

**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, January 12, 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 7:40 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 December 8, 2011

Executive Session Certification for December 8, 2011

C. Field Trips

1) Northview Winter Guard to WGI Regional Competition in Cincinnati, Ohio, on March 10 and 11, 2012

2) Northview Winter Guard to WGI World Championships in Dayton, Ohio, on April 11-15, 2012

D. Personnel

A. LEAVES OF ABSENCE

1. Certified

a. Family Medical Leave (Maternity)	NHS/NCMS	Kristina Waugh
b. Family Medical Leave (Maternity)	CCHS	Jennifer Schroer

2. Non-Certified

a. Family Medical Leave	NHS	Rodney Clarke
b. Medical Leave	JTE	Lecia Brown
c. Medical Leave	TRANS	Karen Parkey

B. RETIREMENTS

1. Certified

a. Principal (June 2012)	NHS	Lynn Romas
b. Teacher (June 2012)	NCMS	Mary Alice Winson

2. Non-Certified

a. Bus Driver (June 2012)	TRANS	Robert L. Wilson
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3. Place on Retirement Index	None	
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C. RESIGNATIONS

1. Certified	None	
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2. Non-Certified

a. Instructional Assistant	NCMS	Sara Morris
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3. ECA Resignations	None	
4. ECA Lay Coaches	None	
D. TRANSFERS		
1. Certified		
a. Special Services Teacher	From ESE to FPE	Donna Little
2. Non-Certified	None	
E. EMPLOYMENT		
1. Certified		
a. Special Services Teacher	ESE	Caitlyn Helton
2. Non-Certified		
a. Instructional Assistant	JTE	Hether Messmer
b. Custodian (185 day – 2 nd shift)	JTE	Robert Neville
c. School Nurse (185 day)	NHS/SE	Kim Carter
F. EXTRA-CURRICULAR		
1. Extra-Curricular Certified	None	
2. Extra-Curricular Non-Certified	None	
3. Extra-Curricular (Lay Coach)		
a. High School Cheer Coach Assistant (66%)	CCHS	Ashley Waite
G. CHANGES		
1. Certified	None	
2. Non-Certified	None	
3. ECA-Lay Coaches	None	
H. TERMINATION		
1. Certified	None	
2. Non-Certified	None	
I. INFORMATION ONLY		
	None	
J. VOLUNTEERS		
1. Athletic	None	
2. Classroom	J. R. Raines – East Side Elementary	

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

III. Comments from Patrons

Joanie Mitchell, a fifth grade teacher at Clay City Elementary, spoke on behalf of several staff members at Clay City. She voiced gratitude for Superintendent Tucker and Principal Dorene Kenworthy. Mrs. Mitchell commented that it is no small thing to have leaders that are admired and respected, leaders that “have your back” and understand and have a pulse for what is needed as educators. She believes, as do others at Clay

City, that Superintendent Tucker is that kind of leader. They are grateful that she “drafted a Peyton Manning” for them in Dorene Kenworthy. As Mrs. Mitchell described it, the privilege of being on her team has been an experience that they will treasure forever. Mrs. Mitchell then thanked Mrs. Kenworthy for offering hours of dedication as well as for her talent for mentoring and her ability to bring out the best in students. She added that the staff would try to keep working to realize the high goals that they set together. Because the staff respects both Mrs. Kenworthy and Superintendent Tucker so much, they have made the hard decision to trust that they see the big picture and know what is best. She thanked them for being the kind of leaders that deserve that kind of trust. She concluded her comments by sharing her opinion that the corporation is very blessed to have them both.

IV. Old Business

A. Recommendation to Purchase Williams Property

Superintendent Tucker received the Phase I environmental assessment survey from Mr. Williams as well as the second newly conducted survey of the Williams property. There were some issues still of concern with regard to aligning property description with survey information and getting both of those to align with recorded information at the court house, so there are still some implications for clear title. Superintendent Tucker asked for the board’s recommendation for further action on this matter.

