

MINUTES OF MEETING

September 19, 2017

The Board of School Trustees of the Metropolitan School District of Steuben County, Angola, Indiana, met for budget public hearings and regular session at 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-six people, consisting of fifteen administrators, four patrons, five teachers, and two members of the media also attended the meeting

Budget Public Hearings – Capital Projects Plan – Mr. Gardner opened the meeting to conduct a public hearing for the Capital Projects Plan. There was no public input.

Budget Public Hearings – Bus Replacement Plan – Mr. Gardner conducted a public hearing for the Bus Replacement Plan. There was no public input.

Budget Public Hearings – All Other Funds – Mr. Gardner conducted a public hearing for the General Fund, Transportation Fund, Debt Service Fund, Pension Bond Fund, and Rainy Day Fund. There was no public input. Mr. Gardner closed the public hearings.

Minutes - Upon the motion of Mrs. Hutchins, seconded by Mr. Gilbert, minutes of the August 15, 2017, meeting were unanimously approved by the Board.

Claims – Mrs. Boots made a motion to remove Kerlin Bus Sales & Leasing, Inc; Linnemeier Repair Service; and Angola Collision Services from the claims. Mr. Gardner asked for a motion to approve claims excluding the Kerlin Bus Sales & Leasing; Linnemeier Repair Service; and Angola Collision Services Inc claims. Upon the motion of Mr. Archbold, seconded by Mr. Gilbert, the following claims were unanimously ordered paid with the exception of the Kerlin Bus Sales & Leasing, Inc; Linnemeier Repair Service; and Angola Collision Services Inc claims.

General Fund (0100)	\$546,851.40
Capital Projects (0350)	348,172.82
Transportation (0410)	49,389.56
Construction (0700)	58,395.00
Food Service (0800)	136,967.03

Textbook Rental (0900)	125,147.43
After School Child Care (1650)	309.88
Educational License Plates (1850)	860.00
EOC (1900-1909)	3,549.81
Misc. Grants (2050)	535.00
FIST Grants (2060)	14.45
Coca Cola Commissions (2900)	1,451.20
High Ability (GT) (3110-19)	289.23
Computer Consortium (Common Sch) (3190)	30,250.00
Early Intervention Grant (3237)	261.80
Non-English Speaking Program (3710-3719)	674.71
School Technology Fund (3720)	7,572.50
Ford Technology Grant (3954)	50,000.00
Title I (4100-4190)	5,049.25
Title II/Pt A/Teacher Quality (6840-6849)	8,504.41
Title III/English Language (6880-89)	672.80
Payroll Withholdings (9000-9999)	387,068.51
Grand Total	<u>\$1,761,986.79</u>

Payroll No. 24 08-18-17

Payroll No. 01 09-05-16

Mr. Gardner asked Mrs. Boots how she would like to handle the removed funds. Mrs. Boots asked for funds to be paid out of Kerlin accounts receivable instead of general fund. Mrs. Hutchins reported that the funds are being paid out of the transportation fund 0410.

Mrs. Hutchins asked what account the funds are to be paid from and Mrs. Boots wants them paid from the Kerlin accounts receivable. Mr. Gardner asked for a second motion.

Mrs. Hutchins asked if there a reason or problem with the transportation fund. Mrs. Boots explained that these funds were clearly for bus repairs and that is what the Kerlin account was designed for. Mr. Gardner explained the account was set to protect the general fund and transportation fund. Mr. Archbold feels that the funds in the Kerlin account be paid down.

Mrs. Hutchins asked what the intent of the Kerlin funds were for when established. Mr. Gardner stated that is what the board was told that the account was set up to protect the general fund and transportation fund to be reserved for salaries. Mrs. Hutchins asked who was told and Mr. Gardner answered the board was told. Mr. Gardner explained that this would be discussed later.

Mr. Archbold stated that the bus bid included the notation the funds would be put towards service and parts of transportation items. Mr. Gardner explained the last bid shows funds are for

parts, service, and radios. Mr. Gardner's desire is to use the balance as intended. Mrs. Hutchins question is when the board was told the funds were just for said expenses. Mr. Beard and Mrs. Hutchins asked Mrs. VanGessel if there is an issue to transfer the claims coming out of 0410 instead the Kerlin account. Mrs. VanGessel does not have an issue.

