

**SWITZERLAND COUNTY SCHOOL CORPORATION**  
**MINUTES OF THE MAY 7, 2012**  
**EXECUTIVE SESSION BOARD MEETING      4:00 P.M.**  
**REGULAR SCHOOL BOARD MEETING      5:30 P.M.**

The School Board of Trustees met before the regular public meeting for an Executive Session beginning at 4:00p.m. at the Switzerland County Administration Office to discuss Indiana Code I.C. 5-14-1.5-6.1(5), to receive information about and interview prospective employees.

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

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

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

**ATTENDANCE:**

Board members in attendance were Mr. Phipps, Mr. Daugherty, Mrs. Peters, Mr. Roberts, Mrs. Moore, Mr. Truitt and Mr. Waltz.

Others in attendance were Dr. Elizabeth T. Jones, Wilma Swango, Mona Crabtree, Ronald Hocker, Matthew Hocker, John Druba, John Sieglitz, Greg Curlin, and David Todd.

**ADOPTION OF AGENDA:**

Mr. Daugherty made a motion to approve the agenda with the addition of a recommendation of employment under Personnel. Mr. Truitt seconded the motion and the vote was unanimous.

**OLD BUSINESS:**

Dr. Jones said she asked Business Manager, Wilma Swango, to take a thorough look at the financing for the building project at Switzerland County Elementary School which will come from a three-year Capital Projects Plan. She said Mrs. Swango first met with her and Mr. Sieglitz and then met with Steve Gookins to make sure the numbers were

correct. Mrs. Swango presented the Board with a timeline of monies that will be available prior to going forward and making a commitment with RQAW. She said the notices to the taxpayers for Additional Appropriations and for the Capital Projects Plan Amendment needed to be advertised ten days prior to Board action so she sent it to the local newspaper office for Thursday's publication in order to meet that timeline since the next regular Board meeting is scheduled for 5/21/12. She said on May 21, she will ask the Board to hold a Public Hearing and adopt a resolution to amend the CPF plan as well as considering a hearing and a resolution for Additional Appropriations to the CPF. Mrs. Swango said if and when the Board approves those two things to happen, an amendment will need to run in the newspaper in order to allow taxpayers an opportunity to file an opposition if they so choose. She said if no oppositions were filed by June 1, 2012, the information can then be submitted to the Department of Local Government Finance so they can make their decision and would expect their written determination by June 15. She said if the Board decided to go forward at the June meeting, things should be in place for that to happen.

Mrs. Swango said she wanted to share information that she felt was of concern regarding the Capital Projects Plan commitments that are already in place. She said the money for Capital Projects must be designated by building and showed the board the remaining balance available for each location as of May 4, 2012. She said Dr. Jones has been working with Mr. Lancer of RQAW because there is an emergency situation requiring the need for a new fire alarm system at Jefferson-Craig and at the High School and the cost of the system and the architect fees for them have been added to those locations. She said estimated Tech Staff salaries and benefits for the calendar year were also included, as well as utilities and insurance. She said several computer labs had been part of the plan, but when she and Dr. Jones and Mr. Sieglitz met, the question of what was necessary and what could be eliminated was discussed. Mr. Sieglitz felt the High School Computer Lab was one item that really needed to go forward partly because the current hardware will not tolerate the new software that has already been purchased. Mrs. Swango said even though snow removal was not needed much last year, she felt it needed to be included. She said the tech recurring fees was for equipment maintenance and felt this was a bare bones minimum figure. She said the current copier maintenance agreement is valid until the end of September when a new agreement will need to be negotiated and is a significant amount of money. Mrs. Swango said the figures in the bottom line were the remaining appropriations that will be available for this year. She said Jefferson-Craig and the High School will be in the red. She said the High School will be asked for additional appropriations and the Jefferson Craig's deficit will be addressed by not spending some of the planned charges out of the Capital Projects Fund, such as taking their utilities out of General Fund. She said even though Switzerland County Elementary shows a significant remaining balance, part of that money has already been committed for the building project this year.

