

**MINUTES OF MEETING OF BOARD OF SCHOOL TRUSTEES  
OF  
CLAY COMMUNITY SCHOOLS**

A Special 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 Tuesday, August 30, 2011. Tammy Beasley, Jennifer Kaelber, Tina Heffner, Forrest Buell, Rob Miller, Ron Scherb, and Amy Burke Adams were present.

**I. Call to Order**

The special session meeting was called to order at 6:35 p.m. by board president Rob Miller.

**II. Budget Hearing on 2012 Budget, Capital Projects Plan, School Bus Replacement Plan and Levy Neutrality**

No patrons were in attendance to comment at the budget hearing. Mike Fowler, Director of Business Affairs, commented that the budget is being presented as it was advertised, and he labeled it a "status quo" budget. He does not anticipate any major changes.

Noting that this was her first year with the budget, Superintendent Tucker stated that she, along with Dr. Rayle and Mrs. Kumpf, had gone through several sections of the budget with Mr. Fowler. Superintendent Tucker also had compared the proposed budget with previous budgets of Clay Community Schools as well as the budgets of surrounding school corporations, looking at the differences and similarities with what corporations do within their communities to keep their school corporations running on an even keel.

Mrs. Adams stated that the board appreciated the hard work that Mr. Fowler put in to preparing the budget, as he did last year and the previous years. She believes his work has served the corporation well.

The meeting to approve the budget will be held on Monday, September 12.

**III. Indiana Fresh Fruit and Vegetable Program Survey**

Patty Dyer, the assistant food service director, has been asked to conduct a survey in connection with the Indiana Fresh Fruit and Vegetable program. The school corporation is required to return the survey before beginning the program or receiving funding for the program. The survey would be given to fourth and fifth grade students at Forest Park. Superintendent Tucker recommended approval to administer the survey.

Under discussion, Dr. Buell asked if this was a new survey that hasn't been done before. Superintendent Tucker replied that the survey is connected to a grant that was given to the food services department, and the grant requires the survey. The survey information would go back to the grant people so they can design the program for future grant recipients.

Mrs. Adams moved to approve the survey for the Indiana Fresh Fruit and Vegetable Program. Dr. Buell seconded, and the motion was approved by a 7-0 vote.

#### **IV. Administrative and Administrative Clerical Pay Raise Recommendation**

To this point, the board has already approved raises and stipends for teaching staff, professional staff, certified staff, classified staff and bus drivers. This brings the proposal to give the same amount to the administrative and administrative clerical staff. This is the 1.5% salary increase and also the 2% one-time stipend to be paid out September 16. For administrative clerical, it is a 1.5% increase in the hourly rate, which would be effective back to July 1, 2011. The non-certified administrative clerical staff would also receive a one-time stipend, 2% of their hourly rate times the number of base hours to be worked during the 2011-2012 school year. This amount will be paid out on the September 16, 2011 paycheck. In addition, approval of the administrative clerical salary schedule was requested. It was recommended that some positions on that salary schedule be moved from the administrative clerical salary schedule to the classified secretary schedule. The recommendation was that as new people are hired into those positions, they would start on the classified secretary schedule. Superintendent Tucker recommended approval.

Mrs. Adams moved to accept the administrative and administrative clerical pay raise recommendation of 1.5% and the 2% stipend check to be paid out on the September 16 paycheck, based on the 2011-2012 school year. Mrs. Kaelber seconded, and the motion was approved by a 7-0 vote.

#### **V. Administrative Handbook Revisions: First Reading**

Mrs. Heffner proposed a change to Page 8, Item M (Reassignment Upon Returning From Leave). She would like for a change to be made where it says "in the opinion of the board" so that it indicates that the board takes a recommendation from the administration. Also, she proposed changing what will be Item R. Employer/Employee Savings Plan: 3. Vendors for these annuities will be approved by the board. She would like for the wording to include "recommendation of vendors from the business manager". The second and final reading will be brought back at the September 8 board meeting.

