

MSD OF NEW DURHAM TOWNSHIP

School Board Meeting

Minutes of September 13, 2017

Executive Session: 5:30 p.m.

Those in Attendance:

Board Members

Lynn Wilson
Mark Parkman
Vicki Hannon
Karen Jedrysek
Gurpreet Singh

Staff

Dr. Curtiss Strietelmeier

Absent:

None

Call to Order

The meeting was called to order at 6:00 p.m., following an Executive Session. President, Lynn Wilson, encouraged attendees to sign up for the public forum. The Board will listen to your concerns and take them under advisement.

Pledge of Allegiance

Roll Call

All board members were in attendance.

Approve Minutes from July 12, 2017 and August 9, 2017 Regular School Board Meetings and July 19, 2017 School Board Work Session – Action

Motion to approve the minutes of July 12, 2017 and August 9, 2017 Regular School Board meetings and July 19, 2017 School Board Work Session was made by Ms. Wilson and seconded by Mr. Parkman. Motion carried.

Approve Financial Report – Action

Mr. Parkman had two questions on the financial report. Building acquisition was for the soffit work. Chesterton Feed & Supply \$400 – Don't know who got it or what it was for, but we have a feed store here that does support our school and our sports teams. If it's possible to buy locally, and the price is competitive, I would recommend it. It was a lawnmower to maintain courtyard and smaller areas.

Mr. Parkman made a motion to approve the financial report, seconded by Ms. Hannon. Motion carried.

Student Good News Reports

Elementary – Laura Miller, Student Council Sponsor, reported that school now starts at 8:15 a.m. instead of 8:30 a.m. and will continue throughout the year. The PTO Open House was a big success as students explored the school with their families, completing a BINGO as they went. Once done, students turned in the BINGO cards for a free popcorn, compliments of the Cinemark Theatre in Valpo. In addition to the spirit award sales, script orders, and box top collections, the PTO has many events planned this year, and we look forward to the opportunity to involve our families in the elementary school. The library sleep over was a ton of fun and exhausting. Ellen and her assistants did a great job creating a carnival atmosphere with games, goodies, scary stories, campfire songs, and a movie. Clubs and organizations have already gotten started this year. Auditions are complete and parts have been assigned for Willy Wonka and the Chocolate Factory, which will be presented in March.

Ms. Miller introduced a collection of students who have demonstrated the use of life skills here at school on a consistent basis. They were awarded the Black Hawk Pride Award for the month of September. The students shared their thoughts on using life skills here at Westville. Parents were invited to take pictures.

Students recognized were:

Ellen Hardesty – Mrs. Irks 1st grade class

Haley Sommers – Mrs. Kreighbaum's 2nd grade class

Dixie Davis – Mrs. Scheidt's 3rd grade class

Susie Doom – Mrs. Jones 5th grade class

Jackson Stacy – Mrs. Shoff 6th grade class

Julia Jenkins – Mr. Marshall's 6th grade class

Each student demonstrated how they use their life lines during the school day.

Middle School and High School – Kade Alberts presented the good news report for the middle school and high school. Kade was elected by the Athletic Student Council as Co-President. There are three new teachers in the high school, one who is here tonight, Science teacher, Mr. Paniccia. Tomorrow we are through half of the first nine weeks and it is picture day. The school is doing a fundraiser for victims of recent hurricanes. We are encouraging everyone in the school to donate \$1 for a hat. On October 15 the band will be playing at the season closer for the Chicago Fire soccer game. Tickets are \$20 and can be purchased from students or Mrs. Sharp. We received our banner for "Champions Together." We have senior nights this month for boys' volleyball and boys and girls soccer.

Mr. Paniccia, new high school Science teacher, was introduced to attendees.

Correspondence

Nothing to report.

