

MINUTES OF MEETING
June 20, 2017
Executive Session and Regular Meeting

On Tuesday, June 20, 2017, the Board of School Trustees of the Metropolitan School District of Steuben County, Angola, Indiana, met in executive session at the F. K. McCutchan Administrative Center, starting at 6:30 p.m. Subjects discussed were in accordance with I.C. 5-14-1.5-6.1(b): (2.)(A.) Collective bargaining; (2.)(C.) Implementation of security systems; and (9.) To discuss a job performance evaluation of individual employees.

On Tuesday, June 20, 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. Michael Christ, Assistant Superintendent; and Mrs. Wendy Wilson, Administrative Assistant. Thirty-two people, consisting of fifteen administrators, six patrons, nine teachers, and two members of the media attended the meeting.

Minutes - Upon the motion of Mrs. Boots, seconded by Mrs. Hill, minutes of the May 16, 2017, meeting were unanimously approved by the Board.

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

General Fund (0100).....	\$592,706.73
Debt Service (0200).....	1,674,500.09
Pension Bond Debt (0250).....	196,344.25
Capital Projects (0350).....	286,035.44
Transportation (0410).....	64,214.83
Bus Replacement (0420).....	303,236.00
Construction (0700).....	24,331.00
Food Service (0800).....	81,774.16
Textbook Rental (0900).....	263.05
After School Child Care (1650).....	1,316.21
EOC (1900-1909).....	3,846.26
Misc. Donations (2000)	1,000.00
FIST Grants (2060)	361.02
Wellness Grant (2400).....	536.33
High Ability (GT) (3110-19).....	3,324.32

Secured School Safety Grant (3270).....	2,038.31
Non-English Speaking Program (3710-3719).....	2,449.34
School Technology Fund (3720).....	960.00
Tech Breakage Assessments (3721).....	2,769.28
Ford Technology Grant (3954).....	4,209.30
Title I (4100-4190).....	5,643.13
Title II/Pt A/Teacher Quality (6840-49).....	11,381.50
Title III/English Language (6880-89).....	1,569.53
Payroll Withholdings (9000-9999).....	413,467.33
Grand Total.....	<u>\$3,678,277.41</u>

Payroll No. 18 05-19-17

Payroll No. 19 06-05-17

Payroll No. 20 06-20-17

Annual Food Service Report – Mrs. Haynes-Clifford reported that Food Service continues to offer a variety of programs to assist with the nutritional needs of our students. Breakfast and lunch are offered daily during school with additional opportunities available during the summer break. During the 2016-2017 school year, approximately 73,900 breakfasts and 339,000 lunches were served.

The Summer Food Service Program has started for the summer. This program serves any child, age 1-18 at no charge. Carlin Park offers summer lunch daily, Monday through Friday through July 28, 2017. Carlin Park, Hendry Park, Pleasant Lake and Ryan Park are offering breakfast daily coinciding with the two week remediation program in those buildings.

MSD student population averages 49% free and reduced, buildings range from 31% to 70% of student population receiving meal benefits.

Food Service is committed to meeting the demands of all customers, abiding by USDA Federal and State guidelines, providing safe, nutritious meals in a friendly and courteous atmosphere in addition to remaining financially secure. With the continued support though participation of customers; Food Service is able to maintain a high standards program.

Food Service thanks the board for their continued support in the efforts that are made daily to serve our students and all the customers in their care.

2017-2018 Elementary Textbook & Supply Fees – Mrs. Nusbaum requested approval of the elementary textbook and supply fees for the 2017-2018 school year. Upon the motion of Mrs.

Hill and seconded by Mrs. Hutchins, the elementary textbook & supply fees were unanimously approved.

Board Policy #3310 (Process For Purchase Of Supplies, Materials, And Service) – Second Reading – Dr. Wilson 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.

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.

Dr. Wilson asked for approval to update the proposed policies along with the review of all 3000 series board policies. Upon the motion of Mr. Archbold, seconded by Mrs. Boots, the 3000 series board policies as well as updated policies #3310 (Process For Purchase Of Supplies, Materials, And Service), and #3550 (Vehicle Idling) were unanimously approved.

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

2017-2018 Breakfast & Lunch Prices – Mrs. Haynes-Clifford asked approval to increase the K-12 breakfast \$.10; Elementary lunches \$.15; AMS and AHS lunches \$.20. These increases will be effective August, 2017. Upon the motion of Mr. Beard and seconded by Mr. Archbold, the price increases were unanimously approved.

