

MINUTES OF MEETING
May 16, 2017

The Board of School Trustees of the Metropolitan School District of Steuben County, Angola, Indiana, met in regular session at the F. K. McCutchan Administrative Center, 2nd Floor Board Room, starting at 7:30 p.m. 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. Thirty-seven people, consisting of twelve administrators, fifteen teachers, two members of the media, and eight patrons, attended the meeting.

Minutes - Upon the motion of Mrs. Boots, seconded by Mrs. Hill, minutes of the April 18, 2017, meeting were unanimously approved by the Board.

Claims - Upon the motion of Mr. Gilbert, seconded by Mr. Archbold, the following claims were unanimously approved by the Board to be paid as presented:

General Fund (0100)	\$392,674.50
Capital Projects (0350)	132,662.17
Transportation (0410)	54,186.78
Food Service (0800)	85,885.19
Textbook Rental (0900)	392.74
After School Child Care (1650).....	1,167.36
EOC (1900-1909)	3,768.26
Misc Donations (2000).....	1,285.11
Misc. Grants (2050)	679.94
FIST Grants (2060).....	375.89
High Ability (GT) (3110-19).....	1,455.50
Early Intervention Grant (3237)	6,248.75
Secured Schools Safety Grant (3270).....	1,462.31
Non-English Speaking Program (3710-19).....	129.13
School Technology Fund (3720).....	730.00
Tech Breakage Assessments (3721)	2,243.32
Title I (4100-4190)	8,888.05
Title II/Pt A/Teacher Quality (6840-49)	5,931.23
Title III/English Language (6880-89)	224.24
Payroll Withholdings (9000-9999).....	405,953.99
Grand Total	<u>\$1,106,344.46</u>

Payroll No. 16 04-20-17
Payroll No. 17 05-05-17

W.I.D.A. English Learner Assessment Results – Mrs. Nusbaum gave the results of the W.I.D.A. English Learner Assessment Results. The test was administered to all K-12 grade students who participate in the EL program. Students are tested in proficiency in Listening, Speaking, Reading, and Writing then given an overall score and level. Students at levels 1–4 will continue in the EL program for 2017-2018 and students who scored at a level 5 will participate in all regular classroom instruction and begin a two year monitoring process.

Elementary Student Handbook Recommendation - Mrs. Heavin recommended approval of the 2017-2018 Elementary Student Handbook with updates to “Mission Statement”; “Table of Contents”; “Welcome”; “Attendance/Absences”; “Immunization Requirements”; “Medication”; “Injury or Illness of Student at School”; “Riding a School Bus”; “Student Guidelines”; “Curriculum”; “Homework Policy”; “Breakfast and Lunch”; “Textbooks, Library Books, Technology Devices”; “Personal Electronic Devices”; “School Visitation”; “Telephone”; “Withdrawal of Students”; “Request Procedure”; “Safety Drills”; and “Parent Cooperation” sections. The Elementary Student Handbook will now be in a booklet form instead of a folder. Upon the motion of Mr. Beard and seconded by Mrs. Boots, the 2017-2018 Elementary Student Handbook was unanimously approved.

Middle School Student Handbook Recommendation – Mrs. Rice recommended approval of the 2017-2018 Middle School Student Handbook with updates to “Welcome”; “Main Office”; “Accidents”; “Bullying”; “Cafeteria”; “Cancellation / Delay of School”; “Candy, Gum, Drinks and Food”; “Forbidden Items”; “Health Services”; “Internet”; “Lost and Found”; “Medication”; “Visitors”; “AMS Sports”; “Saturday School”; and “Tardy” sections. Upon the motion of Mrs. Hill and seconded by Mrs. Boots, the 2017-2018 Middle School Student Handbook was unanimously approved.

