

**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, 3 West Knight Drive, Brazil, IN 47834, on Thursday, July 9, 2009. Forrest Buell, Dottie King, Tina Heffner, Jennifer Kaelber, Brian Atkinson, Terry Barr, and Ted Jackson were present.

**SCHOOL BOARD REORGANIZATION**

**-Nomination and Election of Officers**

The election of officers was conducted, with the following results:

For President: Mrs. Heffner nominated Ted Jackson. Mrs. Barr seconded. With no other nominations, Mr. Jackson was elected President by a 6-0-1 vote with Mr. Jackson abstaining.

For Vice President: Mr. Atkinson nominated Tina Heffner. With no other nominations, Mrs. Heffner was elected Vice President by a 6-0-1 vote, with Mrs. Heffner abstaining.

For Secretary: Mr. Jackson nominated Dottie King. With no other nominations, Dr. King was elected Secretary by a 6-0-1 vote, with Dr. King abstaining.

For Assistant Secretary: Mrs. Barr nominated Jennifer Kaelber. With no other nominations, Mrs. Kaelber was elected Assistant Secretary by a 6-0-1 vote, with Mrs. Kaelber abstaining.

**-Appointment of Treasurer and Deputy Treasurer**

Mrs. Barr moved to approve Dr. Schroeder's recommendation to appoint Mike Fowler as Treasurer and Marsha Wyndham as Deputy Treasurer. Dr. King seconded, and the motion was approved by a 7-0 vote.

**-Approval of Employee Bonds**

Mr. Atkinson moved to approve the recommendation that the school corporation bond the following employees and positions:

Mike Fowler, Corporation	\$300,000
Marsha Wyndham, Corporation	\$300,000
Clay City Jr/Sr High School Extra-Curricular Treasurer	\$20,000
Clay City Jr/Sr High School Building Principal	\$20,000
Clay City Jr/Sr High School Athletic Director	\$10,000
Northview High School Extra-Curricular Treasurer	\$20,000
Northview High School Building Principal	\$20,000
Northview High School Athletic Director	\$10,000
North Clay Middle School Extra-Curricular Treasurer	\$20,000

North Clay Middle School Building Principal	\$20,000
North Clay Middle School Athletic Director	\$10,000
Clay City Elementary Extra-Curricular Treasurer	\$10,000
Clay City Elementary Building Principal	\$10,000
East Side Elementary Extra-Curricular Treasurer	\$10,000
East Side Elementary Building Principal	\$10,000
Forest Park Elementary Extra-Curricular Treasurer	\$10,000
Forest Park Elementary Building Principal	\$10,000
Jackson Township Elementary Extra-Curricular Treasurer	\$10,000
Jackson Township Elementary Building Principal	\$10,000
Meridian Elementary Extra-Curricular Treasurer	\$10,000
Meridian Elementary Building Principal	\$10,000
Staunton Elementary Extra-Curricular Treasurer	\$10,000
Staunton Elementary Building Principal	\$10,000
Van Buren Elementary Extra-Curricular Treasurer	\$10,000
Van Buren Elementary Building Principal	\$10,000
Cumberland Academy Extra-Curricular Treasurer	\$10,000
Cumberland Academy Building Principal	\$10,000
All other employees (Corporation Blanket Bond)	\$50,000

Mrs. Kaelber seconded. The Board voted 7-0 in favor of approval.

**-Designation of Newspapers for Legal Advertisements**

Mrs. Barr moved to approve the recommendation that Clay Community Schools designate the Brazil Times, the Clay City News, and the Parke County Sentinel as the official newspapers for legal advertisements. Mrs. Heffner seconded. The Board voted 7-0 in favor of approval.

**-Appointment of Members to Bid Opening Committee**

Mr. Atkinson moved to approve the recommendation that the Board appoint the following administrative personnel as the official bid opening committee for the 2009-2010 school year:

Dr. Dan Schroeder	Superintendent
Mr. Mike Fowler	Director of Business Affairs
Mr. Tom Reberger	Director of Buildings and Grounds

Other staff members can be asked to serve on the committee if the bid being considered warrants their attendance. Mrs. Barr seconded. The board voted 7-0 in favor of approval.

