

**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, September 8, 2016. Tom Reberger, Kevin Kumpf, Scott Hill, Fred Froderman, Ron Scherb, Amy Burke Adams, and Shane Wiram were present.

I. Call to Order

The meeting was called to order at 7:34 p.m. Board President Ron Scherb led those in attendance in the pledge and offered the prayer.

II. Consent Agenda

A. Claims

B. Board Meetings

Regular Session Minutes for August 11, 2016

Executive Session Certification for August 11, 2016

C. Field Trips

1) Clay City Elementary sixth-grade students to McCormick's Creek State Park, Spencer, IN, May 17-19, 2017, requiring overnight stay.

2) Clay City Elementary fifth-grade students to St. Louis, MO, May 19, 2017, requiring out-of-state travel.

D. Personnel

A. LEAVES OF ABSENCE

1. Certified

a. FMLA	FPE	Diane Dierdorf
b. FMLA	NHS	Rachel Sparks
c. FMLA	NCMS	Jonna Anacker
d. FMLA	CO	Jeff Fritz
e. FMLA	CCE	Lisa Halfhill

2. Non-Certified

a. FMLA	ME	Delia Pierce
b. Employee Not Qualified for Leave	TRANS	Deanna Barnett
c. FMLA	Maintenance	Matt Reberger
d. Employee Not Qualified for Leave	VBE	Sarah Lawrence
e. Employee Not Qualified for Leave	FPE	Cheryl Whitted
f. Employee Not Qualified for Leave	TRANS	Ed Payton

B. RETIREMENTS

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

C. RESIGNATIONS

1. Certified

a. Special Education Teacher	NHS	Chastity Woodrum
b. Math Teacher	NCMS	Paige Wolf

2. Non-Certified		
a. 185-day Custodian	CCHS	Terry Silvers
b. Food Services	FPE	Debbie Bible
c. 185-day Custodian	ESE	Lisa Fields
d. Bus Driver	TRANS	Nancy Smith
e. 185-day Custodian	ME	Teresa Batchelor
3. ECA Resignations		
a. 5 th Grade Girls Basketball	CCE	Michael Owens
b. Student Council Sponsor	SE	Charles Fry
c. Jr. High Girls Track Coach	CCHS	Ryan Swearingen
d. Theater-Drama-1 play	NHS	Ashlee Vitz
e. Theater-Director of Musical Perf.	NHS	Ashlee Vitz
f. Thespian Club	NHS	Ashlee Vitz
4. ECA Lay Coaches	None	
D. TRANSFERS		
1. Certified	None	
2. Non-Certified	None	
E. EMPLOYMENT		
1. Certified	None	
2. Non-Certified		
a. Title I Instructional Assistant	ME	Heather Deakins
b. 29-hour Instructional Assistant	NCMS	Christina Young
c. 29-hour Instructional Assistant	NCMS	Geri Freeman
d. 29-hour Instructional Assistant	CCE	Michelle Weber
e. 29-hour Instructional Assistant	NHS	Kari Osborne
f. 185-day Evening Custodian	CCE	Sara Combs
g. 29-hour Instructional Assistant	SE	Melissa Little
h. 29-hour Instructional Assistant	NCMS	Braleigh Madison
i. 185-day Custodian	CCHS	Brenda Gurley
j. 185-day Custodian	ME	Crystal Aker
k. 5-hour Food Services	NHS	Kayla Johnston
l. 5.75-hour Food Services	ME	Jennifer Royer
m. 29-hour Instructional Assistant	CCE	Courtney Lewis
n. 29-hour Instructional Assistant	VBE	Tabitha Dowell
o. 29-hour Instructional Assistant	NCMS	Amy Martin
F. EXTRA-CURRICULAR		
1. Extra-Curricular Certified		
a. Robotics	NHS	Randy Eppert
b. Drama/Play Assistant	NHS	Allison Rissler
c. Theater-Drama-1 Play	NHS	Dianna Knox
d. Theater-Director of Musical Perf.	NHS	Dianna Knox
e. Thespian Club	NHS	Dianna Knox
f. Elementary Sports Club	ME	Kim White
g. Student Council (50%)	SE	Betsy Nicoson
2. Extra-Curricular Non-Certified	None	

- | | | |
|---------------------------------|------|----------------|
| 3. Extra-Curricular Lay Coach | | |
| a. JV Boys' Basketball Coach | CCHS | Jason Sinders |
| b. Jr. High Cross Country Coach | CCHS | Heather Keller |
| c. MS Cross Country Coach | NCMS | Rowland Perez |
| 4. Supplemental | None | |

