

**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, August 9, 2012. Tammy Beasley, Jennifer Kaelber, Tina Heffner, Forrest Buell, Ron Scherb and Amy Burke Adams were present. Rob Miller was absent.

**I. Call to Order**

Mrs. Heffner, vice president of the board, called the meeting to order at 7:35 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 12, 2012

Executive Session Certification for July 12, 2012

**C. Field Trips**

None at this meeting

**D. Personnel**

**A. LEAVES OF ABSENCE**

1. Certified

a. FMLA (intermittent)	JTE	Larissa Goshen
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2. Non-Certified

a. FMLA	MAINT	William Bryan
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**B. RETIREMENTS**

1. Certified

None

2. Non-Certified

None

3. Place on Retirement Index

a. Teacher (beginning 2012-13)	VBE	Steven Hoopingarner
b. Teacher (beginning 2012-13)	SE	Rita Harden
c. Teacher (beginning 2012-13)	JT/FP/VB	Teresa Akers
d. Teacher (beginning 2012-13)	CCHS	Mary Koehler
e. Teacher (beginning 2012-13)	NHS	Beth Moody
f. Teacher (beginning 2012-13)	CCHS	Joe R. Gerber
g. Teacher (beginning 2012-13)	NHS	Timothy A. Sanders
h. Teacher (beginning 2012-13)	VBE	Alison Pond
i. Teacher (beginning 2012-13)	NHS	Jennifer Pugh
j. Teacher (beginning 2012-13)	NHS	Jan Gambill
k. Teacher (beginning 2012-13)	NHS	Gregory Robbins
l. Teacher (beginning 2012-13)	NHS	Teresa Robbins

**C. RESIGNATIONS**

1. Certified

a. School Psychologist	SP SERV	Michael L. Latta
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b. Teacher – English	CA/NHS	Michelle Tracy
c. Teacher – Elementary	FPE	Lori Cook
d. Teacher – Elementary	FPE	Jennifer Menser
2. Non-Certified		
a. Interpreter	CORP	Rebecca Milner
b. Instructional Assistant (Sp Serv)	CCE	Kim Chalos
c. Instructional Assistant	FPE	Terri Price
d. Instructional Assistant	ME	Mala Moody
e. Instructional Assistant	NCMS	Sheila Wiss
f. Instructional Assistant	FPE	Carmella McCluskey
g. Food Service	SE	Connie McBride
h. Instructional Assistant	SP SERV	Stephen Paul
3. ECA Resignations		
a. Year Book Sponsor	NHS	Joey Bennett
b. Baseball – B-Team	NHS	Derik Tipton
c. Elementary Sport	ESE/ME	Evelyn Greenwood
d. Volleyball – Head	CCHS	Lu Anne Anderson
4. ECA Lay Coaches	None	

#### D. TRANSFERS

1. Certified	None	
2. Non-Certified		
a. Custodian (185 days)	From CCHS to CCE	Nathaniel Myles
b. Instructional Asst. (Sp Serv)	From FPE to NCMS	Susan McKee
c. Instructional Asst. (Sp Serv)	From NCMS to ESE	Vicki Pinnick
d. Interpreter (Sp Serv)	From NCMS to NHS	Sharon Sanders
e. Instructional Asst. (Sp Serv)	From NCMS to NHS	Peggy Buckles

#### E. EMPLOYMENT

1. Certified		
a. Teacher – Social Studies	NCMS	Craig Trout
b. Teacher – Elementary Art – 50%	CCE	Korinne Lee
c. Teacher – Elementary	SE	Emmaly Wisley
d. Teacher – Elementary	ESE	Landon Leichter
e. Teacher – Agriculture 40%	NHS	Tiffany Ludwig
f. Adult Ed Teacher – Part Time	CORP	Sarah Kissinger
g. Adult Ed Teacher – Part Time	CORP	Lynn Wise
h. Adult Ed Teacher – Part Time	CORP	Jennifer Pugh
i. School Psychologist	SP SERV	Stacey Bex
j. Teacher – English & Journalism	CA/NHS	Alivia Anderson
2. Non-Certified		
a. Secretary/Treasurer (effective 7/31/2012)	ESE	Jamie Bicking
b. Instructional Assistant (Sp Serv)	FPE	Christina Meyer
c. Instructional Assistant (Sp Serv)	NCMS	Zachary Stultz
d. Instructional Assistant (Sp Serv)	NCMS	Christine Moe
e. Custodian – 185 days evening	CCHS	Terry Silvers
f. Food Services – 3 hours	CCHS	Hope Wilkins

