MSD of NEW DURHAM TOWNSHIP

School Board Meeting Minutes
August 10, 2016

Those in Attendance:

Board Members
Wayne Hodge
Lynn Wilson
Mark Parkman
Genevieve Hisick

Staff
Dr. Curtiss Strietelmeier

Call to Order
Board President Wayne Hodge called the meeting to order at 6:03 p.m.

Pledge of Allegiance
Board President Wayne Hodge led the Pledge of Allegiance at 6:03 p.m.

Roll Call
Roll call was taken by Board President Wayne Hodge, with all four (4) members present.

Approve Minutes from July 13, 2016, Regular School Board Meeting
Board President Wayne Hodge asked if anyone had questions or corrections to the July 13, 2016 regular school board meeting minutes. Lynn Wilson made a motion to approve the July 13, 2016, regular school board meeting minutes as presented. Genevieve Hisick seconded. Motion carried 4-0.

Approve Financial Report
Board President Wayne Hodge asked if anyone had any questions or comments regarding the financial report. Board member Genevieve Hisick asked about the $3,226 payment to De Lage Landen Public Finance. Corporation treasurer Sherie Breitenbach stated the payment is for the school copiers. Superintendent Dr. Curtiss Strietelmeier stated the school corporation chose Canon copiers this year. Board member Genevieve Hisick stated there is also a payment to Xerox Financial Services in the amount of $1,032.69. Superintendent Dr. Curtiss Strietelmeier stated the school corporation is still paying off the contract with Xerox. Genevieve Hisick made a motion to approve the voucher docket as presented. Wayne Hodge seconded. Motion carried 4-0. Filed for audit.

Correspondence
None.

Public Forum
None.

Superintendent Report
Superintendent Dr. Curtiss Strietelmeier reported the following:

- He reported the first day of school is tomorrow, August 11th with approximately 909 students in the building and six (6) special education students attending La Porte Community Schools.
- He reported the student pick-up and drop-off procedure has changed with all cars forming a single-file lane in the bus lane for student drop-off and pick-up. He reported there will be parking spots in front of the elementary entrance for parents/guardians.
- He thanked the School Board and staff for coming to the start day meeting today. Board President Wayne Hodge stated it was nice to see all staff there and he was glad to be there also.

Old Business

A. Deputy Treasurer Position, Salary, and Benefits

Superintendent Dr. Curtiss Strietelmeier reported the School Board discussed the possibility of moving the deputy treasurer position to a full time position. He reported deputy treasurer Kathy Riffett has picked up additional responsibilities with helping the treasurer with claims, purchasing, and Westville Little School. He stated the administration would like to move this position from part-time to full-time with the starting salary commensurate with the starting salary for elementary/high school secretary. Board deputy secretary Mark Parkman stated he talked with Kathy Riffett today and asked if she would be willing to waive some of the benefits initially so there wouldn't be such a large change. He stated Ms. Riffett didn't have an issue with his proposal and he realizes they need the extra time and hours. Discussion ensued regarding no benefits initially. Superintendent Dr. Curtiss Strietelmeier asked which benefits he would recommend not having. Mr. Parkman stated he is a percentage guy and is concerned how other people may feel about this proposal. Board Vice President Lynn Wilson stated she met with Ms. Riffett recently and feels there is a definite need for this position. Mrs. Wilson stated her duties include all purchase orders, and manages all details of the Westville Little School. She stated with that amount of responsibility, Ms. Riffett is deserving of the full-time deputy treasurer position, salary, and benefits. A question and answer period followed regarding vacation day accrual, 403(b) annuity, leave days, and paid holidays. Lynn Wilson made a motion to approve the Deputy Treasurer position, salary, and benefits as presented. Genevieve Hisick seconded. Motion carried 3-1 with Mark Parkman voting nay.

B. Part-Time Custodian Pay Increase

Superintendent Dr. Curtiss Strietelmeier reported the School Board discussed the part-time custodian pay increase for Ryann Ramer from $9.50 to $10.00 per hour. He reported Ms. Ramer was passed by for a pay increase several years ago and would like to increase her hourly pay. He reported the pay increase isn't retroactive and will be effective upon Board approval. Mark Parkman made a motion to approve the part-time custodian pay increase from $9.50 to $10.00 per hour for Ryann Ramer as presented. Lynn Wilson seconded. Motion carried 4-0.

C. Food Service Job Descriptions

Superintendent Dr. Curtiss Strietelmeier reported the Food Service job descriptions are presented with several differences such as start and end times. He reported the job responsibilities are listed for each job description and weight limits have been added. He reported if the Board has any issue with the Food Service job descriptions, they can be informational tonight and approved at the September 14th Board meeting. Board Vice President Lynn Wilson asked if they are assigned duties for each position. Superintendent Dr. Curtiss Strietelmeier replied each position is unique to each food service employee. A question and answer period followed. Genevieve Hisick made a motion to approve the Food Service job descriptions as presented. Lynn Wilson seconded. Motion carried 4-0.