#### **VI. Personnel**

##### **A. LEAVES OF ABSENCE**

###### **1. Certified**

a. Family Medical Leave

NCMS

Angela Madden

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

None

##### **B. RETIREMENTS**

###### **1. Certified**

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

None

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

##### **C. RESIGNATIONS**

###### **1. Certified**

- |   |       |  |                  |
|---|-------|--|------------------|
| 2. Non-Certified  |       |  |                  |
| a. Food Services  | JTE   |  | Deniela Nicoson  |
| b. Bus Driver   | TRANS |  | Gary Long        |
| 3. ECA Resignations   | None  |  |                  |
| 4. ECA Lay Coaches  | None  |  |                  |
| <br>D. TRANSFERS  |       |  |                  |
| 1. Certified  | None  |  |                  |
| 2. Non-Certified  |       |  |                  |
| a. Instructional Assistant from CCE to CCHS   |       |  | Chris Phillips   |
| b. Food Services NHS to JTE and 5 hour to 6 hour  |       |  | Patsy Woolery    |
| <br>E. EMPLOYMENT   |       |  |                  |
| 1. Certified  |       |  |                  |
| a. Teacher – Elementary (Temporary Contract) ME   |       |  | Jessica Kendall  |
| 2. Non-Certified  |       |  |                  |
| a. Bus Driver   | TRANS |  | Lonnie Boyce     |
| b. Instructional Assistant (as needed)  | CCHS  |  | Rachel McCleary  |
| <br>F. EXTRA-CURRICULAR   |       |  |                  |
| 1. Extra-Curricular Certified   |       |  |                  |
| a. Student Council - Elementary (50%) FPE   |       |  | Jennifer Yocom   |
| b. Student Council - Elementary (50%) FPE   |       |  | Cindy Lacefield  |
| c. Volleyball – 7 <sup>th</sup> Grade   | CCHS  |  | Rachel McCleary  |
| d. Future Problem Solver (50%)  | CCHS  |  | Scott Stucky     |
| e. Future Problem Solver (50%)  | CCHS  |  | Ben Thomas       |
| f. JETS (50%) & Science Olympiad (50%)  | CCHS  |  | Ben Thomas       |
| g. Varsity Club (50%)   | CCHS  |  | David Diel       |
| h. German Club  | CCHS  |  | Silvia Weir      |
| i. Art Club   | CCHS  |  | Kara Jeffers     |
| j. Year Book  | CCHS  |  | Kara Jeffers     |
| k. Department Chair   | NCMS  |  | Russ True        |
| l. Department Chair   | NCMS  |  | Kendall Sheets   |
| 2. Extra-Curricular Non-Certified   | None  |  |                  |
| 3. Extra-curricular Lay Coach   |       |  |                  |
| a. Volleyball – 8 <sup>th</sup> Grade   | CCHS  |  | Jennifer Boyll   |
| b. High School Cheer Coach – Head   | CCHS  |  | Micki Lewicki    |
| c. High School Cheer Coach – Asst.  | CCHS  |  | Amber Griffith   |
| d. Jr. High Cheer Coach   | CCHS  |  | Courtney Dayhuff |
| <br>G. CHANGES  |       |  |                  |
| 1. Certified  | None  |  |                  |
| 2. Non-Certified  |       |  |                  |
| a. Evening Cleaning Positions at Staunton Elementary to be increased from 6-hour positions to 8-hour positions. |       |  |                  |
| b. Julia Schlak one-on-one IA from 4 hours to full-time IA.   |       |  |                  |

c. Donna Carr – IA from 4 days to full time beginning Sept. 6, 2011

H. TERMINATION

- |                  |      |
|------------------|------|
| 1. Certified     | None |
| 2. Non-Certified | None |

I. OTHER

1. Ratification of Administrative Leave with pay for Jodie Sipes until further notice.

J. VOLUNTEERS

1. Athletic
  - a. Tonya Trout - NCMS
  - b. KyAnn Roe - CCHS
  - c. Erica Koehler - NCMS
2. Classroom
  - a. Alan Hartman – Kids’ Hope, Forest Park
  - b. Kirstin Kumpf – Kids’ Hope, Forest Park
  - c. Kathryn Politz – Kids’ Hope, Forest Park
  - d. Rebecca Hughes – Kids’ Hope, Forest Park

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

**V. Adjournment**

Having exhausted all agenda items, the meeting was adjourned at 6:47 p.m.

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