

**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, May 19, 2011. Dottie King, Jennifer Kaelber, Tina Heffner, Rob Miller, Ron Scherb, and Amy Burke Adams were present. Forrest Buell was absent.

I. Call to Order

Mr. Miller, President of the Board, called the meeting to order at 7:36 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 April 14, 2011

Executive Session Certification for April 14, 2011 and May 5, 2011

C. Field Trips

1. North Clay Middle School students to Washington, D.C., and Philadelphia, PA, March 22-27, 2012.

Dr. King moved to approve the Consent Agenda as presented and Mr. Scherb seconded. The motion was approved by a 6-0 vote.

III. Comments from Patrons

None at this meeting

IV. Old Business

A. Transportation Office Discussion

Mrs. Stacy Gibbens, Planning Administrator for the City of Brazil, attended to discuss the temporary facility that currently houses the transportation office. She noted that temporary placement of the facility was allowed in June of 2009, for two years. When temporary placement was requested, city officials were told that the school board had a plan to do something more permanent. The Board of Zoning Appeals, of which Mrs. Gibbens is not a voting member, agreed to the two-year placement. In January of 2011, Mr. Misner contacted Mrs. Gibbens to check on the status of the temporary facility. At that time, she told him he didn't need to worry about it until later; however, she did not know if there was a plan in place. Mr. Misner informed Mrs. Gibbens that the previous plan was no longer in place and an extension was probably going to be needed. After an extension was requested from the Board of Zoning Appeals on January 25, the Board of Zoning Appeals' had this concern: if the school corporation had a plan before and now they don't have a plan, it might become an ongoing issue if another two year extension is granted. The Board of Zoning Appeals does not want to set the precedent of continuing to allow temporary placement of non-permanent structures. In a letter that had been sent to Mr. Misner, Mrs. Gibbens had stated that if the school corporation submits to the Board of Zoning Appeals a plan to resolve this situation at this location at

some point in time in the future, not necessarily by June, then the Board would reconsider the decision to deny the extension. This means that, if the school corporation comes up with a plan and take it to the Board of Zoning Appeals before the due date, the Board could reconsider and allow an extension as long as they knew there was a plan in place and things were moving forward and there wouldn't be ongoing requests for extensions.

In response to a question Mrs. Gibbens had been asked as to whether that trailer could be set as a permanent structure, she stated that the city's building inspector had told her that the trailer is designed for a temporary situation and is not designed for and does not have the structural integrity for permanent placement. He would not allow that trailer to be set there permanently.

At the request of Mrs. Adams, Mrs. Gibbens has set this matter for the next meeting of the Board of Zoning Appeals to be held Monday, May 23, which is the last meeting before the due date. She has sent out notice of a public hearing to reconsider the extension request. Mrs. Gibbens stressed the importance of the school corporation having a plan, in writing, to present to the Board of Zoning Appeals.

To Mr. Miller's assertion that a plan would have to be voted on in order to be presented in writing, Mrs. Heffner asked if options that the school board came up with tonight could be formatted in board minutes and presented on Monday night to the Board of Zoning Appeals as a plan. Mrs. Gibbens stated that, as long as the school board can show in the minutes that it is working towards something, it should suffice as a plan.

The meeting of the Board of Zoning Appeals will take place on Monday evening at 6 p.m. in City Hall. Mrs. Gibbens stated that, if the school board does not come up with a plan and does not want to ask for an extension beyond June 11, the trailer would not have to be removed until the end of June due to being near the end of the school year.

In response to Mr. Scherb's question about the letter that Mrs. Gibbens had written, Mrs. Gibbens explained that she had addressed the letter to Frank Misner and Mr. Reberger because they had attended the Board of Zoning Appeals meeting during which the extension had been denied. The letter, which had been written shortly after January 26, had been sent to central office. Mrs. Gibbens then provided a copy to the school board members to peruse.