Public Forum

A concern was brought to the Board's attention regarding sick days that were taken away from non-certified staff as well as current pay scales for those positions. It was noted that the median hourly wage for most non-certified positions nationwide is \$11/hour and it is not believed that anyone gets close to that. It seems that this group in the last 5-10 years has given up a lot, and they have the most direct effect, besides the classroom teacher, on the students. Non-certified staff lost two sick days. Dr. Strietelmeier advised that they would look into the matter further.

Third grade classes are at capacity. There are a lot of students who are ready to learn and then there are some students who are very disruptive. It's difficult for teachers to teach a lesson and restart it, and something that might take 20 minutes to teach the class takes much longer when there are disruptive students in the class. It was asked if there was any more thought to a fourth teacher for the third grade. Dr. Strietelmeier advised that they have a plan to approve more support for the third grade. Best case scenario would be smaller class size, and secondly more time spent for an instructional aide in the classroom.

Dr. Strietelmeier clarified, as Marion mentioned, going from 7.5 hours to 5.5 hours, most people know that is a direct result of Obamacare rules. We had to get below 30 hours and that is why we dropped the hours. It would be great to have 7.5 hours, but we would have to offer insurance at 30 hours, and insurance for an aide position, non-certified position, is either for family costs almost \$18,000/year, single \$6,000/year. The hourly rates were adjusted when the hours were cut. Will check into Marion's wage and find out why her wage wasn't adjusted.

Superintendent's Report

Dr. Strietelmeier reported that the downstairs gym floor is scheduled to start the whole repair process, starting from scratch, on September 25, with about a four-week turnaround. It will be ready for the late October, early November basketball season.

ISTEP scores are in, but they are currently embargoed, so Dr. Strietelmeier couldn't go into detail, but he reported that the elementary and the high school improved percentage wise, not necessarily grade wise, all due to the accomplishments of Brian, Alissa, and their staff. The pass rate across the state is under 50% now.

Old Business

A. NEOLA Policy Update Correction #5111 Legal Settlement & Transfer Students – Action

At the last meeting Dr. Strietelmeier had the wrong 5111, so the corrected 5111 was presented. Page 7 includes Item B, where the only the reasons to not accept a transfer district kid was expulsion, gangs, drugs, and weapons. They've added another column for attendance, which filters out students coming in or leaving the district.

Motion to accept NEOLA policy #5111 was made by Mr. Parkman and seconded by Ms. Hannon. Motion carried.

- B. NEOLA Policy Updates: November 2016 Policy Update Overview, 6605 (Policy, Guideline), 6700 (Policy, Guideline), 7430 (Form 5), 8120 (Policy, Guideline, Form 1, Form 2), 8120A (Guideline), 8120B (Guideline), 8121 (Policy, Guideline, Form 1, Form 2, Form 3), 8121A (Guideline), 8330 (Policy), 8340 (Policy, Guideline), 8400 (Policy), 8405 (Policy), 8455 (Policy), 8600B (Guideline), 8600C (Guideline), 9700 (Policy, Guideline) – Action**

The first reading of these NEOLA policies was done at the last meeting. We do need to bring the Policy Committee back together. Question regarding 6605, Crowd Funding, fundraising for small groups; are teachers aware of the policy? Not yet, but will discuss with Bill in more detail, so that one will be removed for more discussion. It was noted that because what the policy states and what is occurring are two different things.

A motion to accept the updated policies with the exception of 6605, was made by Ms. Hannon and seconded by Mr. Parkman. Motion carried.

New Business

A. 2018 Budget Hearing

Dr. Strietelmeier reported that the budget hearing was done two weeks ago, so this item will be removed from the agenda.