Mrs. Swango said an Additional Appropriations for \$1 million was being asked for and the DLGF is going to want to know how the Corporation will be paying for that amount. She said the Corporation's property tax levy for 2012 was \$1,700,505, making 3,617,236 funds available. The approved budget for 2012 is \$2,320,235 and then some money is

carried over from last year, (\$272,000), which brings the total obligations to \$2,592,000,000. She said when those amounts are subtracted, the Corporation is left with a surplus of \$1,024,000 in the Capital Projects Fund. Mrs. Swango said no additional cash dollars will be coming in, but the request for Additional Appropriations is for the right to spend the cash we have available in the Capital Projects Fund. She said the Board would then need to hold a hearing to amend the appropriations by saying that the Corporation would like to use the current cash balance to appropriate \$1 million to be used for renovation additions to Switzerland County Elementary School.

Mrs. Swango said in 2009, \$80,000 of the Capital Projects Fund was originally earmarked for a window replacement project at the High School but since that has not happened yet, they would like to ask that this amount be used instead for part of the High School Fire Alarm System, which requires a Transfer Resolution to be approved.

Mrs. Swango provided the Board with information regarding the Endowment since the Board intends to request that the Endowment partner with them on the building project. She said she plugged in estimated amounts of revenue for the Endowment for 2012 based on the previous year's information and in order to be conservative, used a 5% reduction rate for estimated amounts for 2013 based on those same figures. Mrs. Swango said the Endowment has \$429,351 left over from projects with obligated funds. She said the estimated remaining funds available for projects, including the building project, for 2013, after estimated revenue and commitments which include Debt Service and Textbook Rental, should be \$2,278,000.

Mrs. Swango said a construction estimate with five rooms will be \$3,115,000. She said Architect fees, according to an agreement with RQAW, should be \$189,000. Mr. Lancer of RQAW had estimated soft costs to be 20% which Mrs. Swango believed included his architect expenses, contingency fund, furniture and computers. She said she estimated Mr. Carpenter's Clerk of Works fees to be \$30,000. She said the total of those numbers is \$3,768,000. Mrs. Swango said a calculation of what half of the construction cost will be is \$1,774,500, which is an estimate of what the Endowment might fund. Mrs. Swango said the 2012 CPF Plan has \$300,000 already earmarked for the project and now the Corporation is asking for another \$1million of Additional Appropriations. She said the funds available through 2012 Capital Projects money, the Endowment commitment, and Additional Appropriations are estimated to be \$3,074,500. She said the difference between those numbers is \$693,500 and based on the construction estimate that we have right now, almost \$700,000 of the 2013 Capital Projects money will be needed. At the end of 2012, the Corporation's cash balance in Capital Projects will be minimal, (\$24,000), and so what would be available in 2013 is what the levy would raise and she was basing that amount on what was raised this year. She said if that was a correct assessment then that would leave \$1,007,000 of CPF money for everything else that needed to be done in 2013. Mrs. Swango said she wanted to mention that everyone needed to be on board with the fact that there will not be a lot of extra funding in Capital Projects to do the things that are normally done with these funds. She said since the situation is tight, everyone needed to decide what their priorities are.

Mrs. Swango said Denny Costerison, the representative for the Indiana Association of School Business Officials, gave her some ideas regarding the Capital Projects. The Capital Projects Fund rate cap calculation for 2012 was inaccurate and on or before June 1, 2012, the Office of Management and Budget will certify to every school corporation as well as the taxing unit, the difference in what they originally told the Corporation the Capital Projects Fund could be and what it really can be. When that is done, the Corporation will have until July 1, 2012 to apply for a loan if so desired. She said in order to accomplish that, the Corporation will be allowed to impose a property tax levy in 2013. She said the thing she was concerned about is the Debt Service. She said normally, Capital Projects is its own area and the Corporation does levy taxes and there is a limit to what the rate can be. She said this money would be in addition to those funds and the way the process works is the State will give the Corporation that figure and it can borrow the money in 2012 and pay it back in 2013 by using the money from the tax levy that is implemented in 2013 for Debt Service. She said Debt Service here comes from the Endowment Corporation rather than the tax levy, so she wanted to make sure it was understood that if our Corporation takes that loan, the tax levy would need to go to the tax payers for that amount. Mrs. Swango said if the Board decided to go for that loan, she calculated the amount to be \$44,000.

