

**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 the Central Administrative Office, 1013 S. Forest Avenue, Brazil, IN 47834, on Thursday, July 11, 2013. Tom Reberger, Rob Miller, Kevin Kumpf, Jennifer Kaelber, and Ron Scherb were present. Fred Froderman and Amy Burke Adams were absent.

I. Call to Order

Mrs. Kaelber, president of the board, called the meeting to order at 7:34 p.m. She then led those in attendance in the Pledge of Allegiance. Mr. Miller offered the prayer.

II. Consent Agenda

A. Claims

B. Board Meetings

Regular Session Minutes for June 13, 2013

Executive Session Certification for June 13, 2013

C. Field Trips

Northview High School Band to Disney World in Orlando, Florida, November 26, 2013 through December 1, 2013, to participate in the Thanksgiving Parade of Bands.

D. Personnel

A. LEAVES OF ABSENCE

1. Certified

a. Military Leave

NHS

Jonathan Schlak

2. Non-Certified

None

B. RETIREMENTS

1. Certified

None

2. Non-Certified

None

3. Place on Retirement Index

None

C. RESIGNATIONS

1. Certified

2. Non-Certified

a. Secretary

NHS

Penny Campbell

3. ECA Resignations

a. Track – Boys Assistant

CCHS

Ben Thomas

4. ECA Lay Coaches

None

D. TRANSFERS

1. Certified

a. Elementary Teacher

from ESE to SE

Nona Lancaster

2. Non-Certified

a. Cafeteria Manager

from NCMS to ESE Amanda Williams

E. EMPLOYMENT

1. Certified

- | | | |
|--|-----|---------------|
| a. Teacher – Family & Consumer Science | NHS | Lisa Palmer |
| b. Teacher – Technology Education | NHS | Joshua Strain |
| c. Teacher – Elementary | SE | Charles Fry |

2. Non-Certified

None

F. EXTRA-CURRICULAR

1. Extra-Curricular Certified

- | | | |
|----------------------------|------|------------------|
| a. Volleyball – Asst Coach | CCHS | Courtney Dayhuff |
|----------------------------|------|------------------|

2. Extra-Curricular Non-Certified

None

3. Extra-Curricular (Lay Coach)

- | | | |
|---|------|-----------------|
| a. Volleyball – Head Coach | CCHS | Garicke Rubin |
| b. Summer Assistant Band Director | CCHS | Ryan Weber |
| c. Summer Drill Team | CCHS | Chelsea Bryan |
| d. Soccer – Head Coach | NHS | Ron Kiernicki |
| e. Soccer – Assistant Coach | NHS | Josh Clarke |
| f. Football – 9 th Grade Head | NHS | Marty Hendricks |
| g. Football – 9 th Grade Assistant | NHS | Brandon Butcher |
| h. Football – Varsity Assistant Coach | NHS | David White |
| i. Football – Varsity Assistant Coach | NHS | Aaron Edwards |
| j. Football – Varsity Assistant Coach | NHS | John Szabo |
| k. Tennis – Boys Head | NHS | Guy Engbino |
| l. Volleyball – 7 th Grade | CCHS | Asie Jeffers |
| m. Volleyball – 8 th Grade | NCMS | Linda Payton |
| n. Volleyball – 7 th Grade | NCMS | Erica Koehler |

G. CHANGES

1. Certified

None

2. Non-Certified

- | | | |
|---|-------|----------------|
| a. Secretary to Bus Driver | TRANS | Penny Campbell |
| b. Bus Driver to Transportation Secretary | TRANS | Lisa Stevenson |

3. ECA-Lay Coaches

None

H. VOLUNTEERS

1. Classroom

2. Athletic

- Dennis Raetz – NHS Football
- Greg Moe – NHS Football

I. CONTRACTED SERVICES

None

J. OTHER

None

Mr. Scherb moved to approve the consent agenda items. Mr. Kumpf seconded, and the motion was approved by a 5-0 vote.

III. Comments from Patrons

None at this meeting

IV. Old Business

A. Clay City Jr/Sr High School Athletic Handbook Changes: Second Reading
No changes were recommended during the first reading. Approval was recommended.

Mr. Reberger moved to approve the Clay City Jr/Sr High School Athletic Handbook. Mr. Scherb seconded.

