

**SWITZERLAND COUNTY SCHOOL CORPORATION**  
**MINUTES OF THE MAY 16, 2011**  
**EXECUTIVE SESSION BOARD MEETING     4:00 P.M.**  
**REGULAR SCHOOL BOARD MEETING     5:00 P.M.**

The School Board of Trustees met before the regular public meeting for an Executive Session beginning at 4:00 at the Switzerland County School Corporation's Administration Office to discuss I.C.5-14-1.5-6.1(b)(9).

The board members present were Mr. Truitt, Mr. Roberts, Mrs. Moore, Mr. Daugherty, Mrs. Peters, Mr. Phipps and Mr. Waltz. Dr. Elizabeth T. Jones, Superintendent; School Board Attorney, Ron Hocker; Matthew Hocker and Lawrence Monjar were also in attendance.

The board discussed no subject matter in the Executive Session other than the subject matter specified in the public notice.

The Executive Session adjourned and the meeting was opened to the public.

**CALL TO ORDER AND PLEDGE TO THE FLAG:**

Mr. Truitt called the regular meeting to order and led those in attendance in the pledge to the flag.

**ATTENDANCE:**

The board members present were Mr. Truitt, Mr. Roberts, Mrs. Moore, Mr. Daugherty, Mrs. Peters, Mr. Phipps and Mr. Waltz.

Others in attendance were Dr. Elizabeth T. Jones, Wilma Swango, Mona Crabtree, Ronald Hocker, Matthew Hocker, Michael Jones, Rhonda Pennington, Dan Noel, John Druba, John Sieglitz, Donald Ball, Greg Curlin, Bonnie Fancher, Emma Johnson, Julie Furnish, Eddie Bright, Brian Grigsby, Cindy Stewart, Deb Archer, John E. Crawford, Denise Crawford, Carter Baldwin, Brad Baldwin, Melissa Baldwin, Logan White, Jill Cord, Nathan Braun, Nick Braun, Robin Braun, Linda Engle, Breanna Braun, Dennis Engle, Alex Herbert, Leann Brown, and John Druba.

**ADOPTION OF THE AGENDA:**

Mrs. Moore made a motion to approve the agenda with the addition of an Endowment Request. Mrs. Peters seconded. The board voted unanimously to approve the amended agenda.

**APPROVAL OF MINUTES:**

The minutes of the school board meeting of April 18, 2011 were approved unanimously in a motion made by Mrs. Peters and seconded by Mr. Daugherty.

**FUND REPORT:**

A motion was made by Mr. Waltz and seconded by Mr. Phipps to approve the March, 2011 fund report. Mr. Phipps asked Corporation Treasurer, Wilma Swango, if there was an increase in C.D.'s. Mrs. Swango said she thought it was possible there had been a bit of an increase. Mr. Phipps asked if anything more was expected with the Rainy Day Fund. Mrs. Swango said she did not expect revenue of any large amounts based on recouped dollars, but she did expect some expenses to come from there, believing textbook rental and maybe some other things would come from the fund. Mr. Phipps asked if the board had not passed a policy to appropriate the Rainy Day Fund dollars. Mrs. Swango said not 100%. She explained that part of the \$500,000 was used for the Administration Building and part of it was being used for Textbook Rental. She said as of now, there was money left over from both of those things, but there was also dollars taken in that had not been appropriated. Mrs. Swango said Mr. Phipps was correct in saying that money was approved to be used from this fund when the Textbook Rental fund was running in the red. She said in the future, the Endowment Committee would be asked to pay for books by the actual invoices rather than by the student cost for the books. Mrs. Swango said regarding that issue, she wanted to remind the board that due to the delay of state standards, Math was not adopted when it ordinarily would have been and for this reason was being included with the Science/Health adoption for this coming school year. The board voted unanimously to approve the fund report as presented.