Dr. Wilson noted that the Kerlin account statement was at the board member places. The funds in the account are currently set aside for purchases of additional radios for vehicles and buildings as well as stop arm cameras for the busses which are a significant purchase. All purchases from the account are transportation related. Dr. Wilson explained that it is the board's decision but he would like to use the funds as he intended instead of from transportation or general fund. Mrs. Hill asked the amount for the purchases; Mr. Poor and Dr. Wilson estimated \$30,000. Mr. Gardner stated he didn't see in the purchases the protection of transportation funds, he believes the board can budget additional funds if needed.

Mrs. Rice stated being uncomfortable about the recent Kerlin account related emails from board members, knowing the board has the best interest of the students and staff in mind, cautioned the board that the emails could be construed as an open meeting done via email. Having discussion in the board meeting in front of everyone and not in email form would be in the best interest of the board and in the school districts interest. Mrs. Rice requested an informal opinion at the Public Access Officers office and they pointed out that the board should shy away from and possibly create board policy for communications within the board and between the superintendent's office and the board members. Mr. Gardner stated that this conversation could happen but not at this discussion. Mrs. Rice stated the discussion is in regards to the emails regarding the Kerlin account and she is uncomfortable and finds it important to point it out. Mr. Gardner stated the discussion is whether the specified funds should be paid from general fund or Kerlin account. Mrs. Hutchins clarified that the claims in question are coming from the transportation fund and not general funds. Mr. Gardner stated the Kerlin account was set up to protect the general fund and transportation fund.

Mrs. Hutchins asked when it is time for purchasing the radios and stop arm cameras, and the Kerlin funds are spent, will the purchases come from transportation funds. Mr. Gardner did not know the answer but feels the amount in based on tonight will not deplete the account. Mr. Gilbert stated the amount to be \$632.02. Mr. Beard stated the amount to actually be approximately \$6,300. Mrs. Hill stated that now knowing that there is a need for radios and stop arm cameras, she would like to take a second look at the funds. Mr. Gilbert asked when the purchases would happen; Dr. Wilson would like to see the purchases before the first of the year. Mr. Archbold would like for the purchases to be transparent and see the expenses monthly. Mrs. Hutchins made a motion to pay the claims in question as presented from transportation, seconded by Mr. Beard. Three voted for (Mrs. Hutchins, Mr. Beard and Mrs. Hill) and four voted against (Mr. Gardner, Mr. Gilbert, Mrs. Boots and Mr. Archbold). Mrs. Hutchins asked then how the claims were going to be paid.

Mr. Gardner asked for a motion to pay the claims out of the Kerlin account. Mr. Gilbert feels the Kerlin expenses have not been transportation and would like to see a detailed monthly list coming out of the Kerlin account for approval. Mr. Gilbert made a motion to pay the claims in question from the Kerlin account, seconded by Mrs. Boots. Four voted for (Mr. Gardner, Mr. Gilbert, Mrs. Boots and Mr. Archbold) and three voted against (Mrs. Hutchins, Mr. Beard and Mrs. Hill).

Mr. Archbold asked to maintain the account as all other claims. Mr. Gardner stated there will be more discussion under new business and when the board visits the bus bid process the board will have the opportunity to decide whether to have it as part of the bid and fund an amount like in the past.

After School Child Care Report – Mrs. Floyd gave the annual 2016-2017 After School Child Care report. In 2016-2017 and there was an average of 113 students in daily attendance. Free child care services totaled 64% for the 2016-2017 school year. Mr. Curtis reported the 2017-2018 enrollment is up however the daily attendance for the district is an average of 102 students due to having the Base Camp program (Steuben County Literacy Coalition grant funds pays for

staff, snacks, enrichment programs and tutoring services) taking place at Hendry Park, Carlin Park and Angola Middle School Monday through Thursday.

2016-2017 ISTEP Results – Mrs. Nusbaum added a note to last months' IREAD report; 3 more students were retained at Carlin Park for a total of 4 students that did not pass IREAD. Mrs. Nusbaum reported on the 2017 Spring ISTEP results.

Board Policy #6165 (Health Services) – Second 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.

Board Policy #6124 (Curriculum: Adult Education) – Second 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. Upon the motion of Mr. Gilbert, seconded by Mrs. Hill, the 6000 series board policies as well as updated policies: #6165 (Health Services) and #6214 (Adult Education) were unanimously approved.

Board Policy #3210 (Bonding of School Employees) - Second Reading – Dr. Wilson 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. Upon the motion of Mr. Beard, seconded by Mrs. Hutchins, board policy #3210 (Bonding of School Employees) was unanimously approved.

Health Occupations Education Contract Renewal – Dr. Wilson asked approval to continue Health Occupations Education Agreement between Cameron Hospital and MSD of Steuben County. Upon the motion of Mrs. Boots, and seconded by Mrs. Hill, the Health Occupations Education Agreement was unanimously approved.