B. Permission to Advertise 2018 Budget – Action

Every year we are required by the state government to advertise our estimated budget. You have the general fund budget, the capital project plan, and the bus replacement plan. We need approval to advertise those individual items. We are expecting the general fund to go up. There are some areas, like insurance, that go up every year. We have some decreases in elementary teachers' salaries, down by three retirements. We will be looking at adding a teacher next year to help support fifth grade, and addition support for high school math department. Other areas where you might see an increase are obviously things like Workman's Comp insurance, but overall we are holding fairly stable with most areas. The estimated budget for next year is \$5,754,000, if we stay around the 900-student mark. Mr. Parkman had a couple questions after his review regarding health insurance for the treasurer. She doesn't get insurance. She gets the stipend for not taking insurance because she is over 30 hours. If we hire a full-time nurse, we will be required to offer insurance. There is \$4,000 available for insurance if we hire a full-time nurse by October 1. We will still have about one-quarter of the year to pay for it. The columns from left to right are the 2018 budget and 2017 estimated budget based on expenditures for 2017 through August. Under Assets, we have \$165,000 for the portable classrooms that we just got a bid on to demolish for \$3,500. There are line items debt services and pension debt services, but those are just paying off current debt. We spend from the GEO bonds. We have to start making payments on that. At Dr. Strietelmeier's request the treasurer addressed the \$10 million. It is line itemed as a debt now because we don't have a schedule to go down, so they set it for \$563,000 for 2018 interest at the second half of 2018 and then we did \$500,000 for 2019 because you have to go out two years. It was added as an anticipated debt because we don't have an amortization schedule yet.

C. Permission to Advertise Capital Project Plan – Action

Two things: 1) It is showing over \$1 million, from a levy standpoint, we will be closer to \$500,000, but we need to appropriate higher than we think we are going to get. 2) Within that plan there are fund details, and you want to put money into each of those details so you can have the flexibility of moving money around between. If you don't put any money in it, you can't spend from it. What is listed and what will be approved are two different things.

D. Permission to Advertise Bus Replacement Plan – Action

We do a 12-year plan. It is required by the state. Of the two buses we purchased for the current year, we have received one, and we are still waiting on the Special Ed bus to be delivered. The \$115,000 along with the money remaining from last year, \$70,000, gives an appropriation of \$185,000, which Dr. Strietelmeier would like to see spent on another bus and a secondary mini bus.

Dr. Strietelmeier requested permission to advertise. A motion to advertise the 2018 Budget, the Capital Project Plan, and the Bus Replacement Plan was made by Ms. Wilson, seconded by Ms. Hannon. Motion carried.

E. Roof Project Approval – Action

It is hoped to have multiple bidders on the roof replacement scheduled for 2018. Dr. Strietelmeier advised that the goal would be to have a builder in place by December. The construction documents were developed and are ready to go. Received bid for the roof, so the bid documents are in place. We just need to post it as a bid. The expected life span of the roof is about 2-3 years. There is an estimate from 2014 showing 3-5 years, so we are right on track to replace the roofs. The goal is to complete in 2018 since we have the finances. Dr. Strietelmeier requests to advertise for the roof project, with Roof 2 being the roof over the middle school/high school hallway and Roof 4 being the one over the second grade/third grade hallway. The initial estimate was roughly \$850,000 - \$900,000 to do both roofs. It will be posted in The Argus and The Indicator for two weeks and then it will go out for bid. Mr. Parkman noted that if we can get an additional year or two out of the roofs, that it is a substantial amount of lifetime. Dr. Strietelmeier advised that things would stack up and we would be looking at doing a bunch of projects in 2019 or 2020 or we are going to try and knock stuff off each year to get it off the list. It was determined we would not be putting solar on those two roofs because we wanted to do the roof first, and do it right, and it would be 2018 before we could get it done. We will continue to look at solar on other parts of the roof as well as on the ground. If we get the solar project in place by January 1, that's 30 years. If it's done after January 1, you still have 15 years. We will lose out on the last 15 years, but there is concern if we try and rush it. There was no further discussion.

A motion to approve the roof project as presented was made by Ms. Wilson and seconded by Mr. Parkman. Motion carried.

