

July 09, 2012

**SWITZERLAND COUNTY SCHOOL CORPORATION  
MINUTES OF THE JULY 09, 2012  
SPECIAL SCHOOL BOARD MEETING      5:00 P.M.**

The Board of School Trustees for the Switzerland County School Corporation met for a Special Meeting on Monday, July 09, 2012 at 5:00pm in the Board Room of the Administration Office, located at 1040 West Main Street, in Vevay, Indiana.

**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:**

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

Others in attendance were Mr. Michael Jones, Wilma Swango, Mona Crabtree, John Sieglitz, Angela Grubbs, Tony Spoores, Sean McGarvey, Rhonda Pennington, Sally Weales, Melody Smith, Carrie Barwick, Josh Wheeler, Natalie Wheeler, Janet Daugherty, Matt Hocker, Ron Hocker, William Carpenter, Gregg Goewert, Adrienne Shaw, Greg Curlin, Tom Conroy, Bonnie Fancher, and Marla Edwards.

**ADOPTION OF THE AGENDA:**

Mr. Daugherty made a motion to approve the agenda as amended to include a resignation under Personnel and to omit a topic of discussion under Old Business and a Certified employment under Personnel. Mr. Waltz seconded. The Board voted unanimously to approve the agenda as amended.

**APPROVAL OF MINUTES:**

The Board unanimously approved the minutes of the meeting of June 18 and June 27, 2012 in a motion made by Mr. Truitt and seconded by Mrs. Peters.

**CLAIMS:**

The Payroll Claims for 5/12/12, 622/12, and 7/3/12 and Vendor Claims 43208 through 43210, and 43082 through 43105 were unanimously approved by the Board for payment as submitted in a motion made by Mr. Daugherty and seconded by Mrs. Moore.

## **OLD BUSINESS:**

Discussions were held on the following topics: Old Administration Building regarding issues of insurance and future plans; Superintendent Evaluation Model; Superintendent's long term / short term goals; Nova-Net Presentation; Capital Projects Fund planning; and Central Office staff responsibilities.

Mrs. Swango explained that she had contacted the underwriter of the insurance for the Old Administration Building to see if it could be covered for liability only and had not heard back yet, but she hoped that would be the case since they indicated this is the last year they would be willing to cover the building. She said the current policy ends on December 15, 2012. When the Old Administration Building was vacated, the local Historical Society and the Vevay High School Alumni Association were contacted and given a couple of years to see if they could raise money to do something with the building. It has now been longer than two years and little has been heard from either organization. Mr. Jones said he felt those organizations should be contacted again to get their feedback. He said maybe some other groups could offer their ideas at a public meeting. Mr. Daugherty felt public meetings needed to be held in order to get feedback from the public about what we are going to do, as well as address concerns about asbestos if the building is demolished. He said he had spoken with someone who assured him the building could be taken down with no problems. He said some of the public may want bricks as memorabilia and felt this would be a good gesture to the community. Mr. Phipps said he had seen memory walls in honor of a deceased loved one and thought that something like that would be a good idea for a student project. Mrs. Peters said the idea of a memory wall being constructed by students might mesh very nicely with the project based learning. Mr. Hocker said the Corporation would need a 106 Hearing or a waiver from the state to tear down a building in a historical district or tax payer money could not be used to do so. He said the building was not in a national historic district, but was in a state historic district. He said some leave time would need to be allowed for the waiver if that was the way the Board chose to go. Mr. Phipps asked if there were still documents being stored there. Mrs. Swango said there were some but she believed a lot of them could be destroyed as the time required for their retention had expired, but believed there was also some old furniture being stored there such as old cafeteria and computer tables. Mr. Phipps said in light of the fact that the insurance policy was ending soon, this needed to be acted on in a timely manner. He said maybe a couple of meetings could be held in August. Mrs. Peters said she really would like to see the old building preserved, but it just would not make sense to try to do anything with it because of the mold, the asbestos and the sewage problems.

