

MINUTES OF MEETING

August 15, 2017

The Board of School Trustees of the Metropolitan School District of Steuben County, Angola, Indiana, met in a regular session and budget workshop at the F. K. McCutchan Administrative Center 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; Mrs. Ann Rice, Assistant Superintendent; and Mrs. Wendy Wilson, Administrative Assistant. Twenty-three people, consisting of sixteen administrators, three patrons, three teachers, and one member of the media also attended the meeting

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

Claims – Mrs. Boots asked for the claims to be separated and for the claim to Kerlin Bus Sales & Leasing, Inc for \$383.21 to be paid out of a different account. Mr. Gardner asked for a motion to approve claims excluding the Kerlin Bus Sales & Leasing, Inc claim. Upon the motion of Mr. Gilbert, seconded by Mrs. Hill, the following claims were unanimously ordered paid with the exception of the Kerlin Bus Sales & Leasing, Inc claim.

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| General Fund (0100).....                     | 329,980.10 |
| Capital Projects (0350).....                 | 167,660.50 |
| Transportation (0410).....                   | 37,853.46  |
| Construction (0700).....                     | 126,710.00 |
| Food Service (0800).....                     | 23,262.93  |
| Textbook Rental (0900).....                  | 122,885.29 |
| After School Child Care (1650).....          | 31.39      |
| EOC (1900-1909).....                         | 3,947.11   |
| FIST Grants (2060).....                      | 120.49     |
| High Ability (GT) (3110-19).....             | 802.86     |
| Computer Consortium (Common Sch) (3190)..... | 114,339.67 |
| Secured School Safety Grant (3270).....      | 60.15      |
| Non-English Speaking Program (3710-19).....  | 188.07     |
| School Technology Fund (3720).....           | 6,605.00   |
| Tech Breakage Assessments (3721).....        | 901.22     |
| Title I (4100-90).....                       | 4,152.15   |
| Title II/Pt A/Teacher Quality (6840-49)..... | 2,334.18   |
| Title III/English Language (6880-89).....    | 215.03     |

|                                       |                       |
|---------------------------------------|-----------------------|
| Payroll Withholdings (9000-9999)..... | 376,806.17            |
| Grand Total.....                      | <u>\$1,318,855.77</u> |
| Payroll No. 22 07-20-17               |                       |
| Payroll No. 23 08-04-17               |                       |

Dr. Wilson read the details of the Kerlin Bus Sales & Leasing, Inc expenses. Upon the motion of Mr. Gilbert, seconded by Mr. Archbold, the Kerlin Bus Sales & Leasing, Inc claim was approved as presented in the claim docket.

Transportation Department Report – Mr. Poor reported that bus inspections were held and all buses passed the inspection with a 97% approval rating. There was a DOT audit of records in July by the State Police and no issues were found with the records. Mr. Hyska and Mr. Schieferstein were commended for their efforts on maintaining the fleet.

Based on the number of eligible students to ride the bus (2,500), MSD's numbers were up this year. Our drivers logged 1,354 miles per day with route lengths ranging from fourteen miles to seventy-six miles. Our regular drivers have between one and thirty-two years of experience. Bus drivers traveled a total of 405,713 miles last year (regular routes 245,398 miles; field trips 15,879 miles; sports and band trips 50,801 miles; special education 80,082 miles; miscellaneous trips 854 miles; vocational 12,699 miles).

Transportation spent over \$124,576 for fuel from August 2016 to June 2017. This year we will be collaborating with Fort Wayne Community Schools to transport our hearing-impaired and visually-impaired students.

The Vocational driver transported as many as 47 students to Kendallville every day for Health occupation, welding, CAD, interactive media, auto body and tech, construction trades, cosmetology, marine mechanics and culinary classes.

Two bus evacuations (one each semester) were held at the middle school with the help of Officer Brad Scare, Ryan Bounds and Nancy Irwin.

The Transportation Director and Assistant attended monthly district transportation meetings in Ft. Wayne. They also attended the School Transportation Association of Indiana annual meeting in Ft. Wayne.

The transportation department continues to strive for the safe and economical transportation of MSD students. Mr. Poor thanked, Dr. Wilson, Mr. Christ, Officer Scare and the MSD School Board for their support.

NWEA Student Assessment Presentation – Mrs. Nusbaum reported on the NWEA Student Assessment that will be used this school year. 98.9% of the teachers and 100% of the administration reported they would like to go with NWEA assessment instead of the Pivot assessment.

IREAD Results Action Plan – Mrs. Nusbaum reported on the IREAD embargoed scores after the Summer School session. 93.5% of the district passed the IREAD 3. Eight of the sixteen students that did not pass were waived due to EL/Special Education, seven will be receiving Title I services and take the IREAD test again as a fourth grader and one was retained at the parents request.