Mrs. Heffner commented that there were still several options available for the transportation office. Noting that the trailer could not be made a permanent structure, she asserted that a handy carpenter could perhaps attach the trailer to the Quonset Hut in some way, which would take care of the 24 feet requirement. Also, she believes there are some properties in Brazil that would work that have been looked at in the past. She encouraged board members to share their ideas because the time frame is limited.

Replying to Mr. Miller's question about what the office is used for and what some options might be, Mr. Misner stated that the office space is used for dispatching and his office is located there. The routing technician also works there. The trailer space is 12'

x 60'. In Mr. Misner's opinion, the fastest and least expensive way to get out of the temporary trailer is to purchase a modular office. A modular could be put in, in 60 days and, if it was decided to buy or build something later, the modular could be moved. Two different dealers have been contacted, and a modular could be purchased for less than \$50,000. Mr. Scherb shared his opinion that the biggest question to be answered as a board is: "What's next?" "Is the roof going to blow off the Quonset or are the underground fuel tanks going to start leaking?" "Are we going to have to spend another \$200,000 to update that facility?" To this, Mr. Misner stated that those are long-term decisions, and he would hate to see the board rush in to something just to solve the problem of the transportation office. The modular office would solve the problem that the corporation has now.

Mr. Scherb next asked if the transportation office needed to be on site with the bus garage. Mr. Misner replied that he feels it does because of the logistics. Also, if the office is off site, the fuel is there by itself, which he believes opens it up for a lot of potential problems. It is his opinion that the office should be on site, but it doesn't have to be.

Mr. Miller compared the size of the temporary office, which is 720 square feet, with the size of the proposed modular, which would be 1,000 square feet. The modular would be more divided and could have two bathrooms.

Mr. Scherb once again asked Mrs. Gibbens if she needed a written plan for the Board of Zoning Appeals. She replied that the Board would want something in writing and she referred to the earlier suggestion of using the minutes of the board meeting, as long as the minutes show that the school corporation is moving towards something concrete.

As for the suggestion to purchase a modular, Mrs. Heffner would like to know if the school corporation would have to get bids first, whether it would be considered a short-term or long-term solution, and whether the school board wants to look at more options. She mentioned that Mrs. Adams had done some research on the Williams property. Mrs. Heffner's understanding is that once an item has been voted down, it can be brought up by any board member a year and one month after the original vote. This would pertain to the lease option on the Williams property; however, Mrs. Heffner noted that Mrs. Adams was talking about appraisals of the Williams property. She also noted that an e-mail had been sent to the school board members in regards to another property to look at. As she sees it, the options at this time are to look at 2 or 3 properties or to get bids for a modular and make a decision within a year based on that information. It was pointed out by Mr. Fowler that projects under \$50,000 do not require bids, only quotes.

Mr. Scherb stated that the one thing he does not want to do is to make a decision tonight and then realize it was premature and \$50,000 has been put into a modular without solving a long-term problem. He would like to have a working session, more discussion, and a twelve-month extension for the temporary trailer to give the school board time to work through the process of what is really needed. To this, Mrs. Gibbens replied that as long as the school board sticks to a year and keeps moving forward, she

doesn't think that would be a problem. She believes that showing in the school board meeting minutes the items that have been discussed would suffice. The Board of Zoning Appeals must have something in writing to justify an extension.

Mrs. Adams asked to consider what the corporation is planning to do with the property on Depot Street/Colfax Street for the long term. As she sees it, if the corporation keeps that property, the temporary trailer is going to have to be changed anyway. So, if a modular is purchased, whoever uses that property in the future would use the modular. It wouldn't be a waste of money, and it would allow the school corporation to meet the requirements of the city ordinance and give the school board time to look at property without feeling rushed.

Mr. Miller stated that, without the quotes, the board cannot vote on the purchase of a modular tonight. However, the board can request that Mr. Misner bring back information next month with the intent of voting on that. He acknowledged that it could not be completed by July 1, but it would still be a concrete plan. Mr. Miller then asked Mrs. Gibbens if it would be a problem if it took until August 1 to complete the change, to which she replied that, if the minutes are sent to her on Monday, she is confident that the Board of Zoning Appeals would grant an extension of six months or a year.

