirement Index**

- |                     |      |             |
|---------------------|------|-------------|
| a. Retirement Index | NCMS | Diana Hines |
|---------------------|------|-------------|

**C. Resignations**

**1. Certified**

- |                      |     |             |
|----------------------|-----|-------------|
| a. Teacher (Science) | NHS | Emily Gough |
|----------------------|-----|-------------|

**2. Non-Certified**

- |                            |       |                 |
|----------------------------|-------|-----------------|
| a. Secretary               | SE    | Dianna Knight   |
| b. Instructional Assistant | FPE   | Autumn Mullenix |
| c. Bus Aide                | TRANS | Crystal Deal    |

**3. ECA Resignations**

- |   |     |              |
|---|-----|--------------|
| a. Basketball – 6 <sup>th</sup> grade girls | CCE | Cindy Gerber |
| b. Soccer – Boys Varsity                    | NHS | Don Bryan    |
| c. Jr. Class Sponsor                        | NHS | Lindsey Rost |

**D. Transfers**

**1. Certified**

- |                                       |  |              |
|---------------------------------------|--|--------------|
| a. Math Teacher from NCMS to NHS      |  | Barbara Pell |
| b. Elementary Teacher from FPE to JTE |  | Audra Duling |

**2. Non-Certified**

None

**E. Employment**

**1. Certified**

- |                       |     |               |
|-----------------------|-----|---------------|
| a. Elementary Teacher | ME  | Heidi Madsen  |
| b. Elementary Teacher | VBE | Jeff Walker   |
| c. Elementary Teacher | VBE | Brockton Dyer |

**2. Non-Certified**

None

**3. Extra-Curricular Certified**

	a. Football – Head 7 <sup>th</sup> Grade	NCMS	John Russell
	b. Football – Asst 7 <sup>th</sup> Grade	NCMS	Richard Dyar
	c. Cross Country (Boys & Girls)	NCMS	Jason Setliff
	d. Soccer – Head Boys Coach	NHS	Dustin Jorgensen
	<b>4. Extra-Curricular Non-Certified</b>	None	
	<b>5. Extra-Curricular Lay Coach/Lay Sponsor</b>		
	a. Tennis – Boys Head Coach	NHS	Craig Cook
	b. Tennis – Boys Asst Coach	NHS	Shawn Hughes
	c. Football – Asst Coach	NHS	Mike Meyer
	d. Soccer – Boys Asst (50%)	NHS	Josh Clarke
	e. Soccer – Boys Asst (50%)	NHS	Tom Hathaway
	f. Middle School Cheer Coach	NCMS	Dawn Jolliff
	g. Volleyball – 8 <sup>th</sup> grade	NCMS	Linda Payton
	h. Volleyball – 7 <sup>th</sup> grade	NCMS	Laura McCrea
	i. Football – 8 <sup>th</sup> grade Head	NCMS	Tony Sanabria
	j. Percussion Specialist (Summer/Fall)	CCHS	Joseph Diko
	k. Asst Summer Band Director	CCHS	Ryan Weber
	l. Summer Drill Team Director	CCHS	Chelsea Bryan
	m. Summer Drill Team Director	CCHS	Becky Ziegler
	<b>6. Extra-Curricular Volunteers</b>		
	a. Volleyball Coach – 6 <sup>th</sup> Grade	NCMS	Sheri Yocom
<b>F.</b>	<b>Changes</b>		
	<b>1. Certified</b>		
	a. From Guidance Counselor to Guidance Director	CCHS	Jennifer Ross
	<b>2. Non-Certified</b>		
	a. From Interim Asst Food Service Director to Asst Food Service Director	CORP	Patty Dyer
<b>G.</b>	<b>Termination</b>		
	<b>1. Certified</b>	None	
	<b>2. Non-Certified</b>	None	
<b>H.</b>	<b>Information Only</b>	None	
<b>I.</b>	<b>Other</b>		
	a.) Ratification of 1 day suspension without pay for Evelyn Greenwood, teacher.		
	b.) Ratification of administrative leave without pay for Dana Daub, instructional assistant.		
<b>J.</b>	<b>Classroom Volunteers</b>	None	

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

### **VIII. Board Member Comments**

**Amy Burke Adams** wished everyone a wonderful summer with time to relax and recoup.

**Ron Scherb** offered congratulations to all high school graduates. Mr. Scherb apologized for missing the Cumberland Academy graduation. He attended the Clay City and Northview graduations. He is very proud of the students and the families.

**Jennifer Kaelber** added her congratulations to the new high school graduates. She also is very proud of them.

**Tina Heffner** concurred with Mr. Scherb and Mrs. Kaelber in congratulating the graduates and in being proud of them.

**Forrest Buell** also offered the same congratulations to the graduates.

**Rob Miller** attended all of the graduations and he found them all to be very nice. He noted that all the graduates were well-behaved and the graduates, at Cumberland Academy in particular, really appreciated their accomplishment. Dr. Buell agreed and noted that he was impressed by how serious the students seemed to be about their graduation.

At this time, Mr. Miller stated that Dottie King had announced her resignation from the school board. He then read her letter of resignation into the minutes, which follows: "This letter will serve as my official resignation as a member of the Clay Community Board of Trustees. My family will now be residing in Vigo County. My seven years as a board member have been interesting, informative, busy and productive. I regret that I am unable to finish my second term.

My employment as President of Saint Mary-of-the-Woods College will be enhanced by the move but my roots lie in Clay County! I remain committed to education and especially to Clay Community Schools. Please do not hesitate to contact me if I can ever be of assistance. Sincerely, Dottie L. King, Ph.D."

Mr. Miller noted that Dr. King would certainly be missed as a board member. Dr. King had served on the board for seven years and had a lot of knowledge. Mr. Miller described her as a tremendous asset to the school board for the past seven years.

Superintendent Tucker pointed out that the board had sought legal advice for the guidelines for recommending a new board member to replace Dr. King. That search is underway, according to the timeline that is necessary.

### **IX. Future Agenda Items**

**Ron Scherb** requested from Mike Fowler a report on the financial status of the building/renovation projects. Mr. Fowler will provide a report for the next meeting.

### **X. Adjournment**

Having exhausted all agenda items, the meeting was adjourned at 8:21 p.m.

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