Out-of-State Travel Request – Mrs. Wallace, Hendry Park teacher, asked approval for the second grade students to travel to Sauder Village in Archbold, Ohio this fall. Mr. Beckwith, Angola Middle School teacher, asked approval for the seventh grade students to travel to

Fossil-Orlander Park in Sylvania, Ohio. Upon the motion of Mr. Gilbert, and seconded by Mrs.

Hutchins, the out-of-stage travel requests were unanimously approved.

Title IV Technology Grant – Mrs. Nusbaum asked approval to apply for the competitive Title IV Technology Grant. This ESSA grant will assist with technology training, programming, and hardware. Upon the motion of Mrs. Hill, and seconded by Mrs. Hutchins, the Title IV Technology Grant was unanimously approved.

Board Policy Review 7000 - 9000 Series and Board Policy #8115 (School Board Member Ethics) First Reading – Dr. Wilson presented the review of the 7000 – 9000 series and the new Board Policy #8115 (School Board Member Ethics). This policy incorporates the ISBA code of ethics. This is the first reading and the second reading will be at the October 17, 2017, MSD School Board Meeting.

Board Policy #9362 (Time And Place Of Board Meetings) First Reading – Dr. Wilson presented the proposed revisions to Board Policy #9362 (Time And Place Of Board Meetings). The revisions state that the annual meeting schedule will be established at the first meeting of the year. This is the first reading and the second reading will be at the October 17, 2017, MSD School Board Meeting.

Mr. Gardner started discussion on the Kerlin account and handed out the directives. Mr. Gardner stated the directives came from suggestions from board members, staff attorney at ISBA as well as the Kerlin Bus Company. The desire of the directives is to bring them under the umbrella of state law to be certain the Kerlin account funds are used as they were intended; parts, repairs and radios for bus fleet. Mr. Gardner asked for input. Mr. Beard asked if there was a subcommittee created for the directives. Mr. Gardner stated the directives were suggestions made by himself sent to the board in August as well as an email from Mrs. Boots with most of the directives to the board giving opportunity for all the board members to have discussion. Mrs. Hutchins read the directives she received on Sunday afternoon and pointed out that she also contacted Kerlin and stated that this is not a unique practice to MSD of Steuben County and that over 40 northern Indiana school districts have the same type of account. Kerlin assured Mrs.

Hutchins that Dr. Wilson does complete all the forms required to make purchases from the account and that the account is audited by State Board of Accounts, it was further stated that copies of all invoices are on file for review. Mrs. Hutchins does not believe anything illegal has been done as indicated in the emails from Mrs. Slavens. Mrs. Hutchins does believe the bus drivers do deserve to be recognized and appreciated with the occasional donut or Christmas dinner. It is the understanding that the Kerlin account had been established several years ago and it is not know what the initial use was intended. Mr. Archbold asked how the directives were compiled. Mr. Gardner stated they were a combination of an email that Mrs. Boots sent to the board in August and also an email from Mr. Gardner. The directives provided to Dr. Wilson encompassed the board emails as well as the ISBA suggestions. Mr. Gardner stated he was following the suggestions of Mrs. Slavens to provide the directives to Dr. Wilson in a meeting followed up with an email to the board. Mr. Gardner agreed that the Kerlin account is used at other school districts to protect the general fund and transportation fund. Mr. Gardner stated that some of the board members have a problem with the use of funds most recently. Mr. Gardner also has questions about the approval process and stated that every transaction must be approved by the school board and that the school board is accountable to the tax payer money. Mrs. Hutchins and Mr. Beard stated there is board policy to allow the superintendent to purchase up to \$50,000 before board approval. Mrs. Boots stated the account is not a bank account it is a credit to be used with a purchase request and would like to strike item 6 off of the directives since a joint bank account is illegal. Mr. Gilbert asked that both item 5 and 6 be removed from the directives. Mr. Gilbert agrees with Mrs. Hutchins. Mr. Gardner agreed that the superintendent can purchase up to \$50,000 before board approval but feels the purchases were not approved after the fact. Mrs. Hutchins stated that the board is aware of what is put into the bus replacement account and is approved in the bus bid. Mrs. Hutchins does not agree that Dr Wilson has misused any tax payer dollars and feels showing appreciation to our bus drivers is good. Mr. Poor explained that a million dollars is spent on busses and that the most important commodity does not come from the Kerlin account but from our bus drivers. Mr. Poor stated the