G. CHANGES

- | | |
|--------------------|------|
| 1. Certified | None |
| 2. Non-Certified | None |
| 3. ECA-Lay Coaches | None |

H. VOLUNTEERS

1. CLASSROOM

Clay City Elementary

- a. Heather Edwards
- b. Jenna Fry
- c. Jessica Jackson
- d. Julie Morris
- e. Sabrina Skipo

Forest Park Elementary

- a. Douglas Barr

Jackson Township Elementary

- a. Peggy Krause

Staunton Elementary

- a. Cindy Hughes
- b. Kaylin Shouse

Van Buren Elementary

- a. Sarah Plummer

North Clay Middle School

- a. Jeffrey Bridgewater
- b. Carla Prather
- c. Kelly Shillings

2. ATHLETICS/ECA

Northview High School

- a. Herbert Patrick Washington III – Band
- b. Sydney Hayes – Band
- c. Ethan Stearley – Band
- d. Jeff Winchester – Band

I. TERMINATIONS

None

Mrs. Adams moved to approve the consent agenda items. Mr. Wiram seconded, and the motion was approved by a 7-0 vote.

III. Comments from Patrons

Michael Hagemeyer thanked the school board members for choosing him to serve on the Brazil Public Library Board and for their confidence in him. He stated that he is looking forward to learning a lot about the library in the coming months. As a library

board representative from the school board appointment, he wanted to make sure that if the school board members had concerns they would let him know so that he could also represent the school board during library board meetings.

Stephanie Quinn, parent of a handicapped child who is a student at Forest Park Elementary, addressed the board regarding three situations of concern to her at Forest Park.

The first issue mentioned by Mrs. Quinn was the handicapped accessibility of the playground at Forest Park. She believed the playground to be nice and certainly appreciated; however, she deemed it to be not wheelchair accessible. Although she understood that it was ADA-approved, she was of the opinion that the playground was not easy or safe for all wheelchairs pertaining to all of the children. She recounted an incident that happened the first day her child went to the playground during which her son's wheelchair overturned. She noted that he had been harnessed in, as he should have been, and was not hurt. Now he is not able to play on the playground because, as she has been told, his wheelchair is too narrow and not safe. Mrs. Carter pointed out that the wheelchair had been made to her son's capabilities, to his size, and to his specifications. She feels he is being discriminated against; she also believes the playground is unsafe for all of the children in wheelchairs and was not properly thought upon. She has learned from her research regarding the mulch on the playground that the mulch does not ever compact to a safe, flat area like the blue matting typically used on handicapped playgrounds does. She had been told that mulch was used because it was not within budget to do the blue matting; she asserted that the mulch has to be replaced every one to two years and would therefore cost the corporation more money overall to keep replacing the mulch to keep the playground ADA-approved than it would have cost to use the typical blue matting that would be safe for all wheelchairs.

Mrs. Quinn's second concern was in regard to what she considered a bed bug issue at Forest Park. She asserted that it had been ongoing since the second week of the school year, and she believed as of today six more classrooms had been affected. She did not believe it had been handled properly; it was her opinion that parents were not being notified, nor were all staff members. She also asserted that the children with bed bugs were not being sent home, and in her opinion, the problem could not be properly fixed if the children were not being sent home to be treated.

Her third concern was in regard to what she perceived to be a mold/mildew issue at Forest Park. She referred to flooding that she asserted had happened last year and claimed that the carpet that was affected had never been replaced. Mrs. Carter noted there had been recent testing done there, and the staff and parents had not been notified. It was her understanding that the testing results came back showing high fungal levels in the speech room; she believed the speech room had been thoroughly bleached the night before with the dehumidifier running all night. She expressed her opinion that the results to that testing should be sent home so that all parents are aware of the issue. She stated that her son has chronic respiratory problems, and mold is a major issue for him. Mrs. Carter alleged that the third-grade classrooms reeked horribly of mold; they were tested, but no one checked above the ceiling tiles or below the carpet, so she did not feel an accurate testing was done, which is putting kids' health at

risk. Mrs. Carter concluded her comments by noting she did not wish to cause drama or start trouble for the school corporation; however, she felt she needed to advocate for her son's health and safety, along with the other kids in the school.

IV. Old Business

A. Building Project Update

Mr. Chuck Tyler of Fanning/Howey Architecture Engineering noted that his firm had completed the construction bidding documents for the secondary schools projects and had delivered those documents to Garmong on September 1. The documents include 640 drawings and 500 technical spec sections, which represents over 3,000 pages of specifications necessary to create a complete picture for the bidding contractors in order to convey the total scope of the work and the quality that is expected.