**CLAIMS:**

Mr. Daugherty made a motion to approve **Vendor** Claims #41150 through #41231 and **Payroll** Claims for 05/13/2011. Mr. Phipps seconded the motion. Mr. Phipps said he thought \$1,732.38 for claim #411453 to Century Link was more than the normal. Mrs. Swango explained this total was actually for several months and the corporation was just now being billed for the amount. Mr. Waltz wanted to know if a mower had been repaired by Brown's Farm Implement in claim #41168 for the total of \$1,760.74. Mrs. Swango said the amounts in this claim constituted repairs to multiple mowers. She said the amount for keys for \$6.75 was taken from the General Fund account and the rest from Capital Projects. Mr. Waltz also asked about the amount paid to the Architect in Claim #41164 for \$14,870.00. Mrs. Swango said she wasn't sure what the question was. She said if the question was whether or not the payment had been approved, that was being asked of the board at this time. She said if the question was whether the person had been approved to go ahead with the work, the answer would be yes, based on the proceedings of the April meeting which Mr. Waltz had been unable to attend. Mr. Daugherty asked if there was a policy where no substitute teachers are being hired for the classrooms. Dr. Jones said that was something that started after the ISTEP testing was over and was being tried out until the end of the school year. She said unless a teacher was out for more than a day, another school employee would be pulled to cover the classroom. Mr. Truitt asked if the \$7,599.96 to Modern Office Methods in claim #41202 was for a monthly amount. Mrs. Swango said that it was and also mentioned that in the Spring of 2012, the corporation would be rebidding the contract for copiers and printers. The board's vote to approve the claims as presented was unanimous.

**CELEBRATE SUCCESS:**

In the Celebrate Success part of the meeting, the school board recognized the nominees for each of the schools. Superintendent Jones introduced the students and their respective Principals and nominating teachers. Board President Truitt congratulated each student by presenting them with a pendant. The nominees are as follows:

- Jefferson-Craig Elem.: Nicholas Braun, gr. 6, nominated by Mr. Grigsby
- Switz. Co. Elem.: Carter Baldwin, gr. 1, nominated by Mrs. Crawford
- Switz. Co. Middle School: Alex Herbert, gr. , nominated by Ms. Stewart
- Switz. Co. High School: Emma Johnson, & Julie Furnish, members  
of the Academic Science Team, nominated by Mrs. Fancher  
(Dylan Griffith, also nominated, was unable to attend)

**OLD BUSINESS:**

The board moved to approve a Pest Control Policy which was presented at its April meeting for the first reading. Mr. Daugherty made a motion to approve the policy. Mr. Roberts seconded. The vote to approve was unanimous. The policy reads as follows:

*The school corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential exposure to children.*

*The Corporation will:*

1. *Establish a registry of parents and staff members who want to receive advanced notice of all pesticide use.*
2. *Provide notice of planned pesticides application to parents and employees who have requested advance notice.*
3. *Provide notice of all pesticide applications to school nurse.*
4. *Make every attempt to limit pesticide applications to Friday evenings and school breaks.*
5. *Maintain written records of pesticide applications.*

*Parents and Staff members who wish to be placed on the Pest Control Registry will:*

1. *Notify the Principal in writing or by e-mail of their desire to be on the registry.*
2. *Provide the name, phone number and e-mail address of the person to contact for information regarding pest control when it is being administered at East Enterprise campus or Vevay campus.*

*The Corporation will provide notice at least two school days prior to the date and time the pesticide application is to occur unless it occurs on school attendance breaks. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied, and the telephone number to contact the school for more information.*

*In case of emergency pesticide applications because of the immediate threat to the public health, the school shall give written notice as soon as possible.*

### **NEW BUSINESS:**

Architect, Donald Ball presented results of the meeting on May 12, 2011 at which quotes were received for three projects consisting of street lighting, surfacing and athletic field, and the construction of dugouts.

Mr. Ball said Glenwood Electric did not acknowledge receipt of Addenda #1 and Addenda #2 in the street lighting project and would be considered a non-bid. He said Custer Electric was confident in their significantly lower bid of \$84,000. Mr. Ball said they were an experienced company with good references and their bonds were correct and everything in order. He said if the board chose them to do the work, he had every confidence that they would do a good job.