Under discussion, Mr. Scherb offered congratulations on the improvements and noted that the handbook has some “teeth” in it now.

The motion was approved by a 5-0 vote.

B. Job Description – Technology Support Specialist – NEW: Second Reading
No changes were recommended during the first reading. Approval was recommended.

Mr. Kumpf moved to approve the Technology Support Specialist job description. Mr. Reberger seconded, and the motion was approved by a 5-0 vote.

V. Superintendent’s Report

Superintendent Tucker noted the following:

- It had been a very busy June and first part of July.
- Headway was being made with the summer cleaning projects in all of the buildings. Superintendent Tucker congratulated Mr. Howard and his crews for that accomplishment.
- There will be a number of personnel recommendations brought to the board at this meeting and there will be several more by the August meeting to get all of the positions filled.

VI. New Business

A. Textbook Rental and Class Fees for the 2013-2014 School Year
Curriculum and Grants Coordinator Kathy Knust provided information to the board regarding proposed textbook rental and fees for the 2013-2014 school year. Approval of the proposed textbook rental and fees was recommended.

Mr. Reberger moved to approve the 2013-14 textbook rental and class fees as presented. Mr. Scherb seconded, and the motion was approved by a 5-0 vote. A copy will become a part of the official minutes.

B. Recommendation to Award Bids for Milk & Dairy Products, Bread & Bun Products, and Third Party Purchasing Services for Food & Cafeteria Supplies, Commercial and Commodity

Mrs. Patty Dyer, Assistant Food Service Director, recommended accepting the bid of Aunt Millie’s Bakery for bread & bun products, Prairie Farms for milk & dairy products,

and HPS for third party purchasing services for food & cafeteria supplies, commercial and commodity. Approval was recommended.

Mr. Miller moved to approve the bids for milk & dairy products, bread & bun products, and third party purchasing services for food & cafeteria supplies, both commercial and commodity as recommended. Mr. Kumpf seconded, and the motion was approved by a 5-0 vote.

C. Northview High School Supplemental Softball Coaches

Mr. Ernie Simpson, Principal of Northview High School, recommended approving the request of Mrs. Bethany Jones, Head Softball Coach at Northview, for payment to supplemental softball coaches Mr. Alan Buell and Ms. Kathy Vossmer. The monies to be utilized were to come from the softball ECA account. Approval was recommended.

Mr. Kumpf moved to approve the payment to the supplemental softball coaches. Mr. Miller seconded.

Under discussion, Mr. Reberger commented that he believed it would be more professional to approve supplemental coaches before the season.

The motion was approved by a 5-0 vote.

D. Northview High School Request to Purchase Equipment for Track/Cross Country Teams

Mr. Simpson also recommended approving the request of Mr. Chad Smith, Northview teacher and track/cross country coach, to purchase a Sports Timing Clock for use by the track and cross country teams. The equipment would be purchased using program funds. Approval was recommended.

Mr. Kumpf moved to allow the purchase of a Sports Timing Clock by the Northview track and cross country programs. Mr. Reberger seconded, and the motion was approved by a 5-0 vote.

E. Northview High School and North Clay Middle School Athletic Handbook Changes: First Reading

This was a first reading, so no vote was required. This item will be brought back to the August regular session school board meeting for final approval.

F. Job Description – Director of Special Services – REVISION: First Reading

Mrs. Carolyn Kumpf, Director of Personnel, Data and Food Services, proposed a revision to the Director of Special Services job description regarding the number of contracted days. This was a first reading, so no vote was required. This item will also be brought back to the August regular session school board meeting for approval.

G. Job Description – Technician – Facility Maintenance – REVISION: First Reading

The job description revision would change the title of the person to whom the technician reports, from Director of Buildings & Grounds to Director of Extended Services. This was a first reading, so no vote was required. This item will be brought back to the August regular session school board meeting for approval.

H. Job Description – Facility Maintenance – REVISION: First Reading

The purpose of this revision would be to change the title of the person to whom the facility maintenance worker reports, from Director of Buildings & Grounds to Director of Extended Services. This was a first reading, so no vote was required. This item will be brought back to the August regular session school board meeting for approval.

