

**SCHOOL BOARD MINUTES  
NOVEMBER 10, 2016**

Members of the Board of School Trustees met in executive session at 6:30 p.m. on this date in the Cortland Elementary School Library pursuant to Indiana's Open Meetings Law for the purpose of: discussion of strategy with the respect to any of the following: Initiation of litigation or litigation that is either pending or has been threatened specifically in writing; and with respect to any individual over whom the governing body has jurisdiction: to discuss, before a determination, the individual's status as an employee, a student, or an independent contractor. No topics were discussed other than those listed on the public meeting notice. All members were present.

President Juergens called the Additional Appropriation Hearing to order in the Cortland Elementary School Cafeteria at 7:00 p.m. All members were present.

Mr. Nauman made a recommendation to adopt the additional appropriation resolution/ordinance to transfer \$500,000 to General Fund - Personnel Services. There were no comments.

Mr. Silver motioned to approve the additional appropriation. Mr. Klosterman seconded. Motion carried; 7-0. Mr. Browning moved and Mrs. Franke seconded a motion to adjourn the hearing at 7:04 p.m. Motion carried; 7-0.

President Juergens called the Regular Board meeting to order at 7:05 p.m. All members were present.

Board members and members of the public stood for the Pledge of Allegiance and a Moment of Silence.

Mr. Hooker made a recommendation to approve the agenda as presented. Mr. Silver motioned to approve and Mr. Klosterman seconded a motion to approve. Motion carried; 7-0.

Mrs. Franke moved and Mr. Browning seconded a motion approving the consent agenda which included the minutes of the October 11, 2016 regular meeting, claims and payroll, fund report, monthly reconciliation summary, monthly appropriation report, student enrollment update, personnel recommendations, and professional leave requests.

The personnel report included the following:

**Resignations:**

Rebecca Curtis	Special Ed Instructional Asst.	SHS	October 21, 2016
Erika Maschino	Special Ed Instructional Asst.	Brown	October 25, 2016
Marj Rust	Instructional Assistant	Cortland	October 28, 2016
Andrew Brock	Assistant Boys Track Coach	SHS	November 5, 2016
Amanda Hoene	Special Ed Instructional Asst.	Redding	November 9, 2016
Rhonda Self	PT Day Custodian	Jackson	November 10, 2016
Kelly Kennedy	Instructional Coach	Jackson	November 22, 2016

**Appointments:**

Audrey Huber	PT School Nurse	6th GC	September 15, 2016
Darcy Harvey	Time Out Assistant	6GC/SMS	October 26, 2016
Ryan Culbreth	Homebound Instructor	SMS	10/31/16 - 12/20/16
Audra Lorey	Homebound Instructor	SMS	11/07/16 - 12/20/16
Michael Maxie	Substitute Bus Driver	Transportation	November 11, 2016
Eva Auleman	Special Ed Instructional Asst.	6thGC	November 11, 2016
Kathy Stidham	PT Cook (3 hrs/day)	SMS	November 11, 2016
Rhi Castetter	Temporary Special Ed Teacher	Redding	November 17, 2016
Autumn Tormoehlen	Special Ed Instructional Asst - SOAR	Emerson	November 28, 2016
Karla Ramirez	FT ESL Instructional Assistant	SHS	November 28, 2016
Kelsey Nolting	Temporary Special Ed Teacher	Redding	02/24/17 - 05/26/16
Lea Chandler	Substitute Nurse	Corporation	As needed
Tim Perry	Volunteer Assistant Baseball Coach	SHS	2016-2017 Season
Michael Fickert	Volunteer Wrestling Coach	SHS	2016-2017 Season

Josh Shattuck	ECA Supervisor	SHS	2016-2017 Season
Tara Sutherland	Assistant Swim Coach	SHS	2016-2017 Season

**Transfer:**

Lindsey Huddleston	Title 1 to Special Ed Instructional Asst.	Brown	November 11, 2016
Drew Purkhiser	PT to FT Custodian	SHS Gym	November 11, 2016
Stacey Parisi	SLP to Behavior/Autism Coordinator	Corporation	11/11/16 - End of SY
Cassandra Samons	Resource to BEST Classroom	Redding	11/17/16 - 12/20/16

**Leaves of Absence:**

Julia Freese	Food Service		11/03/16 - 11/25/16
Sarah York	Cafeteria Manager	SMS	11/07/16 - TBD

**Permission to Post:**

Full-time Special Education Instructional Assistant	Corporation
Title 1 Tutor	St. Ambrose

Motion carried; 7-0.

**COMMUNICATIONS & REPORTS**

**SUPERINTENDENT COMMENTS:**

Mr. Hooker thanked Mrs. Lister and the Cortland Staff for a great evening showing off the beautiful media center addition.

Mrs. Ahlbrand introduced and congratulated Mrs. Mary Smith, Special Education teacher at Brown Elementary who was recognized as the ARC of Jackson County's 2016 Teacher of the Year. Mrs. Ahlbrand said she is very proud of Mrs. Smith's 37 years of service to the special education children in Seymour.