Mrs. Peters said the State requires local School Boards to set up a process for evaluation of Superintendents. She said the State prescribed model fulfills the six standards and 25 points and also correlates with the RISE teacher evaluation models. She said it is on Excel and our tech people have it. She said it needed to be set up on a 12- month cycle, such as summer to summer with a team situation. She said it must contain 2 goals, personal and/or objective which need to be measured to equal 100%. The rubric needs to be the greater weighted portion of that 100%. The Board needs to officially adopt the

model and report to the State by September 16. Mrs. Peters said Administrators' contract needs to be on the website as well as the number of Highly Qualified Teachers in the Corporation. Mr. Phipps said the compensation formula will apply to Administrators just like teachers, so that needed to be figured out as well. Mr. Daugherty asked if the old formula is out. Mr. Hocker said the old formula was out and the new formula will be tied to the evaluation.

At the previous meeting, Board President, James Phipps, asked Mr. Jones to provide the Board with a list of Long Term and Short Term Goals in his capacity as Superintendent. Mr. Jones's list of short term goals included establishing effective communication throughout the Corporation; making something happen with the old Vevay High School Building; making sure that the renovation project at Switzerland County Elementary School starts and proceeds as planned; working with the Treasurer to monitor the Budget in a consistent manner; working with Principals to see that the RISE evaluation model is implemented; and working on team building with all administrators. Mr. Jones said his long term goals include continuing the solid financial practices set forth by the school corporation and maintaining a strong general fund balance; working in a partnership with the School Board to strengthen community confidence in the school system; working with the administrators and staff to reach academic excellence in all schools by developing a corporation wide "Strategy for Success" plan, expanding the vocational and technology instruction at the High School and collaborating with regional industries to ensure that students are prepared for employment opportunities; continuing to work to improve discipline throughout the Corporation by researching and implementing preventative discipline programs, enforcing a zero tolerance policy for bullying, and encouraging programs at the elementary schools that teach respect for self and others; increasing staff morale by communicating with staff on a regular and consistent manner, visiting each school on a weekly basis to let the staff and students know the Superintendent is interested and involved in what they are doing, continuing the Corporation curriculum committee to ensure that all schools are working together, and by effectively communicating our target areas for school improvement to all stakeholders within the Corporation; meeting on a regular basis; meeting with community organizations all over the county on a regular basis to improve school and community relations; working with principals to see that the new RISE Evaluation Model is being implemented in a fair and consistent manner; reviewing the school grounds and maintenance plans to see that the total Corporation buildings and grounds are being cared for properly; and exploring the possibility of adding a football program.

Mrs. Peters said she wanted to mention that the Board needed to adopt a policy regarding the Superintendent Evaluation process. She said while on the subject of policies, she sent a hard copy of the Corporation's current Policy Manual to Julie Slavens in February. She said Mrs. Slavens told her she would go through and purge it for us, taking out what was not necessary and letting us know what did need to be included. Mr. Daugherty said a few years ago, the Superintendent went through and cancelled a lot of policies that seemed to have been outdated. Mr. Hocker said some of the policies also conflicted with one another. Mrs. Peters said it may be better to just start from scratch. Mr. Phipps asked Mrs. Peters if she was willing to head a committee to resolve this since it has been

so long since she has had a follow-up from the state. Mrs. Peters said she was certainly willing to head a committee if someone was willing to work. Mr. Phipps appointed Mr. Daugherty, Mr. Waltz, and a teacher to be recommended by Mr. Curlin to the Policy Manual Committee.

Mr. Daugherty said he knew this was probably part of a five-year plan, but security issues at the High School needs to be addressed. He said he wondered if the security systems at the schools are being used like they should. Mr. Daugherty said he knew there were students manning a sign-in sheet in the front lobby of the High School, but thought this practice needed to be revisited because of the risk factor for the students. Mr. Waltz agreed that this is an issue. Mr. Spoores said that in a reality, there are students and teachers walking back and forth between the buildings every period. He said it is better than it used to be, but until there is a better solution, this is not 100% effective. Mr. Phipps said these things need to be considered and thought out and put in the Capital Projects Plans. Mrs. Moore said she felt this has been a problem for years and this does warrant further action. Mr. Daugherty said the outside of the High School also needed some upgrades.

Mrs. Peters asked about the bus cameras. Mr. Sieglitz said three were replaced last year with digital ones. Mrs. Swango said she would provide the Board with a report on the bus camera situation.

