MSD of NEW DURHAM TOWNSHIP

School Board Meeting Minutes
October 12, 2016

Those in Attendance:

Board Members
Wayne R. Hodge
Lynn M. Wilson
Genevieve Hisick
Mark D. Parkman
Gurpreet Singh

Staff
Dr. Curtiss Strietelmeier

Call to Order
Board President Wayne Hodge called the meeting to order at 6:04 p.m.

Pledge of Allegiance
Board President Wayne Hodge led the Pledge of Allegiance at 6:04 p.m.

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

Election of School Board Secretary
Board President Wayne Hodge stated the first agenda item is to elect the School Board Secretary. Lynn Wilson made a motion to nominate Genevieve Hisick for School Board Secretary. Gurpreet Singh seconded. School Board President Wayne Hodge asked Mrs. Hisick if she wanted to be the school board secretary and she replied yes. Motion carried 5-0.

Discussion ensued with Dr. Curtiss Strietelmeier asking the School Attorney about suspending the school board meeting at this point for the 2017 Budget Public Hearing. School Board President Wayne Hodge asked for a motion and second to suspend the regular school board meeting. School Board Deputy Secretary Mark Parkman made a motion to suspend the regular school board meeting at 6:07 p.m. Lynn Wilson seconded. Motion carried 5-0.

A. 2017 Budget Public Hearing
Superintendent Dr. Curtiss Strietelmeier reported the 2017 budget has been published in the local newspaper and on Gateway, the Department of Local Government Finance website as prescribed by State law. He reported the General Fund is $5,794,308, Debt Service Fund is $1,575,197, School Pension Debt is $99,804, Capital Projects Fund is $784,897, Transportation Fund is $433,518, and Bus Replacement Fund is $220,000 for a 2017 Budget Total of $8,907,724. He reported the 2017 Debt Service Levy is $1,524,253, School Pension Debt Levy is $99,805, Capital Projects Levy is $717,731, Transportation Levy is $456,560, and Bus Replacement Levy is $220,000. He reported these are the posted and advertised rates for the 2017 budget. He reported this is the budget hearing for public input tonight. Board President Wayne Hodge asked if anyone had any questions or input on the 2017 budget. There being no public comments or input, the 2017 Budget Public hearing was closed.

B. 2017 Bus Replacement Plan Adoption
Superintendent Dr. Curtiss Strietelmeier stated the administration is recommending approval to adopt the 2017 Bus Replacement Plan in the amount of $220,000 as advertised. He reported the school corporation would like to purchase one (1) regular bus and one (1) special education bus due to current high mileage on the existing special needs bus. Wayne Hodge made a motion to approve the adoption of the 2017 Bus Replacement Plan as presented. Genevieve Hisick seconded. Motion carried 5-0.

C. 2017 Capital Projects Plan Adoption

Superintendent Dr. Curtiss Strietelmeier stated the administration is recommending approval to adopt the 2017 Capital Projects Plan in the amount of $946,005. He reported the 2017 Capital Projects Plan is posted in the local newspaper and in Gateway as prescribed. Board President Wayne Hodge asked if anyone had any questions or comments. Genevieve Hisick made a motion to approve the 2017 Capital Projects Plan as presented. Lynn Wilson seconded. Motion carried 5-0.

Approve Minutes from September 14, 2016 and September 29, 2016, Regular School Board Meetings

Board President Wayne Hodge asked if anyone had questions or corrections to the September 14, 2016 and September 29, 2016 School Board meeting minutes. Lynn Wilson made a motion to approve the September 14, 2016 and September 29, 2016, Regular School Board Meeting minutes. Mark Parkman seconded. Motion carried 5-0.

Approve Financial Report

Board President Wayne Hodge asked if anyone had any questions or comments regarding the financial report. Mark Parkman made a motion to approve the voucher docket as presented. Lynn Wilson seconded. Motion carried 5-0. Filed for audit.

Westville High School Family Friendly Award

Board President Wayne Hodge introduced Tamara Kepshire, Indiana Department of Education representative Tamara Kepshire to present the Family Friendly Award to Westville Middle/High School principal Alissa Schnick. Ms. Kepshire addressed her comments to the School Board, Superintendent Dr. Curtiss Strietelmeier, school staff members, community members regarding the qualifications met for the Family Friendly Award. Ms. Kepshire reported she is the Outreach Coordinator for Region 7 at the Indiana Department of Education. Ms. Kepshire reported on behalf of the Indiana Department of Education, she is proud to honor the school community with designation of the Family Friendly Award to Westville High School for the 2016-2017 school year. She reported Westville High School is one (1) of twenty-eight (28) schools designated for the Family Friendly Award this year. She reported Superintendent Glenda Ritz is proud to share that the school has successfully completed the requirements as follows:

1) Welcoming all families into the school community
2) Communicating effectively
3) Supporting student success
4) Speaking up for every child
5) Sharing power
6) Collaborating with the community

Ms. Kepshire reported she is proud to present the Family Friendly Award to Westville High School and Middle/High School Principal Alissa Schnick tonight.