Mrs. Lister said the ISTEP scores are still embargoed. The school should receive preliminary grades on November 16.

Mrs. Lister introduced Debbie Herbert and Amanda Tamme, members of Cortland PTO. They would like to donate \$956 for the purchase of soccer goals for the playground. Mr. Browning motioned to accept the donation and Mrs. Franke seconded. Motion carried; 7-0.

Mr. Stark provided a facilities update.

**AUDIENCE COMMENTS:**

Mrs. Fenton, Seymour Education Association President, informed the Board that the Association will be celebrating American Education Week to spotlight the importance of providing every child in America with a quality public education. She invited the Board and Administration to join them in the celebration by stepping in the classrooms and staff lounges, join them for lunch, step out on the playgrounds, listen to the music in the band room, try your hand at an Art project, participate in a lesson with the Chromebooks, and be with them as they teach all children, not just the selected few. She said Seymour schools provide a great public education of all and it's a good reason to celebrate all that they do.

**BOARD COMMENTS:**

There were none.

**ACTION ITEMS**

Mr. Hooker made a recommendation to seek quotes for additional parking lot lights for the Transportation Center and Central Office. Mr. Kelley asked that we seek quotes for both traditional and LED lighting. Mr. Joray moved and Mr. Browning seconded. Motion carried; 7-0.

Mrs. Ferguson made a recommendation to approve the School Improvement Plans. They are due to the state by December 1, 2016. Mr. Silver moved and Mrs. Franke seconded. Motion carried; 7-0.

Mr. Stark made a recommendation to approve a donation from Holt Construction for the tear off and reshingle of the SHS Legion Field press box. Mr. Silver moved and Mrs. Franke seconded. Motion carried; 7-0.

Mr. Brown made a recommendation to accept a donation of tickets for 20 students and a parent to attend the Ringling Brothers and Barnum and Bailey Circus in Indianapolis from an Anonymous benefactor. The school social workers will work with the local business to identify students who would benefit from the opportunity. Mrs. Franke motioned to accept the donation and Mr. Browning second. Motion carried; 7-0.

Mr. Hooker made a recommendation to approve change order #3 for the football and track improvements which returns \$24,781.60 from the contingency allowance that was not used. Mr. Browning moved and Mr. Joray seconded. Motion carried; 7-0.

### **NEW BUSINESS - FIRST READ**

Mrs. Speidel requested permission to seek marquee sign quotes for Brown Elementary. The current marquee sign is broken, outdated and needs repaired or replaced. The requested marquee would be a LED electronic message center that would allow Spanish and English capability to better serve the needs of the school. Mr. Stark said they will need to seek a variance from the city if it's decided to pursue this marquee.

Mrs. DuBois requested to add a new course, MATH 10, to the high school curriculum. The DOE added this particular course in response to the assessments given.

Mr. Stark presented corporation maintenance agreements. Mr. Kelley asked if competitive bids were sought prior to putting this list together. Mr. Stark said yes, and no. He does try to be competitive and look at other prices. The corporation has built relationships with many of the contractors over several years. He added that if there is ever an emergency, most of the contractors are able to come out same day, some within the hour, to fix it. When he has requested bids for the work from contractors out of Indianapolis and surrounding areas they tend to be higher.

Mr. Hooker said the document provided shows the cost over the last two years, as well as, the projected cost in 2017. He asked if there was a particular area that the Board would like to see additional information for before moving forward. He then asked if there was any interest in putting together a cost projection to hire our own refrigeration maintenance person on staff.

Mr. Joray said, "most other organizations have a policy on getting bids based on the amount and what the project is for. What we're saying here is, we're not going to seek bids unless someone on the board decides to. Do we not have a policy? If we don't have a policy, we should." Mr. Hooker said he is currently working on policy development. Anything under \$25,000 we can request quotes. "Past practice with the Board is to approve annual corporate maintenance contracts of a set amount." He asked again if there was a particular area that they would like to see additional quotes.

Mr. Joray said he thinks they all should be rebid, but keeping the alarms and security the same. He said "We need to have a policy that a certain amount should be bid out." Mr. Hooker said there is a policy that says anything over \$5,000 requires board approval.

Mr. Stark said some of the contractors have recently changed and others are on three year agreements. He added he does not bid out every year due to the time required to develop specifications and receive bids. Mr. Stark doesn't want them to have the impression that they have never gone out for bids. We choose the contractor that they feel is the best fit for the corporation. If there are any on the list they don't agree with, he is happy to seek additional quotes for the work.

Mr. Joray again asked, "Do we have a policy?" Mr. Hooker said again, "Yes, we have a policy to get board approval for anything over \$5,000." Mr. Nauman said the total dollar amount next to each contractor is the amount paid that year for all work completed, including the annual maintenance. Any project that cost more than \$5,000 was brought

before the Board as needed. An example is if we needed the day to day maintenance of a food service cooler that cost less than \$5,000 brought to the board, it would take two months to get the work approved. The kitchen's can't go that long without a working cooler and that expense is classified as the cost of doing business. He said he monitors the costs year to year to stay within the maintenance budget.