Out-of-State Bus Travel Requests – High School Athletic Department – Mr. Heavin asked approval for the Girls' and Boys' Basketball teams to travel to Michigan for separate events. Upon the motion of Mrs. Hutchins and seconded by Mrs. Boots, the travel requests were unanimously approved.

NEA Foundation Grant Approval – Dr. Wilson asked approval for a \$4,500 grant from NEA Foundation to Carlin Park Elementary for the purpose of purchasing materials for a Makers Space. Dr. Wilson recognized Mrs. Wiggins for taking the initiative to write the grant. Upon the

motion of Mr. Gilbert and seconded by Mrs. Hill, the acceptance of the NEA Foundation grant funds were unanimously approved.

Principles of Marketing Course Approval – Mrs. Nusbaum asked approval of the course materials for the Principles of Marketing Course offered at the high school next year. Upon the motion of Mr. Archbold and seconded by Mrs. Hutchins, the course materials request were unanimously approved.

Board Policy #4113 (Grievance Procedures for Nondiscrimination) – First Reading – Mrs. Nusbaum presented the proposed updated Board Policy #4113 (Grievance Procedures for Nondiscrimination). The updated policy includes the new contact information for the U.S. Department of Education's Office of Civil Rights. Second reading will be at the July 18, 2017, MSD School Board Meeting.

Board Policy #4122 (Substitute Teachers) – First Reading – Mrs. Nusbaum presented the proposed updated Board Policy #4122 (Substitute Teachers). The proposed updated policy includes information on the new expanded background and child protection index. The policy also includes information on substitute teacher training which is available during the entire year. Second reading will be at the July 18, 2017, MSD School Board Meeting.

Board Policy #4252 (Alcohol and controlled Substance Testing Policy For Commercial Driver's License (CDL) Employees – First Reading – Dr. Wilson presented the proposed updated Board Policy #4252 (Alcohol and controlled Substance Testing Policy For Commercial Driver's License (CDL) Employees). The proposed updated policy clarifies that the test results go directly to the Director of Transportation for his review and removed the name of the specific lab used so the policy will not have to be changed when a new lab is selected by the Director of Transportation. Second reading will be at the July 18, 2017, MSD School Board Meeting.

Future Meetings –

- A. July 18, 2017, 7:30 p.m., Regular Meeting, F.K. McCutchan Administrative Center, 2nd Floor Board Room
- B. August 15, 2017, 7:30 p.m. Regular Meeting and Budget Workshop, F.K. McCutchan Administrative Center, 2nd Floor Board Room
- C. September 19, 2017, 7:30 p.m., Regular Meeting and Budget Public Hearing, F.K. McCutchan Administrative Center, 2nd Floor Board Room

Personnel Considerations - The following personnel considerations were received for approval:

RETIREMENTS:

Joey Ritenour, Angola Middle School, 8th Grade Language Arts Teacher
Phyllis Parker, Carlin Park Elementary, Food Service Effective June 01, 2017

RESIGNATIONS:

Ashley Hughes, Angola High School, Science Teacher
Laura Harris, Angola High School, English Teacher
Cheryl Sherbondy, Angola High School, Learning Disabilities Teacher
Colleen Holman, Angola High School, Secretary
Meichelle Harter, Pleasant Lake Elementary, Instructional Assistant
Katie Minard, Hendry Park Elementary, Emotional Disabilities Instructional Assistant
Nichole Baumgartner, Carlin Park Elementary, Media Center Assistant
Paul Beckwith, Angola Middle School, Head Girls' Track Coach
Max Von Hatten, Angola High School, Assistant Boys' Soccer Coach
Laurie Gentry, Angola High School, Head Girls' Track Coach
Steve Lantz, Angola High School, ½ Assistant Athletic Director
Steve Lantz, Angola Middle School, 8th Grade Boys' Basketball Coach
Ashley Hughes, Angola High School, ¼ Auditorium Manager
Ashley Hughes, Angola High School, Assistant Drama Production
Andrew Kieser, Angola High School, ½ Drama Club Sponsor
Leslie Lantz, Angola High School, School Paper Adviser
Sarah Farver-Staub, Angola Middle School, ½ Unified Arts Team Leader
Rosiemarie Brandt, Elementary, Kindergarten Grade Level Chairperson
Ann Antos, Pleasant Lake Elementary, Wellness Building Representative
Joey Ritenour, Carnegie Public Library Board Member

