

**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, 3450 W State Road 340, Brazil, IN 47834, on Thursday, January 13, 2011. Dottie King, 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 7:42 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 9, 2010

Special Session Minutes for December 28, 2010

Executive Session Certifications for December 9, 2010, and December 28, 2010

C. Field Trips

Clay City/Northview FFA to National Farm Machinery Show in Louisville, Kentucky, on February 18, 2011

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

III. Comments from Patrons

None at this meeting

IV. Old Business

A. School Board Policy #2205: Administrator Contracts and Employment Agreements: Second Reading

No changes were recommended during the first reading and approval is recommended.

Mrs. Adams moved to approve school board policy 2205 Administrator Contracts and Employment Agreements. Dr. Buell seconded.

Under discussion, Dr. King questioned a portion of the proposed policy, the last sentence, which says, "The board of school trustees shall retain original, ink-signed contracts for their files." She asked if the last sentence meant board members, individually, would retain the contracts. Mrs. Adams replied that the policy was written so that central office would retain ink and the board president would retain ink. Dr. King then asked if the board president would be taking contracts out of central office, to which Mrs. Adams replied that it would be possible and she suggested that a storage place could be found where all board members could access the contracts in a secure area. Dr. King expressed her concern about storing and securing documents with

privacy-protected information. Mrs. Adams was of the opinion that whatever policy had been followed in the past would continue to be followed. Reiterating her concern about the documents leaving central office and the chain of custody to ensure privacy, Dr. King pointed out that if the contracts were to be stored at a board member's home, they would have to be under lock and key. She added that she understands the desire to have ink-signed contracts; she just doesn't want each board member walking out with contracts, as it appears to be stated in the last sentence, when it is not known where the contracts will end up. In response to Mrs. Adams' comment that the contracts of administrators are public knowledge, Dr. King stated that the contract amounts are, but the employee-protected information that might be included is not.

Mrs. Carolyn Kumpf, Director of Personnel, stated that currently the board's copy of each signed contract is stored in the employee's personnel file. It is her understanding of the proposed policy that the ink-signed copy would be in the administrator's personnel file. Mrs. Adams clarified that the intent of the policy was to get away from electronic signatures.

To assure that the intent of the policy is clear in the future, Mr. Scherb suggested striking the last sentence ("The board of school trustees shall retain original ink-signed contracts for their files.") of the proposed policy. He moved to amend the original motion for approval and strike the last sentence of proposed policy 2205. Mrs. Kaelber seconded the motion to amend. The motion was approved by a 7-0 vote.

B. School Board Policy #3450: Expenditures: Second Reading

No changes were recommended during the first reading and approval is recommended.

Mrs. Kaelber moved to approve school board policy #3450. Mrs. Adams seconded, and the motion was approved by a 7-0 vote.

V. Superintendent's Report

Interim Superintendent Tucker noted the following:

- the new semester got off to a very good start with the exception of a couple of issues with the weather
- after looking at some mid-term data going into spring testing, she is optimistic that the corporation will have some very good results again this spring

Mr. Miller offered his appreciation to Superintendent Tucker for making an early decision that allowed parents to make plans regarding no school and a two-hour delay. Mrs. Heffner noted that there had been positive feedback from both parents and teachers about the early notice.

VI. New Business

A. Resolution for Interest Deposits

This resolution is passed each year and approval is recommended.

Mrs. Heffner moved to approve the resolution. Mrs. Adams seconded, and the motion was approved by a 7-0 vote. The resolution will become a part of the official minutes.

B. Resolution to Transfer Appropriations

This resolution is also passed each year and approval is recommended.

Dr. King moved to approve the resolution. Mrs. Heffner seconded, and the motion was approved by a 7-0 vote. The resolution will become a part of the official minutes.

C. 2011 Transfer of Funds Certificate

This is another item that is passed each year and approval is recommended.

Dr. King moved to approve the 2011 transfer of funds certificate. Mrs. Kaelber seconded, and the motion was approved by a 7-0 vote. The transfer of funds certificate will become a part of the official minutes.

D. Resolution to Prepay Claims

This resolution is passed each year and approval is recommended.

Mrs. Adams moved to approve the resolution to prepay claims in December. Dr. King seconded, and the motion was approved by a 7-0 vote. The resolution will become a part of the official minutes.

E. Resolution to Transfer from One Fund to Another

This resolution is passed each year and approval is recommended.

Mrs. Kaelber moved to approve the resolution. Mr. Miller seconded, and the motion was approved by a 7-0 vote. The resolution will become a part of the official minutes.