Angola High School Handbook Recommendation - Mr. Heavin recommended approval of the 2017-2018 Angola High School Student Handbook with updates to “MSD Our Mission”;

“Our Belief”; “Dress Code”; “General”; “Tops/Shirts”; “Jeans/Pants/Shorts/Skirts”; “Faculty”; and “2017-2018 Important Dates and School Breaks” sections. Upon the motion of Mr. Archbold and seconded by Mr. Beard, the 2017-2018 Angola High School Student Handbook was unanimously approved.

Board Policy #2114 (Assistant Superintendent) – Second Reading – Dr. Wilson presented the proposed changes to Board Policy #2114 (Assistant Superintendent). The proposed change is to include the monitoring of exit interview process and to hold exit interviews upon request.

Board Policy #2210 (Secondary Principal) – Second Reading – Dr. Wilson presented the proposed changes to Board Policy #2210 (Secondary Principal). The proposed change is to change the gender specific terminology to “principal”.

Dr. Wilson asked for approval to update the proposed policies along with the review of all 2000 series board policies. Upon the motion of Mrs. Hutchins, seconded by Mr. Gilbert Board 2000 series board policies as well as updated policies #2114 (Assistant Superintendent), and #2210 (Secondary Principal) were unanimously approved.

Science and Health Instructional Materials Adoption Grades K-12 – Mrs. Nusbaum recommended approval to adopt the Science and Health Instructional Materials for grades K-12. Upon the motion of Mrs. Boots and seconded by Mrs. Hill, the Science Instructional Materials adoption was unanimously approved.

Out-of State Travel Requests – Mr. Keiser reported on the achievements the band members have accomplished this year. Mr. Keiser asked approval for the high school band to travel to Orlando, Florida over winter break to perform at Disney World. Dr. Wilson recommended approval for the football team to travel to Coldwater, Michigan and for approval of the students from the Educational Opportunity Center to travel to Toledo, Ohio. Upon the

motion of Mr. Gilbert and seconded by Mr. Beard, all out-of-state travel requests were unanimously approved.

Board Policy #3310 (Process For Purchase Of Supplies, Materials, And Service) – First

Reading – Mrs. Nusbaum presented the proposed updated Board Policy #3310, Process For Purchase Of Supplies, Materials, And Service. The proposed updates include the documentation of items purchased with Federal grant dollars. This is the first reading for the Board's consideration. The second reading will be at the June School Board Meeting.

Board Policy #3550 (Vehicle Idling) – First Reading – Dr. Wilson presented the proposed

updated Board Policy #3550, Vehicle Idling. The proposed update is modeled after the Indiana Department of Health's Indoor Air Quality Best Practices for Schools. The recommended maximum idling time of 5 minutes has been included in the policy. This is the first reading for the Board's consideration. The second reading will be at the June School Board Meeting.

Future Meetings –

- A. June 20, 2017, 6:30 p.m., Executive Session; 7:30 p.m., Regular Meeting, F.K. McCutchan Administrative Center, 2nd Floor Board Room
- B. July 18, 2017, 7:30 p.m., Regular Meeting, F.K. McCutchan Administrative Center, 2nd Floor Board Room
- C. August 15, 2017, 7:30 p.m., Regular Meeting, F.K. McCutchan Administrative Center, 2nd Floor Board Room

Leave, Retirement, Resignations, and Recommendations - The following leave, retirement, resignations, and recommendations were received for approval:

LEAVE:

Laura Harris, Angola High School, English Teacher, Leave of Absence 1st Quarter

RETIREMENT:

Patricia Schlup, Angola Middle School, Art Teacher

RESIGNATIONS:

Stephanie Burdick, Angola High School, English Teacher
Stephanie Burdick, Angola High School, $\frac{3}{4}$ Auditorium Manager
Stephanie Burdick, Angola High School, $\frac{1}{2}$ Drama Club Sponsor
Stephanie Burdick, Angola High School, Drama Production Director
Stephanie Burdick, Angola High School, Yearbook
Julie May, Angola Middle School, $\frac{1}{2}$ Unified Arts Team Leader
Sarah Haynes, Angola Middle School, $\frac{1}{2}$ 7th Grade Team Leader

