

**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, August 8, 2013. Tom Reberger, Kevin Kumpf, Fred Froderman, Jennifer Kaelber, Ron Scherb and Amy Burke Adams were present. Rob Miller was absent.

Prior to the Call to Order, bids were opened for security cameras for all of the schools, both internal and external. Bids were received as follows: Net Tech: \$422,987.61; Guardian Computer Systems: \$594,545.95; Tyco Integrated Security: \$1,090,015.25; and Tech Electronics: \$484,750.00. The bids will be taken under advisement to see which best represents the corporation's needs according to statute with the lowest and best provider, and a recommendation will be brought back to the September 12 meeting.

I. Call to Order

Mrs. Kaelber, president of the board, called the meeting to order at 7:32 p.m. She 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 July 11, 2013

Executive Session Certification for July 11, 2013

C. Field Trips

Northview High School football team to Mattoon High School on July 27, 2013

D. Personnel

A. LEAVES OF ABSENCE

1. Certified

a. Family Medical Leave	NHS	Janet Grey
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2. Non-Certified

a. Family Medical Leave	CO	Marsha Wyndham
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b. Medical Leave	TRANS	Irma Jones
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B. RETIREMENTS

1. Certified

None

2. Non-Certified

None

3. Place on Retirement Index

None

C. RESIGNATIONS

1. Certified

a. Teacher – English	NCMS	Carol Decker
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b. Teacher – English	CA/NHS	Alivia Anderson
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c. Teacher – Special Services	NHS	T. J. Wills
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|-----------------------------------|---------|-------------------|
| 2. Non-Certified | | |
| a. Bus Driver | TRANS | Charles Reberger |
| b. Instructional Assistant | ME | Mandy Batchelor |
| c. Instructional Assistant | SE | Susan Bailey |
| d. Instructional Assistant | NHS | Christina Sneddon |
| e. Instructional Assistant | NCMS | Jody Newton |
| f. Bus Driver | TRANS | Brad Brown |
| g. Bus Driver | TRANS | Gordon Nelson |
| h. Food Services | CCHS | Hope Wilkins |
| i. Instructional Assistant | CCE | Linda Haas |
| j. Instructional Assistant (COPE) | CA | Dana Bottomley |
| k. Instructional Assistant | SP SERV | Jacqueline Cox |
| l. Instructional Assistant | JTE | Hether Messmer |
| m. Food Services | FPE | Joetta Hinton |
| 3. ECA Resignations | | |
| a. Softball Head Coach | NHS | Bethany Jones |
| 4. ECA Lay Coaches | None | |

D. TRANSFERS

- | | | |
|----------------------------|---------------------|---------------|
| 1. Certified | None | |
| 2. Non-Certified | | |
| a. Instructional Assistant | from NHS to CA COPE | Courtney Lash |
| b. Instructional Assistant | from VBE to JTE | Ashley Bonte |
| c. Instructional Assistant | from LEAAP to CA | Lori Pierce |

E. EMPLOYMENT

- | | | |
|--|------------|--------------------|
| 1. Certified | | |
| a. Teacher – Biology | NHS | Lori Brooks |
| b. Teacher – PE/Health/Elem Keyboarding | NCMS | Erica Koehler |
| c. Teacher – Elementary | ESE | Alyssa Lovett |
| d. Teacher – Business Education | NCMS | John Szabo |
| e. Teacher – Special Services | NCMS | Stephanie Wade |
| f. Teacher – Elementary | FPE | Jennifer Mesanovic |
| g. Teacher – Elementary | SE | Amy Jones |
| h. Teacher – Math | NCMS | Lauren Barnett |
| i. Teacher – PE | JTE/VB/FPE | Aaron Crawn |
| j. Teacher – English/Journalism | CA/NHS | Sara Harmon |
| k. Teacher – English | NCMS | Hilary Gilman |
| l. Teacher – Special Services | NHS | Chastity Woodrum |
| m. Teacher – Elementary (Temporary Contract) | ME | Amber Passfield |
| 2. Non-Certified | | |
| a. Instructional Assistant | ESE | Brooke Ainsworth |
| b. Instructional Assistant (Sp Serv) | ESE | Madolin Sparks |
| c. Bus Driver | TRANS | Candi Thiel |
| d. Bus Driver | TRANS | Tom Wilson |
| e. Bus Driver | TRANS | Ashley Dickison |

f. Bus Driver	TRANS	Lee Bartow
g. Bus Driver	TRANS	Melissa Gambill
h. Bus Driver	TRANS	Jenny Sutherlin
i. Custodian (210 Days)	VBE	Charlie Roberts
j. Instructional Assistant	VBE	Carrie Lovett
k. Food Services (4 hours)	CCHS	Sherry Griffith
l. Instructional Assistant (Sp Serv)	NHS	Katherine Fulk
m. Instructional Assistant (Sp Serv)	NCMS	Sara Noel
n. Instructional Assistant (Sp Serv)	NCMS	Heather Squires
o. Instructional Assistant (Sp Serv)	NCMS	Krista Tracy
p. Instructional Assistant (Sp Serv)	NCMS	Dale Williams
q. Custodian (185-Day, Evening)	ESE	Fred Kylander

