

MINUTES OF MEETING
October 17, 2017
Regular Board Meeting and Budget Adoption

The Board of School Trustees of the Metropolitan School District of Steuben County, Angola, Indiana, met for regular session and budget adoption at Pleasant Lake Elementary starting at 7:31 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. Forty people, consisting of fifteen administrators, three staff, thirteen teachers, seven patrons, and two members of the media also attended the meeting.

Minutes - Upon the motion of Mrs. Boots seconded by Mrs. Hill the minutes of the September 19, 2017, were unanimously approved by the Board.

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

General Fund (0100)	\$411,118.98
Capital Projects (0350)	149,745.35
Transportation (0410)	43,978.20
Construction (0700)	7,138.00
Food Service (0800)	69,578.30
Textbook Rental (0900)	76,373.86
After School Child Care (1650)	2,294.31
EOC (1990-1909)	2,969.09
Misc. Donations (2000)	36.69
Misc. Grants (2050)	4,734.77
FIST Grants (2060).....	196.80
High Ability (GT) (3110-19)	4,273.61
Early Intervention Grant (3237).....	1,248.93
Non-English Speaking Program (3710-19)	353.14
School Technology Fund (3720)	20,000.00
Ford Technology Grant (3954).....	384.00
Title I (4100-4190).....	4,842.09
Title II/Pt A/Teacher Quality (6840-49)	5,330.55
Title III/English Language (6880-89)	202.75
Payroll Withholdings (9000-9999)	398,914.76
Grand Total	<u>\$1,203,714.18</u>
Payroll No. 02 09-20-17	
Payroll No. 03 10-05-17	

Pleasant Lake Elementary Presentation – Mr. Curtis showed a presentation that highlighted the activities that have taken place this year at Pleasant Lake Elementary.

A-F Letter Grades Presentation – Mrs. Nusbaum reported on the recently updated A-F Letter Grades for the 2016-2017 school year. MSD of Steuben County received a B for the district.

Capital Projects Plan Adoption – Mrs. VanGessel recommended adoption of the 2018 Capital Projects Plan as presented at the Budget Workshop on August 15, 2017, and Public Hearing on September 19, 2017. Upon the motion of Mrs. Hutchins and seconded by Mrs. Hill the 2018 Capital Projects Plan was unanimously adopted.

Bus Replacement Plan Adoption – Dr. Wilson recommended adoption of the 2018 Bus Replacement Plan as presented at the Budget Workshop August 15, 2017 and Public Hearing on September 19, 2017. Upon the motion of Mr. Beard and seconded by Mr. Gilbert the 2018 Bus Replacement Plan was unanimously adopted.

Budget Adoption – Dr. Wilson recommended adoption of the 2018 General Fund, Transportation Fund, Debt Service Fund, Capital Projects Fund, Bus Replacement Fund, Pension Bond Fund, and Rainy Day Fund as presented at the Budget Workshop August 15, 2017, and Public Hearing on September 19, 2017. Upon the motion of Mr. Archbold and seconded by Mrs. Boots the 2018 General Fund, Transportation Fund, Debt Service Fund, Capital Projects Fund, Bus Replacement Fund, Pension Bond Fund, and Rainy Day Fund were unanimously adopted.

Board Policy Review 7000 - 9000 Series and Board Policy #8115 (School Board Member Ethics) Second 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.

Board Policy #9362 (Time And Place Of Board Meetings) Second Reading – Dr. Wilson presented the proposed revision to Board Policy #9362 (Time And Place Of Board Meetings). The revision states that the annual meeting schedule will be established at the first meeting of the year. Upon the motion of Mrs. Boots, seconded by Mr. Archbold, the 7000 - 9000 series board policies as well as the new board policy #8115 (School Board Member Ethics) and updated policy: #9362 (Time and Place of Board Meetings) were unanimously approved.