Mrs. Peters said she felt like the non-certified pay schedule needs to be addressed. Mr. Jones said in 2007, the positions were categorized and salaries designated. Mrs. Swango said at that time, Mr. Roberts was assured that the salary schedule for non-certified employees would be looked at again.

Mrs. Peters said she felt if teachers needed substitutes for the day, and the classroom's instructional assistant were used for the teacher, a substitute should also be called to cover the assistant's position. Mr. Daugherty said he also felt if the instructional assistant filled in for the teacher, they should be compensated at a higher rate than their regular position. Mrs. Swango said the instructional assistant in most of the cases did make more than the subs. Mr. Jones felt that whole issue needed to be looked at. Mr. Daugherty asked if the idea of a permanent sub at each school has ever been considered. Mr. Jones said he did not feel that would be substantially beneficial.

Mr. Daugherty said he felt there should be a Building and Grounds maintenance plan. He said he felt there was confusion as to who was over the person in charge of the buildings and grounds. Mr. Jones said he felt each building Principal has a certain responsibility to make sure things are done at their own buildings. Mr. Daugherty wanted to know who was mowing at Switzerland County Elementary School. Mr. Jones said that Louis Peelman had been doing the mowing there. Mr. Daugherty said that it appeared to him that if you take a person away from the custodial staff to do the mowing, then the custodial work is not getting done. He said if the custodial staff can handle the workload and there is no need for a person to do the mowing, then that should be stated. He said he knew there was a problem, but what the solution is, he did not know. He said the

Grounds Committee had agreed among themselves that the building Principal's responsibility should be to the sidewalk or the nearest roadway and anything beyond that, the Grounds Keeper should take care of. Mr. Jones said last year, after the Grounds Keeper was hired, it became apparent there was so much to take care of with the Vevay Campus, that one person could not also take care of the grounds at East Enterprise. Mr. Daugherty said when the conditions were dry like they have been, that should not be the case and felt this warranted further discussion at another time.

Mr. Phipps said he would like to have a Special Board meeting on July 30<sup>th</sup> at which he would like the Principals to present their short term and long term goals.

Guidance Counselor, Marla Edwards, and Natalie Wheeler and Adrienne Shaw were present at the Board meeting to explain what the Nova-Net program was and the results. Mrs. Edwards said the program began because they were discouraged with the numbers of students failing classes. Mrs. Edwards said when it first started out, it was a client serve and is now an internet based program that can be accessed anywhere. She said she had received some dissatisfaction from some of the teachers because they felt the rigor was not there and as they go forward, they will be looking at more rigorous programming. Mrs. Edwards said they looked at numbers and it has shown to be successful. She said they set the bar at 80% or higher scoring to get credit or they would need to re-take. She said she felt it's a good program that benefitted quite a few students. She said it was designed mainly for those students who were failing a class or classes, but there were a handful of students that they felt for scheduling reasons, it was in their best interest to participate. Mrs. Peters said she had been advised that some students were taking English through the Nova-Net program so they could graduate early and wondered whether those students were being short changed by allowing them to do so since English requires writing. Mrs. Edwards said there were a few students in that situation that were not college bound and were either military or workforce bound and probably would never have made it through Senior English. Mrs. Edwards said writing prompts have been built in to the program and they would be requiring students to write papers. She said Mr. Holiday, the Department Head, has agreed to grade the papers. Mrs. Wheeler said there 500 total on-line classes. She said 19 people had participated in the on-line HOPE program with not much success so far because they are doing it all on their own and need some motivation, so they were re-vamping the program this coming year. Mrs. Wheeler said 45 students utilized the program in order to graduate this year which was fifty percent. Mrs. Wheeler said it really helped one pregnant student who was able to finish during summer school and was able to get her diploma. Ms. Shaw gave another example of an unmotivated student in alternative classes who was able to graduate on-time and get a good job in a factory. The contract with Nova-Net is up but additional seats had been purchased so they would not all expire at the same time. Mr. Phipps asked if there was a report that could be given to the Board periodically. Mrs. Edwards said a report could be generated at any given time. Mr. Jones said he felt the Corporation could be proud of Mrs. Edwards, Mrs. Wheeler and Ms. Shaw.