I. Job Description – Head Custodian – REVISION: First Reading

The purpose of this revision would be to change the title of the person to whom the head custodian reports, from Director of Buildings & Grounds to Director of Extended Services. This was a first reading, so no vote was required. This item will be brought back to the August regular session school board meeting for approval.

J. Job Description – Custodian Category I/Cleaning Category II – REVISION: First Reading

This was a first reading, so no vote was required. This item will be brought back to the August regular session school board meeting for approval.

K. Job Description – Transportation Secretary – REVISION: First Reading

This was a first reading, so no vote was required. This item will be brought back to the August regular session school board meeting for approval.

L. Salary Scale for Transportation Secretary

Mrs. Kumpf provided a recommended salary scale for the transportation secretary, and approval was recommended.

Mr. Reberger moved to approve the salary scale for the transportation secretary position. Mr. Miller seconded, and the motion was approved by a 5-0 vote. The salary scale for this position will become a part of the official minutes.

M. Salary Scale for Building Trades Assistant

Mrs. Kumpf also provided a recommended salary scale for the position of building trades assistant, and approval was recommended.

Mr. Scherb moved to approve the salary scale for the building trades assistant position. Mr. Kumpf seconded, and the motion was approved by a 5-0 vote. The salary scale for this position will become a part of the official minutes.

N. Classified Employee Categories and Benefits

Mrs. Kumpf proposed a new category of classified employees to be identified as part-time and therefore not eligible for health care benefits. She also proposed the number of sick and personal days to be established for this group of employees. Approval of Mrs. Kumpf's proposals was recommended.

Mr. Reberger moved to approve Mrs. Kumpf's proposals. Mr. Kumpf seconded.

Under discussion, Mr. Reberger asked to clarify that nothing was being taken away from anybody. Superintendent Tucker affirmed that the benefits that were in place previously for classified staff impacted by the Affordable Health Care Act would be grandfathered. Mrs. Kumpf further clarified that those employees would retain eight sick days and three personal days. New hires going forward will receive different benefits. Those benefits are being restructured: The old method was five sick days and no personal days; it would now be four sick days and two personal days. Also in this proposal, these employees would be allowed to roll over one personal day. Sick days would continue to roll over as sick days and accumulate as they did before.

The motion was approved by a 5-0 vote.

O. Conflict of Interest Disclosure Statement

Mr. Michael Howard, Director Extended Services, provided a Conflict of Interest Statement in relation to purchases made from B & B Foods. Mr. Howard's brother-in-law is in sales for B & B Foods. Approval was recommended.

Mr. Scherb moved to approve the Conflict of Interest Statement. Mr. Kumpf seconded, and the motion was approved by a 5-0 vote.

P. Contracted Business Manager Consultant Services

Superintendent Tucker requested permission to contract consultant services with Educational Services for two days per week, at a charge of \$1,350, through the 2014 Budget Adoption process and until a business manager is hired. Further, permission was requested to contract with the same consultant to train a new business manager as needed at a cost of \$220.00 per hour.

Mr. Kumpf moved to grant permission to contract consultant services with Educational Services as requested. Mr. Reberger seconded.

Under discussion, Mr. Scherb asked how long Superintendent Tucker anticipated using these services and how much money would be spent on this. Superintendent Tucker replied that if the services are taken through the complete budget adoption process, it would be at least through the end of September with an additional day for the end of the school year wrap-up and for the 1782 notice from the Department of Local Government Finance.

The motion was approved by a 5-0 vote.

Q. RFP Process and Clay Community Schools Health Clinic

Superintendent Tucker noted the selection of Wellness For Life, LLC to serve as the health service provider for Clay Community Schools as chosen by the WV/WCI Trust Clinic Committee. She stated that recommendations for this selection and for the granting of a monthly CPF stipend to Clay Community Schools are still pending approval by the overall board of directors for the WV/WCI. Superintendent Tucker also provided a link for additional information regarding Wellness For Life, LLC: <http://www.wflonsite.com/NH/>.

R. Consideration to Name Firm for Remodeling of LEAAP Center Building to Accommodate Health Clinic

Superintendent Tucker and Mr. Mike Howard, Director of Extended Services, recommended hiring Hannig Construction for the remodeling of the LEAAP Center into the wellness and health clinic. They were the low bidders in the amount of \$147,000.

Mr. Reberger moved to approve the recommendation to hire Hannig Construction for the remodeling of the LEAAP Center building. Mr. Miller seconded.