**-Establishment of Meeting Times and Dates**

Mrs. Heffner moved to continue to meet on the second Thursday of the month at 7:30 p.m. at North Clay Middle School from July, 2009 through July 2010 (until the board reorganizes) with the April and October meetings being held at Clay City. The

September, 2009, meeting is scheduled to be held at East Side Elementary School. Mr. Atkinson seconded. The Board voted 7-0 in favor of approval.

### **-Appointment of Corporation Attorney**

Mr. Atkinson moved to approve the recommendation to continue to use Jeff Boyll as the Corporation's local attorney, not on a retainer, but on an as-needed basis. Access to free legal advice through the Indiana School Boards Association is available. Bose, McKinney & Evans will continue to be used for major legal issues and Barnes & Thornburg for financial matters. Dr. King seconded, and the board voted 7-0 in favor of approval.

#### **I. Call to Order**

Mr. Jackson, President of the Board, called the meeting to order at 7:39 pm and led the Pledge of Allegiance and offered the prayer.

#### **II. Consent Agenda**

##### **A. Claims**

##### **B. Board Meetings**

Regular Session Minutes for June 11, 2009

Executive Session Certification for June 11, 2009 and June 18, 2009

##### **C. Field Trips**

North Clay Middle School band to Kings Island, Ohio on May 22, 2010

Mr. Atkinson moved to approve the Consent Agenda as presented and Dr. King seconded. The motion was approved by a 7-0 vote.

#### **III. Comments from Patrons**

None at this meeting

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

##### **A. School Board Policy 3444 – Policy on Credit Card: Second Reading**

Dr. Schroeder recommended approval of School Board Policy 3444 – Policy on Credit Card. The adoption of a policy governing credit card use was recommended by the State Board of Accounts. Dr. Schroeder pointed out that, after the first reading, the last sentence of the policy was amended to read, "The Director of Business Affairs *and the Superintendent* shall be responsible for determining when it is in the best interest of the corporation to use the credit card and to approve expenditures thereof." Mrs. Barr moved to approve the policy. Dr. King seconded.

Under discussion, Mrs. Heffner asked what type of account this would be, what the credit limit would be, what percent the interest rate would be, and would the account be paid off each month. Mr. Fowler replied that the account would be paid off each month during which there was a balance and no interest would be paid.

The motion was approved by a 7-0 vote.

## **B. Revised Employee Handbooks: Second Reading**

It is recommended that the employee handbooks be approved. Mr. Jackson moved to approve the handbooks for transportation, administrative, and non-certified employees. Dr. King seconded.

Under discussion, Mrs. Heffner asked about the change in the administrative handbook from 50% to 150% for annuities. Mr. Fowler explained that administrators and teachers used to be paid \$55 for sick days plus 50% of that \$55 amount was deposited into an annuity. The teachers chose in collective bargaining to have the \$55 paid in cash, with taxes being paid on that amount, and the other 50% going tax-free into an annuity. The administrators chose not to pay taxes and to have the \$55 deposited into their annuity plus the 50%, all tax-free. In order to do this, Mr. Fowler deleted the language that said \$55 would be added to their paycheck, which necessitated the change to 150% being deposited in an annuity.

In a matter related to the handbook for transportation employees, Mrs. Heffner stated that a substitute driver had asked her if a sub would be considered for full pay rather than sub pay after subbing for 15 consecutive days regardless of what routes were driven. Mr. Fowler's reply was that the daily rate for the different routes varies as much as \$20 per day, so a sub driving a long route would have a substantial difference in pay compared to someone driving a shorter route, which is why a sub must drive 15 days on the same route before earning full pay. Mr. Misner added that when a driver is out for an extended period of time, he tries to put the same person on the route for the entire length of the absence. Mrs. Kumpf stated that for substitute teachers, it is a state law that a licensed teacher must be paid on the salary schedule after working 15 consecutive days in the same position.

The motion was approved by a 6-1 vote with Dr. Buell opposed.

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

Dr. Schroeder listed special meetings that will be coming up related to construction and budget. All of the following meetings will be held at North Clay at 6:30 p.m.: August 27 – construction meeting; September 1 – 2010 budget; September 14 – 2010 budget adoption; September 24 – award contracts for Bid Package 4. Bids for Bid Packages 2 and 3 will be advertised, and the bids will be opened on August 11 at 2 p.m. in the East Side Elementary cafeteria.