Graduation Rate Calculation - Mr. Heavin gave an update and concerns on the new calculation of the graduation rate. There are four diplomas available to receive at Angola High School. The federal government will no longer recognize the general diploma into the graduation rate calculation.

Board Policy #5023 (Anti-Bullying Policy) – Second Reading – Dr. Wilson presented the proposed changes to Board Policy #5023 (Anti-Bullying Policy). The proposed changes incorporate our existing Board Policy #4112 on Equal Educational Opportunity as defined by Federal Law; and added references to current Indiana Codes on bullying.

Board Policy #5112 (Rights and Responsibilities of Students) – Second Reading - Dr. Wilson presented the proposed changes to Board Policy #5112 (Rights and Responsibilities of Students). The proposed changes include all students who attend our school district.

Board Policy #5114 (Consequences of Inappropriate Behavior) – Second Reading - Dr. Wilson presented the proposed changes to Board Policy #5114 (Consequences of Inappropriate Behavior). The proposed changes include the maximum number of suspension days. And align it with the current Student Code of Conduct handbook.

Board Policy #5115 (Student Discipline Policy) – Second Reading - Dr. Wilson presented the proposed changes to Board Policy #5115 (Student Discipline Policy). The proposed changes align the policy with current guidelines on issues ranging from prescription medications to transfer request forms. Changes are also made to the Use of Time Outs, Seclusion, and Restraints section to align with the special education cooperative policy.

Board Policy #5140 (Immunizations and Administration of Medication) – Second Reading - Dr. Wilson presented the proposed changes to Board Policy #5140 (Immunizations and Administration of Medication). The proposed changes reflect current Indiana Codes.

Board Policy #5143 (Attendance of Post Secondary Pupils) – Second Reading - Dr. Wilson presented the proposed changes to Board Policy #5143 (Attendance of Post Secondary Pupils). The proposed changes reflect the recommendations from the IDOE.

Board Policy #5146 (Foreign Exchange Programs) – Second Reading - Dr. Wilson presented the proposed changes to Board Policy #5146 (Foreign Exchange Programs). The proposed changes include a reference to Indiana Code on visiting foreign students along with changes in terminology based on suggestions from the high school guidance counselors.

Board Policy #5200 (Metropolitan School District of Steuben County Parent/Student Technology Acceptable Use Policy) – Second Reading - Dr. Wilson presented the proposed changes to Board Policy #5200 (Metropolitan School District of Steuben County Parent/Student Technology Acceptable Use Policy). The proposed changes include Virtual and E-Learning Days will be utilized by the school district. Upon the motion of Mr. Beard, seconded by Mr. Archbold, the 5000 series board policies as well as updated policies: #5023 (Anti-Bullying Policy), #5112 (Rights and Responsibilities of Students), Board Policy #5114 (Consequences of Inappropriate Behavior), Board Policy #5115 (Student Discipline Policy), Board Policy #5140 (Immunizations and Administration of Medication), Board Policy #5143 (Attendance of Post Secondary Pupils), Board Policy #5146 (Foreign Exchange Programs), Board Policy #5200 (Metropolitan School District of Steuben County Parent/Student Technology Acceptable Use Policy) were unanimously approved.

Region 8 ESC Substitute Teacher Scheduling Service – Dr. Wilson asked approval to use the Region 8 ESC substitute automated scheduling service. This service will hopefully expand our substitute base. Upon the motion of Mr. Archbold, seconded by Mrs. Hill the Region 8 ESC substitute scheduling service was unanimously approved.

Board Policy #6165 (Health Services) – First Reading – Dr. Wilson presented the proposed changes to Board Policy #6165 (Health Services). The proposed changes update the current objectives of the student health services program. This is the first reading and the second reading will be at the September 19, 2017, MSD School Board Meeting.

Board Policy #6124 (Curriculum: Adult Education) – First Reading – Dr. Wilson presented the proposed changes to Board Policy #6124 (Curriculum: Adult Education). The proposed changes insure that adult education opportunities are available to individuals over the age of 18 as required by state statute. This is the first reading and the second reading will be at the September 19, 2017, MSD School Board Meeting.

Board Policy #3210 (Bonding of School Employees) - First Reading - Mrs. VanGessel presented the new Board Policy #3210 (Bonding of School Employees). MSD has always bonded employees who have access to public funds. State Board of Accounts would like to see this as a board policy. This is the first reading and the second reading will be at the September 19, 2017, MSD School Board Meeting.

Board Policy #4114 (Teacher Appreciation Grants) First and Second Reading – Mrs. Nusbaum presented the new Board Policy #4114 (Teacher Appreciation Grants). The new policy is required by state statute to be in place this year.

