

**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 Clay City Jr/Sr High School, Auditoria, 601 Lankford Street, Clay City, Indiana, 47841, on Thursday, April 12, 2012. Tammy Beasley, Jennifer Kaelber, Tina Heffner, Forrest Buell, Rob Miller, Ron Scherb, and Amy Burke Adams were present.

I. Call to Order

Mr. Miller, President of the Board, called the meeting to order at 7:33 p.m. He 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 March 8, 2012
Special Session Minutes for March 13, 2012
Executive Session Certification for March 8, 2012

C. Field Trips

None at this meeting

D. Personnel

A. LEAVES OF ABSENCE

1. Certified	None	
2. Non-Certified		
a. Medical Leave	CA/LEAAP	Myra Snow
b. Medical Leave	TRANS	Carl Wm. Stallcop

B. RETIREMENTS

1. Certified		
a. Teacher (End of 2011-12)	NCMS	Kevin Kumpf
b. Teacher (End of 2011-12)	NCMS	Connie Young
c. Teacher (End of 2011-12)	FPE	Donna Little
2. Non-Certified		
a. Instructional Assistant	VBE	P. Carole Weaver
b. Bus Driver	TRANS	Darlene Warrum
3. Place on Retirement Index	None	

C. RESIGNATIONS

1. Certified	None	
2. Non-Certified	None	
3. ECA Resignations		
a. Boys Varsity Basketball Coach	NHS	Ernie Maesch
4. ECA Lay Coaches	None	

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| D. TRANSFERS | |
| 1. Certified | None |
| 2. Non-Certified | None |
| E. EMPLOYMENT | |
| 1. Certified | None |
| 2. Non-Certified | None |
| F. EXTRA-CURRICULAR | |
| 1. Extra-Curricular Certified | None |
| 2. Extra-Curricular Non-Certified | None |
| 3. Extra-Curricular Lay Coach | None |
| G. CHANGES | |
| 1. Certified | None |
| 2. Non-Certified | None |
| 3. ECA-Lay Coaches | None |
| H. TERMINATION | |
| 1. Certified | None |
| 2. Non-Certified | None |
| I. CONTRACTED SERVICES | None |
| J. VOLUNTEERS | |
| 1. Athletic | |
| a. Roger Rhodes – CCHS Softball | |
| 2. Classroom | None |
| 3. Other Volunteers | |
| a. Marilyn “Susie” McPheeters – A.B.L.E. Worker at LEAAP Center | |
| b. Erma Brandebury – A.B.L.E. Worker at LEAAP Center | |

Mrs. Adams moved to approve the Consent Agenda as presented and Mrs. Kaelber seconded. The motion was approved by a 7-0 vote.

III. Comments from Patrons

None at this meeting

IV. Old Business

A. Student Handbooks: Second Reading

Superintendent Tucker pointed out that there would be a revision to the handbooks with regard to the nine-week grading periods. Inasmuch as the board was being asked to approve the student handbooks, Superintendent Tucker stated that, should the board approve the school calendar with the nine-week grading periods as proposed in Item VI. F., the nine-week grading periods would then be inserted as revised language in the student handbooks.

Mrs. Adams moved to approve student handbooks for North Clay Middle School, Clay City Jr/Sr High School, Northview High School and the elementary schools. Mr. Scherb seconded, and the motion was approved by a 7-0 vote.

V. Superintendent's Report

Superintendent Tucker noted the following:

- Congratulations were offered to Frank Misner, Director of Transportation, and the many bus drivers working for the school corporation. The annual bus inspections were done differently than in the past, with bus drivers bringing in their bus for inspection after running their route. All buses received the inspection approval stickers as has been the case for multiple years in a row.
- Regarding the search for a principal for Northview High School and North Clay Middle School, Superintendent Tucker noted that letters had been sent out after spring break inviting parents to come in for a meeting. At that meeting, parents would be asked to complete a survey which asks them to rate the top five qualities that they see as being most important for the next instructional leader in those buildings. Staff members will also be spoken with before each of those meetings. The meeting for Northview parents was held on April 10 and the meeting for North Clay parents is to be held on April 17. The survey will also be placed on the corporation web site in case a parent or teacher wasn't able to be at the meeting. The teacher or parent can download the survey, complete it, and send it to central office. The deadline for returning the survey will be April 20 in order to have those ready to disaggregate the information, which will become the basis for the questions in the interview process. Superintendent Tucker hopes to have a recommendation to the board by May or June.
- A letter had been received from Mr. Douglas Meissel who is the coordinator for the 2012 Veterans' Expo. In the letter, he commends the JAG program, students at the high school and students at Cumberland Academy for their participation in this year's Veterans Expo. Mr. Meissel was extremely grateful to these young people who came out and made the program a success and helped to plan it.
- I-READ was administered to third-grade students across the district. Board members had previously approved summer school positions specific to the fact that third-graders who did not pass I-READ would be required to attend summer school and take the test again. The school corporation had right at an 85% pass rate. Superintendent Tucker anticipates having three classrooms for summer remediation, probably at Forest Park Elementary. For the first time taking the I-READ test, Superintendent Tucker was pleased with the 85% pass rate; however, she would like to strive to have 95% pass next year. This year will be used as a pilot for summer school. Students taking the summer school class will be tested again at the end of the summer class and it is hoped that all will pass so that there won't have to be any decisions made about retention.
- Regarding the Central Office remodeling project for the 1013 S Forest Avenue facility, Hannig Construction has been selected for the project. There has been a meeting with Hannig to go over details, and Superintendent Tucker will be signing paperwork. The paperwork had been approved by school corporation attorney Jeff Boyll. The construction company and architect are waiting on a