g. Food Services – 5 hours	NHS	Gina Grigsby
h. Food Services – 5 hours	NHS	Jamie Metz
i. Food Services – 5 hours	FPE	Brenda Riley
j. Instructional Assistant (Sp Serv)	CCHS	Erica Koehler
k. Instructional Assistant (Sp Serv)	CCHS	Courtney Dayhuff
l. Athletic Assistant	CCHS	Keith Jones
m. Instructional Assistant (Title I)	ME	Cynthia Cayton
n. Technology Assistant	TECH	Tammy Kikta
3. Other		
a. Adult Education Teacher – Part-time	CORP	Cynthia Pike

## F. EXTRA-CURRICULAR

1. Extra-Curricular Certified		
a. Volleyball – 8 <sup>th</sup> Grade (move from 7 <sup>th</sup> )	CCHS	Rachel McCleary
b. Cross Country – Girls	CCHS	Elissa Downey
c. Cross Country – Boys	CCHS	Cole Schroer
d. Elementary Sport	ME	Jessica Kendall
e. National Honor Society	NHS	Alivia Anderson
f. Yearbook Sponsor	NHS	Alivia Anderson
g. Basketball 9 <sup>th</sup> Grade Boys	NHS	Tim Sanders
h. Cheerleader Sponsor	NCMS	Jessica Kendall
2. Extra-Curricular Non-Certified	None	
3. Extra-Curricular (Lay Coach)		
a. Asst. Cheerleading Coach	NHS	Kaylee Edington
b. H.S. Cheer Coach	CCHS	Ashley Waite
c. Fall Drill Team Director	CCHS	Chelsea Bryan
d. Fall Asst. Band Director	CCHS	Becky Ziegler
e. Football – Head 7 <sup>th</sup> Grade	NCMS	Zachary Sanabria
f. Football – 8 <sup>th</sup> Grade Asst.	NCMS	Evan Moore
g. Football – Head 8 <sup>th</sup> Grade	NCMS	Broc Miller
h. Football – Asst. Coach	NHS	Domenick Lancaster
i. Volleyball – 8 <sup>th</sup> Grade	NCMS	Linda Payton

## G. CHANGES

1. Certified
  - a. Patrick Powell: Changed from a full-time teacher at Northview and Clay City to a 2/5 teacher at Clay City only
  - b. Timothy Sanders: 1 additional period of Biology for the 2012-2013 school year, which will give Mr. Sanders a 6/5 contract. This was needed to cover a period of biology left open by change in Patrick Powell's contract.
2. Non-Certified
  - a. Andrea Downing: Food Services at NHS, was employed as 4-hour food service employee, will move to 5 hours 8/13/2012
  - b. Diana Crafton: Was a 6-hour food service employee at Forest Park; requested a transfer to CCHS as the 8-hour Cafeteria Manager. This position was opened when Chelsea Inman resigned.

c. Melody Dayhuff: Was a 3-hour food service employee at Clay City Jr/Sr High School; requested a transfer to an open 5-hour food service position at Clay City Elementary.

d. Erin Shaw: Was a 6-hour food service employee at East Side Elementary; requested a transfer to a 5-hour position at East Side Elementary.

e. Leanne True: Changed from Instructional Assistant at North Clay Middle School to a Technology Assistant for the Technology Department; will report to Bill Milner.