Mr. Lance Gassert of Garmong Construction Services stated that his team had taken the construction bidding documents and begun the process of dissecting those into bid packages. There will be eleven different bid packages. He suggested the following timeline: Send the public bid notification out on Monday, September 12, at which time the drawings will be available to the public; hold a pre-bid meeting at Clay City at 3:00 p.m., Thursday, September 15; and, hold a public meeting at central office at 2:00 p.m. on Thursday, September 29, at which time the bids will be publicly opened and read aloud. The bid opening being held on September 29 is to be specifically for Clay City Jr/Sr High School. The Northview/North Clay public bid notification will not be put out at the same time as the Clay City notification because his firm felt it would overwhelm the marketplace to do so; they believed the school corporation would get a better value if the bids for the two projects were staggered by a minimum of two weeks. Following the bid openings for both projects, Garmong, working with Fanning Howey, will do their due diligence for all of the bids. They will confirm that the lowest bidder is also a responsible bidder and will prepare the recommendations and come to the school board for final approval to issue contracts. If the schedule that has been set forth is followed, their first day on site would be November 1, for both Clay City and Northview, as well as North Clay.

Mr. Scherb questioned whether the bid opening would be a school board meeting, and he was told it would not. Mr. Scherb then asked if there was a board policy regarding that. Superintendent Fritz's response was that there was a policy on bidding equipment. Mrs. Adams expressed her understanding that the policy meant all bids were to be opened at school board meetings. Superintendent Fritz asked Mr. Reberger about past practice for opening bids for construction projects. Mr. Reberger explained that the bid opening committee was for bids that were coming to the corporation that the school board was directly responsible for. He noted that this is exactly the same procedure that had been used when bids were opened for the elementary projects. Mrs. Adams pointed out that the policy had been changed a few years ago, requiring bids to be opened at a board meeting. She asked if the time of the bid opening could be changed for a little later in the day so that the bids could be opened during a board meeting. For clarification, Mr. Gassert described a typical bid opening, noting that the bids are opened publicly, with the administrative staff joining the process. In this case, the bids would be opened in the central office board room. No one would be awarded a

contract until all of the recommendations had been brought forth to the board at a board meeting.

Mr. Scherb wanted to know how Mr. Gassert's firm would solicit bids. Mr. Gassert explained that they would solicit on multiple fronts: public advertisements in local newspapers; use of a Garmon database of over 2,000 contractors that do work in the state of Indiana to conduct an email blast; phone calls; and, resources shared by Fanning Howey.

It was determined by consensus of the board that a special session would be held on Thursday, September 29, at 6:00 p.m. in the central office board room, for the sole purpose of opening bids for the Clay City Jr/Sr High School projects.

B. Old Central Office Building/Goals Academy Update

Director of Extended Services Mike Howard provided an update. He noted that the following either had been accomplished since the last board meeting or was planned to be accomplished:

- Every Wednesday, the maintenance staff has been dedicated to moving items out of Knightsville to the former LEAAP location in preparation for possibly a sale or auction sometime in October. Also being moved are approximately 10,000 pages of prints of former schools that no longer exist as well as prints of current schools; the prints are to be archived.
- The office remodeling for the adult ed coordinator is being finished; the coordinator will be moved to her new office following completion of work by the IT department.
- Records from the storage area referred to as the "dungeon" in the Knightsville building are to be moved into what was formerly Mary Yelton's office. The records being stored in that area will include school records that have been digitally scanned into cloud storage, old HR records, term files, and any items that have been audited and are currently being stored at central office

At the October board meeting, Mr. Howard intends to present a list of items to be disposed of and request permission from the school board to auction or sell the items.

C. Coal Mine Update

For the quarterly coal mine update, Mr. Howard noted that seismic data showed the coal mine to be within the blasting limits. The principals at the Clay City schools and Mr. Howard agreed that the frequency and intensity of blasting seems to be decreasing, and it also appears that the mine is moving farther east, away from the school and property. The school summer cleaning crews had been asked to report anything that looked out of the ordinary in the Clay City buildings, and nothing had been reported. Also, those items that they had been monitoring had not moved or migrated any farther. Mr. Howard will provide another quarterly update at the December board meeting.

V. Superintendent's Report

Superintendent Fritz noted the following:

- A welcome to the Clay Community Schools family was offered to: Heather Deakins, Christina Young, Geri Freeman, Michelle Weber, Kari Osborne, Sara Combs, Melissa Little, Braleigh Madison, Brenda Gurley, Crystal Aker, Kayla Johnston, Jennifer Royer, Courtney Lewis, Tabitha Dowell, and Amy Martin.