At this point, Dr. King suggested that, since this is not a voting item, perhaps each board member could make a statement. She then began the comments by stating that she believes the board should investigate getting prices for a modular to put on the property as a short-term solution that would probably also be beneficial in the long term and in the meantime keep moving forward. Mrs. Kaelber agreed with Dr. King, as did Mrs. Heffner and Mr. Miller. Mr. Scherb believes the school board needs to spend more time discussing a long-term solution. Mrs. Adams agreed with Dr. King.

B. Cell Phones – Board Policy #3445 Revision: Second Reading

Mrs. Adams moved to approve the revision to board policy #3445 – Cell Phones. Mr. Scherb seconded, and the motion was approved by a 6-0 vote.

V. Superintendent's Report

Interim Superintendent Tucker noted the following:

- Students involved in a national soil judging contest within the FFA program did very well in that experience
- Four students enrolled in the business program competed in the national Business Professionals of America (BPA) leadership conference
- Northview High School's Super Mileage team placed fifth in competition
- Clay City Jr/Sr High School's varsity and junior varsity J.E.T.S. teams (Junior Engineering Technical Society) qualified for a national ranking. The varsity team was one of only four in the State of Indiana to qualify for the ranking and the junior varsity was one of only two in Indiana to qualify. Scott Stucky who was at the school board meeting earlier was one of the sponsors for that group.
- An Open House for the renovated elementary schools was recently held. Attendance was less than anticipated, so at the June school board meeting, Superintendent Tucker would like to show the slide show of the newly renovated

facilities that was put together by Van Buren Elementary teacher Susan Maurer. Mr. Jim Boots of The Skillman Corporation presented plaques to the elementary principals. The plan is to have each of the remodeled facilities hold a fall open house to give the public another opportunity to see the buildings.

- Bus inspections were done differently this year: Instead of occurring during the summer months, the State Police conducted the inspections during the school year while the buses were in use. Superintendent Tucker extended her compliments to Frank Misner, the mechanics, and the bus drivers and support staff as all buses passed the inspection.

VI. New Business

A. Regular Meetings – Board Policy #1621 Revision: First Reading

In response to discussion of moving personnel items to the consent agenda, a revision to board policy #1621 – Regular Meetings, which refers to the order of the agenda, is being proposed. This is the first reading, so no vote is required.

B. Technology Coach

This is a request to get approval to obtain contracted services with a technology coach next year to integrate technology in instruction throughout the district. This person would help teachers create instruction utilizing technology, model the instruction, return to the classrooms to coach teachers in continued use. This person would not hold a teacher's contract and would only be paid on a consultant basis at the rate of \$250.00 for 100 contracted days. Superintendent Tucker noted that an incredible amount of new technology has been put into the classrooms, from SmartBoard technology to laptop technology and iPad technology. She also noted that students bring a wealth of technology knowledge into the classroom, but the teachers don't have that same sense of comfort and confidence with the technology. She would like to hire someone to work with teachers and make them more comfortable with the technology. Approval is requested.

Under discussion, Mr. Miller asked what level of education this individual would be expected to have. Superintendent Tucker replied that the person she thinks would be ideal in this situation is a person who has served as an instructional coach and has a master's degree in education and several years' experience teaching both out of state and in Indiana. This person is also very familiar with elementary Title I teachers and has worked to a certain degree with all elementary teachers. In addition, this person has done some sessions on differentiated instruction as well as technology presentations. If this person was not interested, that is still the kind of person that Superintendent Tucker would seek.

In response to Mrs. Heffner's question as to how it would be known which teacher needed the help with technology, Superintendent Tucker stated that, to a large degree, all of them could use help. Younger teachers who come in a little more adept might need the services less. Collective in-service sessions will be provided and principals will be asked to monitor technology use during their classroom walk-throughs.