3. ECA-Lay Coaches None

#### H. TERMINATION

1. Certified None

2. Non-Certified None

I. CONTRACTED SERVICES None

#### J. VOLUNTEERS

1. Classroom

a. Mary Lee Somheil – LEAAP

2. Athletic

a. Camie Sciotto – Cheerleading

b. Sheri Yocom – 6<sup>th</sup> Grade Volleyball (NCMS)

c. Erica Koehler – 7<sup>th</sup> Grade Volleyball (CCHS)

d. Courtney Dayhuff – Volleyball Asst (CCHS)

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

### III. Comments from Patrons

**David Wise**, of 10026 N Knightsville Clay Street, Brazil, IN, presented the board members with three documents: 1) A copy of the Open Door Law; 2) a copy of the first nine pages of Title 36; and, 3) a copy of the Indiana Code that addresses the law that provides price preferences for local Indiana businesses. He began his comments by stating that he came to the board tonight with mixed emotions. He noted that he had talked to the board the past two months about bidding procedures and the way that quotes are being accepted, and he has a concern about that. Mr. Wise referred board members to that part of Title 36 which addresses the procedure for accepting quotes with which the board must comply. He pointed out that the law requires three quotes, opened publicly and read aloud, and Mr. Wise does not believe the board is doing that. Mr. Wise also pointed out that a quoter cannot be required to give a quote prior to the fixed time that the quotes are to be opened. The law also requires that the quote be awarded to the lowest and most responsive quoter for projects less than \$150,000 but greater than \$50,000. The law provides alternate procedures for projects costing less than \$50,000; however, according to Mr. Wise, the quotes must still be requested in writing, there has to be a minimum of seven days from a fixed time when they are

opened, they must be read aloud, and the public has to have access to that meeting. He does not believe the board is doing all of that.

At this point, Mrs. Adams responded to Mr. Wise's assertion and referred to I.C. 36-1-12-4.7 Procedures for Inviting Quotes; Applicable Dollar Amounts, which states that the meeting for receiving quotes must be open to the public. She pointed out that there had been times when the quotes were opened at board meetings and there had been times when the meetings have been in central office where they are open to the public. She did not want Mr. Wise to think the board members were somehow skirting the law; they are very well aware of it.

Mr. Wise returned to discussion of the Indiana Code as it relates to quotes for projects less than \$25,000, and he noted that it is different in that the quotes can be received by telephone or facsimile and the seven-day waiting period is waived; however, three quotes are still required. As he sees it, the board only received one quote for fencing and is therefore not complying with the law.

Other concerns shared by Mr. Wise:

- Regarding the re-roofing project for the 1013 S Forest Avenue facility, the law concerning emergencies states that an emergency can be declared, but it also says that the names of the two businesses submitting quotes must be recorded in the minutes.
- When looking at the quotes for the re-roofing project, Mr. Wise noted that the first quote by Pell's was for \$44,800. The other quote from a company in Indianapolis was for \$41,690, a difference of \$3,110. The company in Indianapolis offered a voluntary alternate, which was not in the original request, for gutters and downspouts in the amount of \$3,795. Mr. Wise asserted that someone had handwritten "Add gutters and downspouts" on the Pell quote. In his opinion, the gutters and downspouts were not necessary or they would have been written into the original specifications.
- Mr. Wise does not know what has been spent on the building on South Forest Avenue., and he asserted that he has no way of knowing what alternates were accepted. As he sees it, the low bidder was not Hannig; rather, it was CDI. It was his guess that, because of the alternates, Hannig became the low bidder, but the public has no way of knowing that. Mr. Wise reminded the board that they could delegate responsibilities to the superintendent; however, it is the board members' responsibility, as elected representatives, to make those decisions and let the public know what is happening.
- Regarding the design/build process, Mr. Wise asked if the design/build statute had been followed rather than the public works statute, which Superintendent Tucker confirmed. He then asked who had been on the technical review committee. Superintendent Tucker stated that she, along with the extended services director, the business director, and the technology director, had served on the committee. To this, Mr. Wise replied that the committee would not comply with the law if done under the design/build statute.