Under discussion, Mr. Scherb stated that this issue had been discussed for a long time. He had made a comment about nine months ago that the board needed to slow down and research all of the options before making a decision. The board has done that, and Mr. Scherb believes it is now time to draw a line and say that maybe next month if all of these issues cannot be settled it may be time to move on. He was not ready to vote on this at this point.

Mrs. Heffner commented that a month might not be enough time for the seller to resolve the issues. She would want to consider all of the board members’ wishes if they feel one more month would make a difference, but there are legal aspects that have caused major concerns for her as a representative of the public. Mrs. Heffner stated that as part of a past board she had been given a history and information on past properties and assessments of the need for a transportation office. She added that, since there were such different ideas of which way to go, the Quonset hut had to be brought up to OSHA regulations, which was imperative when people were working in an unsafe environment. She feels that the decisions she has been a part of were always good when keeping in mind the employees and the county taxpayer. Mrs. Heffner encouraged the other board members to look at the whole picture if there happened to be a proposal to table this item.

Mrs. Adams noted that the issue of the bus garage had literally gone on for years, and she doesn’t see the harm in allowing the owner the time he needs to resolve some of the survey or legal questions. As a courtesy, since Mr. Williams has worked with the board on touring the facility and sharing everything about the facility, she believes the board should give him time to work these issues out without setting a deadline. Having

said that, Mrs. Adams thinks the board should still be open to other options but should not close the door on the Williams property.

Mrs. Heffner asked what the deadline was to get out of the temporary modular office: The deadline is June 30.

Mrs. Kaelber suggested that there still needs to be a line to say at the February board meeting that either Mr. Williams is working on those issues or he can't fix those issues right now. If he is not going any further, the board needs to move on with other options. She noted that the board is on a timeline itself so it can't just give Mr. Williams all kinds of time. Mrs. Adams countered that this concern just came up around the 6th of January, and Mr. Williams learned about this the same time as the board did. She would like to give him some time because issues like this cannot be resolved overnight.

Mrs. Heffner moved to table purchasing the Williams property, giving the seller time to work out the issues the board has at this point after seeing the survey and the title, knowing that the board will look at other options for the transportation garage. Mr. Williams would also have the option to sell at any given time to any buyer that comes. Mrs. Kaelber seconded.

Before the vote, Superintendent Tucker asked whether or not this would come under an item of old business at the February board meeting. Mrs. Heffner clarified that she would like for this to be a part of old business in February. That way, the board can be made aware of any updates. The motion was approved by a 5-0-1 vote, with Dr. Buell abstaining.

V. Superintendent's Report

Superintendent Tucker noted the following:

- Appreciation was expressed to the board for their continued patience with the bus transportation issue and the fact that everybody has the same concern about making the best decision in the interest of the school corporation.
- Staunton Elementary has once again been named a Four-Star School for the corporation.
- Congratulations were offered to Mrs. Carolyn Kumpf who has received her certification as a Human Resource Specialist through the Indiana Association of School Business Officials (IASBO).
- Food service workers, along with Assistant Food Service Director Patty Dyer and Food Service Director Carolyn Kumpf, were commended for passing inspection by the Indiana Department of Education's Office of School and Community Nutrition.
- There will be a school board conference taking place on January 20 in Indianapolis and Superintendent Tucker has made arrangements for two school board members to attend.
- School is back to a good start with wonderful weather in the first week back; however, there will potentially be a two-hour delay tomorrow (1/13/12).

VI. New Business

- A. Resolution for Interest Deposits**
- B. Resolution to Transfer Appropriations**
- C. 2012 Transfer of Funds Certificate**
- D. Resolution to Prepay Claims**
- E. Resolution to Transfer from One Fund to Another**

These resolutions (items VI. A-E) were included in the board packet. They are passed each year, and approval was recommended.

Mr. Scherb moved to accept items VI. A-E. Mrs. Heffner seconded, and the motion was approved by a 6-0 vote.