## **VI. Board Member Comments**

**Dr. Buell** stated that he had something he wanted corporation attorney Jeff Boyll to review for the board. According to Dr. Buell, at the last board meeting Dr. Schroeder stated that the money that was left from the bond issue for Northview and Clay City was recommended by the holding company to be deposited in the Debt Service Fund. Some members of the holding company stated that it wasn't the way that it was and they were disturbed about it. They had an interview with *The Brazil Times* reporter and they wanted to publish some information explaining the way they looked at it, but nothing came of that. Dr. Buell is disturbed that the taxpayers still paid a tax rate

covering that bond issue in 2009. If that is true, that would have been after the bond had been retired. Dr. Buell asserted that the Debt Service tax rate in 2008 was 48¢ and in 2009 it was 51¢. It seems to him to be a contradiction and he would like to have that reviewed to see if there is any legal problem. Board President Jackson clarified Dr. Buell's two questions: When did the taxpayers stop paying on that bond issue, and whose idea was it to put the remaining balance into debt service. Dr. Buell would like for Mr. Boyll to check that.

In response to Dr. Buell's comments, Mr. Atkinson and Mrs. Kaelber both pointed out that the holding corporation had directed the remaining funds to be put in Capital Projects for use at the two high schools. This was explained at the June board meeting and was documented in the June board meeting minutes. Dr. Schroeder further explained that the holding corporation decided that the money would be spent out of Capital Projects; there was no money put into Debt Service. As the minutes will mention, Dr. Schroeder had stated that with that amount left over and the corporation's assessed valuation, the difference would have been 1.4¢ on the tax rate. Dr. Schroeder never did decide where any of the money went. That was always a decision of the holding corporation. The holding corporation worked with Tom Reberger, and it was decided that any money left over would go into Capital Projects and they asked Mr. Reberger to put together a list of items. Mr. Fowler interjected that he has a copy of the check, and the holding corporation explicitly put on the check "Clay Community Schools Capital Projects Fund". That was their decision to do that, and First Financial Bank told Mr. Fowler that the holding corporation had instructed them to put Capital Projects Fund on the check. As for the second issue with the Debt Service rate, Mr. Fowler referred board members to budget materials that had been given to each board member. Mr. Fowler pointed out that in those materials the board members will see that the corporation did not tax in any way for the Northview/Clay City bond issue that was paid off in December of 2008.

Dr. Schroeder stated that he would get a legal opinion, and he noted that corporation attorney Jeff Boyll worked extensively with the holding corporation, and he knows exactly what went on. Dr. Schroeder welcomes a legal opinion; he believes there has been a misunderstanding.

**Mrs. Heffner** stated that she didn't make it to the open house for the building trades; however, she saw the house about a month and a half before that and it looked great. She was impressed with the maturity of the young men when she took the tour of the house, and it is nice to know that they are getting a lot out of the program.

## **VII. New Business**

### **A. Elementary Building Project**

Mr. Jim Boots of The Skillman Corporation and Mr. Tom Neff of Schmidt Associates presented information regarding the progress of the building/renovation project. Approval of Final Design Estimates for Bid Packages 2 (Jackson Township sewer work) and 3 (all of the work at East Side, Meridian, and Staunton) is needed so that advertising for bids can occur. Also, approval of the Design Development plans of Bid

Package 4 (Clay City Elementary, Forest Park Elementary, window replacement only at Jackson Township, and Van Buren Elementary) is needed. Final review of Bid Package 4 will be presented at the August 13 school board meeting.

Mr. Atkinson moved to approve the final design estimates for Bid Packages 2 and 3 so that advertising for bids can occur. Mrs. Barr seconded, and the motion was approved by a 6-1 vote with Dr. Buell opposed.

Mr. Atkinson moved to approve the Design Development plans for Bid Package 4. Mrs. Barr seconded, and the motion was approved by a 6-1 vote with Dr. Buell opposed.

## **B. GRASP Program**

Assistant Superintendent Kim Tucker stated that the recommendation to the board is to allow a pilot program to begin. She believes the cooperation and partnering that has been done with the court system and probation has been very genuine. She noted that it is not an exact replica of the GRASP program that is in place in Putnam County; however, the proposed program fits this county and school system. In about six months, information will be presented to the board regarding data about the number of students referred and success stories. Mr. Lynn Romas, Northview Assistant Principal, stated that administrators from Northview, North Clay and Clay City had visited the people involved with the program in Putnam County and had observed their program. He stressed that the program would provide directed study time as well as community service.