D. 2016-17 Elementary Student Handbook & Kindergarten Handbook
E. 2016-17 Elementary School Teacher's Handbook

Superintendent Dr. Curtiss Strietelmeier reported Elementary Principal Brian Ton will present information regarding changes in the 2016-17 Elementary Student Handbook, Kindergarten Handbook, and the 2016-17 Elementary School Teacher's Handbook. Mr. Ton reported there were formatting changes to use less paper for the handbooks. He reported changes will be pushed out through Google Docs with electronic signatures. He reported the biggest change was made with Elementary Attendance Officer Donna Bunch with documentation for how many student absences are allowed before calling a parent or legal guardian. He reported Ms. Bunch

contacted East Porter County Schools for feedback on their attendance policies. He reported the attendance policy has more strength for the 2016-17 school year. He reported changes in bus discipline as the previous policy didn't line up with current practice. He reported students would receive a day off the bus after several infractions and after three (3) infractions, student(s) would be permanently removed from the bus for the rest of the school year. Mr. Ton also reported boys and girls are treated the same regarding dress code, for example no tank tops and no midriff showing, however, if a sleeved shirt is worn under the tank top, that would be permissible. He reported other items such as bus and traffic lanes for parents/legal guardians. Mr. Ton reported the elementary staff handbook is condensed with minor changes. A question and answer period followed. Mark Parkman made a motion to approve the 2016-17 Elementary Student Handbook, Kindergarten Handbook, and 2016-17 Elementary School Teacher's Handbook as presented. Genevieve Hisick seconded. Motion carried 4-0.

F. NEOLA Policy Update #7300

Superintendent Dr. Curtiss Strietelmeier reported the NEOLA policy update is #7300, not #7310 as listed. He reported School Attorney William Kaminski reviewed the policy and he will go over the checked items. He reported on the front page #1 has been checked, real property considered for disposition shall be presented as an item on the school board agenda, #4 all property considered for lease or sale will be reviewed by the Board prior to solicitation of offers, #6 in consideration of the best interest of the Corporation, residents, and taxpayers, the Board reserves the right to reject any and all offers, and #7 potential purchasers shall demonstrate financial responsibility to meet the terms and conditions of sale or lease. He reported all other items will remain unchecked. Mark Parkman made a motion to approve NEOLA Policy Update #7300 as presented. Wayne Hodge seconded. Motion carried 4-0.

New Business

A. 2016 Budget Summary

Superintendent Dr. Curtiss Strietelmeier gave a brief overview of the 2016 budget before summarizing the 2017 budget workshop. He reported the DLGF reported a levy increase for 2017. He reported the majority of costs are in personnel, light and power for the school building, and have started investing in equipment for technology. He reported light and power are capped in the Capital Projects Fund, before using General Fund. He reported gas heat has been paid out of Capital Projects for the past three (3) years. He reported upgrades with LED lights in the parking lots. Another upgrade is using LCD's instead of CRT's in the computer labs. He reported an overview of the General Fund budget, including the remainder of 2016 and all 2017. He reported there are still sign-ups for insurance with single/family choices. He reported he is working with Erick Smith regarding health insurance during negotiations with the Westville Teacher Association. He reported transfer tuition has increased, area vocational school has a small increase, and Special Education has the largest increase for 2017. He reported previously a portion of the superintendent's salary came from Capital Projects because he was serving as Director of Technology, but will come from the General Fund now. He reported the new Athletic Director/Assistant Principal may elect insurance coverage for an extra General Fund cost. He reported the total estimated cost for the 2016 budget is $5.89 million. He reported State Aid with the decrease in student numbers this fall at 915 will impact the General Fund. He reported the 2017 budget was based on 927 total students. He reported the $14,000 difference will impact programs. He reported the 2017 budget also has miscellaneous income. He reported his projection is the school corporation will end the 2016 calendar year in the black with $13,000 and 2017 with $16,000 in the black. He hopes in the 2017-18 biennium year, the student state aid will increase. He reported he was informed the school corporation has decreased collection of local property taxes. He reported he would like to increase students to impact the General Fund. He reported the graduated senior class had

85 students and the incoming kindergarten for 2016-17 is 53 students, a loss of 32 students. He checked PowerSchool before the meeting and the K-6 students are 456 with 81 in 2nd grade, 61 in 6th grade, 7th and 8th grade numbers are decreased by seven (7) students and ten (10) in 9th through 12th grade. He reported 9th grade is 74, 10th grade is 86, 11th grade is 79, and 12th has 72. He reported 8th grade has 72 students. He reported the per student state aid is $5,400. Mark Parkman asked about the Bus Replacement Plan. A question and answer period followed.

B. Project Lead The Way Fee

Superintendent Dr. Curtiss Strietelmeier reported he is pulling this agenda item tonight to assess what Biomed class supplies will be needed. He reported the class fee will probably be between $10-$15 per student.