Mr. Phipps said the Capital Projects Funds Planning is one of the most important documents that the Board doesn't look at very often. He said he knew the security issues

needed to be improved at the High School and the Middle School and does not see that on the plan. Mr. Phipps encouraged the Principals and members of the Board to take a look at it extensively and give their input if they see something missing. Mrs. Swango said the Capital Project Funds plan that she prepared is a working document. She said it was only a three year plan and needs to be approved by the Department of Local Government Finance, but they only approve funding for the current year. She said the 2012 plan is what is hoped to be accomplished and the 2013 and 2014 plan is more like a want list and should be added to or taken away from each year when the building Principals are asked to review and give input. Mrs. Swango a 2013 Budget workshop meeting is scheduled at which time the plan will be presented to the Board for review. She said she would be asking for permission at that time to advertise in the local newspaper. She said September 4th, the day after Labor Day, Budget hearings were scheduled and a quorum would be required on that date. Mrs. Swango said she had given the Principals a copy to see where they stood on any items which may have been completed and could be taken off the list. She said she also wanted to make the Principals aware that because of the construction going on at Switzerland County Elementary School, most of their funds would be going towards that, and the High School and Jefferson-Craig Elementary School, projects would be starting for their Fire Alarm Systems which will pretty much use their appropriations. Mrs. Swango said the technology department comes out of Capital Projects as well as some insurance and utilities. She said going forward, everyone needs to be thinking, not just about their wish lists, but their priorities for their buildings for 2012 and 2013. She said she wanted everyone, including the Administrators and School Board, to be on board and to remind them that we have to prioritize this year. Mrs. Swango said Jefferson Craig will have \$27,000 left to spend for the calendar year and the High School will have roughly \$48,000 for the rest of the year, after subtracting the estimated amounts of the Fire Alarm System replacements in their buildings. She said Switzerland County Middle School will have \$215,000 in their Capital Projects Plan. Mrs. Swango said the Corporation did get approved for an Amended Capital Projects Plan for Switzerland County Elementary by the DLGF for \$960,000, a \$40,000 reduction from the \$1 million dollars presented for approval. Mr. Daugherty mentioned that he was against spending money received from the Geyman insurance settlement because once it is spent, it is gone. Mrs. Swango said she was not including that money at this time, but some of that money was written into appropriations to be used for book rental and for the Administration Building project. She said she would be happy to provide an updated report on the Rainy Day Fund. She said the Corporation was expecting a reimbursement of money from E-Rate Universal Services Funding for reimbursement of some Technology expenses in the amount of \$80,000. She said when that money is received, it can be used to offset some of the expenses in the Capital Projects Plan. Mrs. Swango explained that the total budget for 2012 from the tax levy is \$3 million and in 2013 and 2014, the estimated budgets are estimated to be \$1,700,000. She said for this reason, she wanted to emphasize again that everyone needs to be aware that in the future, the level of funding will not be as high as it has been, hence the need to prioritize. She said she was anticipating the School Endowment Board to partner with School Corporation on the building project, and even though she did not know what that amount would be, everyone needed to keep in mind

that funds contributed for that project would reduce the amount they would have to fund other projects.

Mr. Phipps mentioned that bus cameras was one item he considered a priority. Mrs. Swango said cameras could not come out of the Capital Projects funds because they were not part of any building. Mrs. Swango said two new buses were being purchased this year, through the Bus Replacement Plan and each new bus will have new cameras, but the Corporation does have older buses which have non-working cameras. Mr. Phipps said he would like a list of the buses that had non-working cameras and which ones were working.

