

**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, December 13, 2012. Jennifer Kaelber, Tina Heffner, Forrest Buell, Rob Miller, Ron Scherb and Amy Burke Adams were present. Tammy Beasley was absent.

**I. Call to Order**

Mr. Miller, president of the board, called the meeting to order at 7:31 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 November 8, 2012  
Executive Session Certification for November 8, 2012, and December 4, 2012  
Special Session Minutes for December 4, 2012

**C. Field Trips**

Clay City Elementary 5<sup>th</sup> grade classes to St. Louis, MO, on Friday, May 10, 2013

**D. Personnel**

**A. LEAVES OF ABSENCE**

- |                             |         |                  |
|-----------------------------|---------|------------------|
| 1. Certified                |         |                  |
| a. Medical Leave (extended) | Sp Serv | Lisa Hughes      |
| b. Family Medical Leave     | NHS     | Joanna Connors   |
| c. Family Medical Leave     | FPE     | Lindsey Mullinix |
| d. Family Medical Leave     | NCMS    | Beth Meuser      |
| 2. Non-Certified            |         |                  |
| a. Medical Leave            | NCMS    | Lori Harrison    |

**B. RETIREMENTS**

- |                              |      |
|------------------------------|------|
| 1. Certified                 | None |
| 2. Non-Certified             | None |
| 3. Place on Retirement Index | None |

**C. RESIGNATIONS**

- |   |                       |
|---|-----------------------|
| 1. Certified                            | None                  |
| 2. Non-Certified                        |                       |
| a. Instructional Assistant (Sp Serv)    | NHS Susan Piatt       |
| b. Food Services (5 hours)              | NHS Melanie Randolph  |
| c. Instructional Assistant (Sp Serv)    | CCHS Courtney Dayhuff |
| d. Instructional Assistant/Medical Asst | JTE Lecia Brown       |
| e. Instructional Assistant              | CCHS Erica Koehler    |
| 3. ECA Resignations                     | None                  |
| 4. ECA Lay Coaches                      | None                  |

#### D. TRANSFERS

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

#### E. EMPLOYMENT

- |                               |      |                    |
|-------------------------------|------|--------------------|
| 1. Certified                  |      |                    |
| a. Teacher – Social Studies   | NCMS | Courtney Dayhuff   |
| b. Teacher – English          | NCMS | Kalie Schmidt      |
| c. Teacher – Special Services | FPE  | Stacy Carrell      |
| 2. Non-Certified              |      |                    |
| a. Instructional Assistant    | ME   | Tonya Hemond       |
| b. Food Services (5 hours)    | ESE  | Lanette Phillips   |
| c. Food Services (5 hours)    | NHS  | Mary Wallace       |
| d. Instructional Assistant    | ESE  | Laurie Prindiville |

#### F. EXTRA-CURRICULAR

- |   |      |                     |
|---|------|---------------------|
| 1. Extra-Curricular Certified                     | None |                     |
| 2. Extra-Curricular Non-Certified                 | None |                     |
| 3. Extra-Curricular (Lay Coach)                   |      |                     |
| a. Basketball – 8 <sup>th</sup> Grade Girls       | CCHS | Jason Sindors       |
| b. Basketball – 7 <sup>th</sup> Grade Girls       | CCHS | Charles Blane Crabb |
| c. Track – Assistant Girls                        | NHS  | Shandi Travis       |
| d. Basketball – Girls 7 <sup>th</sup> Grade       | NCMS | Jeremy Jones        |
| e. Basketball – Girls 6 <sup>th</sup> Grade (60%) | CCE  | Amy Shaw            |
| f. Basketball – Girls 6 <sup>th</sup> Grade (40%) | CCE  | Pat Harrison        |
| g. Elementary Sport – (60%)                       | CCE  | Pat Harrison        |
| h. Elementary Sport – (40%)                       | CCE  | Amy Shaw            |

#### G. CHANGES

- |  |      |
|--|------|
| 1. Certified   | None |
| 2. Non-Certified   |      |
| a. Terry Silvers – change from 185-day custodian to 260-day custodian beginning January 2, 2013. |      |
| 3. ECA-Lay Coaches   | None |

#### H. VOLUNTEERS

- |                                     |  |
|-------------------------------------|--|
| 1. Classroom                        |  |
| a. Rogene Morge - SE                |  |
| b. Susan Fogel - LEAAP              |  |
| c. Jacquelyn Kirkpatrick - CCE      |  |
| d. Tracy Rhea – VBE & NCMS          |  |
| 2. Athletic                         |  |
| a. Katherine Vossmer – NHS Softball |  |
| b. Chad Hupp – CCHS Track           |  |
| c. John Selbe – CCHS Track          |  |
| d. Darrin Myers – CCE               |  |
| e. Jim Guy - NCMS                   |  |

## I. OTHER

### J. CANCELLATION OF CONTRACT

1. James Mitchell – Social Studies Teacher at Cumberland Academy.

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

### III. Comments from Patrons

None at this meeting

### IV. Old Business

#### A. **Policy 8510 – Bed Bugs - NEW: Second Reading**

It was recommended that the first and third paragraphs of the opening page in the first reading be removed from the final version of the policy as was shown in the board packet. Approval was recommended.