Board Policy #6166 (Reporting Child Abuse/Child Neglect) First and Second Reading - Mrs. Nusbaum presented the new Board Policy #6116 (Reporting Child Abuse/Child Neglect). The new policy is required by state statute to be in place this year.

Board Policy #6167 (Suicide Prevention) First and Second Reading - Mrs. Nusbaum presented the new Board Policy #6167 (Suicide Prevention). The new policy is required by state statute to be in place this year. Upon the motion of Mrs. Boots, seconded by Mrs. Hill Board policies

(Suicide Prevention) were unanimously approved.

Future Meetings –

- A. September 19, 2017, 7:30 p.m., Regular Meeting and Budget Public Hearing, F.K McCutchan Administrative Center, 2<sup>nd</sup> Floor Board Room
- B. October 17, 2017, 7:30 p.m., Regular Meeting and Budget Adoption, Pleasant Lake Elementary
- C. November 14, 2017, 7:30 p.m., Regular Meeting, Hendry Park Elementary

Personnel Considerations - The following leave, resignations and recommendations were

received:

LEAVE:

Brianna Jaeger, Ryan Park Elementary, Leave of Absence starting in October through remainder of 2017-2018 school year

RESIGNATIONS:

Lori Wolf, Educational Opportunity Center, High School Teacher  
Jamie Dilts, Ryan Park Elementary, 2<sup>nd</sup> Grade Teacher  
Kelli Futhey, Carlin Park Elementary, Multi-Category Instructional Assistant  
Katherine Knauer, Hendry Park Elementary, After School Child Care Director  
Shayna Hudson, Hendry Park Elementary, Emotional Disabilities Instructional Assistant  
Darlene Renzulla, Carlin Park Elementary, Early Intervention Instructional Assistant  
Jerry Fifer, Angola Middle School, 7<sup>th</sup> Grade Girls' Basketball Coach  
Ferron Harris, Angola Middle School, Functional Skills Instructional Assistant

RECOMMENDATIONS:

Lisa Chard, Ryan Park Elementary, 2<sup>nd</sup> Grade Teacher  
Allen Cummings, Pleasant Lake Elementary, Instructional Assistant  
Beth Johnston, Hendry Park Elementary, After School Child Care Director  
Debra Sanborn, Pleasant Lake Elementary, Media Center Instructional Assistant  
Bradley Stavitzke, Carlin Park Elementary, Special Education Instructional Assistant  
Justin McKnight, Angola Middle School, 8<sup>th</sup> Grade Boys' Basketball Coach  
Jerry Fifer, Angola Middle School, 8<sup>th</sup> Grade Girls' Basketball Coach  
Pete Henderson, Angola Middle School, 7<sup>th</sup> Grade Boys' Basketball Coach  
Kelli Call, Angola Middle School, 7<sup>th</sup> Grade Girls' Basketball Coach  
Misti Evans, Angola Middle School, Head Gymnastics Coach  
Alex Cool, Angola Middle School, Assistant Gymnastics Coach  
Stacy Gilbert, Angola High School, Senior Class Sponsor  
Stacy Parr, Angola High School, Special Education Department Chairperson  
Joy Ross, Angola High School, National Honor Society Sponsor  
Gwena Walker, Angola High School, ½ Spanish Club Sponsor  
Jared Johnson, Hendry Park Elementary, Kindergarten Teacher  
Peggy Draper, Angola Middle School, Functional Skills Instructional Assistant  
Kami Call, Angola Middle School, Morning Security Guard  
Jackie Wilkinson, Hendry Park Elementary, Emotional Disabilities Instructional Assistant  
Mark Stump, Angola High School, Assistant Boys' Tennis Coach

Upon the motion of Mr. Gilbert and seconded by Mrs. Hutchins, the above listed resignations and recommendations were unanimously approved.

Superintendent's Report – Dr. Wilson thanked the board for the first and second motions on the new board policies. Dr. Wilson acknowledged the \$500 donation from Tractor Supply for the agricultural department and FFA. Dr. Wilson reported that opening teacher day went well, buildings look great and he is looking forward to the students starting tomorrow.

Board Member Communications – Mr. Gardner welcomed Mrs. Rice.

Patron Communications – Mr. Ridenour gave an update on the athletics that have been going on over the summer.

Adjournment – Upon the motion of Mr. Beard, seconded by Mr. Archbold, the regular meeting was adjourned at 8:19 p.m.

2017 Budget Workshop - The Board heard a presentation on the 2018 budget from Business Manager, Mrs. VanGessel. The budget workshop started at 8:23 p.m. and adjourned at 9:12 p.m.

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Brad Gardner, President

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Kimberly Hutchins, Secretary