appreciation jackets are worn by the bus drivers in the public with pride. Mr. Poor stated he ordered donuts three times a year for safety meetings, Mr. Poor orders donuts weekly out of his own pocket. Mr. Poor also ordered pizza to feed the state police and helpers during the bus inspection. Mr. Poor clarified that these items are not a bus part but they are advertising and appreciation to our drivers. Mr. Archbold thanked Mr. Poor for what he does for the drivers and does not feel anything illegal has taken place however; his concern is an expense not getting board approval and audited. Mr. Archbold made a motion to change #1 directive to read transportation expenses; #2 is already being done; #3 and #4 leave as is. Mrs. Hill stated she learned a lot about the Kerlin account. Mr. Gardner made a point that future bus bids would like to expand the bids to include the other transportation expenses and use funds as stated. Mr. Gardner would like to strike #5 and #6. Mr. Gilbert would like to expand #1 to include other transportation related expenses. Mrs. Hutchins stated #2 is already being done and should be worded that it will continue. Mrs. Rice commented that she feels the board accomplished more tonight than in all the emails. Mrs. Hutchins stated that she doesn't respond to the emails due to the concern that it does not follow the open door policy. Dr. Wilson stated that he did meet with Mr. Gardner on the 15th when he gave him the directives. Dr. Wilson made notes after the meeting and informed Mr. Gardner that the proposed Kerlin account guidelines are in conflict with board policy giving him or his designee authority to make purchases and should be changed to incorporate the Kerlin guidelines. Dr. Wilson also stressed that the Kerlin guidelines need to be discussed in a public meeting with all board members present and he referred back to the directives were it stated "there is a consensus by the majority of the Board for the following directives." Dr. Wilson stated he is duty bound to give the best possible advice and stated that the way the directives were created are in conflict with the open door laws. Dr. Wilson also stated that he does not appreciate being accused of insubordination in the emails to the ISBA's attorney. Mr. Gardner explained it was the ISBA's attorney that stated "if a superintendent does not follow the directives of the board then they would be insubordinate". Dr. Wilson stated that he does not appreciate the implication of insubordination nor being accused

of doing anything inappropriate with the Kerlin funds and made it clear in an email to the board a few weeks ago that he stands behind every purchase from the Kerlin account, it is for the transportation department, the good of the drivers and the good of the corporation. Dr. Wilson does not have an issue with the guidelines and will follow the guidelines but has concerns on how the guidelines were developed outside a public meeting without input from all board members. Dr. Wilson stressed that these discussions must take place in a public meeting with directives being adopted after board approval in an open meeting. The administration is to administer through board policy set by the board. Mr. Gardner stated that he was instructed by the ISBA attorney to provide directives to the superintendent in a meeting and to follow up with an email and stated it was not a policy matter but a directive. Mr. Gardner stated he followed the advice of the attorney and does not feel the board is in any violation of the open door law. Mrs. Rice read the Open Door Law. Mr. Archbold would like to see a board policy in place about proper board communications. Mr. Gardner asked for a motion to approve the Kerlin account directives with suggested changes. Mrs. Nusbaum commented that an item must be on an agenda to take a vote. Mr. Gardner stated that five of the seven board members requested it to be an agenda item. Mrs. Hutchins suggested that since the directives have been looked at and discussed that the directives be retyped with the changes and brought back to the next board meeting as an agenda item. Mr. Gardner asked for a second motion.

Mr. Gardner asked for teacher exit interviews to be expanded to include the past two years and for suggestions to gather that information. Mr. Beard stated that the exit interview information was only requested in February and that the administration is working on it. There was board discussion on reasons for teachers leaving. Mrs. Rice explained that part of her job is to gather and compile all exit interviews turned into the principals from February's board request and that she is working on those interviews. Mrs. Hill stated that in the required resignation or retirement letter the employee gives the reason they are leaving. Dr. Wilson stated that in most cases, the employee has already talked to the principal prior to leaving. The employee may feel they don't need to fill out the survey since they talked with the principal. Mr. Gardner asked if there is a

benefit to gathering information from people that left in the last two years to learn from their experience. Mr. Gilbert states he has talked to a lot of teachers that retired that didn't have to retire. He felt that by speaking to their supervisor that they wouldn't give every reason why they left and the letter would give them more of an opportunity to open up. Mrs. Hutchins asked what the boards' purpose of the information is. Mr. Gilbert responded to help the administrators become better administrators. Mr. Gardner feels the information will help to have a better understanding of where they are and what they are doing well and what can be done better. Mrs. Heavin says that every day she goes to work to do a better job and feels like she is being called out / doing something wrong by the board. Mrs. Boots assured the administrators that they are not singling anyone out. Mr. Archbold feels the administration is doing a great job and sees how the administration could feel that way. Mrs. Hutchins stated that this was discussed in February and is being worked on and move forward with what is put in place and wait for the information from Mrs. Rice. Mrs. Hutchins reminded that this was not an agenda item and cannot be voted on and it should be added to the agenda for November. Mr. Gardner asked for a motion to revisit the exit interviews. Mrs. Hutchins stated it was not an item for a motion but to add it to the November agenda.