Mr. Ball then presented information regarding the surface and athletic field project. He said this project was estimated to be over \$150,000.00 with alternates and was therefore a prevailing wage job. He said the project includes the top surface of the student parking lot, the base and top surface of the bus parking lot with restriping, and the fine grading of the practice soccer field with alternates for sodding and for irrigation. Mr. Ball said after a conversation with Oheil, the low bidder, the company will be considered a non-bid since they did not wish to submit quotes for the alternates. Mr. Daugherty asked what the total of this project would be without the deducted alternates. Mrs. Swango said if the board chose to do everything, the total would be \$196,640. There was some discussion regarding what was agreed upon at the April meeting and what the board felt was necessary at this point. Mrs. Peters asked if the quote of \$41,298 would take care of the top surface for the student parking lot. Mr. Ball said the formula for calculating that would be to take the Base Bid of \$146,625 and subtract the other two deduct alternates which would be \$71,620, (the bus parking lot), and \$27,493, (all athletic field), which would leave \$47,512.

Mr. Waltz mentioned the quotes for the dugouts. He said he felt the existing dugouts could be repaired at a much lower cost. Mr. Ball explained to the board that he had not been approached with acquiring quotes for the repair of existing dugouts, only for the construction of new dugouts.

The quotes received for all three projects is as follows:



BID TABULATION	H.S. DUGOUT	BASEBALL PROJECT:
Registered Bidder		Base Bid Amount
Harrell		48,600.00
Final Grade		37,900.00
Sedam Contractg.		49,600.00

Mr. Phipps made a motion to approve Dave O’Mara to do the blacktopping of the student parking lot only for \$47,512 and for Custer electric to do all of the lighting for \$84,000 which would be a total of \$131,512. Mr. Waltz seconded. After more discussion regarding what the projects entailed, Mr. Daugherty said he would be for it if he knew the Endowment Committee would be willing to partner with the corporation on half of it and if not, he wasn’t interested. Mrs. Moore said she did not like the motion as it was because she would be forced to vote in a way she did not prefer to vote. Mr. Waltz said safety, especially for the students, in very important and felt the lighting there was needed, but wasn’t sure whether that much was needed. Mr. Truitt said before he called for a vote, he needed clarification on exactly what they would be voting on. Mr. Phipps said he wanted to amend his original motion to include the condition that the corporation proceed with the two aforementioned projects only if the Endowment Committee agreed to pay half of the total amount for the projects. Mr. Waltz seconded the amended motion. The vote resulted in four AYE votes from Phipps, Truitt, Daugherty and Waltz and three NAY votes from Peters, Moore and Roberts.

Mr. Roberts moved to accept \$855 from the Switzerland County Awareness Team for the Think Smart, Stay Safe grant. Mrs. Moore seconded the motion and the board’s vote was unanimous.

The board voted unanimously to approve grant funds in the amount of \$690 from the United Fund of Switzerland County to be used for a Community Mental Health Stay Safe Program & Kids on the Block in a motion made by Mr. Phipps and seconded by Mr. Daugherty.

Mr. Phipps made a motion to approve the updating of the Non-Certified Handbook and Payroll Procedures regarding leave provisions. Mr. Waltz seconded the motion. Dr. Jones explained that currently, leaves must be taken in half-day or whole day increments and recommended that the leave times be changed to include ¼ day increments so that a person taking off an hour or two early in the afternoon for vacation or for a doctor’s appointment would not be charged for half of the day. The board voted unanimously to approve the recommendation.

