

MINUTES OF MEETING  
February 21, 2017  
Executive Session and Regular Meeting

On Tuesday, February 21, 2017, the Board of School Trustees of the Metropolitan School District of Steuben County, Angola, Indiana, met in executive session at the Carlin Park Elementary Media Center, starting at 6:30 p.m. Subjects discussed were in accordance with I.C. 5-14-1.5-6.1(b): (2.) (C.) Implementation of security systems and (9.) To discuss a job performance evaluation of individual employees.

The Board of School Trustees of the Metropolitan School District of Steuben County, Angola, Indiana, met in regular session at Carlin Park Elementary starting at 7:30 p.m. Board members present were Board members present were Mr. Brad Gardner, President; Mr. Case Gilbert, Vice President; Mrs. Kimberly Hutchins, Secretary; Mr. Kevin Beard, Member; Ms. Marilyn Hill, Member; Mrs. LeAnn Boots, Member; and Mr. Cory Archbold, Member. Also present were Dr. Brent Wilson, Superintendent; Mr. Mike Christ, Assistant Superintendent; and Mrs. Wendy Wilson, Administrative Assistant. Twenty-seven people, consisting of fourteen administrators, eight teachers, one staff member, two patrons, and two members of the media also attended the meeting.

Minutes - Upon the motion of Mr. Gilbert, seconded by Mrs. Boots, minutes of the January 10, 2017, meeting were unanimously approved by the Board.

Claims - Upon the motion of Mr. Beard, seconded by Mr. Archbold, the following claims were unanimously ordered paid:

General Fund (0100).....	\$547,441.19
Capital Projects (0350).....	267,789.34
Transportation (0410).....	80,638.87
Construction (0700).....	181,835.79
Food Service (0800).....	81,492.92
Textbook Rental (0900).....	874.35
After School Child Care (1650) .....	1,881.03
EOC (1900- 1990).....	4,774.06
Wellness Grant (2400) .....	4,841.77
High Ability (GT) (3110-19) .....	351.41
Computer Consortium (Common Sch) (3190) .....	4,415.51
Secured Schools Safety Grant (3270) .....	2,428.26
Non-English Speaking Program (3710-19) .....	984.52
Tech Breakage Assessments (3721).....	3,626.28

Title I (4100-4190).....	6,194.93
Title II/Pt A/Teacher Quality (6840-49).....	1,848.42
Title III/English Language (6880-89).....	318.37
Payroll Withholdings (9000-9999).....	534,376.44
Grand Total.....	<u>\$1,726,113.46</u>

Payroll No. 09	01/05/17
Payroll No. 10	01/20/17
Payroll No. 11	02/03/17
Payroll No. 12	02/20/17

Carlin Park Elementary Presentation – Mrs. Fritz gave a presentation highlighting activities taking place and goals at Carlin Park Elementary. Carlin Park fourth grade students participated in the NAEP (National Assessment of Educational Progress) example test. Mrs. Fritz reported Carlin Park ISTEP+ scores and goals. Carlin Park is participating in The Daily 5 reading program to reach higher ISTEP+ reading scores. Miss Streiter reported that Carlin Park Elementary is creating a Maker Space like the one at Ryan Park. Miss Streiter and Mrs. Knight have attended some training on creating Maker Space and have received some materials to start the Maker Space in hopes of getting the program started in the next couple of years. Mrs. Fritz reported that Carlin Park has 7 teachers participating in after school tutoring of 72 students to prepare for the upcoming ISTEP+ testing.

Digital Citizenship Certification Presentation – Mrs. Manahan gave a presentation on the district’s recent Digital Citizenship Certification. MSD is one of only five school districts in Indiana to receive this national certification.

Summer School Program Request – Mrs. Nusbaum asked approval to apply for the 2017 grades 1 - 12 Summer School funds through the Indiana Department of Education. Each section must have a minimum of fifteen students to be scheduled and reimbursed. Subject to the cost of certified staff and number of classes needed, teacher assistants may also be employed to work with students in the Core Curricular Reading and Math for grades 1 - 8 and credited courses grades 9 - 12. Upon the motion of Mrs. Hill and seconded by Mrs. Hutchins, application for the Summer School Program was unanimously approved by the Board.

Out-of-State Travel Request – Angola Middle School – Mrs. Rice along with Mrs. Aldrich

asked approval to take the 7<sup>th</sup> grade students to Tibbits Opera House in Coldwater, MI. Upon the motion of Mrs. Boots and seconded by Mr. Gilbert, the out-of-state travel request was unanimously approved by the Board.

Out-of-State Travel Request – Carlin Park Elementary – Mrs. Fritz along with Miss Knight

asked approval to take the 2<sup>nd</sup> grade students to Tibbits Opera House in Coldwater, MI. Upon the motion of Mr. Beard and seconded by Mr. Archbold, the out-of-state travel request was unanimously approved by the Board.