Future Meetings –

- A. October 17, 2017, 7:30 p.m., Regular Meeting & Budget Adoption, Pleasant Lake Elementary
- B. November 14, 2017, 7:30 p.m. Regular Meeting, Hendry Park Elementary
- C. December 12, 2017, 7:30 p.m. Regular Meeting, Angola High School

Personnel Considerations – The following leaves, resignations and recommendations were received:

LEAVES:

- Deana Baird, Hendry Park Elementary, Leave of Absence started September 1st through October 30th
- Amanda Ference, Carlin Park Elementary, Leave of Absence starting December 20th through remainder of 2017-2018 school year
- Hollie Strobel, Hendry Park Elementary, Leave of Absence started first day of school through September 11th then in October through remainder of 2017-2018 school year

RESIGNATIONS:

- Ellen Ballinger, Angola High School, Security

Monaca Alwine, Hendry Park Elementary, Sign Language Interpreter
Shannon Bingaman, Transportation, Bus Driver
Justin McKnight, Angola Middle School, 8th Grade Boys' Basketball Coach

APPOINTMENTS:

Lori Wolf, Educational Opportunity Center, High School Teacher
Colleen Kelley, Hendry Park Elementary, Temporary Title I Teacher
Nicole Baumgartner, Hendry Park Elementary, Sign Language Interpreter
Dawn Stolty, Angola High School, Sign Language Interpreter
Christina Boggs, Angola High School, Emotional Disabilities Instructional Assistant
Dee Catey, Hendry Park Elementary, Part-Time Office Instructional Assistant
Denny Herman, Angola Middle School, Custodian
Clay Staulters, Transportation, Bus Driver
Alex Fimbianti, Angola Middle School, 6th Grade Girls' Basketball Coach
Doug Smoker, Angola Middle School, Head Wrestling Coach
Adam Tuttle, Elementary, Boys' Basketball Coordinator
Dave Police, Angola High School, Assistant Athletic Director
Myles Geary, Angola High School, Freshman Football Coach
Cynthia Himes, Angola High School, Speech Coach
Cynthia Engel, Angola High School, Academic Coach
Andrew Keiser, Angola High School, Academic Coach
Christopher Seitz, Angola High School, Improvement Steering Committee Co-Chairperson
Jen Snow, Hendry Park Elementary, ½ Yearbook Coordinator
Jared Johnson, Hendry Park Elementary, ½ Yearbook Coordinator
Allison Miller, Pleasant Lake Elementary, ½ Yearbook Coordinator
Sue Smith, Pleasant Lake Elementary, ½ Yearbook Coordinator

Upon the motion of Mr. Beard and seconded Mr. Archbold, the above listed leaves, resignations, and appointments were unanimously approved by the Board.

Superintendent's Report – Dr. Wilson acknowledged a \$500 donation from the Angola American Legion to the functional skills classes at Ryan Park for Camp Rhino. Dr. Wilson appreciated the good ISTEP scores that reflect the hard work being done in the corporation. The hard part is determining what we can learn from a test that was given six months ago. The students have already moved on to the next grade level. There is one more year of ISTEP and the new test will hopefully give better information.

Board Members Comments – Mrs. Hutchins expressed her sympathy to the family, friends and co workers of Mrs. Moor and asked for moment of silence to honor Mrs. Moor. Mrs. Boots commented on the great support staff during this time of loss.

Patron Comments – Mrs. Heavin thanked the district and community for the support getting through the loss of Mrs. Moor at Ryan Park. Mr. Heavin commented how he will miss Mrs. Moor at the sporting events. Mr. Heavin gave updates on sporting events and homecoming. Mrs. Hutchins commented the girls golf team is going on to regionals. Mrs. Rice thanked Mrs. Irwin for her hard work getting ready for the school safety plan audit being held at Carlin Park in the morning.

Adjournment: Upon the motion of Mr. Beard, seconded by Mrs. Hutchins, the meeting was adjourned at 9:05 p.m.

Brad Gardner, President

Kimberly Hutchins, Secretary