Under discussion, Mrs. Barr asked what kind of community service would be performed. Mr. Romas explained that students would appear with their parent at the court house before Judge Trout who would assign them to the program. Parents would then take the student to Cumberland Academy for three hours of study time. At noon, a person from the community service aspect of the program would pick up the students and take them to the work site. Mr. Atkinson interjected that in his observance of the Putnam County GRASP program, students had worked in places such as the humane shelter and on the county roads picking up trash and cutting weeds. Mr. Atkinson found it to be very well supervised and worthy service and a certain level of performance was expected. Mr. Romas added that the corrections people will determine what community service will be performed. There is a cost of \$15 per day that must be paid by the parents. Students will get credit for all homework that is finished appropriately. The process of interviewing an instructional assistant to work with the students in this program is ongoing at this time. Mr. Romas believes there is an Indiana code that requires parents to participate in this program or be held accountable.

Dr. King stated that she believed the program to be a good idea; however, she cautioned against turning discipline duties over to law enforcement. Mr. Romas noted that there was a limit of ten days that students can be in this program.

Dr. Schroeder advised not implementing this program until it has been taken to corporation-wide discussions with the CCCTA. This is a discussable item under Public Law 217.

Mrs. Barr moved to approve the pilot of the program after it has been taken to the August corporation-wide discussions. Mr. Atkinson seconded, and the motion was approved by a 7-0 vote.

### **C. Reasonable Suspicion Drug Testing: First Reading**

This is the first reading, so no vote needed to be taken.

### **D. Bus Garage Appraisals**

Two appraisals, as required by law, were obtained for the Wallace property. The school corporation was considering purchasing the property to be used as the bus garage. The average of the two appraisals was \$430,500. Mr. Wallace was asking for a price in the \$700,000-\$750,000 range and he is not interested in selling the property at the appraisal price. No further planning for the Wallace property will be done, and alternate plans will need to be made.

### **E. Textbook Rental and Fees**

Each summer the school board is asked to approve textbook rental fees. Elementary textbook rental and fees are as follows:

	<u>Book Rental</u>	<u>Workbooks</u>	<u>Fees</u>	<u>Total</u>
Kindergarten	\$48.86	\$0.00	\$30.93	\$79.79
Jackson Twp	\$53.17	\$0.00	\$30.93	\$84.10
Grade 1	\$85.52	\$3.83	\$24.52	\$113.87
Jackson Twp	\$95.52	\$14.83	\$24.52	\$134.87
Grade 2	\$80.50	\$3.83	\$24.45	\$108.78
Jackson Twp	\$90.50	\$14.83	\$24.45	\$129.78
Grade 3	\$84.77	\$3.83	\$23.67	\$112.27
Jackson Twp	\$94.90	\$17.03	\$23.67	\$135.60
Grade 4	\$67.30	\$4.39	\$24.59	\$96.28
Jackson Twp	\$77.43	\$17.59	\$24.59	\$119.61
Grade 5	\$69.40	\$4.39	\$24.59	\$98.38
Jackson Twp	\$79.53	\$17.59	\$24.59	\$121.71
Clay City Elementary only				
Grade 6	\$91.13	\$0.00	\$21.22	\$112.35

Secondary book rental fees are dependent upon the courses taken.

Mrs. Heffner moved to approve the textbook rental and fees. Dr. King seconded, and the motion was approved by a 7-0 vote.

## **F. Summer Buildings and Grounds Work**

Tom Reberger provided an overview of work that is being done by maintenance staff and summer cleaning personnel during the summer months. Mr. Reberger noted that the goal is to thoroughly clean, sanitize and repair every school building. There is a checklist with 26 items that is used for each room. There are over 50 custodial staff members working on the cleaning crews this summer. He commented on the federal stimulus money that was used for new kitchen equipment for four of the elementary schools. He added that the security projects are running just like they are supposed to. Hannig Construction is doing the work on the security projects. Dr. Schroeder extended his thanks to Mr. Reberger and his staff for the work that they do.