Mr. Daugherty said he remembered Dr. Jones saying that the Corporation needed to be careful, financially, in 2013. Mrs. Swango said that she was not necessarily talking about the Capital Projects Fund. She said if the Corporation had not embarked on a building project, Capital Projects could probably continue as it has in the past. She said the Corporation did need to be careful with General Fund because \$350 thousand of the Educational Jobs Funding which paid for the salaries of six people will no longer be available.. She said two people were paid through the Title IIA monies previously funded by the Class Size Reduction Act which is now going to be used for Professional Development for training or incentives for the new evaluation process. She said this made eight salaries coming out of General Fund that have not come from that fund in the last two years. Mr. Daugherty said he was concerned because when the Corporation took advantage of available Stimulus money, the people that were hired were made aware that in two years, that money would no longer be there to fund their positions. He said now those people were expecting to be hired back and it is putting a strain on the General Fund. Mr. Daugherty said he did not know how this could continue.

Mr. Phipps called for a ten minute recess after which the public meeting resumed.

Mrs. Swango asked the Board to consider the employment of another person in the Business Office. She said Mr. Phipps had provided her with a program by which staff members recorded their daily activities with corresponding time allotments categorized by their job responsibilities. She said by showing Board members this schedule, she hoped they would get an idea of what the staff is doing and the need for another person since the previous employee in the Business Office resigned. She said Dr. Jones was very gracious in allowing them to call people to come in and help out so they did not fall too far behind, but what was really needed was another permanent person to do specific duties. She said when Angie Powers resigned, her duties included working on claims, calling vendors when there were issues or questions about invoices, balancing with Mr. Conroy's Endowment Funds and doing clearings. Mrs. Swango said she did not expect anything to happen this evening, but what she would like the Board to think about what the staff is doing and how another full time person would be a real asset. She said they were getting ready to start working on the budget and she didn't have June closed. She said not only did she not feel good about that, they could not go forward with the Budget until that was accomplished.

**NEW BUSINESS:**

Mr. Roberts made a motion to approve an Agreement with Bill Carpenter for services as Project Administrator for the upcoming renovations/construction at Switzerland County Elementary School. Mr. Daugherty seconded the motion. Issues regarding liability insurance were discussed. Mr. Jones said the premium is approximately \$1000 for \$1 million liability and the school would reimburse Mr. Carpenter for that. Mr. Carpenter will be paid an hourly rate with a ceiling of 40 hours per week. Also, traveling expenses will be paid at the current IRS mileage rate per mile. The Board's vote to approve the agreement is as follows: AYES: Daugherty, Phipps, Peters, Moore, Roberts, Waltz. NAYS: Truitt. Mr. Carpenter said he would need to have someone else look over the agreement before he signed.

Mr. Truitt moved to approve an Endowment Request for \$543,006.04 for 2013 Debt Service. Mr. Waltz seconded the motion. Mrs. Swango explained that \$442,603.54 was for the 1999 Middle School Common School Fund Loan and \$100,402.50 was for 2009 Jefferson-Craig QZAB bonds. The Board's vote to approve the request was unanimous.

**PUBLIC COMMENTS:** None.

**PERSONNEL:**

The resignation of Instructional Assistant, Tasha Rose, was unanimously approved by the Board in a motion made by Mrs. Moore and seconded by Mr. Truitt.

**ANNOUNCEMENTS AND REPORTS: (SUPERINTENDENT)**

Superintendent Jones made the following announcements:

- Next regular Board meeting on Monday, July 16 with Bid opening at 1pm for snow removal, trash removal, and fuel, milk and bread deliveries
- Next Endowment meeting on Tuesday, July 17, 2012
- Special Board Meetings: Aug. 13 for Budget Workshop  
Sept. 4 for Budget Hearings

**BOARD REPORT AND COMMENTS:**

Mr. Phipps said with school starting earlier than usual, he would like to have another Board meeting on July 30 in order to make sure the Corporation gets the people hired for the openings that are out there as well as making sure other things are done.

Mr. Daugherty said he was bringing up the fact again that Steven Konkle should be recognized by the Board for all he has done for the Corporation's athletic program. He said he has mentioned this a couple of times before and nothing has been done about it. Mr. Phipps said Mr. Todd was contacted and Mr. Konkle indicated to him that he did not want anything, but he would touch base with Mr. Todd again.

**ADJOURNMENT:**

Mr. Roberts moved to adjourn the meeting. Mr. Truitt seconded and the vote was unanimous. The meeting was so adjourned. (7:25 pm.)

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James Phipps, 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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Andy Truitt, Member

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Vernon Waltz, Member