couple of permits to come back, and they should be starting to work on the project any day. The plan is to be moved in before school starts in the fall.

VI. New Business

A. Title I Grant Application

Superintendent Tucker stated that the school corporation has three schools as well as a pre-school program that are a part of Title I federal grant funding. Each year, permission is requested to prepare that grant. This year, Dr. Rayle will be administering that grant. Approval to apply for the Title I Grant for the 2012-2013 school year was recommended.

Mr. Scherb moved to approve applying for the Title I Grant for the 2012-2013 school year. Mrs. Heffner seconded, and the motion was approved by a 7-0 vote.

B. Permission to Bid Milk and Dairy, Bread & Bun Products

Every year the administration seeks competitive bids for milk & dairy and bread & bun products. The recommendation was to undergo the bidding process for milk & dairy and bread & bun products. Recommendations will be made to accept or deny bids at a subsequent school board meeting. HPS and West Central Indiana Educational Service Center (WCIESC) bids will be used for cafeteria & food supplies this year.

Mrs. Heffner moved to give permission to bid milk & dairy and bread & bun products. Mrs. Kaelber seconded, and the motion was approved by a 7-0 vote.

C. Goals & Strategies 2012-2015

Superintendent Tucker was pleased to recommend approval of the 2012-2015 Clay Community Schools Goals & Strategies plan. Each year the administration will be looking at data, what still needs to be done, and what has been accomplished. They will report back each year in that three-year time. Superintendent Tucker was also pleased at the participation by teachers, parents, school board members and administration. She also appreciates the day that the board took time out to help develop the facilities, operations, and communications goals. Approval was recommended.

Mrs. Heffner moved to accept the Goals & Strategies for 2012-2015 and encouraged all corporation entities and individuals to read it and keep it in mind. Mrs. Beasley seconded, and the motion was approved by a 7-0 vote. Superintendent Tucker stated that she would ask Bill Milner, Director of Technology, to post the Goals & Strategies on the corporation web site.

D. Job Descriptions – PROPOSED: First Reading

Carolyn Kumpf, Director of Personnel, Data, and Food Services, helped to create these job descriptions. They include Athletic Assistant (new), Insurance Coordinator (new), Physical Therapist (new), Occupational Therapist (new), and School Psychologist (revised). The job descriptions will be brought back to the May school board meeting for final approval.

Under discussion, Mr. Miller asked if the physical and occupational therapists had formerly been contracted out. Mrs. Kumpf replied that they had been, and it is desired to get those positions in-house if possible. Mrs. Heffner suggested that the move would result in savings to the corporation, which Superintendent Tucker agreed it would, if individuals can be found to fill them. She added that hospitals take a big portion of those people that are available.

E. Policy 7542 – Wireless Access – NEW: First Reading

This policy was created and is being proposed by Bill Milner, Director of Technology. This was a first reading, so no vote was required. It will be brought back to the May meeting for final approval.

F. 2012-2013 School Calendar Addition of Nine Week Grading Periods

Superintendent Tucker referred to this item during discussion of Item IV A. earlier in the meeting. She pointed out that the school corporation had piloted the nine-week grading period during this school year with kindergarten because they were the first grade level to be involved with the National Core Standards. It worked out very well for parents and teachers to be able to communicate on that nine-weeks basis. For this coming year, Superintendent Tucker asked to extend that transition to nine-weeks grading periods for grades 1-8, and after 2012-2013, she would like to transition to nine-weeks grading periods for grades 9-12. The basis for this is that eventually with the National Core Standards, the school corporation will be involved in national assessments called the PARCC assessments. These assessments are more or less set up on a quarterly basis and she believes the corporation needs to be on track in the way curriculum is written and set up and the way curriculum assessments are done in accordance with that nine-week schedule. A copy of the 2012-2013 school calendar showing dates for both six-weeks and nine-weeks grading periods was included in the board packet. Approval was recommended to make the change for grades K-8 for the coming school year and for grades 9-12 for the following school year.