C. Project Lead The Way Community Board

Superintendent Dr. Curtiss Strietelmeier reported a requirement of Project Lead The Way is to create a community board with community members and people in medical professions. Biomed teacher Jamie Forney asked him to make an announcement that she is beginning the process of finding people for the community board.

D. Donation

Superintendent Dr. Curtiss Strietelmeier reported former English teacher Mira Stauffer is donating an extra corn hole game and accessories to the school. Mark Parkman made a motion to approve the donation of the corn hole game and accessories as presented. Lynn Wilson seconded. Motion carried 4-0.

E. Westville Guest Teacher Handbook

Superintendent Dr. Curtiss Strietelmeier stated this item is for information tonight. He reported permanent substitute teacher Debbie Niec has worked diligently on this project. He reported he and Elementary Principal Brian Ton have reviewed the handbook. A question and answer period followed.

F. Bus Driver DOT Physical Change

Superintendent Dr. Curtiss Strietelmeier stated the Porter Trust cooperative has approved adding DOT physicals at no cost at the Merrillville Wellness For Life Clinic. He reported currently the school corporation pays $45 to the bus drivers to offset the cost they pay. He reported this free option will be encouraged for the bus drivers.

Personnel

A. Resignations

- **Heidi Hale** — **High School English Teacher**
- **Jake Stafford** — **Assistant Principal/Athletic Director**
- **Dawn Swistek** — **Girls' Middle School Volleyball Coach**

Superintendent Dr. Curtiss Strietelmeier stated the administration recommends approval of the resignations of Heidi Hale, High School English Teacher, Jake Stafford as Assistant Principal/Athletic Director, and Dawn Swistek as Girls' Middle School Volleyball Coach. Mark Parkman made a motion to approve the resignations as presented. Genevieve Hisick seconded. Motion carried 4-0.

B. Appointments

- **Holly Ellis** — **4th Grade Teacher**
- **Scott LaVelle** — **Athletic Event Supervisor**
- **Jessica Rhoda** — **Part-time Elementary Instructional Assistant**
- **Lauren Schoff** — **C.L.A.S.S. Ambassador Co-Sponsor**
- **Emily Strudas** — **Girls' Middle School Volleyball Coach**
- **Emily Wagner** — **High School English Teacher**
- **Jeffery Webb** — **High School English Teacher**

Superintendent Dr. Curtiss Strietelmeier reported the administration is recommending approval of the appointments of Holly Ellis as 4th grade teacher, Scott LaVelle as athletic event supervisor, Jessica Rhoda as part-time elementary instructional assistant, Lauren Schoff as C.L.A.S.S. Ambassador co-sponsor, Emily Strudas as girls' middle school volleyball coach, Emily Wagner as high school English teacher, and Jeff Webb as high school English teacher. Wayne Hodge made a motion to approve the appointments as listed above. Genevieve Hisick seconded. Motion carried 4-0. Superintendent Dr. Curtiss Strietelmeier stated he wanted to thank both principals, Brian Ton and Alissa Schnick for the diligent work they put in for the short notice resignations.

C. Transfer

- **Katherine MacLeod** — **4th Grade Teacher to Kindergarten**

Superintendent Dr. Curtiss Strietelmeier reported the administration is recommending approval of the transfer of Katherine MacLeod back from 4th grade to Kindergarten teacher. Lynn Wilson made a motion to approve the transfer of Katherine MacLeod from 4th grade to Kindergarten teacher as presented. Mark Parkman seconded. Motion carried 4-0.

D. Professional Leave Request

- **Brian Ton** — **Advanced School Safety Training**
  Indianapolis, Indiana
  August 29 – 30, 2016

Superintendent Dr. Curtiss Strietelmeier reported Brian Ton is the School Safety Specialist and the administration recommends approval of the professional leave request to attend Advanced School Safety Training in Indianapolis, Indiana on August 29 – 30, 2016. Mr. Ton reported the costs are paid by the State for this training. Mark Parkman made a motion to approve the professional leave request as listed. Lynn Wilson seconded. Motion carried 4-0.

G. Open Board Position

Board President Wayne Hodge stated the school board met to choose a new board member and could not reach consensus. He asked School Attorney William Kaminski what the next step would be for an appointment. Mr. Kaminski stated due to not reaching consensus, the operational law states the Circuit Court judge will interview the candidates and make a decision on his own for the appointment of the new board member. Mr. Kaminski stated he would contact the Circuit Court judge to notify him there is a board member vacancy more than thirty (30) days old. The circuit court judge will interview all five (5) candidates and make a decision. A question and answer period followed regarding filing for the two school board positions up for election in November. Mr. Kaminski asked corporation secretary Cheryl Dolson to call the five (5) candidates and inform them of the process.

Adjournment

Board President Wayne Hodge stated the next regular meeting will be Wednesday, September 14, 2016 at 6:00 p.m. The meeting was adjourned at 6:50 p.m.

Next Meeting Date: **September 14, 2016**
Regular School Board Meeting & Budget Workshop

Mark D. Parkman, Deputy Secretary

9-14-16
Date