As an answer to Mr. Miller's question, it was clarified that the 100 days would be spread out throughout the school year as well as throughout the district. Superintendent Tucker also noted that 100 days was probably not enough, but it was a start. In addition, she noted that secondary teachers are a little more adept with the technology that they have in place. There are also potential teacher facilitators at the secondary level.

Mrs. Heffner moved to approve hiring a technology coach for 100 contracted days at the rate of \$250 per day. Mrs. Kaelber seconded, and the motion was approved by a 6-0 vote.

C. Behavioral Specialist

There is an interest in at least four schools in the district in learning about Positive Behavior Instructional Support (PBIS). Three or four schools are already involved with this process, which is nationally recognized. The State of Indiana is requiring districts to provide a discipline plan by July 1, and they are heavily advocating that schools use the PBIS model for their discipline plan. Superintendent Tucker pointed out that this program is more about training teachers to be proactive with students and not make the assumption that all kids know how to behave.

For this position, there is a person who has worked in the corporation over the last couple of years as an instructional intervention coach. She is also a PBIS consultant for the State of Indiana and provides contracted services out of state. In addition, she works at ISU in the Bloomberg Center as a consultant for PBIS. The State has also contracted with her to provide professional development. She is willing to work with four schools that would be interested in beginning the process for PBIS. The school corporation would also have the opportunity to work with the State as a district team to bring all of the schools in the corporation under that umbrella. This person has a master's degree, many years of experience, and already has established some rapport with several of the schools' staffs. She would be new to at least three of the four schools that are planned to be brought into this. If not this person, Superintendent Tucker is confident that a person with those same qualifications could be found.

Under discussion, Mrs. Heffner asked if there was enough teacher time to implement this program. Superintendent Tucker pointed out that everything she has learned in terms of the PBIS approach is that if a classroom does not have the right environment to have learning be successful, it doesn't matter how good a teacher may be in terms of being able to instruct. The culture or climate in the classroom, the rapport a teacher has with students and with parents, is basically what drives a teacher's success with all students. As Superintendent Tucker sees it, for struggling students, it is not a matter of aptitude; it's a matter of attitude. This is a way to start building, K-12, the same consistent, positive reinforcement.

Dr. King moved to approve obtaining the contracted services of a behavioral specialist for 100 days at \$250 per day. Mrs. Adams seconded, and the motion was approved by a 6-0 vote.

D. Conflict of Interest Statement

Jim Mitchell, a teacher at Cumberland Academy, has presented a Conflict of Interest Disclosure Statement as required by Indiana Code. It is for the one-time sale of a musical instrument. Approval is recommended.

Mr. Scherb moved to approve the Conflict of Interest Disclosure Statement. Mrs. Heffner seconded, and the motion was approved by a 6-0 vote.

E. Rainy Day Transfer Resolution

The recommendation was to transfer \$1,200,000 from the Bus Replacement Fund to the Rainy Day Fund.

Mrs. Heffner moved to accept the Rainy Day Transfer Resolution. Mrs. Kaelber seconded, and the motion was approved by a 5-0-1 vote with Ron Scherb abstaining.

F. Jackson Township Elementary LED Sign Request to Purchase

Jeff Fritz, Principal of Jackson Township Elementary, requested permission to purchase an LED sign for the school. The Jackson Township Elementary PTO offered to donate \$5,000 toward the cost of the sign with the remaining balance to be paid using money from the school's extra-curricular account.

Dr. King moved to accept the PTO donation and grant permission to use ECA funds for the balance of the purchase price. Mr. Scherb seconded, and the motion was approved by a 6-0 vote.

G. North Clay Athletic Department Request to Purchase

Jan Gambill, girls athletic director, and Charley Jackson, boys athletic director at North Clay Middle School requested permission to pay Nevco for the conversion from wired to wireless on the gymnasium scoreboard at North Clay. The total cost of \$1,966 is to be paid for by the North Clay athletic department.

Mrs. Heffner moved to approve payment to Nevco for the wired to wireless conversion. Dr. King seconded, and the motion was approved by a 6-0 vote.