Correspondence

None.

Student Good News Reports

No report due to parent-teacher conferences tonight.

Public Forum

Mrs. Tara Nimtz addressed the School Board regarding her concern that processes weren't followed by Dr. Strietelmeier to fill the vacancy for school nurse. Mrs. Nimtz reported she applied for the school nurse position and contacted Dr. Strietelmeier, Elementary Principal Brian Ton, and Secondary Principal Alissa Schnick about her high interest in the school nurse position. She reported she wasn't

given a fair opportunity to interview for the school nurse position. She reported shortly after filling the school nurse position, a request was made for an assistant to the nurse. She reported Dr. Strietelmeier offered the assistant position to the athletic trainer, who counter-offered. She stated she strongly feels if interviews were performed, Dr. Strietelmeier would've been able to fill the position with one (1) person capable of the workload. She requested the School Board ask Dr. Strietelmeier why he didn't follow the administrative guidelines regarding qualified candidates, perform interviews, and check references. She stated with any position or decision, the school, students, and school budget benefit from shopping around, interviewing, and getting more than one (1) bid. She reported all students are affected by the decisions of Dr. Strietelmeier and the school board. She is concerned the administrative guidelines aren't being followed and Westville students will suffer from convenient decisions. She stated if a major medical emergency happened, she hopes Dr. Strietelmeier will be able to say without a doubt, he filled the school nurse position with the most qualified candidate after a diligent search. She stated that any parent would want the most qualified, trained professional if their child needed medical assistance. Board President Wayne Hodge responded to Mrs. Nimtz regarding their recent communication and stated she should look at Board Policy 4120 regarding hiring of support staff. He reported she was looking at the administrative hiring of professional staff. He reported there has been school board discussion regarding this issue. Superintendent Dr. Curtiss Strietelmeier also responded the assistant position wasn't offered to the athletic trainer Kathy Lopez. He reported she has been helping the school nurse get caught up on shot records, etc. A question and answer period followed.

Superintendent Report

Dr. Curtiss Strietelmeier reported the following:

- He reported the Superintendent's office will be closed during Fall Break next week, Thursday and Friday, October 20 – 21, 2016.
- He reported he would like to thank Secondary Principal Alissa Schnick and Elementary Principal Brian Ton for scheduling Parent-Teacher conferences. He reported the parent-teacher conferences will be a benefit to all parents and students.
- He thanked Middle School math teacher Erick Smith for setting up the flu shot clinic for employees and their families through the Porter Trust Clinic. He reported twenty-two (22) employees and family members received their flu shots this afternoon.
- He reported a committee consisting of Elementary Principal Brian Ton, Maintenance Supervisor Todd Ott, Athletic Director Josh Goeringer, School Resource Officer Scott Lanoue and himself met with Deborah Swain-Bayless, Indiana Department of Education last week for a review of the school safety plan and any concerns regarding the safety plan. He reported the school safety plan passed review with flying colors for a three (3) year period.
- He reported a Code Blue drill was done on Monday, October 10th with a dog search of lockers with no contraband found. He reported all staff followed code blue protocol with minimal disruption of schedules.
- He reported Westville Bands are sponsoring a Bingo Night tonight from 6:00 – 8:00 p.m. and the library is sponsoring a Book Fair this week. He reported this is the reason the School Board meeting was moved to the cafeteria for tonight's meeting.

Old Business

A. NEOLA Policy Updates

Superintendent Dr. Curtiss Strietelmeier reported the NEOLA policy updates 0120, 2271, 2421, 2510, administrative guidelines 2510A, 2510B, 2510C, and 3211 are online and in the board packet for Board review. He stated he will be looking for approval of these policies at the November 9th Board meeting.

New Business

D. Snow Removal Bids

Superintendent Dr. Curtiss Strietelmeier reported the school corporation posted for snow removal several weeks ago and received three (3) bids for 2017 snow removal. He reported the administration recommends the low quote of Signature Lawns, LLC. He reported their company is also the lawn mowing vendor and have done a wonderful job. He reported the updated bid from Signature Lawns has language changes for the thirty (30) day payment, which is too quick for the school corporation. He reported the fifteen (15) day notice to suspend service was too short. He reported the school corporation received snow removal bids from Signature Lawn, LLC, Snow Be Gone, and D & M Excavation. Mark Parkman asked a question regarding the tractor purchase and why couldn't the school corporation use it for sidewalk clearing. Superintendent Dr. Curtiss Strietelmeier stated Signature Lawns has been cleaning the sidewalks for the past three (3) years. Mark Parkman stated maintenance employees Todd Ott and Roxanne Dineen clean up outside trash throughout the year and wondered why the Kubota tractor isn't used for sidewalk snow removal. Lynn Wilson asked if the Kubota tractor has a snow blade. Discussion ensued regarding sidewalk snow removal with the consensus that if the Kubota tractor is used for sidewalk snow removal, the school corporation wouldn't need Signature Lawn for that service. Wayne Hodge made a motion to approve the snow removal quotation of Signature Lawn, LLC for the 2016-17 school year. Genevieve Hisick seconded. Motion carried 5-0.

