

**SWITZERLAND COUNTY SCHOOL CORPORATION
MINUTES OF THE 04-19-10
EXECUTIVE SESSION BOARD MEETING
5:00 P.M.
REGULAR SCHOOL BOARD MEETING
6:00 P.M.**

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

The board members present were Mr. Phipps, Mr. Roberts, Mr. Daugherty, Mr. McKay, Mrs. Moore, and Mr. Truitt. Mr. Waltz was absent. Dr. Elizabeth T. Jones, Superintendent, and Ronald Hocker were also in attendance. Mr. Waltz was unable to attend the meeting due to being hospitalized earlier in the week.

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

CALL TO ORDER AND PLEDGE TO THE FLAG:

Mr. Phipps called the meeting to order and led the group in the pledge to the flag.

ATTENDANCE:

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

Others in attendance were Dr. Elizabeth T. Jones, Wilma Swango, Mona Crabtree, Ronald Hocker, Michael Jones, Brad Bender, Donald Ball, John Sieglitz, Dan Noel, Mark Lohide and Rhonda Pennington.

ADOPTION OF AGENDA:

Mrs. Moore made a motion to approve the agenda with corrections to the titles of items I.1 and I.2. and to exclude item I.4, the first reading of the 2010-2011 student handbooks. Mr. McKay seconded the motion. The vote was unanimous.

APPROVAL OF MINUTES:

The board voted unanimously to table the minutes of the school board meeting of March 29, 2010 in a motion by Mr. Truitt and seconded by Mrs. Moore. Mr. Phipps had pointed out that the minutes were incomplete and should be voted on at subsequent meeting.

FUND REPORT:

Mr. McKay moved to approve the March fund report as submitted. Mrs. Moore seconded. Corporation Treasurer, Wilma Swango, said she wanted to point out that Transportation Operating fund, number 410, was showing a negative balance now. She said in the past, the corporation has borrowed money from the Indiana Bond Bank in order to keep the fund from operating in the red all year long. She said it was not in the corporation's best interest to do that this year because of interest rates so she would like to continue with that fund operating in the red until the corporation receives the June property tax money which would put the fund back into the black. She said the fund would then go back into the red around September and back in the black before the year is closed. Also, Mrs. Swango said the money from the CAPE Grant, fund number 2110, has now all been spent and is at zero. Mr. Phipps asked if part of that money had been used for payroll each month. Mrs. Swango said part of it has been used for the Business Department at the High School and for the Technology folks somewhat and part of it was used to relieve Capital Projects. She said funds for the technology people are now being pulled from Capital Projects, but the Business Department is being taken from the General Fund. Mrs. Moore asked if some of the funds weren't used for Transportation. Mrs. Swango said CAPE funds had been used for transportation costs for some field trips, such as BPA students traveling to competitions as well as some equipment used by the Transportation Department. Mrs. Moore said she thought Mrs. Powell's salary had been paid for from the CAPE grant. Mrs. Swango said part of Mrs. Powell's salary had come from the grant and part had come from Transportation. Mr. Daugherty asked if some of the areas that had been previously created by the CAPE funds are now being absorbed by the corporation. Mrs. Swango said some salaries that were once paid through the CAPE grant are now being paid by the General Fund. Mr. Daugherty wanted to know how many positions had been created by the Cape Grant that are now being paid by the corporation. Mrs. Swango said she absolutely knew of one Technology position, but was not certain about others. Mr. John Sieglitz, Technology Director, said Gary Jessup, who had helped out the Guidance Department, was paid from the grant before he left the corporation. Mr. Daugherty asked if that position still existed. Mrs. Swango said there was a person working in the Guidance Department that is considered a temporary employee. Mr. Daugherty asked what being a temporary employee meant. Dr. Jones said that a temporary person received no benefits and they could be removed at any time. Mr. Daugherty asked if this person understood that they were only a temporary employee. Mrs. Swango said the person did know those things. Mr. Daugherty said he would like to know exactly how much the corporation was taking on since the CAPE funds are now gone. There being no further questions, the fund report was unanimously approved.