Since solar was brought up, Dr. Strietelmeier spoke to Mark to make sure he had the costs for everything. We looked at two different options, one is try to get 100%, which includes the soccer field and by the softball field, at a lease payment is \$179,000 a year. If we just do the roof and around the corner, and not the softball and soccer fields, that comes to \$108,000 a year. Currently our utility payment that we receive from the state is \$163,000 annually. It would more than cover that payment from a utility standpoint, but if it's not 100%, we're still going to have electrical costs on top of that. To purchase the whole 100% is \$2.3 million. To do just the roof minus the soccer field and the softball field is \$1,445,000. From that standpoint, after 15 years you've paid less to actually purchase it, then you still have a 15-year lease payment beyond that. Purchasing might make the most sense. You will pay more leasing than purchasing. If we buy it outright, we no longer have to worry about going over utility amount. They said we can't use the roof; what can we do to get to 100%? They added solar to the far north end of the old soccer field and then they added it along the softball row and basically outside of fifth and sixth grade, and down by the pond. Not comfortable with the softball or the soccer field being in play, so that was the lower cost. At 100% they are saying we won't have basically any electrical cost. In 2019 the state is going to change how we do budgeting. There will be an educational fund and an operational fund. The new operational fund may or may not include that capital projects/utility portion of it. The thought is they will roll that into capital projects as a whole, but there is no guarantee that is going to happen. Not sure if we will find out how it will work before January of 2019. Mr. Parkman asked if we did the lease, where does the money come from. We will switch from paying NIPSCO to paying the lease. If we buy it, the money is coming out of our debt service account, which is going to raise our property taxes. If we buy it, the money is coming out of our \$10 million bond, which is going to raise our taxes. The other way isn't raising our property taxes. The flipside is if our utility payments are enough to actually cover what we actually spend in electric, the money will come out of somewhere else. In the capital projects, there is a small percentage that's dedicated just to utilities. It is usually about \$165,000 annually. Our levy could go up or down, but that number stays roughly the same. Dr. Strietelmeier recommended going with the lower lease or lower purchase. Annual utility costs are approximately \$205,000. It fluctuates each year based on gas and electric usage. Gas is approximately \$30,000 per year. The big sell on NIPSCO's part was that utility rates will continue to go up, and by doing this you kind of lock it in. You don't save a lot of money right off the bat, but as rates continued to go up, that's where the big savings came in. We will replace all the lights with LED's, so between the solar and LED replacement, if we knock off 60-70% of our electric cost, that is a reasonable estimate. We have an energy savings bid, so we have groups out there bidding on the project itself. The bids are due next week. There are 3-4 companies that will come back and say they want to do this project and will provide a cost to do the project. We don't pay the cost. It's part of this lease process. Dr. Strietelmeier advised that if the Board doesn't approve it at this meeting, it would have to be done in the next couple of weeks so they can purchase the materials they need to start the project in October or November, they can actually do the work. The Board would like to have the information on percentage of power. Dr. Strietelmeier will get that information from Mark.

Side Note – Mr. Kaminski, legal counsel, recommended having a special meeting to discuss solar, as it wasn't on this meeting agenda. A special meeting will be set at the end of this meeting.

F. South Central Pick-up – Action

Dr. Strietelmeier spoke to a bus driver who lives near South Center and asked if she could pick up the Westville kids at 2:05 on her way in to school. She said yes, but asked if we could pay her for it. He believes that is fair because we are asking her to do it on her own time. He recommended \$15 each time she picks up the children four days a week. The Board suggested that she be offered \$8 per day since that is half of the hourly rate for starting an extra half hour earlier each day. Other drivers could have the option of doing the route as well. South Central takes our kids to A.K. Smith and brings our kids back from A.K. Smith. They are not charging us for that. It's a trade off now. We are taking care of *Project Lead the Way*, and they are taking care of A.K. Smith.