VI. New Business

A. Recommendation to Approve Construction Documents

Mr. Kumpf moved to approve construction documents for the additions and renovations to Clay City Jr/Sr High School, Northview High School, and North Clay Middle School. Mr. Hill seconded, and the motion was approved by a 7-0 vote.

B. NHS France Trip Presentation

Ms. Ashlee Vitz, Northview High School French teacher, had accompanied a group of NHS students to Europe this past spring, and she provided a PowerPoint presentation regarding this experience. Students Peyton Kumpf and Daniel Graham also addressed the board. A copy of the PowerPoint presentation will become a part of the official minutes.

C. Request for Permission to Advertise for Bids for Buses

Dr. Froderman moved to grant permission to advertise for bids for buses. Mr. Wiram seconded.

Before the vote, Mr. Reberger asked if the school corporation was going to bid for both diesel and propane. Mr. Howard replied that he had not yet decided; he would need to get the prices for both and then see, but the infrastructure was a concern. He thought he would maybe wait one more year to look at that. Mr. Reberger suggested leaving the decision to Mr. Howard's discretion. Mr. Scherb asked if Mr. Howard would be willing to bring some of that information to the school board at the next meeting, such as cost advantages/disadvantages. Mr. Howard's response was that he could give the board a comparison.

The motion was approved by a 7-0 vote.

D. Director of Business Affairs Job Description Changes – First Reading

One change was proposed by Superintendent Fritz: Under "Qualifications and Appointment", he suggested striking the last sentence of the paragraph in order to make it consistent with the other job descriptions that are similar to this one. The job description changes, including the striking of the last sentence of the "Qualifications and Appointment" paragraph, will be brought back at the September 27 special session for a second reading and approval.

E. Director of Human Resources Job Description Changes – First Reading

No changes were proposed. The job description changes will be brought back at the September 27 special session for a second reading and approval.

F. Approval of the CCCTA Master Contract

Superintendent Fritz called attention to one change to the CCCTA Master Contract that had been highlighted in the board packet. The change was to language in Article XIII - Retired Teachers, Section 4 regarding accumulation of leave days for retired teachers who are hired.

Mr. Kumpf moved to approve the Master Contract with the Clay Community Classroom Teachers Association. Mrs. Adams seconded, and the motion was approved by a 7-0 vote.

G. Classified Handbook Proposed Changes – First Reading

No additional changes were proposed. The classified handbook will be brought back at the September 27 special session for a second reading and approval.

H. Bus Driver Handbook Proposed Changes – First Reading

No additional changes were proposed. The bus driver handbook will be brought back at the September 27 special session for a second reading and approval.

I. Administrator Handbook Proposed Changes – First Reading

No additional changes were proposed. The administrator handbook will be brought back at the September 27 special session for a second reading and approval.

J. Request to Purchase Supplies for the Clay City High School Athletic Trainer

Mr. Hill moved to approve the request to purchase supplies for the Clay City Jr/Sr High School athletic trainer. Dr. Froderman seconded, and the motion was approved by a 7-0 vote.

K. Brazil Public Library Board Appointment

Mr. Reberger nominated Mr. Mike Taylor. With no other nominations, Mike Taylor was appointed to the Brazil Public Library Board by acclamation.

VII. Board Member Comments

Ron Scherb offered his compliments and recognition to all teachers who take students on field trips outside of Indiana or to other countries. He also complimented Superintendent Fritz and all of the administrators for encouraging these types of trips.

Shane Wiram offered his thanks to teachers, staff, and administrators for making the school corporation function as it does. He asked to address concerns as quickly as possible.

Amy Burke Adams thanked everyone for a great start of a great school year.

Scott Hill stated that he was glad to see the building projects moving forward and that it was going to be exciting to see what happens after November.

Kevin Kumpf also commented on the great start to the school year, with the teacher contract being settled and everything moving along.

VIII. Future Agenda Items

Fred Froderman requested a response to Stephanie Quinn's concerns.

Shane Wiram also requested a response to Mrs. Quinn's concerns. In addition, he noted that CPF money had been budgeted for playground equipment at Forest Park, and he would like to see that accelerated. He suggested the possibility of using Rainy Day Fund money to address, as quickly as possible, any issues that are found.

Ron Scherb stated that he was really interested in the propane gas usage in the school buses, and he would like to see if it would be a good investment. He asked if Mr. Howard could share what he had learned about that.

Amy Burke Adams requested to have information regarding Mrs. Quinn's concerns as an agenda item for the September 27 special session rather than waiting until the October regular session.

IX. Adjournment

Having exhausted all agenda items, the meeting was adjourned at 8:29 p.m.

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