Kerlin Account Purchasing Guidelines – Dr. Wilson submitted in the board packets the updated purchasing guidelines for consideration as well as list of claims and statements that will close out the Kerlin account balance. Prior to the board meeting, Mr. Gardner handed out to the board members a revision Kerlin Account directive. Mr. Gardner explained he revised the line item 1 of the directives due to the wording being in conflict of the current contract. Mrs. Hutchins stated she received the revision of the directives just two minutes before the board meeting and she then referenced back to last month's board minutes. During the October board meeting there were questions on the expenditures and Mr. Poor gave explanation of the expenses. After discussion, Mr. Gilbert made the suggestion to include on line item 1 of the directives "other transportation related expenses", on the revised directives that wording is eliminated. Mr. Gardner answered no and then explained his revision allows the board to expand approved items on the future bus purchase contracts and with the next bus purchase contract can include a line item to say other transportation related expenses. Mr. Gardner explained that he wanted the directives to be more consistent with the current bus contract. Mrs. Hutchins then asked what the difference is in the wording of the directives in the board packet that all the board members were able to view and review and what is wrong with the wording. Mr. Gardner answered that the wording is in conflict with current bus contracts which specifically points out radio, parts and service and warranty. The new clause allows the board to expand approved items in future bus purchase contracts. So, if the board chooses to, they can say all purchases can be anything from the transportation department. Mrs. Boots clarified from existing funds. Mr. Beard asked for the current balance of the Kerlin account. Dr. Wilson gave the current balance to be \$30,975.39. Mr. Beard asked if that balance was for purchase of radios and bus stop arms. Dr. Wilson explained that in the board packet they have the authorization for payments for four claims that will bring the balance to zero. Mrs. Hutchins and Mr. Beard both stated that these claims would bring the account to a zero balance. Mr. Beard stated that the directives tonight are moot point on the purchases in the packet. Mr. Beard stated that going forward it would be ok to use the directives presented in the board packet. Dr. Wilson stated that he will present bus bids to the board probably in January for bus purchases next year and at that time the board can decide if they want money set aside in the Kerlin account. Mr. Beard stated based on the directives presented tonight, the board would have to change the directives again before a new bus

account could be set up but, if they use the directives presented in the board packet they would not need to change it again for next year. Mr. Archbold stated that approving the Kerlin purchases does take the presented directives out of the picture based on the account going to zero. Mr. Gardner stated that the account will be zero but there could very well be a Kerlin account balance in the future if the board approves it. Mrs. Hutchins stated that the board can decide if there will be a Kerlin account funds when they decide the wording on the bus purchases contract in the future. Mr. Gardner stated that the revised directives state that the purchase from the Kerlin account must be on the bus contract. Mrs. Hutchins asked Mr. Gardner if what she is hearing is that he wants to vote on having a policy. Mr. Gardner stated it is not a policy but a directive that requires that the bus purchase contracts are followed to the letter and that the board would approve the purchases that was not happening. Mr. Gardner stated that if there was never a Kerlin account balance it would be fine but either way the directives simply say that purchases must follow the contract and that all purchases must be approved the board. Mrs. Hutchins stated again that she received the revised directives two minutes before the board meeting, then asked Mr. Gardner if she understands that he wants to amend the board policy in place, with regards to the Superintendents contact giving approval to make purchases up to \$50,000 without board approval to state that all expenditures will be presented to the board for approval prior to purchase. Mr. Gardner answered no, he is not amending policy and that these are directives that enforce state law that board approved contracts need to be followed to the letter of the law and that all purchases must be approved by the board either before or after purchase. Mrs. Hutchins asked Mr. Gardner if she is hearing him say that Dr. Wilson is not following his contract; and that he is not following the directives; and he is not following the law. Mr. Gardner stated that he is saying that purchases made from the Kerlin account did not follow the contract, nor were they approved by the board which is improper. So yes, in that area they were veering away from proper procedure and that was the whole point of the Kerlin account directives. Mr. Gardner stated that purchases must be approved by the board and follow the board approved contracts. Mr. Gardner stated that he is not saying that the purchases were not good purchases; they were well intentioned and he agreed it is a great thing to show appreciation to the bus drivers. The other purchases were well intentioned and the board can expand future bus contracts to include those purchases by knowing ahead of time and