After commenting that she believed this to be a very good move, Mrs. Adams moved to approve the 2012-2013 school calendar addition of nine-week grading periods. Mrs. Kaelber seconded, and the motion was approved by a 7-0 vote.

G. Recommended Language for Transportation Handbook

Superintendent Tucker noted that language had been developed for the transportation handbook in accordance with some concerns that had been expressed by parents who felt that there should be more governance over the types of music allowed to be played over bus radios. She then read the language into the minutes, which follows:

“Proposed Transportation Guidelines for Radio Play

BUS AM/FM RADIO: Bus drivers are allowed to determine if the radio will be turned on or not. Drivers may also use the radio as a reward for good behavior. The volume will be at a level that allows the riders to hear the radio comfortably without distracting the school bus driver. School bus drivers are responsible for the AM/FM radio. They should switch the station or turn the radio off, if the program content, commercials, and/or the lyrics of the songs played contain sexually explicit material, foul language,

references to drugs or violence, or the content is controversial and not appropriate for the students on the bus. Some stations are absolutely **not for play including FM 100.7 and FM 105.5**. Transportation may honor requests not to play the radio on particular routes.

ELECTRONIC DEVICES:

1. Students who allow their MP3 players, I-PODS, etc. to become a distraction or disruption on the school bus will be asked to put the item away. Failure to do so may result in the item being confiscated. Parents will then be required to pick up the item at the school.
2. All electronic devices must have headphones or be placed on mute when in use. External noise from any device is not allowed on the school bus.
3. All electronic devices (headphones) must be kept at an acceptable volume level. If the driver requests the device to be turned down, please follow the directive. Students must be able to hear instructions from the driver at all times.
4. The use of any electronic device is a privilege. Students may lose this privilege if they fail to follow safety instructions from the driver.”

Approval to insert this language into the transportation handbook was recommended.

Under discussion, Dr. Buell asked how long the school corporation had allowed music on the buses. Superintendent Tucker theorized that music had been on the buses since the time that radios had first been put on the buses, which had been a considerable amount of time. Dr. Buell believes that regulating the music is an extra job for the bus driver, and he has a problem with that. He wondered if that might not be a safe situation for the drivers. Superintendent Tucker pointed out that if a bus driver wanted to turn the radio off, he or she absolutely could.

Mrs. Adams commended Superintendent Tucker for doing an excellent job in crafting the policy.

Mrs. Heffner moved to approve the recommended language for the transportation handbook regarding radio stations. Mrs. Adams seconded, and the motion was approved by a 7-0 vote.

H. Indiana University/LEAAP Center Observations

Superintendent Tucker explained that Indiana University had requested to visit the LEAAP Center for the purpose of receiving and collecting data for a study they are doing. They had contacted Mary Yelton, Director of the LEAAP Center, and she provided information for the board to explain what the study is about and how it will be conducted. She also provided a parent letter that will be used to inform parents that the individuals from the university level will be there to observe teaching practices and best practices in pre-school instruction. Approval was recommended to allow participation in this IU study.

Under discussion, Mrs. Kaelber asked if everyone coming in would be subject to the background checks. Superintendent Tucker replied that the individuals would not be

interacting with students; rather, they would be observers. She added that, typically with student teachers and other representatives of a university, they have already gone through a similar background check with their institutions. They would not be going through this corporation's individual criminal history check. In response to Mrs. Heffner's question of whether completion of a background check could be verified, Superintendent Tucker stated that she would ask Mrs. Yelton to verify that. Mrs. Yelton interjected that the observers would only be there one morning. Mrs. Adams pointed out that there are different degrees of background checks, and she believes that most of the participants would have already been vetted through IU. The participants will be there to observe the teachers and not to interact with the children. She added that the school corporation does not, and could not, do background checks on everybody who enters the schools. Superintendent Tucker concluded the discussion by stating that it was a valid question to put to them as they prepare to bring strangers into the schools and she would make sure to take care of asking that question.

Mrs. Adams moved to approve Indiana University's education program of observing classes at the LEAAP Center. Mr. Scherb seconded. The motion was approved by a 7-0 vote.