F. Recommendation to Transfer Administrative Positions

Superintendent Tucker recommended approval of moving Mrs. Dorene Kenworthy, currently principal at Clay City Elementary, to North Clay Middle School as a transition principal where she would be specifically overseeing sixth grade transition, whether that would be fifth grade to sixth grade or sixth grade to seventh grade. She would also help with regard to scheduling, teaming, parent advocacy and communication, and helping other administrative personnel with teacher observation and evaluation. With that switch, Mrs. Kenworthy's position at Clay City would be vacant. Mr. Michael Owens has been asked to become principal at Clay City Elementary. Superintendent Tucker would like for this transition to take place immediately; however, she understands that there will need to be some going back and forth, perhaps for an extended period of time. She believes this will be a positive change for both schools.

Mrs. Adams moved to recommend transfers of administrative positions of Mrs. Dorene Kenworthy and Mr. Michael Owens. Mrs. Kaelber seconded, and the motion was approved by a 4-1-1 vote, with Dr. Buell opposed and Mr. Scherb abstaining.

G. Recommendation to Post Position for Assistant Principal/Athletic Director at Clay City Jr/Sr High School

With approval of Item F, the position of assistant principal/athletic director at Clay City Jr/Sr High School will need to be posted. Approval to post this position immediately was recommended.

Mrs. Heffner moved to post the position for assistant principal/athletic director. Mrs. Adams seconded, and the motion was approved by a 6-0 vote.

H. Approval of Conflict of Interest Statements

The conflict of interest statements for Timothy Gorman and Michael Boswell were included in the board packet. In response to a question regarding the date on Mr. Boswell's conflict of interest statement, Superintendent Tucker noted that the date was the date that Mr. Boswell had given his first quote for a vehicle. Approval of the conflict of interest statements was recommended.

Mr. Scherb moved to approve the conflict of interest statements. Mrs. Heffner seconded, and the motion was approved by a 6-0 vote.

I. Recommendation to Approve Remodeling Project at 1013 S. Forest Avenue Facility

Mr. Steve Arnold and Ms. Jodi Goings of MMS-AE presented their two design plans for the 1013 S. Forest Avenue facility. Mr. Arnold explained that the budget estimate had been developed based on a national database, and they had done a line item takeoff, much as a contractor would, to formulate their opinion. He stressed that the estimate was his opinion; it is not set in stone. From their experience, they believe the project will come in just a touch under \$300,000.

Superintendent Tucker referred to the original design that included ceiling-to-floor glassed-in areas. It was felt that glass partitions would allow light into the center of the building since there are not a lot of windows and the windows that are there are all along the front. However, the glass partitions were cost-prohibitive.

Mr. Arnold pointed out they strived to use the existing partitions for offices so there would not be a lot of demolition and moving around of walls that are already there.

Superintendent Tucker directed the board members to the estimate for masonry work. She stated that the previous owners had decided to paint the exterior masonry and the paint had done some damage. The original estimate had included sandblasting the paint off of the masonry to take it down to the natural finish and then staining it. Superintendent Tucker stills thinks that is a good idea. She noted that a lot of people will drive by central office but they will never come inside. She would like the outside appearance to be very flattering of the school corporation and the school community and what taxpayer dollars are being invested on. Superintendent Tucker suggested pulling the masonry costs out as an alternate bid and getting quotes on what it would cost for another company to come in and do it separately but still have it completed by the time the interior is completed. Doing so would take more than \$20,000 out of Mr. Arnold's estimate. She pointed out that it may cost a little more than that, perhaps as much as \$30,000, but she would still rather do something that gives an attractive finish to that property.

Regarding the space designated as the board room, Mrs. Adams asked if there would be plenty of electrical outlets in the public seating area. Superintendent Tucker replied that the area would be wireless. She added that the IT and HVAC components were about half of the estimated cost of the project. Mrs. Adams then asserted that the area could be used as temporary office space, if needed, and the board meetings could continue to be held at North Clay if that space was needed for transportation offices. Superintendent Tucker replied that she had directed Mr. Arnold to figure whatever technology would be needed to create an office in an area that was originally designated as an executive board room. She noted that there had been discussion of being wireless with board packets where board members have an i-Pad or a laptop in the board room and that is how they receive their board packets. Ms. Goings added that her firm has an IT engineer that is working with Bill Milner on the IT details.