E. Donation

Superintendent Dr. Curtiss Strietelmeier stated the administration recommends approval of the $100 donation from Insight Payroll Management for the Girls' Soccer program. Mark Parkman made a motion to approve the $100 donation from Insight Payroll Management for the girls' soccer program. Genevieve Hisick seconded. Motion carried 5-0.

F. Cafeteria Sick Policy

Superintendent Dr. Curtiss Strietelmeier reported the Cafeteria Sick Policy is listed as information, but can be changed to an action item. He reported last year a point policy was approved for custodial and cafeteria staff. He reported in order to protect co-workers and students, cafeteria staff are exempt from accruing points for missing work regarding ailments as per the attachment. A question and answer period followed regarding trusting staff when calling in to report an ailment. The cafeteria sick policy includes a doctor's note to be brought in if the ailment lasts more than two (2) days.

G. Non-Certified Evaluation Plan

Superintendent Dr. Curtiss Strietelmeier reported the Non-Certified Evaluation Plan presented is for information tonight. He reported the non-teaching staff evaluation plan includes evaluations by the Superintendent, corporation treasurer, high school principal, elementary principal, facility director, food service director, and athletic director. He reported the classified annual evaluation is also attached for the school board's information and review. He reported the elementary and secondary principal will use a similar document with their school name. He reported the evaluations will be done annually and/or twice a year if needed. He reported administrative goals are submitted yearly for clarification of where they are at in the process. A question and answer period followed regarding RISE and employee comment regarding their evaluation.

Personnel

A. Resignations

- **Jayne Bulger** — **Cafeteria Baker/Ala Carte**
- **Jeff Cuma** — **Varsity Baseball Coach**

Superintendent Dr. Curtiss Strietelmeier reported Jayne Bulger has been a cafeteria employee for seventeen (17) years and has done a wonderful job as baker and running the Ala Carte section. He reported Mrs. Bulger is a sweet person who loves the students and the school corporation will miss her. Mark Parkman made a motion to accept the two (2) resignations as presented. Wayne Hodge seconded. Motion carried 5-0.

B. Appointments

- **Matt Hannon** — **Elementary Boys' Basketball Coach (Volunteer)**
- **Ken Pepper** — **Elementary Boys' Basketball Coach (Volunteer)**

Superintendent Dr. Curtiss Strietelmeier stated the administration is recommending approval of the appointments of Matt Hannon and Ken Pepper as volunteer elementary boys' basketball coaches for the 2016-17 season. Genevieve Hisick and Mark Parkman stated they are abstaining from voting as they are also athletic coaches. Wayne Hodge made a motion to approve the appointments as presented. Lynn Wilson seconded. Motion carried 3-0 with Genevieve Hisick and Mark Parkman abstaining.

C. Professional Leave Request

- **Gina Orlowski** — **INAHPERD Annual Conference**
  Indianapolis, Indiana
  November 3 - 4, 2016

- **Alissa Schnick**
- **Brian Ton** — **Indiana Association of School Principals**
  Fall Professionals Conference
  Indianapolis, Indiana
  November 20 – 22, 2016

Superintendent Dr. Curtiss Strietelmeier stated the administration is recommending approval of the professional leave request of Gina Orlowski to attend the Indiana Association for Health, Physical Education, Recreation, and Dance conference in Indianapolis, Indiana on November 3 - 4, 2016.

He stated the administration is also recommending approval of the professional leave requests of Alissa Schnick and Brian Ton to attend the IASP Fall Professionals Conference in Indianapolis, Indiana on November 20 – 22, 2016. He stated both professional leave requests will be paid with Title II grant funds. Mark Parkman made a motion to approve both professional leave requests as presented. Lynn Wilson seconded. Motion carried 5-0.

Adjournment

The meeting was adjourned at 6:34 p.m.

Next Meeting Date: **October 26, 2016**
Regular School Board Meeting
Adoption of 2017 Budget

November 9, 2016
Regular School Board Meeting

Executive Session: **5:30 p.m.**

Genevieve R. Hisick, Secretary

11/9/16
Date