I. CCHS Softball Team Out-of-State Tournament Participation

Clay City Jr/Sr High School's softball team requested permission to participate in an out-of-state tournament in Kentucky on April 27th and 28th. Approval was recommended.

Dr. Buell moved to allow the softball to participate in the out-of-state tournament. Mrs. Heffner seconded, and the motion was approved by a 7-0 vote.

J. NHS Request to Purchase Incentive Items

Mr. Lynn Romas, Principal of Northview High School, requested approval to purchase incentive items for students at Northview. Approval was recommended.

Mr. Scherb moved to approve Mr. Romas' request to purchase the items. Mrs. Kaelber seconded, and the motion was approved by a 7-0 vote.

K. NHS Softball Team Request to Purchase Pitcher's Screen and Windscreen

Mrs. Bethany Jones, Head Softball Coach at Northview High School, requested permission to purchase a pitcher's screen and a windscreen for the softball program. Approval was recommended.

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

L. Williams Property

Superintendent Tucker recommended approval to sign a purchase agreement for the Williams Property and requested authorization to allow her and Business Manager Tim Gorman to proceed with all necessary purchase procedures.

Mrs. Adams moved to approve to sign a purchase agreement for the Williams property and to authorize the superintendent and business manager to proceed with all necessary purchase procedures. Mrs. Kaelber seconded.

Under discussion, Mr. Scherb stated that he would like to offer an amendment to the motion. He feels there is a need to take an inventory when the school corporation takes possession, if this motion passes. He would like to take an inventory of the property to make sure nothing is removed or destroyed. Also, he would like to see one key issued, with the person keeping the key being solely responsible for the contents of that building and the renovations to that property. He added that nothing should be removed without the board's approval. Mrs. Adams asked if possessions and any equipment inside would be listed in the purchase agreement. Superintendent Tucker replied that the purchase agreement does indicate what will be removed by the owner and what will be left in the building. She clarified that as items for renovation are brought to the board for approval, nothing would be removed until approval for specific renovations has been given.

At this point, Mrs. Heffner seconded the amendment to the motion. Superintendent Tucker restated her recommendation: sign the purchase agreement, proceed with all necessary purchase procedures, and at the point it becomes necessary to bring a recommendation to the board for additional remodeling costs and implementation, a request to remove anything from that building pursuant to additional remodeling will be included.

Prior to the vote on the amended motion, Dr. Buell stated that he doesn't feel that the board has set this item up enough. He noted that at one time he had asked the board to make a statement on what the board was looking for and needed, such as minimum and maximum acreage and so forth. He believes the board should have planned on what it wanted the bus garage to accomplish, to provide what the corporation really needed. He feels the board didn't look into things closely enough. He had asked for an ad to be put in the paper with the specifications for what was needed, and he doesn't think that was done. He feels uneasy with the way the board went about it and how it has worked out. He is afraid that if the board goes ahead and does this, after it has been bought and is being used the board might decide that it's not what they wanted, but they will have to live with it.

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

M. Bullying

At the previous board meeting, Mrs. Kaelber had asked Superintendent Tucker to bring back information with regard to how different discipline incidents are handled in the schools, specific to issues involving bullying or one student in conflict with another. Superintendent Tucker pointed out that in the student handbook, the section on discipline does indicate that when a student has received a referral to the office and the principal or administrator determines that there has been a reason to issue a consequence, typically if there will be a conference with the student, and the handbook indicates that the parent may be invited to attend that conference. At the middle school,

many times that conference would take place in a teaming situation. At the high school level, it would probably take place because the principal would invite the parent to talk about whatever issues are impacting the student's ability to be successful or get along with others. With a detention, the administrator signs the detention and then indicates to the student what day the detention is to be held, gives a couple of days of opportunity to arrange transportation and then the detention takes place after school. In the handbook, Superintendent Tucker did not find any indication that a phone call to the parent was absolute in that particular offense. However, for offenses that are assigned Tuesday, Thursday, or Saturday School, the use of seclusion or restraint, corporal punishment, Friday Night School, or community service, in each of those cases the handbook states that the parent will be notified. In the case of in-school suspension, only the student's teacher will be notified in order for the student to receive work during the day where he had been pulled from class. Superintendent Tucker had checked with a secretary who had been involved for many years in sending out that communication, and the secretary had indicated that letters were generated every day. Notice is sent out within 24 hours to notify a parent if there is a truancy issue or tardiness issue. Principals had indicated that they attempt to reach a parent if it is a matter of letting a parent know that it is something that is going to require their participation. Superintendent Tucker concluded her comments by noting that sometimes the circumstance or the availability of the parent or the time frame of the administrator attempting to reach the parent makes the case that she cannot in all circumstances verify that every single time a child is pulled into the office and there is a consequence, there is an immediate phone call to the parent.