In response to Dr. Buell's question as to when completion is contemplated, Superintendent Tucker stated that it would depend on how the approval process and

the bid process would proceed. She is hoping to have the project completed by the middle of the summer, in time for the July board meeting.

At this point, Superintendent Tucker recommended the corporation begin a bid phase based on the recommendations for budget and floor plan given to the board by the architects tonight.

Mrs. Adams moved to approve the remodeling project at the 1013 S. Forest Avenue facility. Dr. Buell seconded.

Before the vote, Mr. Miller clarified that if the transportation office is located in this office, it would only be temporary. Superintendent Tucker added that the area designated as the executive board meeting room/temporary transportation office could also be used by groups such as the State auditors in the future.

The motion was approved by a 6-0 vote.

J. Recommendation to Establish Prevailing Wage Committee

By approving the recommendation to begin the bid phase of the 1013 S. Forest Avenue remodeling project, Superintendent Tucker advised the board that a prevailing wage committee needs to be established at this point and she recommended approval to do so.

Mrs. Adams moved to establish a prevailing wage committee. Mrs. Kaelber seconded, and the motion was approved by a 6-0 vote.

K. Policy 7705 – Standardized Grading Scale: Revision: First Reading

Dr. Tim Rayle, assistant superintendent, stated that with approval of the revision, the policy will state how semester grades are calculated. When the policy was presented as a new policy last year, it established a corporation-wide grading scale but it did not include information regarding how semester grades were calculated. This was a first reading of the revision, so no vote was required.

L. Renewal of Administrative Contracts for 2012-2013

Superintendent Tucker explained that the list presented to the board included the statutorily required renewals of contracts, which basically includes principals and assistant principals. Excluded from the list were people who were placed on a new contract this past summer. Although board approval is not required, board members had requested to do so because the approval of the list is intended to provide a vote of confidence toward the individuals on that list.

Mrs. Adams moved to approve renewal of administrative contracts for 2012-2013. Mrs. Heffner seconded, and the motion was approved by a 6-0 vote.

M. Recommendation to Extend Nursing Services at Clay City Campuses

It was considered a necessity to add additional nursing services on the Clay City campuses. Approval was recommended.

Under discussion, Dr. Buell asked how many nurses the corporation had. Mrs. Stoelting, coordinator of health services, stated that the corporation has three nurses who are hired through Title I and work four days a week. There are four full-time nurses at the present time that cover the rest of the corporation. The LEAAP Center has one nurse for two days (10 hours) a week. Dr. Buell then asked if the position would be full time or part time. Superintendent Tucker replied that it would be part time.

Mrs. Adams moved to extend nursing services at the Clay City campuses. Mr. Scherb seconded, and the motion was approved by a 6-0 vote.

VII. Board Member Comments

Tina Heffner stated that she is very thankful for the talent and drive within the administration. She believes that when one puts his/her best foot forward and doesn't care who is looking, that says a lot about that individual. She offered her thanks to everyone in the corporation who is doing that. She encouraged everyone to continue with that attitude.

VIII. Future Agenda Items

Ron Scherb noted that the school board had talked about the bus garage for a long time. He suggested that if the situation with the Williams property can't be cleared up, the board needs to start looking at something else. He would like the issue as a future item on the agenda. Also, Mr. Scherb would like to discuss the policy regarding radio stations on school buses. He noted that some board members had received complaints and he believes they are legitimate. Superintendent Tucker stated that there is not a policy for that. Mr. Scherb asserted that there needs to be a policy and that everyone needs to know that policies can be changed. Superintendent Tucker commented that she would look into the issue to see what other schools do. She plans to bring back information for potential solutions. Mrs. Adams shared her concern that music playing on a bus creates a safety issue for drivers who might not hear sirens or horns or discussions in the back of the bus. She believes playing a radio is not something that has to be done.

Jennifer Kaelber mentioned the accident with the student boarding the bus. Superintendent Tucker shared that the young man is back in school and doing very well. Mrs. Heffner commended Mr. Misner for his handling of the accident. Superintendent Tucker plans to send additional information to the board members.

IX. Adjournment

Having exhausted all agenda items, the meeting was adjourned at 8:35 p.m.

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