## **G. Update on Personnel and Budget**

Dr. Schroeder shared information from the state that based on their projections the General Fund will lose a little over \$1 million from 2009 to 2011. He referred to elementary numbers as of July 2. If the numbers hold true, there are two open positions at Jackson Township that would not have to be filled. Discussion on class size ensued. Mr. Atkinson stated that he did not feel comfortable with not filling the two teaching positions due to the enrollment issues that arose last year. Mrs. Kumpf suggested waiting to see what enrollment is, knowing that there are three positions that could be filled.

## **H. Breakfast and Lunch Prices for 2009-2010**

The recommendation is to increase lunch prices by 5¢ for the 2009-2010 school year. Breakfast and extra milk prices will stay the same. Proposed prices are:

	<u>Breakfast</u>	<u>Lunch</u>
Elementary	\$1.20	\$2.00
Secondary	\$1.30	\$2.10
Adult	\$2.20	\$3.15
Reduced	\$.30	\$.40
Extra Milk	\$.30	\$.30

Mrs. Barr moved to increase the lunch prices by a nickel for 2009-2010. Dr. King seconded, and the motion was approved by a 7-0 vote.

## **VIII. Personnel**

### **A. Leaves of Absence**

#### **1. Certified**

None

#### **2. Non-Certified**

##### **a. Medical (FMLA)**

CCE

Gerry Pullum

### **B. Retirements**

#### **1. Certified**

None

#### **2. Non-Certified**

None

#### **3. Place on Retirement Index**

None

### **C. Resignations**

#### **1. Certified**

	a. Teacher – English/PE	CCHS	Grant McVay
	b. Asst. Principal/AD	CCHS	Chris Ross
	<b>2. Non-Certified</b>		
	<b>3. ECA Resignations</b>		
	a. Basketball – Boys 9th	NHS	Josh Trout
<b>D.</b>	<b>Transfers</b>		
	<b>1. Certified</b>	None	
	<b>2. Non-Certified</b>	None	
<b>E.</b>	<b>Employment</b>		
	<b>1. Certified</b>		
	a. Teacher – Elementary	JTE	Audra Duling
	b. Teacher – Elementary	VBE	Anna Berry
	c. Teacher – Elementary	SE	Tad Chew
	d. Teacher – Elementary	SE	Dustin Jorgensen
	<b>2. Non-Certified</b>	None	
	<b>3. Extra-Curricular Certified</b>	None	
	<b>4. Extra-Curricular Non-Certified</b>		
	a. Summer Drill Team (50%)	CCHS	Becky Ziegler
	b. Summer Drill Team (50%)	CCHS	Michael Dean
	c. Soccer – Varsity Girls	NHS	Ahnya Alstott
	<b>5. ECA Lay Coach/Lay Sponsor</b>	None	
	<b>6. Volunteer</b>	None	
<b>F.</b>	<b>Changes</b>		
	<b>1. Certified</b>	None	
	<b>2. Non-Certified</b>	None	
<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>Classroom Volunteers</b>		
	<u>Kids Hope USA (Forest Park)</u>		
	Chris Day	Jackie Day	Chris Gregg
	Martin Schuch	Jade Reedy	Grant Watts
	Amanda Whittle		
	<u>LEAAP Center</u>		
	Terra Baker	Lydia Farmer	
	<u>KFC Program</u>		
	Amy Duell	Marian Harrison	Vanita Moore
	Sherry Seward	Joseph Thomas	

Mr. Jackson moved to approve the personnel items. Mr. Atkinson seconded, and the motion was approved by a 7-0 vote.

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

**Dr. King** would like to keep an eye on the enrollment numbers at the elementary schools.

**Mrs. Barr** would like a discussion item. It seems to her that future agenda items and board member comments are blurring together. She also finds them disruptive and not always real conducive to the rest of the meeting. She would like to discuss moving board member comments to the end with the future agenda items. She suggested lumping them together at the end of the agenda.

**Mr. Jackson** volunteered to work with Dr. Schroeder to bring an idea to the board to have public work sessions in September, December and March. They will put together a format and there would be no voting at the meetings. It would involve public comments and discussion. It would be separate from the regular board meetings.

#### **X. Adjournment**

Mrs. Kaelber made a motion to adjourn and Mrs. Barr seconded. With a 7-0 vote, the meeting was adjourned at 9:32 pm.

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