Mr. Wise concluded his comments by stating that he is bothered by the fact that the architect indicated to the public and to the board that the project would cost less than \$300,000, but when the bids were opened, it was \$418,000 for the low bid. What really bothered him is that he didn't hear anyone on the board question this, according to the minutes. He urged the board to let the public know that it is following the law.

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

##### **A. Classified Handbook Revision: Second Reading**

Superintendent Tucker stated that no changes were recommended during the first reading of the classified handbook, and representatives of this group have been met with at this point. Approval was recommended.

Mrs. Kaelber moved to approve the classified handbook revision. Mrs. Beasley seconded.

Under discussion, Mrs. Adams commented on the removal of seniority status from the handbook. As she sees it, if an employee is not performing, seniority status has nothing to do with how a manager should handle him/her, and there are already procedures in place to deal with them. What she perceived the changes in the handbook to mean is that seniority is being taken away to take away some of the privileges of the people who have been dedicated and committed to this corporation for years and have earned all kinds of experience or knowledge of their job. She offered her opinion that removing seniority status would also make it easier for managers to be lazy where they don't actually have to document what an individual is or is not doing. She wanted to go on the record as saying she does not support whittling away at workers' rights.

The motion was approved by a 5-1 vote with Mrs. Adams opposed.

##### **B. Bus Driver Handbook Revision: Second Reading**

The administration has also met with this group. No changes were recommended during the first reading and approval was recommended.

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

##### **C. Administrative Handbook Revision: Second Reading**

No changes were recommended during the first reading and approval was recommended.

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

##### **D. Head Custodian Job Description – NEW: Second Reading**

No changes were recommended during the first reading and approval was recommended.

Dr. Buell moved to approve the new head custodian job description. Mrs. Adams seconded, and the motion was approved by a 6-0 vote.

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

No changes were recommended during the first reading and approval was recommended.

Mrs. Adams moved to approve the revision to the custodian job description. Mrs. Beasley seconded, and the motion was approved by a 6-0 vote.

**V. Superintendent's Report**

Superintendent Tucker noted the following:

- The corporation is gearing up for the start of school. A number of teachers' groups have met with building-level administration for in-service and professional development meetings. Superintendent Tucker commended the administrative team for putting together a very successful pre-start to school. She also commended Director of Buildings and Grounds Tom Reberger and Director of Transportation Frank Misner for their work in preparing for the start of school.
- Thanks were offered to those in the community who donated supplies and to school corporation employees who helped to successfully complete the United Way "Stuff the Bus" campaign at Walmart.
- In response to Mr. Wise's patron comments, Superintendent Tucker stated that she had attempted unsuccessfully to contact Mr. Wise last week. Also, she commented that the school corporation may have policies that are on the books but may be in conflict with I.C. 36, which was amended this past July 1, and the necessary corrections will be made to those policies. She believes that when discussions have been held at meetings, the school board has tried to be as transparent as possible. Superintendent Tucker pointed out that the only alternate bid that was not accepted was for technology, which was discussed at the last school board meeting.

**VI. New Business**

**A. Request for Permission to Advertise the 2013 Budget, 2013 Capital Projects Plan and the 2013 School Bus Replacement Plan**

Mrs. Adams moved to grant permission to advertise the 2013 budget, 2013 Capital Projects plan and the 2013 School Bus Replacement plan. Mrs. Kaelber seconded, and the motion was approved by a 6-0 vote.

**B. Request for Permission to Advertise for Bids for Buses and Fuel**

Mrs. Kaelber moved to grant permission to advertise for bids for buses and fuel. Dr. Buell seconded, and the motion was approved by a 6-0 vote.

### **C. 410 W Pinckley Street Facility HVAC Equipment**

Superintendent Tucker noted that Sycamore Engineering had provided two separate quotes for the installation of HVAC in the 410 W Pinckley Street facility. The total cost for the projects combined is \$48,984.00. Approval was recommended.