F. EXTRA-CURRICULAR

1. Extra-Curricular Certified		
a. Baseball – Head Coach	NHS	Craig Trout
2. Extra-Curricular Non-Certified		
a. Volunteer Lay Coach – Volleyball	NCMS	Sheri Yocom
b. Volunteer – H.S. Volleyball Book/Stats	CCHS	Debrenn Milner
3. Extra-Curricular (Lay Coach)		
a. Cross Country – Jr High	CCHS	Melanie Laswell
b. Football – 8 th Grade Head	NCMS	Broc Miller
c. Football – 8 th Grade Asst	NCMS	Evan Moore
d. Football – 7 th Grade Asst	NCMS	Gerald Deakins
e. Percussion Specialist	CCHS	Joe Diko
f. Cheer Coach – High School	CCHS	Ashley Waite
g. Cheer Coach – High School Asst	CCHS	Madison Jackson
h. Soccer – Boys JV (1/3)	NHS	Matt Vossmer
i. Soccer – Boys JV (1/3)	NHS	Mike Raines

G. CHANGES

1. Certified		
a. German (Increase from 3 to 5 periods)	CCHS	Silvia Weir
b. Agriculture (Increase from 2 to 3 periods)	CCHS	Patrick Powell
c. Agriculture (Increase from 3 periods to full)	NHS/NCMS	Tiffany Ludwig
d. PE (from 3 to 4 periods)	NHS	Ruth Ann Medworth
e. Soc & PE	NHS	Jon Crooks
f. English & Art (2.5 to 5)	NHS	Rayna White
g. English (2 periods to 4 periods)	NCMS	Lynn Wise
2. Non-Certified		
a. Secretary – from IA at FPE	NHS	Natalie Swearingen
b. Technology Support Specialist from Tech Asst	CORP	Tammy Kikta
c. 185-Day Custodian from 8 hours to 6 hours	CA	Myra Snow
3. ECA-Lay Coaches		
a. Josh Clarke had previously been approved as the JV Soccer coach for boys, he is to be 1/3 along with recommendations above		

H. VOLUNTEERS	
1. Classroom	None
2. Athletic	
a. Chad Evans – NHS Cross Country	
I. CONTRACTED SERVICES	None
J. OTHER	None

Dr. Froderman moved to approve the consent agenda items. Mr. Kumpf seconded, and the motion was approved by a 6-0 vote.

III. Comments from Patrons

None at this meeting

IV. Old Business

A. Northview High School and North Clay Middle School Athletic Handbook Changes: Second Reading

No changes were recommended during the first reading. Approval was recommended.

Mr. Scherb moved to approve the Northview High School and North Clay Middle School Athletic Handbooks. Mr. Reberger seconded, and the motion was approved by a 6-0 vote.

B. Job Description – Director of Special Services - REVISION: Second Reading

No changes were recommended during the first reading. Approval was recommended.

Mr. Reberger moved to approve the Director of Special Services job description. Dr. Froderman seconded, and the motion was approved by a 6-0 vote.

C. Job Description – Technician – Facility Maintenance – REVISION: Second Reading

D. Job Description – Facility Maintenance – REVISION: Second Reading

E. Job Description – Head Custodian – REVISION: Second Reading

F. Job Description – Custodian Category I/Cleaning Category II – REVISION: Second Reading

G. Job Description – Transportation Secretary – REVISION: Second Reading

Items IV.C through VI.G. were combined into a single vote at the recommendation of Superintendent Tucker. No changes were recommended during the first reading, and approval was recommended. Mr. Kumpf moved to approve the job descriptions. Mr. Scherb seconded, and the motion was approved by a 6-0 vote.

V. Superintendent's Report

Superintendent Tucker noted the following:

- Principals came back last Monday, and it was a pleasure to get started on the new school year with them. Today was the first day for faculty and staff. The teachers came back with the enthusiasm and passion that she likes to see on the first day, and she hopes it is a forecast of great things to come this school year. Students will come on Monday.