approve ahead of time with the bus purchase contract. Mr. Gardner stated that they can cross that bridge on the next bus purchase contract and that purchases, like those made, can continue as long as they are in the bus purchase contract. Mr. Beard stated that is what is presented in the directives provided in the board packet recommend by Mr. Gilbert in line item 1. Mr. Gardner stated the problem with that in the directives is by saying “anything transportation related” was not what the last bus purchase contract stated. Mr. Beard stated that this was covered by spending out the funds for bus cameras, radios and bus stop arms. The proposed directive is moot point to adopt what was proposed. Mr. Gardner stated this is not a mute account and stated that Mr. Beard’s statement is incorrect. Mr. Gilbert stated that he agrees a little bit with both Mr. Beard and Mr. Gardner and thinks that the current contract is being broken by purchasing other things but amending the future bus purchase contracts would take care of that. With that being said the Kerlin account is going to be a zero balance and no other funds are going into that account until the new bus contracts, the directives presented in the board packet are fine as long as the account stays with a zero balance until a new bus contract is approved. Mr. Archbold asked for clarification that new credits cannot go into the Kerlin account. Dr. Wilson and Mrs. Hutchins clarified that no new funds can go into the account until the new buses arrive. Mr. Gilbert stated that the new bus contract can include the wording suggested by Mr. Gardner. Mrs. Boots asked if new funds are anticipated going into the existing Kerlin account. Dr. Wilson answered no and Mrs. Hutchins answered that no new funds can go into that account. Mr. Gilbert made a motion, based on the account being zero after Dr. Wilson’s purchases, to approve the directives presented in the board packet and seconded by Mrs. Hutchins; the Kerlin directives were unanimously approved. Mr. Gardner then asked Mr. Gilbert for clarification of which directives were approved; Mr. Gilbert clarified the directives presented in the board packet.

Neutrality Resolution – Mrs. VanGessel asked for approval of the Tax Neutrality Resolution. Upon the motion of Mrs. Hutchins seconded by Mr. Beard the Tax Neutrality Resolution was unanimously approved.

Intrafund Transfer Resolution – Mrs. VanGessel asked for approval of the Intrafund Transfer Resolution. Upon the motion of Mrs. Hill seconded by Mrs. Boots the Intrafund Transfer Resolution was unanimously approved.

Appropriation Reduction Resolution – Mrs. VanGessel asked for approval of the 2017 Appropriation Reduction Resolution. Upon the motion of Mrs. Hutchins seconded by Mrs. Hill the 2017 Appropriation Reduction Resolution was unanimously approved.

Board Policy #6135 (Parent Involvement) – First Reading – Mrs. Nusbaum presented the proposed revisions to Board Policy #6135 (Parent Involvement). The revisions meet the new requirements for the Every Student Succeeds Act along with new guidelines for parent/family engagement in Title programs. This is the first reading and the second reading will be at the November 14, 2017, MSD School Board Meeting.

Board Policy #6136 (District Parent/Family Involvement) – First Reading – Mrs. Nusbaum presented the proposed revisions to Board Policy #6136 (District Parent/Family Involvement). The revisions meet the new requirements for the Every Student Succeeds Act along with new guidelines for parent/family engagement in Title programs. This is the first reading and the second reading will be at the November 14, 2017, MSD School Board Meeting.

Board Policy #6137 (Education of Homeless Children) First Reading – Mrs. Nusbaum presented the proposed revisions to Board Policy #6137 (Education of Homeless Children). The revisions make us compliant with the McKinney Vento Homeless Assistance Act which requires a free and appropriate education to all homeless children. This is the first reading and the second reading will be at the November 14, 2017, MSD School Board Meeting.

Out of State Travel Request – Angola High School – Mr. Heavin asked approval to transport students in the high school ski club to Swiss Valley Ski and Snowboard Area in Jones, Michigan. The club advisor, Mr. Buchanan, explained that the ski club will cover the cost of the bus driver for each trip. Upon the motion of Mr. Archbold seconded by Mr. Beard the out of state travel request was unanimously approved.