Mrs. Kaelber commented that she had a lot of parents in a lot of different instances telling her that they are not getting called, and many times it is the parent of the victim of an incident who is not contacted. She stated that if her child was attacked by another child and there was a chance there was a hit to the head and she is not notified, she would have a real problem with the liability on the school corporation. She suggested making a form with a check-off list and a place for a signature so that when a disciplinarian is dealing with a student involved in a confrontation, he/she can check off everything that has been done. Mrs. Kaelber thinks that schools are sending letters because they are generated every day, but they are not following up with phone calls. Superintendent Tucker responded to Mrs. Kaelber's comments by pointing out that if a student is injured, he/she typically will be seen by the school nurse, and the nurse is going to make the phone call to the parent. Also, administrators, especially at the secondary level whose main responsibility is dealing with student discipline, interview a lot of students when something happens and they are not going to call all of those parents. While Mrs. Kaelber acknowledged that not every parent should be called over every incident, she stated that, if there was a group of 10 – 15 kids and the majority of them said that 2 or 3 of that group are perceived as bullies, she thinks the parents need to be notified. Superintendent Tucker suggested that whenever a parent has a question, he/she should call the school administration and ask what the circumstances were for why his/her student received a consequence.

As for addressing the bullying issue, Superintendent Tucker stated that she as well as Dr. Rayle and Mrs. Knust are concerned about the perception that the bullying issue

has become so widespread in the schools. An anti-bullying summit is being organized for May 3 at 6:30 p.m. at North Clay Middle School for any parent in the corporation.

N. Request to Purchase New Phone System

Mr. Bill Milner, Director of Technology, provided quotes for a Hosted Phone System, handsets, and POE switches. He also provided costs breakdowns for Option 1, which is to purchase the phones, and Option 2, which is to lease the phones. Mr. Milner recommended going with Option 1 (purchase). This option would save the school corporation \$14,472 over a 60-month period. Superintendent Tucker noted that there had been issues with the existing phone system, which is outdated, and she recommended approval of Mr. Milner's recommendation to choose Option 1.

Under discussion, Mr. Scherb asked Mr. Milner what a Hosted Phone System was. Mr. Milner replied that the equipment is hosted off-site by a second party. The school corporation would own the phone sets. Right now, the equipment for the phone system is in house, but the actual dial tone is being pulled through the Internet carrier. With the new system, the school corporation would no longer be pulling the line through the Internet; rather, there would be a dedicated fiber connection with Axia.

Mr. Scherb moved to approve Mr. Milner's request to purchase the new phone system. Dr. Buell seconded, and the motion was approved by a 7-0 vote.

O. Request to Repair Northview High School Track Equipment

Mr. Jackson, Athletic Director at Northview High School, requested permission to repair the high jump pit cover at Northview because of safety concerns. The cost to replace the foam pad is \$600 and is to be paid from Northview Athletics funds. Approval was recommended.

Mrs. Heffner moved to approve the request to repair the high jump pit cover. Mr. Scherb seconded, and the motion was approved by a 7-0 vote.

P. Request for Waiver of Retirement Date

Mrs. Kumpf, Director of Personnel, Data, and Food Services, requested approval of a waiver of retirement date for Kathryn Butt who wishes to retire July 31, 2012 rather than at the end of a school year or semester. Approval of the request was recommended.

Mrs. Heffner moved to accept the request for waiver. Mrs. Kaelber seconded, and the motion was approved by a 7-0 vote.

VII. Board Member Comments

Tina Heffner spoke regarding the bullying issue. She encouraged respectability and asked for administrators and teachers to set the tone of respectability.

Jennifer Kaelber also spoke regarding the bullying issue and asked that if administrators know of anything else that could be done to help this issue to please let the board know.

Amy Burke Adams continued with comments regarding bullying. She noted that she is a teacher in a federal prison and she deals with bullies. She has been teaching there

for thirteen years and before that she taught public high school. She believes she worked harder and dealt in a more complicated environment in public high school. She commended the teachers that go into the classroom every day and perform the various tasks: socializing, keeping them safe, teaching them, assessing them, doing remedial work with them, and doing all of the best practices.

Ron Scherb noted that he had the privilege of accompanying Russ True and the eighth-grade students on their annual trip to Washington, D.C. He deemed it a fantastic trip and noted the students did a great job.

VIII. Future Agenda Items

Jennifer Kaelber would like to see the questionnaire from Northview for the cheerleader tryouts.

IX. Adjournment

Having exhausted all agenda items, the meeting was adjourned at 8:43 p.m.

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