VI. New Business

A. Request for Permission to Advertise the 2014 Budget, 2014 Capital Projects Plan and the 2014 School Bus Replacement Plan

Superintendent Tucker requested permission to advertise the 2014 budget, 2014 Capital Projects Plan and the 2014 School Bus Replacement Plan.

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

B. Request for Permission to Complete Title II, Part A 2013 Grant and High Ability Grant

Kathy Knust, Curriculum and Grant Coordinator, requested permission to complete the Title II, Part A 2013 Grant application as well as the High Ability Grant application. Approval was recommended.

Mrs. Adams moved to grant permission to complete the Title II, Part A 2013 Grant and the High Ability Grant. Mr. Kumpf seconded, and the motion was approved by a 6-0 vote.

C. Classified Handbook Revision: First Reading

Carolyn Kumpf, Director of Personnel, Data, and Food Services, provided proposed revisions to the classified handbook. This was a first reading, so no vote was required. It was noted that a correction needed to be made to Page 8 of the handbook, on the second line. The term "Assistant Food Services Director" needed to be changed to "Extended Services Director".

D. Bus Driver Handbook Revision: First Reading

Mrs. Kumpf also provided proposed revisions to the bus driver handbook. This was a first reading, so no vote was required. It was noted that a correction needed to be made to Page 3 of the handbook; Item 34, which refers to the paragraph relevant to appropriate footwear for drivers, was inadvertently omitted for the copy that had been provided to board members. With board approval, Item 34 will be included in the final version of the handbook.

E. Request for Permission to Advertise for Bids for School Buses and Fuel

Mike Howard, Director of Extended Services, asked permission to advertise for bids for new school buses and fuel.

Mr. Kumpf moved to grant permission to advertise for bids for school buses and fuel. Mr. Reberger seconded.

Under discussion, Mr. Scherb asked how many buses the corporation was planning to buy. Mr. Howard replied that the plan is to purchase six full-size buses and no special needs buses.

The motion was approved by a 6-0 vote.

F. Northview High School Supplemental Girls Basketball Coach

Mr. Ernie Simpson, Principal at Northview High School, requested payment to Zack Keyes, a supplemental coach for girls basketball, for services rendered during the winter of 2012-13. This would be a one-time payment of \$600. Including an additional 7.65% for Social Security would bring the total amount to be paid to \$645.90, which is to be taken from Northview High School ECA Account #3095. This information was intended to be included in the March 2013 school board packet but was inadvertently omitted from the March board meeting agenda. Approval of Mr. Simpson's request was recommended.

Mrs. Adams moved to approve payment for the supplemental girls basketball coach. Mr. Scherb seconded, and the motion was approved by a 6-0 vote.

G. Clay City Jr/Sr High School Slam Dunk Sports Vision LCD Video Display Proposal

Mr. Jeff Bell, Principal at Clay City Jr/Sr High School, provided information regarding the proposed placement of an LCD Video Display in the Eel Dome. Approval was recommended.

Mr. Scherb moved to approve the placement of the LCD Video Display. Mr. Kumpf seconded.

Under discussion, Mrs. Adams asked who would control the content of ads on the display. Mr. Bell replied that the company from which the sign was to be purchased would sell the ads and program the software. The sign would then be controlled from the scorer's bench. Mr. Bell would have the right to determine whether or not an ad was appropriate.

The motion was approved by a 6-0 vote.

H. Policy 3441 – Quotes, Bids, Special Purchasing Methods and Public Works Projects – REVISION: First Reading

As requested by board member Tom Reberger, a proposed revision to the policy regulating the opening of bids was presented for the board's consideration. This was a first reading, so no vote was required. Superintendent Tucker explained that she took the proposed revision straight from the NEOLA, Inc. policy manual. She noted that many school corporations opt for NEOLA, Inc.'s guidance in creating their policies.

Superintendent Tucker also checked five to ten different school corporations in the area and surrounding Indianapolis. The proposed language was their actual language, so she is sure they took it from NEOLA, Inc.

Mrs. Adams asked about the new language, which would amend the policy to read “by a committee designated by the purchasing agent”. She asked who the purchasing agent would be. Superintendent Tucker replied that the purchasing agent would be the business manager and that she herself would be considered the business manager until a business manager is hired. She added that a purchasing agent in law is designated as a business manager. The business manager would select the make-up of the committee.