Board Policy #3324 Collection & Forgiveness of Debt – First Reading – Mrs. VanGessel

presented the proposed updated Board Policy #3324 Collection & Forgiveness of Debt. This updated policy is to reflect recommendations from the U.S.D.A. concerning the collection of past due student meal accounts. This is the first reading; the second reading will be at the March 21, 2017, MSD School Board Meeting.

Board Policy #6130 Homework Policy – First Reading – Mrs. Nusbaum presented the

proposed updated Board Policy #6130 Homework Policy. This updated policy is to include the Indiana Code and it also reflects input from the principals and teachers. This is the first reading; the second reading will be at the March 21, 2017, MSD School Board Meeting.

Board Policy #9230 Secretary of the Board – First Reading – Dr. Wilson presented the

proposed updated Board Policy #9230 Secretary of the Board. This updated policy is to reflect recommendations from Mrs. Hutchins. This is the first reading; the second reading will be at the March 21, 2017, MSD School Board Meeting.

Future Meetings –

- A. March 21, 2017, 7:30 p.m., Regular Meeting, Ryan Park Elementary
- B. April 18, 2017, 7:30 p.m., Regular Meeting, F.K. McCutchan Administrative Center 2<sup>nd</sup> Floor Board Room
- C. May 16, 2017, 7:30 p.m., Regular Meeting, F.K. McCutchan Administrative Center 2<sup>nd</sup> Floor Board Room

Retirement, Resignations and Appointments - The following retirement, resignations and

appointments were received for approval:

RETIREMENT:

Beverly Knox, AMS, Reading Teacher effective end of 2016-2017

RESIGNATIONS:

James "Matt" Birkenbeul, AHS, English Teacher effective end of 2016-2017

Wade Dunn, HP, Emotional Disabilities Instructional Assistant effective February 6, 2017

Dennis Gentry, AHS, Assistant Girls Track Coach effective prior to season

Tammi Steffel, HP, Yearbook Coordinator effective prior to season

APPOINTMENTS:

Sarah Robinson, CP, Title I Instructional Assistant

Jessica Charlton, HP, Emotional Disabilities Instructional Assistant

Dan Hammel, AHS, Assistant Varsity Baseball Coach

Russ Tingley, AHS, Junior Varsity Baseball Coach

Karla Harding, AHS, Junior Varsity Softball Coach

Craig Presley, AHS, Assistant Boys' Track Coach

Alex Cool, AMS, Assistant Gymnastics Coach

Doug Smoker, AMS, Head Wrestling Coach

Greg Hamer, AMS, Assistant Wrestling Coach

Jen Snow, HP, Yearbook Coordinator

Bill Etling, AHS, Assistant Band Director

Upon the motion of Mr. Gilbert and seconded by Mrs. Hill the above listed retirement, resignations, and appointments and were unanimously approved.

Superintendent's Report – Dr. Wilson reported that the February student count is only down seven students compared to past years. This is a good sign that enrollment is stabilizing. Dr. Wilson thanked Mrs. Fritz for hosting the meeting. Dr. Wilson thanked Mrs. Knox for her 24 years of teaching.

Board Member Communications - Mr. Gilbert thanked Mrs. Knox for her comment to students and to MSD of Steuben County. Mrs. Hutchins thanked Mrs. Knox for her service.

Patron Comments – Mr. Christ told the story about hiring Mrs. Knox and how much she will be missed. Mrs. Floto spoke about the lessons learned as a student teacher in Mrs. Knox classroom. Mrs. Rice shared her love of Mrs. Knox and she will be missed. Mr. Heavin announced that high school senior swimmer, Nathan Bourne, is the first in Angola High School history to advance to the IHSAA Swim & Dive State meet in Indianapolis being held this weekend. Nathan will be competing in the 50 free and 100 butterfly. Angola High School

bowling team got seventh in the state; this is the third time the bowling team has gone to state.

Angola High School weight lifters received first in the conference, this is a first for the weight lifters. Elayna Hasty was a finalist in the Prudential Spirit Community Award for community service, a first for this award.

Year-End Financial Reports:

End of Year Revenue Report - Mrs. VanGessel reported the 2016 General Fund revenue.

End of Year Expenditure Report – Mrs. VanGessel reported on expenditures for the 2016 budget year.

End of Year Transfers – Mrs. VanGessel recommended the transfers of appropriations for the 2016 calendar year end budget.

Expired Warrants – Mrs. VanGessel asked for approval to cancel checks that were issued to vendors who did not cash them. This is a requirement for all checks over two years old. Upon the motion of Mr. Gilbert, seconded by Mrs. Boots the expired warrants were unanimously approved.

Fund and Claim Review – Mrs. VanGessel reviewed the type of fund categories and typical claims that are paid throughout the year.

Adjournment – Upon the motion of Mr. Gilbert, seconded by Mrs. Hutchins, the meeting was adjourned at 8:35 p.m.

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Mr. Brad Gardner, President

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Mrs. Kimberly Hutchins, Secretary