Principals from both elementary schools and from the Middle School presented their 2011-2012 Student Handbooks for the first reading. Middle School Principal, John

Druba, and Switzerland County Elementary School Principal, Mike Jones, said their handbooks will be the same as the previous year's with updated dates and the addition of the newly adopted Pest Control Policy. Mrs. Pennington said the same was true for Jefferson-Craig Elementary School's handbook except that she had also added a section explaining that cell phones, i-pods and video games would be collected from students and given back to them at the end of the day. High School Principal, Dan Noel, said he would present his student handbook at the June meeting. Mrs. Peters said she wanted clarification on a few points. She asked if head lice were discovered and a student was sent home, was that student given an excused absence. Mrs. Pennington said that was correct. She said the students were referred to Dr. Frede and the schools would then act according to his recommendation. Mrs. Peters said the way she was reading it, the student was also excused the second day. Mrs. Pennington said students could receive excused absences until they had time to receive treatment. Dr. Jones explained that if a student were sent home one day, they could be sent home again the next day if the school nurse discovered that the parents were either unable to get rid of them or they were unable to acquire medication, since it was very expensive. Mrs. Peters said on page 7, she read about an excessive tardy procedure and wondered how this was managed. Mrs. Pennington said staff members took attendance daily and also, every Thursday an attendance report is printed out so that follow up letters could be mailed out if necessary. She said they do try to monitor it very closely because it can become an issue. Mrs. Peters asked if the schools could dictate when to do their own standardized testing or if they had to go by the state mandated testing schedule. Mrs. Pennington said the state gives schools the schedule for testing. Mr. Jones said state personnel would sometimes come by the schools unannounced to make sure the schedule as well as other testing procedures were being followed correctly. Mrs. Peters then asked if it is important that the schools are consistent with their grading scale. Mr. Jones and Mrs. Pennington concurred that both of the elementary schools were the same and Mr. Druba said the Middle School was consistent with the High School grading scale. Mrs. Peters said the elementary schools were a little tighter with their A's, being 92 to 100 as compared to the Middle and High Schools, being 90 to 100. Dr. Jones said she felt she could explain that. She said a student in the second grade needs to have learned every skill well. She said when that student got a C in reading, it meant he or she could only read half of what was on the page, whereas if a student got a C in Social Studies in High School, that could mean that they didn't study well enough for that class during that testing period. Mrs. Peters said she agreed with the stricter grading scale and was actually wondering if it wouldn't be a good idea for grades K through 12. Mrs. Peters said she had one last question. She asked Mr. Druba to define a public display of affection for her. Mr. Druba said it was discretionary and he hoped the teachers would use common sense, but in most cases in order for students to receive consequences for a public display of affection, they would need to be engaged in more than a friendly embrace, such as kissing.

The Textbook Adoption list for Math for the Middle School and High School, as well as Science for the Middle School and Science and Health for the High School was presented for approval. Mr. Daugherty asked if there was a textbook on-line that would be available. Mr. Druba said there might be an I-Pad available, but honestly if they were sent home and if the student lost or destroyed it, an additional classroom set would be

necessary so the students would have the materials they needed. Mr. Daugherty said he understood, he was just wondering if something like that was available. Mr. Roberts made a motion to approve the adoption. Mr. Phipps seconded and the vote was unanimous. The approved list of books for use during the 2011/2012 and subsequent school years as stipulated by the Indiana Department of Education is as follows:

**M.S. SCIENCE / H.S. SCIENCE & HEALTH:**

Gr.8	Grade 8 Science	Glencoe
Gr.9	Glencoe Health	Glencoe
Gr.9	Glencoe Physical Science	Glencoe
Gr.10-12	Earth Science: Geology	Glencoe
Gr.10	Indiana Biology	Glencoe/McGraw Hill
Gr.10 (AP)	Indiana Biology	Pearson
Gr.11/12	Ess. Of Human Anatomy/Physiology	Glencoe/McGraw Hill
Gr.11/12 (AP)	Chemistry, Matter and Change	Glencoe
Gr. 12	Physics, Principles and Problems	Glencoe
Gr. 12 (AP)	17 <sup>th</sup> Ed. of Living in the Environment	Brooks/Cole Cengage Learning
Gr. 12	12 <sup>th</sup> Ed. Of Chemistry: The Central Sci.	Pearson Prentice Hall