Mrs. Swango said she had a couple of other things she wanted to speak to the Board about. She said, first of all, she had checked with Pam Acton regarding the Community Foundation to see where we stand and what had been done with the funds, historically. She said the corporation put \$1 million into the CAPE Grant #1, titled Technology for High School Enrichment and Adult Learning. She said \$250,000 was put in for the second CAPE grant over a two year period, which adds up to \$1,250,000 being put into

the fund. Mrs. Swango pointed out that on December 31, 2009, the balance was \$2,182,000. The second bit of information Mrs. Swango wanted to share concerned the Switzerland School Corporation Fund, which is the long term, permanent that the Endowment put in during May of 2008. She said \$125,000 had been put in originally, with Lilly doing a matching of \$.25 on the dollar, which added around \$31,000 more. She said that as of December 31, 2009, there was a total of \$199,000. Mr. Daugherty said it was his understanding when the CAPE Grant was established, that by putting the money into these accounts, any additional money that was earned from the interest rates was supposed to be used to sustain those things that were instigated by the acquisition of those funds to begin with. Mrs. Swango explained that no money had been received yet for that because the plan was for ten years. She said that it was her belief that funds should be coming next year.

CLAIMS:

Vendor Claims #39226 through 39392 were presented for approval in a motion by Mr. McKay and seconded by Mr. Truitt. Mrs. Moore asked if the payroll claim #39242 was for help with the ISTEP. Mrs. Swango said she couldn't say so completely because the substitutes and ISTEP are put in together. Mr. Phipps asked if the payroll claims and vendor claims could be separated. Mrs. Swango said that she did not mind doing that, but that if they looked at the numbers written at the bottom of the first page, they could see the numbers that they needed to look at for vendor claims. Mr. Daugherty said fifty pages was a lot of information for them to look at. Mrs. Swango said that if the board preferred, she could go back to using the short sheets, but with that format, they would not see as much detail. Mr. McKay said he liked the detail. Mr. Phipps said he was not as concerned about seeing details about the payroll taxes. Mrs. Swango said she could make the pre-paid claims into one packet and the new ones in another. The board voted unanimously to approve the claims as submitted.

OLD BUSINESS:

Dr. Jones introduced Mr. Ball, the architect approved at a previous meeting to oversee the Jefferson Craig Improvement Project. Mr. Ball explained that some of the things planned for the project was painting the rooms and lockers; laying floor tile; moving existing materials as needed; removing the aluminum break windows with energy efficient glass windows. Mr. Ball said alternate bids were put in place to try to keep the cost down. Alternate bid #1 was for painting. Alternate #2 was for inoperable base windows. Alternate #2 is to provide 50% operable windows. Alternate #3 was to provide 100% operable windows. Alternate #4 is to provide a single color floor tile. Mr. Ball said that some of the color ideas came from the kids at the school. Mr. Ball said he was confident that the project could be kept under \$149,000. Dr. Jones said the reason for that number was that if the project were over \$150,000, a prevailing wage hearing would need to be held and contractors would have to pay their employees those prevailing wages. She said she really wanted local people to bid on the project, so the project needed to be kept under the \$150,000 in order for them to be able to do that. Mr. Phipps asked what was meant by a locker base. Mr. Ball explained that the area below the lockers was falling

away, causing the lockers to be misaligned. He said the lockers needed to be removed and the locker base needs to be replaced with new blocking under the lockers and a vinyl base over the front of that. Mr. Ball said that it was already in the contract but the alternate is to delete it if the corporation decided they wanted their own people to do the job. Mr. Ball said a walk through is scheduled for Friday and bids are due on May 10th and the work starts on June 2nd. Mr. Daugherty asked if things were going to be ready before school starts. Mr. Ball said he thought the windows might be a problem, but he had talked with some window people who said they could do it in a month's time. Mr. Daugherty moved to approve the specifications for the Jefferson-Craig Improvement Plan as presented. Mrs. Moore seconded the motion and the vote was unanimous.

Dr. Jones said the 2008 minutes showed that those on the board at that time felt there were two priorities they wanted to focus on. The first was the renovation of Jefferson-Craig, which was done in 2009. She said the second priority was the traffic safety project for the Vevay campus which has been discussed numerous times and thought it was time to bring it back into the limelight in 2010. Dr. Jones said she wanted to stress that the children's safety was the primary motivation for the project. She said that school corporations throughout the nation were stressing safety in all aspects of their operations. She said that she envisioned the traffic safety project as three phases. In the first phase, which would occur this summer, she saw the roadway behind the Vevay campus buildings being installed in order to provide safer bus loading areas and a better flow of traffic in the front for parents. She said the staff and student parking areas will be separated which can only result in a safer scenario. Dr. Jones said in the second phase, she saw the property being opened up to new athletic fields that currently do not exist. She said that a new practice soccer field needed to be developed. She said that she wanted to see tennis being offered for P.E. classes, but right now, there are no tennis courts. Dr. Jones said that this plan shows where future tennis courts and practice soccer fields could be developed and a roadway by which to reach them. She said the plan also allowed for other future areas that could be developed, such as a football field. She said in the third phase, she saw a Bus Barn. She said a fenced in area for the buses was a necessity to prevent costly vandalism to the busses. Dr. Jones said this roadway would connect all of these areas.