Mr. Kelley said, "We mentioned we have service agreements. Do we have hourly rates in the service agreements?" Mr. Nauman said we have an agreement where they will do x amount of work for x amount of dollars. It's usually a flat rate plus time and materials. Mr. Nauman commented on certain things cost a little more locally, but we can count on them to be here when needed. Ms. Driver said a freezer went down the Saturday night of Fall Break. She contacted RWD and they were able to come get it up and running that night.

Mr. Kelley said we need to remember we're dealing with taxpayer's money and look at these annually or every two years depending on the type of agreement. Mr. Joray said they can take more than one bid and still go with the local. Mrs. Franke said when we bid out like that, we are obligated to take the lower bid. Mr. Joray asked if when we did the security cameras last year did we not take the lowest bid? The ones chosen were compatible, but we didn't check to see if the one with the lowest bid could work with what we have.

Mr. Joray asked what the difficulty in getting a bid from both Rumpke and Best Way. Mr. Stark responded with "Time and serviceability." He said he can get a bid from both if he'd like. Some contractors, like BR Bleachers, are difference. Orr insurance carrier recommended we use them, so that's who we have gone with. Other contractors are local.

Mr. Joray said, "The idea of getting bids is for the public." Mr. Stark said he doesn't have time to do that to be truthful. He would need assistance because it is time consuming.

Mr. Hooker said the board policy for items \$5,000 or more are brought before the board for first read and second read. We seek quotes and bids. These maintenance contracts have been brought to the Board and approved in the past. He added that what he is hearing is that they want us to seek quotes/bids on everything listed.

Mr. Juergens said, "I feel like we're creating a nightmare. I realize it's taxpayers money, but I think we're very good at using the taxpayer's money. I don't think we try to fool anybody. When something goes wrong, we have people come and fix it. I think we need to look at that also. If these people are ripping us off it would be a different story." Mr. Joray doesn't think that's the issue. Mr. Stark said, "Don't get the impression that we've never gone out for bids. I don't take every section here and go out every year." Mr. Kelley asked if we could do a two-year service agreement. Mr. Stark said he likes to do a three year agreement if they can.

Mrs. Franke said her concern is that several times the Board has discussed how they would prefer the work to stay local instead of going out of town. Now that we're working with local businesses, we're asking them to look out of town. Mr. Klosterman said everything is working well, but he would like to see updated information every so many years. Mrs. Franke added if we're having a problem with someone, we should look elsewhere at that time.

Mr. Joray said, "It's hard to believe anyone in the public is going to say 'I agree with this.' Just to say that we're not going to bid." Mr. Stark said that's not what he said. Mr. Joray said, "Basically what we're deciding here is when a board member wants these bid out, then you'll go bid it out." Mr. Stark said anything we do, we bring it to the Board. Mr. Joray asked how difficult is it to get two companies to bid it out. The purpose of a bid is to make sure no one takes advantage of us. Mr. Stark said the prices have been the same for many of the contractors for the last few years.

Mr. Hooker said he will put additional information together to discuss at the next meeting. Mr. Joray asked to find out what other school systems are doing.

Mr. Harpe made a recommendation to modify the 2017-2018 school calendar by: eliminating January 15, 2018 as a snow make up day and have a normal school day, 4/27/18 will be added to replace 1/15/18 as make up day #2., and 2/19/18 will be make up day #1.

Mr. Hooker requested permission to apply for the Comprehensive Counseling Initiative for Indiana K-12 students and recommended to contract for technical services. Mrs. Franke motioned to waive second read and Mr. Browning seconded. Motion carried; 7-0. Mrs. Franke motioned to approve and Mr. Joray seconded. Motion carried; 7-0.

Mr. Hooker requested feedback on the policies and administrative guidelines that were shared.

Mr. Hooker gave a summary of the 2013-2016 corporation goals. He requested input on the development of goals for 2017.

**IMPORTANT EVENTS**

- Thanksgiving Break – No School on November 23-24-25, 2016
- School Board Meeting - Tuesday, December 20, 2016 @ Brown Elementary School
- Christmas Break – Begins Wednesday, December 21, 2016 to Wednesday, January 04, 2017
- Teacher Work Day – Wednesday, January 04, 2017
- Students Return to School – Thursday, January 05, 2017
- Martin Luther King Day – Regular School Day – Monday, January 16, 2017
- School Board Reorganization + Board of Finance Meeting – Tuesday, January 17, 2017 @ 7:00 p.m.
- Regular School Board Meeting – Tuesday, January 17, 2017 @ immediately these two meetings
- School Board Meeting - Tuesday, February 14, 2017
- Possible Snow Make-up Day – Monday, February 20, 2017
- School Board Meeting – Tuesday, March 14, 2017
- Spring Break – No School Monday, March 20, 2017 to Friday, March 24, 2017

Mr. Klosterman moved and Mr. Joray seconded a motion to adjourn. As there was no further business to come before the Board at this time, the meeting was adjourned at 8:29 p.m.

\_\_\_\_\_ President

\_\_\_\_\_ Vice President

\_\_\_\_\_ Secretary

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