**M.S. & H.S. MATH:**

Gr. 7	Connects	Glencoe/McGraw Hill
Gr.8	Connects	Glencoe/McGraw Hill
Algebra I	Algebra I	Glencoe
Algebra II	Algebra II	Glencoe
Geometry	Discovering Geometry	Key Curriculum Press
Geom. (AP)	Geometry	Glencoe
Pre-Calculus	Pre-Calculus Mathematics for Calculus	Holt-McDougall
Calculus	Calculus in One Variable	Holt-McDougall
	<ul style="list-style-type: none"> <li>• Workbook: Preparing for the Adv. Placement AB and Calculus BC Exam</li> </ul>	

Dr. Jones recommended that the board approve an Endowment Request for the electrical and surfacing projects voted on earlier in the meeting. Mrs. Peters suggested that the Endowment Request amount be for the total cost of the two projects. Mr. Daugherty made a motion to approve the Endowment Request for \$131,512.00. Mrs. Peters seconded the motion. The board voted as follows: AYES: Daugherty, Peters, Phipps, Truitt, Waltz. NAYS: Moore, Roberts

**PUBLIC COMMENTS:**

None.

**PERSONNEL:**

The ECA recommendation of Nancy Martin to fill the third Cheer Coach position for the 2011-2012 school year was unanimously approved in a motion by Mr. Daugherty and seconded by Mrs. Moore.

Mr. Waltz moved to approve the termination of the employment of Connie Hite as presented. Mr. Phipps seconded the motion. Mrs. Moore abstained from the vote while all others voted to approve the termination.

The board unanimously approved the resignation of Megan Meadors in a motion made by Mr. Phipps and seconded by Mrs. Moore.

### **PROFESSIONAL LEAVE / FIELD TRIPS:**

One professional leave and two fields trips were unanimously approved in a motion by Mr. Daugherty, seconded by Mr. Phipps. They are as follows:

- Prof. Lv.: G. Curlin to Region/State NAAE Conference in Brown County, 7/27 through 7/30/11
- Field Trip: FFA/Chapter Ldrshp. Retreat/2011-12 Officer Training at Holiday World, July 2 and July 3, 2011
- Field Trip: FFA/Ag State Ldrshp.; AgriBusiness & Ag Sci Competitions at Purdue, June 12 through June 15, 2011

### **USE OF FACILITIES:**

Mr. Roberts moved to approve four Use of Facility requests. Mr. Waltz seconded. Conversation ensued regarding the use of both elementary school grounds by kids and ball teams that are not approved by any school personnel. Mr. Jones said he had passed by the school many times during the summer and weekends and had noticed kids playing ball and using the playground equipment. Mrs. Swango said she wanted to point out that any event or group on school grounds not sponsored by the school should complete a use of facilities request and provide proof of insurance to protect the corporation. She said the Use of Facilities application had been revised to include that provision. The board voted unanimously to approve the requests as submitted. They are as follows:

- SCES: Rookie Ball Practice: 5/18 l& 5/19, 2011 – 6:00pm to 7:00pm
- SCHS: Cafeteria for 4-H Fair Queen Contest: 7/8/11, 5:00pm to 8:30pm
- SCHS: Cafeteria for Democrat Party Fish Fry, 11/04/11, 5:00pm to 9:00pm
- SCHS: Rain Back-Up Site for American Cancer Society's Relay for Life, from 4:00pm on 6/17/11 to 8:00am on 6/18/11.

### **ANNOUNCEMENTS AND REPORTS: (SUPERINTENDENT)**

Dr. Jones said the date of the next Endowment Meeting had been changed from the 24<sup>th</sup> of May to the 31<sup>st</sup>. She said the June meeting would be held on the 14<sup>th</sup>.

Dr. Jones said the next regular school board meeting would be held on June 13, 2011.

### **BOARD REPORT AND COMMENTS:**

None.

**ADJOURNMENT:**

Mr. Roberts moved to adjourn the meeting. Mr. Phipps seconded and the vote was unanimous. The meeting was so adjourned. (6:52 p.m.)

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Andy Truitt, President

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William Roberts, Vice President

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Tonya Moore, Secretary

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Wayne Daugherty, Member

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Nancy Peters, Member

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James Phipps, Member

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Vernon Waltz, Member