Dr. Jones said Mr. Phipps had told her that if she was going to pursue this, money would need to be set aside. She said that in 2009, \$300,000 had been set aside for the project. She said she had then gone to the Endowment Corporation and they had agreed to give the school corporation \$500,000 for the project as well. Dr. Jones called on Mark Lohide who serves on the Endowment's board. Mr. Lohide said the Endowment was happy to donate half of the cost of the project or up to \$500,000. Dr. Jones said she was excited about the future possibilities for the property, but the property cannot be utilized until there is a road.

Dr. Jones said that the board should review the specifications being presented at this meeting by Architect, Donald Ball, and that the board should be ready to vote on the specifications at the next board meeting. Mr. Ball introduced Brad Bender who has been working on the specifications with him. Mr. Ball said the main objective of this plan is

to improve the odds against an accident happening. He said that by opening up the roadway behind the schools for bus traffic and re-routing the parent traffic in the front, the risk for an accident will be greatly reduced. And, he said even though the project is named the Traffic Safety Plan, it could easily be called the Traffic Safety Master Plan, as the roadway will serve as an artery to all areas of the Vevay Campus, including the new Administration office. He said that excess dirt from the site will be used to provide a nice level area where tennis courts can be built. Mr. Ball said the hillside will be graded in order to provide a place for spectators where the future soccer practice field will be.

Mr. Ball said he would like to explain the mechanics of the traffic safety. He said the biggest problem now is the parents dropping off and picking up students at Jefferson-Craig. He said with this plan, a double lane of traffic at the front of the school will allow for them to keep the backup off the public roads. He said that by putting the student parking lot at the west of the high school, the crossover traffic will be minimal. Mr. Ball said that this roadway will tie all of the schools together in a good flow of traffic for the schools. Mr. Daugherty said he lived on Dupraz Lane, right next to Jefferson-Craig. He said he had seen up to thirty cars lined up in the morning and afternoon on his road. He said he was alright with what was being proposed as long as someone could show him how this traffic was going to fit in front of the school and how it would flow. Mr. Daugherty asked about going between the Middle School and High School. Mr. Ball said he believed that would actually compromise safety and the best scenario was the one that was provided to them. Mr. Bender said they had looked at other options and they felt this was the best plan. Mr. Daugherty said he may seem negative about this, but he just wanted to ask all of the questions he could think of to make sure everything was looked at regarding the project. Mr. Ball assured the board there would be no loss of any event parking. He said that no delineation was to happen until after the scheduled graduation date. Dr. Jones said if the board members had any questions while this plan was being looked at for consideration at the next meeting, they could email Mr. Ball.

NEW BUSINESS:

Mr. Phipps interrupted the regular meeting to hold a Capital Projects Plan Hearing. Mrs. Swango asked the board to amend the corporation's 2010 plan to reflect the Transportation Safety Project information. Mr. Phipps asked if there were any comments. There being no further comments, the regular meeting resumed.

Mr. McKay made a motion to approve a Resolution to Adopt the 2010 Capital Projects Fund Plan as presented. Mrs. Moore seconded the motion. The vote was as follows: AYES: Daugherty, Phipps, McKay, Moore, Truitt. NAYS: Mr. Roberts. The Resolution reads as follows:

This resolution is adopted by the Board of Trustees of Switzerland County School Corporation of Switzerland County, Indiana. Whereas, a School Capital Projects Fund has been established; and Whereas, the Board of Trustees is Required under IC 20-46-6-5 to adopt a plan with respect to the capital projects Fund; and Whereas, the Board of Trustees held a public hearing on the capital

Projects fund plan on the 19th day of April, 2010 at the Switzerland County Middle School. THEREFORE, BE IT RESOLVED by the Board of Trustees that the plan for the Switzerland County School Corporation, for the years 2010 to 2012, is hereby incorporated by reference into this resolution, and is adopted as the Board of Trustees' plan with respect to the School Capital Projects Fund. BE IT FURTHER RESOLVED, that the Board of Trustees shall submit a certified copy of this resolution (including the adopted plan) to the Department of Local Government Finance as required by IC 20-40-8-8 for approval. Adopted this 19th day of April, 2010.