H. Northview Athletic Department Request to Purchase

Jan Gambill, girls athletic director, and Charley Jackson, boys athletic director at Northview High School requested permission to pay Nevco for the conversion from wired to wireless on all outdoor scoreboards at Northview. The total cost of \$4,999 is to be paid for by the Northview athletic department.

Mrs. Kaelber moved to approve payment to Nevco for the wired to wireless conversion for all outdoor scoreboards at Northview. Mr. Miller seconded, and the motion was approved by a 6-0 vote.

I. Northview Baseball Team Request to Purchase

Scott McDonald, head baseball coach for Northview High School, requested permission to pay On-Deck Sports for a 5’ Halo with Wings. The total cost of \$3,746 is to be paid for by the baseball team out of fundraising money.

Dr. King moved to approve the purchase of the 5’ Halo with Wings. Mrs. Kaelber seconded, and the motion was approved by a 6-0 vote.

J. Northview Band Department Request to Purchase

K. Northview Math Department Request to Purchase

At the recommendation of Mrs. Heffner, Items VI.J. and VI.K. were combined. For Item VI.J., Dr. Tim Rayle, Principal of Northview High School, requested permission to purchase one Apple iPad for the band department with the approximate cost of \$500 being paid out of the band’s ECA account. For Item VI.K., Dr. Rayle requested permission to purchase one Apple iPad for the math department with the approximate cost of \$500 to be paid from one of the high school’s ECA accounts. Both technology purchases were approved by Director of Technology Bill Milner prior to being presented for board approval.

Mrs. Heffner moved to approve both Items VI.J. and VI.K. Dr. King seconded, and the motion was approved by a 6-0 vote.

L. Northview Request to Purchase Perfect Attendance Awards

Dr. Tim Rayle, Principal of Northview High School, requested permission to purchase approximately \$4,500 worth of merchandise to be used as awards for students who earn perfect attendance for the entirety of the 2010-2011 school year. The funds for the awards are provided by Herff-Jones Photography and currently \$6,638 is available.

Mr. Scherb moved to approve the purchase of \$4,500 worth of merchandise for perfect attendance awards. Mrs. Kaelber seconded, and the motion was approved by a 6-0 vote.

VII. Personnel

A. Leaves of Absence

1. Certified

None

2. Non-Certified

a. Medical Leave

TRANS

Nellie McFarland

b. Family Medical Leave

NHS

Debra Grigsby

B. Retirements

1. Certified

a. Teacher (Social Studies)

NCMS

Stephen Pfrank

b. Teacher (Art)

NCMS

Stephen Page

2. Non-Certified

a. Assistant Food Services

CORP

Elizabeth Withers

3. Place on Retirement Index

a. Retirement Index

ME

Leah Schuch

- C. Resignations**
- 1. Certified**
 - 2. Non-Certified**
 - a. Secretary JTE Lori Conrad
 - 3. ECA Resignations**
 - a. Golf – Girls NHS Josh Trout
 - b. Student Council (50%) NCMS Leslee McDonald
 - c. Yearbook Sponsor (50%) NCMS Leslee McDonald

- D. Transfers**
- 1. Certified** None
 - 2. Non-Certified** None

- E. Employment**
- 1. Certified** None
 - 2. Non-Certified** None
 - 3. Extra-Curricular Certified** None
 - 4. Extra-Curricular Non-Certified** None
 - 5. Extra-Curricular Lay Coach/Lay Sponsor**
 - a. Golf – Girls NHS Bob Treash
 - b. Soccer – Girls Varsity NHS Lauren Trennel
 - c. Soccer – Girls Jr Varsity NHS Brian Page
 - 6. Extra-Curricular Volunteers**
 - a. Athletic Volunteer NHS Brian Page
 - b. Athletic Volunteer NHS Lonnie Boyce
 - c. Athletic Volunteer CCHS Kirk Smith

- F. Changes** None

- G. Termination**
- 1. Certified** None
 - 2. Non-Certified** None

- H. Information Only** None

I. Other

- a.) Permission to allow tech department to work overtime and pay them their hourly rate for Saturdays and Sundays if needed to complete installation of computer and related equipment.
 - b.) Ratification of 3-day suspension without pay for Samantha Salinetto, Instructional Assistant at Forest Park Elementary.
 - c.) Ratification of 3-day suspension without pay for Matt Morris, maintenance & grounds.
- Mrs. Heffner moved to approve the personnel items. Mr. Scherb seconded, and the motion was approved by a 6-0 vote.