A motion to pay a bus driver for South Central pick up four days a week at a cost of \$8 per day was made by Ms. Hannon and seconded by Mr. Parkman. Motion carried.

G. Eclipse Day Absences – Action

There were a couple of students absent for the eclipse. We received notes from the parents saying that is why they were out. It affects maybe 2-3 students in the elementary school. There were no students absent from the high school due to the eclipse.

A motion to allow an eclipse day absence to be excused was made by Ms. Wilson, seconded by Ms. Hannon. One opposed. Motion carried.

H. AP Government Textbooks – Action

We will offer AP Government beginning this spring. Todd DeVrees is going to teach it. In order to teach the class, we will need to have a textbook for the class, so Todd is asking for approval to buy books for his class. The estimate is \$144 per book divided over four years. Is this an item that is usually taken care of in the spring? It was on the agenda last year, but we wanted to make sure we had enough students to conduct the class. We worked over the summer to put a syllabus together for the College Board to approve, and they have approved it, so the next step is to order books. There are 18 currently listed in the class that could fluctuate a few hours here or there. It is a semester course and an AP Government test will be taken at the end of the course. It was suggested ordering 20-25 books. Motion to approve ordering of textbooks for AP Government was made by Mr. Parkman, seconded by Ms. Hannon. Motion carried.

I. Full-Time Nurse – Action

Last year we went with two part-time nurses. Basically it was felt that was the best way to provide coverage during the day to make sure we had extra support. It allowed one nurse

to be working with students while the other one did all the paperwork. Unfortunately we have not been able to keep anyone in that position due to no benefits for a part-time nurse. Dr. Strietelmeier recommends going back to the full-time nurse position, hopefully with the idea of some stability in that position at a rate of \$25/hour, plus insurance offered for a full school day. He also recommends having a health aide or someone to help the nurse out on "as needed" basis. The estimated salary amount for 2017 is roughly \$31,000. We aren't on pace for \$31,000; we're actually lower because right now we are part time. The biggest difference is \$18,000 for salary and health insurance from \$4,500 for 2017 to \$18,750 for 2018. The difference is roughly \$32,000. We've been lucky that we've had a parent serving as nurse in the spring and now in the fall. We need stability in that position. The requirements are a Bachelors RN, and we've had a difficult time finding someone with those credentials to apply. If approved, it will be posted with the intention of hiring someone by October.

Motion to approve hiring of a full-time nurse was made by Mr. Parkman, seconded by Ms. Hannon. Motion carried.

J. Elementary Instructional Aides – Action

During the Executive Session, Brian discussed the needs to cover the third grade classes. Third grade is IREAD and ISTEP, and we wanted to make sure they had plenty of support to help with that. From the beginning of the year we had a teacher lined up to teach reading for 90 minutes a day, our part-time PE teacher. She teaches reading and then rolls into PE. We wanted to make sure teacher had a good balance and gauge on their class. We also rearranged instructional assistants because for the past few years the third grade has not had any assistant help. But now it is necessary that we have more support for that group. He recommends bringing in three more, 5.5 hour per day, assistants to work with small groups, mainly to help the third grade when they don't have the extra support. Right now they are in a large class 3 hours per day. Take out the 90- minute reading block where we have teachers take out lunch, take out recess, specials, there are about 3 hours a day left where there are 28 in the class. Recommend adding three assistants, one in the morning and two in the afternoon, to offset the time they are in large classes. Bringing in the assistants would not only affect third grade, with the large numbers, but it would also help with the sixth grade class where there are large numbers, and to offset second grade. It will help shore up assistants throughout the elementary as well as supervision at lunch and recess. Brian's plan is completely supported by Dr. Strietelmeier.

A motion to hire three elementary instructional aides at 5.5 hours per day focusing on third grade support, but may be used in other areas of the building, was made by Ms. Hannon, seconded by Mr. Parkman. Motion carried.