F. Request to Join Hospital Purchasing Service

Superintendent Tucker noted that it is a financial gain for the school corporation to be involved in this joint purchasing opportunity. Approval is recommended.

Mrs. Heffner moved to approve the request to join Hospital Purchasing Service. Mr. Scherb seconded, and the motion was approved by a 7-0 vote.

G. Creating Positive Relationships (CPR) Program

Kathy Knust, curriculum and grants coordinator, provided information regarding implementing the Creating Positive Relationships (CPR) Program. Superintendent Tucker noted that this program had been an outstanding program for the school corporation in the past. The corporation has been given a financial opportunity to once again participate. Parents of students who have participated in this program in the past have offered many positive reports. Approval is recommended.

Mrs. Heffner moved to accept the grant funding to reinstate the CPR program. Mrs. Adams seconded, and the motion was approved by a 7-0 vote.

H. Patron Donation to LEAAP Center

A patron has made a cash donation in the amount of \$2,000 to the LEAAP Center. The donation was not earmarked for any particular expenditure. Superintendent Tucker recommended approval to accept the donation and she thanked the patron for her generous contribution.

Dr. Buell moved to accept the donation. Mrs. Kaelber seconded, and the motion was approved by a 7-0 vote.

I. Doctoral Program Compensation

Board member Amy Burke Adams made the recommendation to compensate Kim Tucker for the days spent pursuing her doctoral degree at Indiana State University due to the unusual circumstance of performing the duties of Interim Superintendent and Assistant Superintendent of Curriculum and Instruction.

Mrs. Adams moved to approve the recommendation. Dr. Buell seconded, and the motion was approved by a 7-0 vote. Mrs. Adams then commented that the idea is to offer Superintendent Tucker the flex time. She noted that individuals in that position work well over forty hours per week anyway and Superintendent Tucker will be pretty much on call 24/7. This will allow Superintendent Tucker to continue to pursue her degree of higher learning.

J. VEBA Memorandum of Understanding

Superintendent Tucker explained that ISTA is currently undergoing structural changes that impact certified employees' VEBA accounts. The Memorandum of Understanding (MOU) will allow Clay Community Schools to stay with the current investment firm, Security Benefit, during the initial transition. It would also give Clay Community Schools time to conduct an RFP that would determine the best ongoing provider for these services. Additionally, this MOU outlines and restricts the usage and charging of fees in these accounts during the interim. Business Manager Mike Fowler recommends approval.

Dr. King pointed out that this Memorandum of Understanding is between the board of trustees and the Classroom Teachers Association and has been mutually agreed upon. She then moved to approve the VEBA MOU. Mrs. Heffner seconded, and the motion was approved by a 7-0 vote. The VEBA MOU will become a part of the official minutes.

VII. Personnel

A. Leaves of Absence

1. Certified

a. Medical Leave (extension)	LEAAP	Betsy Milner
b. Medical Leave (FMLA)	NHS	Pauletta Baxendale

2. Non-Certified

a. Medical Leave (FMLA)	JTE	James Guinther
b. Medical Leave	NHS	Debra Sneddon
c. Medical Leave	TRANS	Sue Kitch

B.	Retirements		
	1. Certified	None	
	2. Non-Certified	None	
	3. Place on Retirement Index	None	
C.	Resignations		
	1. Certified	None	
	2. Non-Certified		
	a. Bus Driver	TRANS	Katrina Hughes
	b. Instructional Assistant	NHS	Roberta Ringo
	c. Instructional Assistant	FPE	Brockton Dyer
	3. ECA Resignations	None	
D.	Transfers		
	1. Certified	None	
	2. Non-Certified		
	a. From Instructional Assistant to Food Service	From ME to VBE	Christina Jones
E.	Employment		
	1. Certified	None	
	2. Non-Certified		
	a. Bus Driver	TRANS	Max Ripple
	b. Instructional Assistant	CCHS	Kristy Tyra
	3. Extra-Curricular Certified		
	a. Science Fair Chairperson	JTE	Rebecca Jeffers
	4. Extra-Curricular Non-Certified	None	
	5. Extra-Curricular Lay Coach/Lay Sponsor		
	a. Wrestling – Head	NHS	Dan Mikesell
	b. Wrestling – Assistant	NHS	Chris Walker
	c. Wrestling – Assistant	NCMS	Tony Sanabria
	d. Winter Guard Sponsor	CCHS	Chelsea Bryan
	e. Tennis – Head Girls	NHS	Laura McCrea
	f. Cheerleading	NCMS	Dawn Jolliff
	6. Extra-Curricular Volunteers		
	a. Boys Basketball	CCE	David Myers
F.	Changes		
	1. Certified	None	
	2. Non-Certified		
	a. Clarification of Intent: Non-Certified stipends passed at the November 11, 2010, meeting. It was the board’s intent that the term “actively employed”, as referred to in this document and action only, includes individuals on approved medical leaves of absence.		
	3. Extra-Curricular Certified	None	
	4. Extra-Curricular Lay Coach/Lay Sponsor		