Mr. Phipps interrupted the regular meeting to hold an Additional Appropriations Hearing. Mrs. Swango explained that the board had just approved the Capital Projects Plan and she was now asking for the right to spend the money. Mrs. Swango said the amount of \$300,000 from the Capital Projects Fund for the Traffic Safety Plan, \$90,000 from the Bus Replacement Fund to pay for the replacement of an additional bus, (#25), that was wrecked; and \$96,000 from the Debt Service Fund for payment on the QZAB bonds which was not written into the appropriations at that time and is now due July 1, 2010 and January 1, 2011. Mr. Phipps asked if there were any comments. There being no further comments, the regular meeting resumed.

Mrs. Moore moved to approve the Additional Appropriations Resolution/Ordinance for Debt Service; Capital Projects; and Bus Replacement as presented. Mr. McKay seconded the motion. The vote is as follows: AYES: Phipps, Daugherty, Truitt, Moore, McKay. NAYS: Roberts.

Mr. Daugherty moved to approve a contract with Secure Content Solutions, Inc. for software products as presented. Mrs. Moore seconded the motion. Mr. Sieglitz said he had gotten in early and got a really good deal on a four year contract. Mr. Truitt asked about other companies who bid. Mr. Sieglitz said that he had received bids from AVG, Light Speed, and SOPHOS, the company being recommended. The vote to approve the contract was unanimous.

Dr. Jones gave the board a report on the status of the General Fund. She said that even with a 4.56% cut in the General Fund revenue, the corporation was in good shape at the current time. She said that there was \$2.5 million in the fund at this time. Dr. Jones said this was due to some aggressive actions last year, such as the elimination of an elementary art position; eliminating the elementary counselor position, which was replaced through a grant in cooperation with Community Mental Health services; replacing the Assistant Middle School Principal position with a Dean of Students position; eliminating a social studies position at the High School; and not replacing the Assistant Superintendent's position. Dr. Jones said while we had a healthy cash balance, she did not want to cut into that cash balance to pay salaries. She said that she wanted to remain prudent and continue to take cost savings measures to provide protection from unforeseen future events.

Dr. Jones said that she had made a list of things she did not want to do in order to achieve those savings.

Dr. Jones said she did not want to cut professional development. She said if she started trying to decide who went and who did not get to go, it could get really complicated and that most were paid by grants. She said that she also did not want to cut field trips. She said the students needed those opportunities that they might not otherwise be able to experience since we are a highly impoverished school corporation. Dr. Jones said she did not want to lean on one particular employee group. She said that she did not want to borrow from the Capital Projects Fund. She said if we don't have it, we don't need to spend it.

Dr. Jones said she thought asking the teacher's union to freeze teachers' salaries will save the corporation \$188,000, because of increment salary increases. She said she will tell the union that if they will approve this, then she will freeze non-certified and administrator's salaries.

Also, she said they would not call in substitutes for non-certified employees unless they were out more than three days. Mr. Roberts said if a custodian is out more than two days, and that area he was responsible for didn't get cleaned and sanitized and there was a flu outbreak that could be traced back to that situation, there would be a problem. Mrs. Moore said the cafeteria was already strapped and if a substitute was not called in for them, it would create a hardship for them. Dr. Jones said she would call in someone already on staff to help out the cafeteria instead of hiring someone outside.

Mr. Roberts asked for Mrs. Swango's best estimate of what the percentage of increase in insurance was going to be. Mrs. Swango said the estimate that was used for establishing last year's budget was 9%. Mr. Roberts said he was trying to make the point that some of those who do not get a pay increase and get a 9% increase in insurance cost, are actually going to experience a cut in pay.

Mr. Roberts said he could not believe there would not be a different method by which seniors could be insured by Medicare. Mrs. Swango said she had looked into that before and had hesitated to do that because of the legality of it. She said she had asked if she could consider the board members as non-employees and pay them through claims. She said she was strongly discouraged from doing so by an Indiana School Board Association attorney. Dr. Jones said perhaps Ron could look at that again. Mr. Hocker said he had looked at it and it didn't make sense, but that a lot of things don't make sense with insurance companies, so he would look at that again.