Under discussion, Superintendent Tucker pointed out that the trust was providing \$50,000 to start. There is also a recommendation to be voted on at the trust's next meeting wherein the trust would give back to the school corporation \$1,000 per month over the course of at least five years, which might be renewed after five years. In essence, if they continue the \$1,000 per month payment, at some point the trust would have paid for the entirety of the clinic remodeling cost. \$25,000 will also be forthcoming for the equipment and other paraphernalia needed for a health clinic.

The motion was approved by a 5-0 vote.

S. Consideration to Name North Clay Middle School Assistant Principal

Mr. Jeff Fritz, Principal at North Clay Middle School, recommended transferring Mr. Robert Boltinghouse to the position of Assistant Principal at North Clay Middle School from the position of Assistant Principal/Athletic Director at Clay City Jr/Sr High School. Mr. Boltinghouse would remain at his current salary. His salary may be adjusted when other administrative salaries are reviewed. Approval was recommended.

Mr. Kumpf moved to approve the recommendation. Mr. Reberger seconded.

Prior to the vote, Mr. Miller thanked Mr. Boltinghouse for what he had done at Clay City and commented that he would be missed. He knows Mr. Boltinghouse will do a great job at North Clay. Mr. Miller wished him well.

The motion was approved by a 5-0 vote.

T. Consideration to Name East Side Elementary Principal

A committee consisting of three teachers, a parent, a district principal and the superintendent made the unanimous consideration to hire Mrs. Lisa Froderman for the

position of Principal at East Side Elementary. Approval of the consideration to hire with a base salary of \$71,095 for 200 days was recommended.

Mr. Kumpf moved to approve naming Lisa Froderman as Principal at East Side Elementary. Mr. Miller seconded, and the motion was approved by a 5-0 vote.

U. Consideration to Name Forest Park Elementary Principal

A committee consisting of three teachers, a parent, a district principal and the superintendent made the unanimous consideration to hire Mr. Dustin Jorgensen for the position of Principal at Forest Park Elementary. Approval of the consideration to hire with a base salary of \$71,095 for 200 days was recommended.

Mr. Kumpf moved to approve naming Dustin Jorgensen as Principal at Forest Park Elementary. Mr. Reberger seconded, and the motion was approved by a 5-0 vote.

V. Consideration to Name Jackson Township Elementary Principal

A committee consisting of three teachers, a parent, a district principal and the superintendent made the unanimous consideration to hire Mr. Bradford Ennen for the position of Principal at Jackson Township Elementary. Approval of the consideration to hire with a base salary of \$71,095 for 200 days was recommended.

Mr. Reberger moved to approve naming Bradford Ennen as Principal at Jackson Township Elementary. Mr. Miller seconded, and the motion was approved by a 5-0 vote.

VII. Board Member Comments

Rob Miller offered a welcome and congratulations to the new administrators. He is looking forward to a great year.

Kevin Kumpf also wished the best of luck to the new administrators. He stated that he appreciated the fact that they wanted the jobs.

Tom Reberger concurred with the comments of Mr. Miller and Mr. Kumpf. He added that this is Clay Community Schools: We're a team. It is not the teachers versus the administration versus the board. We're all one team; we're all here to do the same job. Anything that is needed to help someone do their job needs to be made known to the school board members. They will do everything they can to make that happen.

VII. Future Agenda Items

Ron Scherb asked about health savings accounts and health insurance in general. He would like to be brought up to date on how that is working. Superintendent Tucker noted that she had the results of a survey that had been compiled in the spring, and she will bring back the results of that survey. Mr. Scherb would also like to know how the clinic is going to help the overall picture.

Tom Reberger would like to review the bid opening procedure. He pointed out an example tonight of what the board can get in to with bid openings the way they're being done at board meetings. He noted that the bids were opened for the construction of the

clinic at the LEAAP Center but had to wait another 30 days before the bids could be approved. As he observed, contractors can sometimes get nervous waiting that long. Mr. Reberger suggested modifying the current policy and having the president of the board or a board designee attend bid openings to shorten the time frame. He would like to bring back potential language changes to the next school board meeting.

VIII. Adjournment

Having exhausted all agenda items, the meeting was adjourned at 8:05 p.m.

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