Under discussion, Dr. Buell asked if the school corporation had trouble with bed bugs before. Superintendent Tucker replied that there had been nothing that had caused a classroom or school to be shut down. Precautions are taken with the cleaning products that are used daily to safeguard against that.

Dr. Buell moved to approve Policy 8510 – Bed Bugs. Mrs. Kaelber seconded and the motion was approved by a 6-0 vote.

#### B. **Policy 6305 – Student Wellness – REVISION: Second Reading**

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

Mrs. Kaelber moved to approve the revision to Policy 6305 – Student Wellness. Mrs. Adams seconded, and the motion was approved by a 6-0 vote.

#### C. **School Bus Bids Revision**

After bus bids were approved in the November meeting, Mr. Misner noticed there was an error: The gentleman who had prepared the bid for Midwest had accidentally doubled a VIN number on one of the buses that he was offering the school corporation a cost for trade-in purchase. The gentleman called Mr. Misner and indicated that there would be an additional \$2,300 cost due to the error in the VIN number. The other bids were looked at and Midwest was still the lowest bidder of the three bids even after adding in \$2,300. Superintendent Tucker asked for approval to amend the purchase price by \$2,300 which brings it to a total cost of \$160,860.

Under discussion, Mr. Scherb commented that he thought the trade-in value was \$19,000. Superintendent Tucker replied that the trade-in value originally offered for one of the buses that had been approved was \$12,200. The bidder was also going to offer \$14,000 for the one with the incorrect VIN number, and due to that error the amount was reduced to \$11,700.

Mr. Scherb wanted more time to look at this. Superintendent Tucker responded to this, noting that the issue is getting the buses ordered at the start of the calendar year so that they can be made available before the start of inspections.

Mr. Miller asked if the incorrect VIN number went with a bus that was going to be traded. Superintendent Tucker replied that it did; the same VIN number was repeated twice. The increase in cost raises the bid from Midwest Transit to \$160,860, which is still less than the bids of \$164,000 and \$175,000.

Mrs. Heffner moved to accept the school bus bid revision. Dr. Buell seconded, and the motion was approved by a 5-1 vote with Mr. Scherb opposed.

#### **V. Superintendent's Report**

Superintendent Tucker noted the following:

- Thanks were offered to the outgoing board members for their time and service to the school community.
- The two new board members in the audience, Mr. Kumpf and Mr. Reberger were acknowledged.
- It has been Superintendent Tucker's responsibility to work with the board for the past couple of years, and she deemed that time to be exceptional. She attributed this to school board members being more knowledgeable and more in tune to the changing needs of schools. She hopes that this relationship continues.
- A lot of school programs were going on tonight which had caused some conflicts for parents. Although Superintendent Tucker intends to discuss this issue with building principals, she noted that it is very hard to not have some of those conflicts.
- The school year is progressing nicely and the school corporation is in good financial shape.
- Information provided by Glenda Ritz, the newly-elected Superintendent of Public Instruction, was very encouraging.
- Superintendent Tucker is looking forward to staff and students being out for the holidays. She wished everyone a Merry Christmas and a Happy New Year.

#### **VI. New Business**

##### **A. Recommendation to Approve Secondary Course Changes**

The district-wide curriculum committee met under Mrs. Knust's direction, and she and Dr. Rayle had been working to put together course changes, many of which were changes from the Department of Education. The entirety of those changes was included in the board packet along with proposed new courses. The reason that the secondary course changes were brought to the board at this meeting is that scheduling for high school courses begins in January. Approval of the course changes and additions was recommended.

Under discussion, Dr. Buell asked what the changes would do to the curriculum that the school corporation has now. He was concerned that it might be a lame-duck situation and he suggested that the vote be postponed until the new board members are serving

on the board. As he saw it, a vote would be risky this late in the game, and the public hasn't understood it.

In rebuttal, Mrs. Knust stated that all of the recommendations that were given to the board were changes from the Department of Education and the courses that were deleted were done because the Department of Education changed recommendations or in some cases simply changed the title. If looking at community input, the meeting of the central curriculum committee, a 42-person committee that includes a parent from each school, a teacher from each school, and administrators, was attended by 32 of the 42 members. At this meeting, every course, every deletion, every addition, and every change to be made was presented to all of the members present who were given the opportunity to make comments. Every item was passed unanimously by the committee. Notice of the meeting was published in newspapers in Clay City, Rockville, and Brazil, and all members of the public were invited to attend. In addition, a reporter from The Brazil Times attended the meeting and had an article about the meeting in the newspaper. Mrs. Knust stressed that it was important to pass the changes at this meeting so that the changes could be sent to the printers by the second week in January to have the course description booklets printed and in students' hands by the third week of January.