Mr. Scherb asked if the old used oil burner would be used as a method to heat the new bus garage. Mr. Reberger replied that the plan was to use that system as a supplemental heat source. He added that it does not produce enough Btu's to heat the building. Mr. Misner noted that it is a good October/November and April/May heater. Mr. Scherb then asked if there was a larger heater that could be used for the same system. Mr. Reberger's response was that not enough used oil was produced by the buses during a season, and the Btu capacity is not intense enough to heat the building in colder weather.

Mrs. Adams moved to accept the Sycamore Engineering quote. Dr. Buell seconded, and the motion was approved by a 5-1 vote with Mr. Scherb opposed.

### **D. RISE Evaluation Instrument Acceptance**

Superintendent Tucker explained that the Indiana Department of Education required school corporations to adopt a model for professional evaluation which is in compliance with statute. After lengthy discussions with the Clay Community Classroom Teachers Association, the administration has determined to utilize the state-developed instrument, the RISE Evaluation and Development System. Approval of this adoption was recommended.

Mrs. Adams moved to accept the RISE Evaluation instrument. Dr. Buell seconded, and the motion was approved by a 6-0 vote.

### **E. ISTEP+ Presentation**

Dr. Tim Rayle, Assistant Superintendent, presented information regarding ISTEP+ testing scores. The power point presentation is available on the corporation web site ([www.clay.k12.in.us](http://www.clay.k12.in.us)).

### **F. iPad Presentation**

Dr. Rayle presented information regarding tablet technology. He pointed out that use of tablet technology in the classroom is not a technology initiative; rather, it is an instructional initiative. In addition, he noted that the tablet technology that may be used in the future might be something other than an iPad, but whatever tablet technology is chosen would change the way that the school corporation educates kids. Dr. Rayle commented that the corporation does not want to grab a product, give it to teachers, and ask them to fend for themselves. For that reason, the plan is to introduce the teacher initiative this year, and that initiative will drive how the student initiative will be planned. A copy of Dr. Rayle's presentation was to be sent to board members.

### **G. VEBA Account Allocation**

Superintendent Tucker explained that the VEBA account, which was established for administrators under a previous retirement plan, is required to now be allocated to those

administrators who had made payments. The business manager and superintendent are permitted to determine the basis and amount for allocations. She recommended approval of the allocations as they had been represented in the board packet.

Mrs. Adams moved to approve the VEBA account allocation. Mr. Scherb seconded, and the motion was approved by a 6-0 vote.

#### **H. Trust Agreement Adoption**

As noted by Superintendent Tucker, the WV/WCI Trust requires participating school corporations to adopt a new trust agreement following the yearly amendment process. She recommended the board's approval to adopt the new agreement.

Dr. Buell moved to approve the adoption of the new trust agreement. Mrs. Kaelber seconded, and the motion was approved by a 6-0 vote.

#### **I. Resolution on Pension Debt Neutrality**

Superintendent Tucker stated that, pursuant to changes in IC 20-48-1-2, school corporations who wish to participate in the pension debt neutrality according to the four-year adjustment percentages provided by the state must adopt a resolution stating the intent to modify amounts accordingly beginning with the 2013 budget. The resolution was included in the board packet. Approval was recommended.

Dr. Buell moved to approve the resolution on pension debt neutrality. Mr. Scherb seconded, and the motion was approved by a 6-0 vote.

#### **J. LEAAP Grant Funding Request**

Mary Yelton, coordinator of the LEAAP Center for pre-school and adult learning, requested the board's approval to submit a grant proposal to the Wabash Valley Foundation. Superintendent Tucker recommended approval.

Dr. Buell moved to approve the submittal of a grant proposal to the Wabash Valley Foundation. Mrs. Adams seconded, and the motion was approved by a 6-0 vote.

#### **K. Discussion of Generating a Technology Implementation Plan**

Mrs. Adams requested tabling this item to next month.