Future Meetings –

- A. November 14, 2017, 7:30 P.M. Regular Meeting, Hendry Park Elementary
- B. December 12 2017, 7:30 P.M. Regular Meeting, Angola High School
- C. January 16, 2018, 7:30 P.M. Regular Meeting, Angola Middle School

Personnel Considerations - The following retirements, resignations, and recommendations were received for approval:

RETIREMENT:

Sam Stokes, Ryan Park / Pleasant Lake Elementaries, Music Teacher, effective January 18, 2018
Dorothy Ruby, Angola High School, Food Service, effective end of 2017-2018 school year
Robert Squires, Ryan Park Elementary, Custodian, effective November 10, 2017

RESIGNATION:

Jodie Baade, Angola Middle School, Special Education Instructional Assistant, effective September 29, 2017
Patty Bennett, Carlin Park Elementary, Early Intervention Instructional Assistant, effective October 20, 2017

RECOMMENDATIONS:

Anita Blade, Ryan Park Elementary, Temporary 3rd Grade Teacher
Honey Kaylor, Carlin Park / Ryan Park Elementaries, Special Education Teacher
Tamera Close, Angola High School, Food Service
Alicia van Ee, Central Office, Custodian
Ryan Stellhorn, Angola Middle School, 8th Grade Boys Basketball Coach
Troy Smith, Angola High School, Assistant Varsity Girls' Basketball Coach
Jared Johnson, Angola High School, Freshman Girls' Basketball Coach
Valerie Berger, Angola High School, School Paper
Debra McGillem, Angola High School, Yearbook Sponsor
Travis Heavin, District, Carnegie Public Library Board Member
Leslie Lantz, District, Carnegie Public Library Board Member

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

Superintendent Comments – Dr. Wilson thanked Mr. Curtis for hosting the board meeting. Dr. Wilson thanked Mr. Buchanan and Mr. Vogel and all teachers that volunteering their time and taking interest in the students. Dr. Wilson wished everyone a well deserved Fall Break.

Board Member Communications – Mrs. Hutchins thanked the Lions Club for the dinner before the meeting. Mrs. Hutchins thanked Mr. Stokes for all his wonderful Christmas programs over many years and wished him well in his retirement. Mr. Beard asked about an email sent by Mr. Gardner to the board members on Monday concerning exit interviews. Mr. Beard stated that last month Mrs. Hutchins tabled the discussion until November. The email is asking for information on teachers that left since back to May 2015. This information has been provided monthly in the board packets and yet the concern to save tax payers money you are asking the staff to run this information. Mr. Beard asked where Mr. Gardner is going with this information and that his request is violating board policies voted on recently. Mr. Beard stated that the board policy states that Assistant Superintendent will conduct exit interviews if so needed and compiling information, yet Mr. Gardner is asking to view the exit interviews as they come in which is violation of the privacy policies voted in place. Mr. Beard suggested that they

allow Mrs. Rice to do her job and be the gate keeper and report to the board if she sees a pattern and the board cannot jump over her and involved. Mr. Gardner asked for comments. Mr. Archbold asked Mrs. Rice if the data would be available for the November meeting. Mrs. Rice answered yes. Mr. Gardner thanked Mrs. Heavin for her hard work in the acknowledgment in receiving an A from the state for Ryan Park. Mr. Gardner acknowledged all the principals for their hard work. Mr. Gardner acknowledged Mr. Ridenour and Mr. Lantz for all the excellent athletic programs and also the band programs.

Patron Comments – Mr. Ridenour complemented all the coaches and how proud he is of all the programs. Mr. Ridenour stated that Angola is setting records all over. Mr. Ridenour stated that there has been a lot of state recognition this year and it all goes back to the commitment of the board in hiring the great coaches but also the commitment of the students in the last two or three years. Lastly, Mr. Ridenour thanked the commitment of the parents and community in their support of the students and happy to be a part of it. Mr. Heavin reported that AHS band goes to competition to qualify for state in a couple weeks. Mr. Heavin stated this would be the sixth year in a row that the band went to state and complemented Mr. Keiser and the band students. Mr. Heavin invited everyone to this Thursday night choir fall show. Mrs. Manahan reported on the IECC conference and said that MSD was well represented by a team of teachers and tech students. Mrs. Manahan thanked Mr. Yoder for all he has done in the training of MSD staff to get ahead of the game. Mrs. Minick thanked the board for their support in having such great technology opportunities. Miss Hutchins thanked the entire staff of MSD as she is had a Lilley interview this evening and she is grateful for all the opportunities she has.

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

Brad Gardner, President

Kimberly Hutchins, Secretary