K. Teacher Evaluation Plan – Action

Each year the Board is required to approve a Teacher Evaluation Plan. This year it has to be approved by September 15. Evaluation documents and rubrics are required for all

certified areas. On your board packets you will have one for principals, one for superintendent, one for school counselor, one for librarian. So everyone who is a certified staff member has a dedicated plan. The biggest change for this year within the template is you also have to include how to handle the new Teacher Appreciation Grant. The policy approved in late July or first of August, where it was 25%, the minimum amount difference you could do, was also included. We decided to do by district, and also determined that wasn't going towards the base because we can do 50% for the base. Overall the plan is almost exactly the same as last year. The only real difference is the Teacher Appreciation Grant portion of it. We should clarify to our community that the Teacher Appreciation Grant is not a change that we've made as a Board or school corporation, but it was a change by the state.

Motion for approval of the Teacher Evaluation Plan as was presented was made by Ms. Wilson, seconded by Ms. Hannon. Motion carried.

L. Donations – Action

Purdue Northwest donated a large tarp to cover our baseball diamond, so we wanted to accept that donation. They also donated some quick dry for the field as well. A thank you note has been sent.

A motion to accept the donations from PNW was made by Ms. Jedrysek, seconded by Ms. Hannon. Motion carried.

Personnel

A. Resignation

Action

- **Kim Wells** **Part-time Dish Room**

Motion to approve Kim Wells resignation was made by Ms. Hannon, seconded by Mr. Singh. Motion carried.

B. Appointments

Action

- **Jazmin Winston** **Part-time Title I Teacher**
- **Emily Wagner** **National Honor Society Sponsor**
- **Sue Hale** **Cafeteria Sub**
- **Brandy Ammons** **Cafeteria Sub**
- **Chris Krafton** **Sub Bus Driver**
- **Rose Shaw** **Sub Bus Aide**
- **Jessica Cole** **Sub Bus Aide**
- **Erin Von** **Sub Bus Aide**

Those are necessary because of the Special Education route.

Motion to approve appointments, including Jazmin Winson, Emily Wagner, Sue Hale, Brandy Ammons, Chris Krafton, Rose Shaw, Jessica Cole, and Erin Von was made by Mr. Parkman, seconded by Ms. Hannon. Motion carried.

C. Professional Leave Requests	Action
<ul style="list-style-type: none"> - Brian Ton - Alissa Schnick 	<p>Indiana Association of School Principals Fall Professionals Conference Indianapolis Marriott Downtown November 19-21, 2017</p>
<ul style="list-style-type: none"> - Dr. Strietelmeier 	<p>National American Association of School Administrator’s Conference</p>
<ul style="list-style-type: none"> - Dr. Strietelmeier Lynn Wilson 	<p>Indiana ISP and ISB Joint Conference October 1-3, 2017</p>

There are a number of professional leave requests: Brian Ton and Alissa Schnick to attend the Indiana Association of School Principals Fall Professional Conference; Dr. Strietelmeier to attend the National American Association of School Administrator’s Conference, and also the Indiana IPS and ISB Joint Conference in October, along with Lynn Wilson, Board President. Alissa, Brian’s, and Dr. Strietelmeier’s conferences are paid out of Title II grant.

A motion to approve professional leave requests as listed was made by Ms. Jedrysek, seconded by Ms. Wilson. Motion carried.

Adjournment

A special meeting, which was recommended by Mr. Kaminski, our legal counsel, was scheduled for Thursday, September 21, at 5:30 p.m. An agenda will be posted 48 hours prior to the special meeting.

Board President, Lynn Wilson, reported that the next school board meeting will be Wednesday, October 11, 2017. The start time for the public meeting will be 6:00 p.m.

Meeting adjourned at 7:37 p.m.

**Next Meeting Date: October 11, 2017
 Executive Session 5:30 p.m.
 Regular School Board Meeting 6:00 p.m.**

Vicki L. Hannon, Secretary

Date