J. Classroom Volunteers

Staunton Elementary – Jason Jones

Mrs. Kaelber moved to approve the personnel items. Mrs. Adams seconded, and the motion was approved by a 6-0 vote.

VIII. Board Member Comments

Amy Burke Adams offered her thanks to teachers and support staff for a wonderful and safe year. She appreciates their efforts.

Ron Scherb offered his thanks to Jeff Bell and his staff members who attended tonight's special session. He noted that it is obvious that they take this seriously and he appreciates their commitment.

Dottie King gave recognition to Joanie Mitchell who won a Gold Apple Award and Ruth Ann Medworth who was inducted into the Winter Guard International Hall of Fame. Also, she offered her congratulations to Frank Misner and the staff of the transportation department for their 17th consecutive year of all buses passing inspection.

Tina Heffner encouraged anyone who wants to be involved in the community in a positive way to start with the schools. She commented that there are a lot of good workers, teachers, support staff members, and principals. She noted that staff members go out of their way to find funding to do extra things for the kids. She is thankful to live in a community like that.

Rob Miller offered his thanks to Mr. Bell and his staff for their presentation at the special session and for their hard work. He believes Mr. Bell and his staff have been proactive and are on their way to getting that right. He appreciates all of the staff members for a good year. He also appreciates Superintendent Tucker for stepping in and doing a great job.

IX. Future Agenda Items

Ron Scherb offered thanks to Stacy Gibbens for attending the meeting. He noted that one of the things that he worries about on the transportation office is making a quick decision. Next month he would like to add discussing the possibility of obtaining a couple of appraisals for some properties to look at central office and transportation office facilities combinations. He would like to discuss this before a vote on a modular.

Dottie King stated that when the board was considering bus options in the past, one thing that was really helpful to her as a board member was to see some of the options side by side. She would like to see long-term options listed side by side with pros and cons. She added that it wouldn't need to be next month, just whenever the topic is discussed again. Superintendent Tucker added that at this time it is not clear on which properties the board is expecting that kind of report. Dr. King noted that the Williams property keeps coming back and that Mrs. Adams had talked last month about getting two appraisals that were of a certain caliber. Also, tonight Mrs. Heffner had mentioned another property on Knight Street. Superintendent Tucker stated that she would be glad to get information in the hands of the board members, but it would not be available by the next board meeting.

Amy Burke Adams asked if discussion of the trailer would again be on the agenda since it is going to have to be revisited. Superintendent Tucker replied that cost estimates from the two sources that Mr. Misner had looked in to would be brought to the

meeting. Superintendent Tucker then asked if the board would like to have that as a voting item or just as a discussion item for what costs are involved. She noted that the second part of that discussion would be information that has been gathered regarding the properties that have been mentioned. Regarding appraisals, Mrs. Adams clarified that the cost approach is comparing what would be paid for a structure and land versus what it would cost to build a like structure. She would prefer to have cost approach appraisals completed rather than commercial appraisals. Mr. Reberger added that a market analysis on income or fair market value appraisal, which is the most common, is what would typically be looked at. Mrs. Adams asserted that a government agency would consider the cost approach since it would not be in the market of buying something in order to make a profit. Mrs. Heffner would like to go with the cost approach. As to whether this would be a voting item or a discussion item, Mr. Miller suggested that this should be a voting item so the board can move on, one way or another.

X. Adjournment

Having exhausted all agenda items, the meeting was adjourned at 8:50 p.m.

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