#### **L. Special Services Coordinator Job Description – NEW: First Reading**

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

#### **M. Special Services Diagnostician Job Description – NEW: First Reading**

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

#### **N. Softball/Golf Supplemental Coaches**

Ernie Simpson, principal at Northview High School, requested board approval to pay for the services of two supplemental coaches for softball this past spring semester 2012. He also requested approval to pay for the service of one supplemental coach in boys'

golf this past spring semester 2012. The funds are to come from the NHS ECA account. Superintendent Tucker recommended approval.

Mr. Scherb moved to approve payment to the two softball supplemental coaches and the supplemental golf coach. Dr. Buell seconded, and the motion was approved by a 5-0-1 vote with Mrs. Heffner abstaining.

**O. Discussion of Establishment of a Sports Advisory Council**

Mrs. Adams stated that she would like input from principals, athletic directors, and coaches to see if there would be any interest in establishing a Sports Advisory Council that would basically bring all of the coaches and athletic directors county-wide together. She asserted that it would perhaps create more cohesion for all the sports among the different grade levels. She suggested that this council could meet once a quarter and would be comprised of senior coaches, the people who have been around a long time and could help share with the younger coaches, as well as the athletic directors and others who might be interested. Mrs. Adams suggested bringing in coaches from sports teams such as ISU or the Pacers. The council could focus on items such as general coaching concepts, training and conditioning athletes, medical first aid, psychological aspects of coaching, and legal aspects of coaching. The council's objective would be to provide information about fundamental coaching concepts and to enable coaches to minimize risk of injury to young athletes. The council would have no governing authority; rather, it would serve as a support system for the coaches and help further their education and stay up to date on certifications and the latest trends. Superintendent Tucker commented that she would like to take Mrs. Adams' proposal to athletic directors and principals so that they can have discussion with coaches to see where this could come into play. Mrs. Adams replied that if it is not necessary or would be redundant, she would not have her feelings hurt; she just wanted to create a support system to help the coaches and athletic directors.

**P. Request for Permission to Complete Title II, Part A 2012 Grant**

Kathy Knust, Curriculum and Grants Coordinator, was seeking permission to complete the Title II, Part A 2012 Grant application. Clay Community Schools' allocated funding for this grant is \$183,463, and funding provided by this grant would be used for classroom size reduction and professional development. Approval was recommended.

Mr. Scherb moved to allow Kathy Knust to apply for the grant. Mrs. Kaelber seconded, and the motion was approved by a 6-0 vote.

**Q. 7<sup>th</sup> & 8<sup>th</sup> Grade Computer Courses at North Clay Middle School**

Mrs. Knust requested approval for the 7<sup>th</sup> and 8<sup>th</sup> grade computer class textbook rental and fees for the upcoming school year. Information in support of this request was included in the board packet, and approval was recommended.

Mrs. Adams moved to adopt the 7<sup>th</sup> and 8<sup>th</sup> grade computer class textbook rental and fees at North Clay Middle School. Mr. Scherb seconded, and the motion was approved by a 6-0 vote.

## **VII. Board Member Comments**

**Amy Burke Adams** stated that she wanted to clarify that she may not have spoken conscientiously or clearly enough when talking about her opposition to the changes in the handbook. She used the words “lazy managers”, and she does not want anybody to think that she believes managers are lazy. She was trying to say that it could give way to managers being lazy if they want to be. She knows the managers in this corporation work very hard to run very tight schools and educate children. She does not think anybody in the corporation is a lazy manager. Mrs. Adams also offered her best wishes for a wonderful new school year.

**Ron Scherb** commented that a trade show would be a part of the Indiana School Boards state conference in September that would include dozens of vendors selling computer technology. He encouraged every board member to go to this conference. Also, Mr. Scherb noted that Superintendent Kim Tucker would be speaking at the Farm Bureau annual meeting at the 4-H Fairgrounds on August 28, following the special session school board meeting. Everyone was invited to the Farm Bureau meeting.

## **VIII. Future Agenda Items**

None at this meeting

## **IX. Adjournment**

Having exhausted all agenda items, the meeting was adjourned at 9:05 p.m.

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