a. Marvin Strauch is already receiving 60% of 6th grade and 60% of 5th grade boys basketball at Clay City Elementary. He is coaching both teams and will change to 100% for each team. Fifth grade is an elementary sport.

G. Termination

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

H. Information Only

1. We will have two (2) AARP workers at the LEAAP Center
 - a. Ann Hoopingarner as kitchen help and preparing pre-school materials
 - b. Robert Kidwell as custodial help

I. Classroom Volunteers

Van Buren Elementary

Angie Ringholz

Dr. King moved to approve the personnel items. Mr. Scherb seconded, and the motion was approved by a 7-0 vote.

VIII. Board Member Comments

Amy Burke Adams offered her thanks to Patty Dyer, interim assistant food service director, for her homework on the purchasing agreement with Hospital Purchasing Service. Mrs. Adams also did some research on the company and found the proposal to be everything it was stated to be. She believes this will save the corporation a great deal of money while still getting the same quality of food. Mrs. Adams also offered thanks to the donor of the very generous gift to the LEAAP Center.

Ron Scherb stated that a couple of teachers had asked him about snow days and whether it would push the graduation dates back at this point. He had heard a comment as to whether a day in February scheduled as a holiday (Great Americans Day) could be used as a make-up day instead of pushing the graduation dates back. Mrs. Kaelber responded, noting that during negotiations it was determined that this was a discussable item. Superintendent Tucker added that the built-in snow day had been used for this school year, and it is a negotiable item.

Dottie King congratulated the Northview band for again winning a Pepsi grant, although it is not final at this time. This grant will be used to purchase uniforms for the band, guard and cheerleaders. In addition, Dr. King sent her good wishes to Mary Yelton who is at home recovering from a fall that occurred before Christmas. Also, Dr. King offered her thanks to Kim Tucker for stepping in as the interim superintendent.

Tina Heffner offered her thanks for the big savings for the cafeteria fund. She appreciates all the hard work that was put in to that. Mrs. Heffner commented on an article in the *Brazil Times* regarding Meridian Elementary School's third grade class, which she found impressive.

Forrest Buell, noting that he couldn't keep up with all that the students do, offered his support for all that had been said.

Rob Miller offered congratulations to the Northview boys' basketball team for getting to the championship game of the Pizza Hut Classic and to Clay City for placing third at the Greene County tournament. He wished all the teams luck and noted that they continue to represent the school corporation well. He added his thanks to Kim Tucker.

IX. Future Agenda Items

Amy Burke Adams would like non-certified stipend reconciliation on the February agenda. This specifically refers to the stipend that the non-certified employees received. She would like for it to be 1.5% rather than the amounts that they received. She would like to vote on this item in February and have the differences issued to the non-certified employees this year, if approved by the board.

Ron Scherb has two future agenda items. First, he would like to continue discussion on the possibility of improving school board meetings. Two things to decide: Is there another place where it would be preferred to have the meetings; and, if not, the board could ask Mike Fowler to make his presentation on the retractable screen. Mr. Fowler noted that he had spoken with the media center specialist who had indicated that the screen over the window would not be used for kids; rather, it would be used predominantly for the school board. Therefore, he had not pursued it any further. Mr. Scherb stated that it might be good to bring the principals involved into the conversation to see if there would be any benefit to it. He would like to continue the conversation of how to improve the media center. Secondly, Mr. Scherb would like the board's permission to invite a representative from Ceres Solutions to present the program to lock in fuel prices. This would give employees who may not like the idea a chance to ask questions and convince the board that it may not be a good idea. He believes this to be the first step in planning for a worst-case scenario.

Forrest Buell noted that at one time when he was on the board, board meetings were held at locations all over the corporation. He wondered, if the board did that again, if it would result in getting the local public out. A concern would be the acoustics. Superintendent Tucker suggested testing the acoustics in the newly remodeled facilities. She will include this topic on the next administrative cabinet meeting agenda in February to see if the administrators feel that their facility would support traveling board meetings.

X. Adjournment

Having exhausted all agenda items, the meeting was adjourned at 8:18 pm.

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