Kristin Sheets, Elementary, 3rd Grade Level Chairperson
Michele Davis, Elementary, 4th Grade Level Chairperson
Amy Aldred, Elementary, 5th Grade Level Chairperson
Kaitlyn Skinner, Ryan Park Elementary, Wellness Representative

RECOMMENDATIONS:

Bob Budak, Angola Middle School, Summer School Teacher
Jerry Fifer, Angola Middle School, Summer School Teacher
Sarah Haynes, Angola Middle School, Summer School Teacher
Jennifer Marshall, Angola Middle School, Summer School Teacher
Brian Miller, Angola Middle School, Summer School Teacher
Shawn Snyder, Angola Middle School, Summer School Teacher
Emily Yoder, Carlin Park Elementary, Summer School Teacher
Kelly Falls, Carlin Park Elementary, Summer School Teacher
Erin Strieter, Carlin Park Elementary, Summer School Teacher
Trisha Perschke, Hendry Park Elementary, Summer School Teacher
Angie Bussard, Hendry Park Elementary, Summer School Teacher
Allison Miller, Pleasant Lake Elementary, Summer School Teacher
Clinton Miller, Angola High School, 2016-2017 Assistant Boys' Golf Coach
Joy Ross, Angola High School, English Teacher
Jennifer Sears, Angola High School, Half-Time Health Occupations Teacher
Randy Houser, Angola High School, Head Varsity Boys' and Girls' Cross Country Coach
Dennis Gentry, Angola High School, Physical Education Department Chair
Mikaela Gerba, Angola High School, ½ Student Council Sponsor
Kristen Maksimchuk, Angola High School, ½ Student Council Sponsor
Erin Strieter, Elementary, 3rd Grade Level Chairperson
Laurie Gentry, Elementary, 4th Grade Level Chairperson
Tamara Steffel, Elementary, 5th Grade Level Chairperson
Molly Floyd, Carlin Park Elementary, Principal Transfer
John Curtis, Pleasant Lake Elementary, Principal
Ryan Bounds, Angola Middle School, Principal
Steve Lantz, Angola Middle School, Assistant Principal/Athletic Director

Upon the motion of Mr. Gilbert and seconded Mr. Archbold, the above listed leave, retirement, resignations, and recommendations were unanimously approved.

Superintendent's Report – Dr. Wilson thanked everyone for their hard work wrapping up this school year. He announced that the last student day is June 6th. Dr. Wilson thanked Mrs. Schlup for all her years of service.

Board Member Communications – Mr. Gardner thanked Mrs. Schlup for her years of service and wished her the best in her retirement. He also welcomed the new administrators.

Patron Comments – Mr. Crooks, along with two of the Balloons Aloft committee, gave information about the event on July 7th and 8th and opened the floor for questions. Mrs. Nusbaum complemented the FFA on the quality of garden plants used in their fundraiser. Mr. Christ acknowledged Mrs. Schlup for her work at the elementary before the middle school hired her and wished her well in her retirement. Mr. Heavin congratulated all the new

administrators and reminded everyone of graduation on June 11th. Mr. Heavin reported that the senior class will be visiting the elementary schools and stopping at the Mound for pictures on June 6th. Mr. Heavin introduced the new teachers at Angola High School, Joy Ross, English Teacher and Jennifer Sears, Health Occupations Teacher. Mr. Heavin reported the girls track team won the conference meet and were competing in the sectionals that evening. Mrs. Sanborn acknowledged Mrs. Fritz retirement and what a pleasure it was working with her for the past eight years. Mrs. Sanborn also welcomed Mrs. Floyd to their building and wished her luck. Mrs. Rice wished Mrs. Schlup the best in her retirement and wished the best of luck to all the new administrators.

Adjournment – Upon the motion of Mr. Beard, seconded by Mrs. Boots, the meeting was adjourned at 8:17 p.m.

Brad Gardner, President

Kimberly Hutchins, Secretary