RECOMMENDATIONS:

Laurie Gentry, Ryan Park Elementary, Summer School Teacher
Melissa Henney, Ryan Park Elementary, Summer School Teacher
Terri Moor, Ryan Park Elementary, Summer School Teacher
Cynthia Himes, Angola High School, Summer School Teacher
Dennis Gentry, Angola High School, Summer School Teacher
Dave Olson, Angola High School, Summer School Teacher
Greg Hamer, Angola High School, Summer School Teacher
Deb Roach, Angola High School, Summer School Instructional Assistant
Donna Brown, Hendry Park Elementary, Summer School Instructional Assistant
Monica Sue Smith, Pleasant Lake Elementary, Summer School Instructional Assistant
Susan Best, Ryan Park Elementary, Summer School Instructional Assistant
Valerie Berger, Angola High School, Science Teacher
Debra McGillem, Angola High School, English Teacher
Brad Peterson, Angola High School, Health Teacher
Gwena Walker, Angola High School, Spanish Teacher
Amy Sams, Angola Middle School, 8th Grade Social Studies Teacher
Beth Thomas, Angola Middle School, Art Teacher
Rosie Brandt, Ryan Park Elementary, Assistant Principal/Guidance Counselor

Ann Antos, Ryan Park Elementary, Wellness Building Representative
Shelly Badger, Central Office, Wellness Building Representative
Terrie Robinson, Bus Driver
Kim Bailey, Bus Driver

Shelley Herbert, Angola Middle School, Cheerleading Sponsor
John Buchs, Angola Middle School, Assistant Cross Country Coach
Matt Call, Angola Middle School, 7th Grade Football Coach
Scott Miller, Angola Middle School, 7th Grade Football Coach
Joel Lopshire, Angola Middle School, 8th Grade Football Coach
Jake Roddy, Angola Middle School, 8th Grade Football Coach
Janet Kahler, Angola Middle School, Head Girls' Soccer Coach
Kelli Call, Angola Middle School, 7th Grade Volleyball Coach
Angie Bourne, Angola Middle School, 8th Grade Volleyball Coach
Dave McKinney, Angola Middle School ½ Unified Arts Team Leader
Jennifer Marshall, Angola Middle School ½ Unified Arts Team Leader
Kim Griffiths, Angola Middle School ½ 7th Grade Team Leader
Alyshia Kinsey, Angola Middle School ½ 7th Grade Team Leader
Brad Peterson, Angola High School, Assistant Varsity Cross Country Coach
Brad Peterson, Angola High School, Head Girls' Track Coach
Christopher Seitz, Angola High School, English Teacher
Christopher Seitz, Angola High School, Auditorium Manager
Christopher Seitz, Angola High School, Drama Director

Dr. Wilson recommended the approval of a one-year extension of all administrative contracts as presented.

Christopher Seitz, Angola High School, English Teacher
Christopher Seitz, Angola High School, Auditorium Manager
Christopher Seitz, Angola High School, Drama Director

Mrs. Hutchins asked for discussion of the administrative contracts.

Upon the motion of Mr. Gilbert and seconded by Mr. Beard, the above listed personnel considerations minus the administrative contracts were unanimously approved.

Mrs. Hutchins started the board discussion about the change in the contributions to the administrators' health benefits. Mrs. Hutchins would like to grandfather current administrators benefits and work to increase the contributions of the new administrators and teachers. Upon the motion of Mr. Gilbert and seconded by Mrs. Boots, the administrator contracts were approved with the change in health benefits with a five to two vote.

Superintendent's Report – Dr. Wilson recognized a \$400 donation from the Psi Iota Xi sorority for the pilot reading program to Hendry Park. Summer carpet and painting projects will be finished for the 2017-2018 school year.

Board Member Communications – Mr. Gilbert thanked Mrs. Wiggins for her grant writing, Mrs. Gentry for her Track coaching, and Mrs. Brandt for her new position. Mr. Beard thanked the Gentry team for their Track years and Mr. Beckwith for his Cross Country years. Mr. Gardner thanked Mr. Lantz for his NECC titles at the Middle School.

Patron Comments – Mrs. Rice introduced Mrs. Sams as the Middle School Social Studies teacher position.

Adjournment – Upon the motion of Mr. Beard, seconded by Mrs. Hutchins, the meeting was adjourned at 8:15 p.m.

Brad Gardner, President

Kimberly Hutchins, Secretary