Dr. Jones said that some other considerations for cutting costs are benefit reductions, such as Valic and ECA reductions such as indoor track.

Mr. Phipps asked in the event no pay increases were given, if we couldn't come up with a factor based on the pay scale to offset the insurance increase?

Dr. Jones said she believed the Middle School vocational money will be cut in November. She said the Restoration Grant fund will be cut and will go away next year.

Mrs. Moore asked if some of the Instructional Assistant staff could be cut. Dr. Jones said the elementary instructional assistant staff will be cut after stimulus funds are gone next year. Mrs. Moore asked if Mrs. Reeves' position could be replaced with a non-certified employee. Dr. Jones said the school Media Specialist for the Corporation must be a licensed teacher. Mr. Daugherty asked about the Science position opening at the High School. Dr. Jones said Mrs. Stearns is being moved to the High School.

Mr. Roberts said following the Green theme, he felt imposing a mandatory direct deposit would save money on postage and envelopes. Dr. Jones said this was already being done for the certified employees and that could certainly be looked at for all employees.

Dr. Jones said also, along the lines of going Green, during the summer, the corporation can run on four ten hour days as many other corporations are doing. Dr. Jones said this would pertain to all buildings but the Central Office as it needed to be open on Friday for receiving calls and UPS deliveries and other such things.

Other items offered for corporation savings were purchasing copiers instead of leasing; cutting color copier costs; unplugging appliances when not in use; using energy savings bulbs; using motion sensors for certain rooms; asking non-profit organizations to pay for the Use of Facilities.

Dr. Jones said the bottom line is that school finance experts are telling her that corporation has to be aggressive in whatever is done. She said the information she has been given is that 2011 is a cliff and there will be no improvement until 2015.

PUBLIC COMMENTS:

None.

PERSONNEL:

Mr. Truitt moved to approve the ECA resignation of Joanne Gaudin as Jefferson-Craig Elementary's Student Council Advisor. Mrs. Moore seconded the motion and the vote was unanimous.

Mrs. Brianna Dayadharum was approved by a unanimous vote to serve as the Junior Varsity High School Cheerleading Sponsor for the 2010-2011 school year in a motion by Mrs. Moore, seconded by Mr. Truitt.

PROFESSIONAL LEAVE / FIELD TRIPS:

Mr. McKay made a motion to approve Debbie Seaver's BPA class to attend a contest in Anaheim, California on May 5 through May 9, 2010. Mr. Truitt seconded the motion.

Dr. Jones said that she applauded Mrs. Seaver for finding funding for the trip through VSCF, Main Source Bank and United Fund when she was told there was no more money in the CAPE fund to pay for the trip. The vote was unanimous.

USE OF FACILITIES:

Four applications for the use of school facilities were unanimously approved in a motion by Mr. Daugherty, seconded by Mrs. Moore. They are as follows:

- SCES Gym by PTA Pres., Amy McAllister for Gr. K-2 Sock Hop, on Apr. 30 from 2:30pm to 6:00pm
- SCES Gym by PTA Pres., Amy McAllister for Gr. 3-5 Sock Hop, on May 7 from 2:30pm to 6:00pm
- HS Café. by Ruth Lohide for Relay for Life Survivor Dinner, sponsored by the Switzerland County Farm Bureau on June 25 from 2:00pm to 7:00pm
- HS Café. by Katie Collier of the Switzerland County Fair Board for the 4-H Queen contest, June 25 from 7:00pm to 9:00pm.

ANNOUNCEMENTS AND REPORTS: (SUPERINTENDENT)

Superintendent Jones announced that the next Endowment meeting would be held April 27, 2010.

Dr. Jones also announced that the next board meeting would be held next Monday, April 26, 2010 and the next regular board meeting would be held on May 17, 2010.

BOARD REPORT AND COMMENTS:

None.

ADJOURNMENT:

Mr. Roberts moved to adjourn the meeting. Mr. Truitt seconded and the vote was unanimous. The meeting was so adjourned. (8:40 p.m.)

James Phipps, President

Wayne Daugherty, Vice President

William Roberts, Secretary

Virgil Mckay, Member

Tonya Moore, Member

Andy Truitt, Member

Vernon Waltz, Member