Mr. Hocker said he has looked at the RQAW contract and there are some changes he would like to make. He said he had KOSO, the attorney's arm of the National School Boards Association, pick through the contract, and he will go through that and choose the items he believes to be most important to our School Corporation and propose those as an addendum. He said this probably would not happen at the June meeting because of the timeline. He said the project needed to be approved before the Board could commit to a contract with RQAW.

Discussion followed about RQAW's timeline. Mr. Lancer, of RQAW, had written into the contract that he would start accepting bids in November. Some Board members were concerned that the project would not be complete by the time the sixth grade students would be returning to the school. Mrs. Swango said Mr. Lancer had stated that the completion date was still going to be August of 2013.

Mrs. Moore moved to grant permission for Business Manager, Wilma Swango, to advertise Additional Appropriations for the Capital Projects Fund and to amend the Capital Projects Plan. Mr. Daugherty seconded and the Board's vote to approve was as follows: AYES: Moore, Daugherty, Roberts, Phipps, Peters, Waltz. NAYS: Truitt.

**PUBLIC COMMENTS:** None.

**PERSONNEL:**

Mr. Waltz made a motion to approve the employment of Patrick Jones for the Custodian position at Jefferson-Craig Elementary School which will soon be vacated due to the retirement of Evelyn Griffin. Mrs. Moore seconded the motion. Mrs. Pennington said

approximately 15 applications were received and she and Mr. Spoores and Mr. Browning had interviewed four of them and found that Patrick was the strongest applicant for the position. The Board's vote to approve the employment of Mr. Jones was unanimous.

### **PROFESSIONAL LEAVE / FIELD TRIP REQUESTS:**

The Board unanimously approved a Professional Leave request and two Field Trip requests in a motion by Mr. Roberts, seconded by Mr. Truitt. They are as follows:

- Prof. Lv.: Greg Curlin to IAAE Conference at Purdue Univ., 6/12 & 6/13
- Field Trips: FFA to State FFA Convention at Purdue Univ., 6/17 thru 6/19, 2012  
FFA to Chapter Leadership Retreat at Holiday World, 5/29-5/30,'12

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

Superintendent, Elizabeth Jones made the following announcements:

- Next Regular Board Meeting: Monday, May 21, 2012
- Next Endowment Meeting: Tuesday, May 22, 2012 at 5:00pm
- Special Board Meeting: Monday, May 14, 2012, Exec. Sess. at 4:00pm and Open Session at 5:30pm

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

Mr. Daugherty said he wanted to know the status of the field work and wondered if seeding was being done now or would they wait until Fall?

Mrs. Peters said she thought the Architect had said they would begin work this summer at Switzerland County Elementary and wondered if they could go ahead and get some things done, such as the cabinetry, while the kids are not in school. Mr. Hocker said if a project was under a certain dollar amount, items that don't require an architect, such as lighting, could be taken out of the contract and done by someone local this summer as long as the money is there to pay for them.

Mrs. Moore asked how the Pegasus Parade went. Dr. Jones said with the Alpine horn, our band was very distinctive and the Band performed beautifully and she was very proud of them. Mrs. Moore said she wanted the Administrators to know that she was thinking of them at this time of year with all of their responsibilities and thanked them for all of their hard work.

Dr. Jones said last Wednesday, a fiber cable was cut which affected our computers and phone system. She said she was very thankful that it happened around 11:30. She said Mrs. Pennington had spoken with Associate Superintendent, Wes Bruce, who said the ISTEP testing was not affected by the power outage.

**ADJOURNMENT:**

Mr. Roberts moved to adjourn the meeting. Mr. Truitt seconded and the vote was unanimous. The meeting was so adjourned. (6:40pm)

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James Phipps, President

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Wayne Daugherty, Member

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William Roberts, Vice President

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Nancy Peters, Member

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Tonya Moore, Secretary

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Andy Truitt, Member

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Vernon Waltz, Member