Dr. Buell then suggested that the process should have started earlier. Mrs. Knust responded to this by noting that the process started in September. The Department of Education did not send the final version until the week before the changes went to the central curriculum committee.

Dr. Buell's next question: How many courses will be dropped? Mrs. Knust's response: One course would be dropped. Dr. Buell then asked how many new courses there would be and how much more costly would it be. Mrs. Knust noted that the proposed new courses were included in the board packet and there would be no additional cost. She also noted that no additional teachers would be required.

In reply to Dr. Buell's question as to whether the courses were college courses, Mrs. Knust stated that some were dual credit classes that would allow credit in college if a student met all of the specifications. Dr. Buell expressed his concern that high school students would be getting those courses paid by taxpayers whereas they would have to pay for the courses themselves in college. Mrs. Knust responded to this by noting that it did not cost the taxpayers for students to take dual credit courses. Dr. Buell did not believe it was a good situation. Mrs. Adams interjected that she believed it to be a win-win situation. She added that she appreciated the work of Mrs. Knust in leading the way in Clay County for students to learn what will make them successful in the future. Also, she appreciated the fact that the school corporation is not teaching curriculum from twenty or ten years ago. Mr. Scherb noted that he had been impressed by the number of people who attended the central curriculum committee meeting. He added that a lot of time and thought was put into the meeting.

Dr. Buell's final concern was that the proposed changes were catering to a certain number of students. Mrs. Adams countered by commenting that a variety of courses

meets the needs of all students. There is something for everyone and they all become educated.

Mrs. Heffner's only question was whether the Hybrid Economics class could become a satellite class at Clay City Jr/Sr High School. Dr. Rayle responded, noting that the plan is to see what the interest is here. The goal overall is to expand and have the class in both buildings.

Mrs. Heffner moved to approve the secondary course changes. Mr. Scherb seconded, and the motion was approved by a 5-1 vote with Dr. Buell opposed.

**B. Policy 9600 – Use of School Buildings, Grounds, Facilities, and Equipment – REVISION and Appendix H – REVISION: First Reading**

Mr. Tim Gorman, Director of Business Affairs, recommended revising the facilities use charges and updating language in Policy 9600. This was a first reading, so no vote was required. The policy revision will be brought back to the January meeting for a vote.

**C. Policy 1540 – Treasurer – REVISION: First Reading**

Due to the change to electing board members during the general election in November, it became necessary to revise this policy. The school corporation treasurer will need to be appointed each January rather than each July. This was a first reading, so no vote was required. The policy revision will be brought back to the January meeting for a vote.

**D. Policy 1560 – School Attorney – REVISION: First Reading**

It became necessary to revise this policy also due to the change to electing board members during the general election in November. The school corporation attorney will need to be appointed each January rather than each July with a term to run January 1 – December 31. This was a first reading, so no vote was required. The policy revision will be brought back to the January meeting for a vote.

**E. Policy 1624 – Statutory Meetings and Hearings – REVISION: First Reading**

This was the final revision necessary for Board Policy Manual Section 1000 due to the change to electing board members during the general election in November. Item II of the policy will be changed to state that the Board of School Trustees shall meet within the first fifteen days in January to organize by electing officers and appointing a treasurer. This was a first reading, so no vote was required. The policy revision will be brought back to the January meeting for a vote.

**F. Job Description – Director of Extended Services – NEW: First Reading**

This is a job description that would be placed in the job description manual in case the need would arise. This was a first reading, so no vote was required. The job description will be brought back to the January meeting for a vote.

**VII. Board Member Comments**

**Amy Burke Adams** offered her thanks to Tammy Beasley, Tina Heffner, and Forrest Buell for their commitment and service to the kids of Clay County.

**Jennifer Kaelber** also thanked the three board members, noting that she had appreciated serving with them and would miss them.

**Rob Miller** offered his appreciation for the work the departing board members put in and the knowledge that they had. He noted that they had a real desire to be a board member for reasons that were right. He added that Tammy Beasley came in to a position that was kind of tough and learned as she went along. Mr. Miller looks forward to working with the new board members.

**Tina Heffner** expressed her appreciation for being a board member and knowing the board members that she has worked with. She has also enjoyed working with Superintendent Tucker, Carolyn Kumpf, Dr. Rayle, Kathy Knust and all of the administrators.

**Forrest Buell** shared his opinion that he enjoyed working with this board more than any other board that he had served on.

#### **VIII. Future Agenda Items**

None at this meeting

#### **IX. Adjournment**

Having exhausted all agenda items, the meeting was adjourned at 8:06 p.m.

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