Mrs. Adams shared her concern that the board would be going backwards if a change were to be made to the policy. As she sees it, the policy was changed a few years ago in order to bring the bids out into the public forum for the purpose of transparency. In regard to a comment made at the July school board meeting that vendors were nervous about waiting for a month to hear something regarding bids, Mrs. Adams shared her opinion that it is not the school corporation’s objective to make the vendors’ comfort level better; rather, it is to make what the board does transparent to the public whose money the board is spending. She does not want it to be a secretive process. Mr. Scherb commented that he felt comfortable with the bid process that has been in place for the past couple of years. If there is a situation that is a rush, he has no problem with having a special meeting to open bids.

I. Principal Compensation

Superintendent Tucker noted that three new principals had been hired at the July 11, 2013 school board meeting, and they began working immediately because there were many open positions to be filled, including teachers and instructional assistants. The actual start date of their contract would have been July 29, 2013; therefore, Superintendent Tucker recommended compensating these three individuals up to, but not to exceed, five additional days. The principals would have to provide time sheets indicating the days they were working in their offices or involved in central office training.

Mr. Reberger moved to compensate the new principals for additional days, not to exceed five. Mrs. Adams seconded, and the motion was approved by a 5-0-1 vote with Dr. Froderman abstaining.

J. Health Savings Accounts, Health Insurance Information and Health Clinic Update

In response to a request from board member Ron Scherb, Superintendent Tucker provided health insurance information in the board packet. The information included health insurance premium rates for Clay Community Schools as well as information about what the health clinic should provide and results of a survey conducted by the health insurance trust.

K. WWCII Insurance Trust Consultant

Superintendent Tucker recommended that the services of Mike Fowler be retained for this coming year beginning July 1, 2013 through June 30, 2014 for up to, but not to exceed, 25 days at \$350.00 per day. Mr. Fowler has been representing Clay Community Schools in the WWCII Insurance Trust as a consultant and has worked as a member of the bargaining team in negotiations.

Mr. Kumpf moved to approve payment for the services of Mike Fowler as recommended. Dr. Froderman seconded, and the motion was approved by a 6-0 vote.

L. 2014 Budget Assistance

Mr. Fowler had also agreed to assist administration in the development of the 2014 budget. Superintendent Tucker recommended that he receive a flat fee of \$7,500.00 for the finished budget and any resultant corrections which may be necessary after state budget agency amendments.

Mrs. Adams moved to approve the recommendation. Mr. Kumpf seconded, and the motion was approved by a 6-0 vote.

M. Consideration to Name Clay City Jr/Sr High School Assistant Principal/Athletic Director

The recommendation from Mr. Jeff Bell, Principal at Clay City Jr/Sr High School, and supported by Mrs. Carolyn Kumpf, Director of Personnel, Data, and Food Services, was to hire Mr. Kevin Smith as Assistant Principal/Athletic Director. Mr. Smith would be hired for 200 days at a salary of \$67,000. Approval was recommended.

Dr. Froderman moved to approve the recommendation. Mr. Reberger seconded.

Prior to the vote, Board President Jennifer Kaelber shared a comment from Rob Miller, who was unable to attend this meeting. Mr. Miller felt that Mr. Smith was very highly qualified and the committee was very lucky to have received several qualified and good applicants.

The motion was approved by a 6-0 vote.

VII. Board Member Comments

Amy Burke Adams shared a compliment from someone active with the Clay Youth Football League who had raved about how incredibly hospitable and helpful Ernie Simpson and football coach Mark Raetz were to them throughout the summer. The individual said that they had never experienced that kind of generosity and hospitality before.

Ron Scherb commented that he and Jennifer Kaelber had attended North Clay Middle School's open house tonight and had heard the new principal lay down the law. He was glad he was there.

Jennifer Kaelber noted that she had attended Northview's freshman orientation the night before. She shared an incident in which Mr. Simpson had helped to open a locker, which had impressed her niece.

Kevin Kumpf welcomed all of the new faculty members and personnel who had been hired for this school year.

Tom Reberger stated that he is looking forward to a great school year.

VII. Future Agenda Items

Amy Burke Adams would like to consider what to do with the old central office. Superintendent Tucker responded to this, noting that she is not prepared to make a recommendation at this time because records are still being stored at that location. She added that scanning transcripts into cloud storage is ongoing, but that process is only at about the halfway point. She believes it will be about another six months before she is prepared to make a recommendation. With that being said, Mrs. Adams pulled this as a future agenda item at this time.

Jennifer Kaelber would like to take a look next month at a policy on student dress code during extra-curricular activities. Her concern is about what students wear during practice. Mrs. Adams suggested that the issue could be addressed through the student athletic handbook, in the rules of the coach.

VIII. Adjournment

Having exhausted all agenda items, the meeting was adjourned at 8:15 p.m.

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