

SWITZERLAND COUNTY SCHOOL CORPORATION
MINUTES OF THE MARCH 19, 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 9:00a.m. at the Switzerland County School Corporation's Administration Office to discuss I.C.5-14-1.5-6.1(5).

The board members present were Mr. Phipps, Mr. Roberts, Mrs. Moore, Mr. Daugherty, Mrs. Peters, Mr. Truitt and Mr. Waltz. 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 and the meeting was opened to the public.

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 Dr. Elizabeth T. Jones, Wilma Swango, Mona Crabtree, Matt Hocker, Ron Hocker, Greg Curlin, Jill Cord, Adrienne Turner, John Druba, Rhonda Pennington, Sally Weales, Brian Grigsby, John Sieglitz, Michael Jones, David Todd and Tony Spoores.

ADOPTION OF THE AGENDA:

Mr. Daugherty made a motion to approve the agenda as presented. Mrs. Moore seconded and the vote was unanimous.

APPROVAL OF MINUTES:

Mrs. Peters made a motion to approve the minutes of the February 16, February 20, February 22, February 27 and February 29, 2012 Board meetings as submitted. Mr. Waltz seconded the motion and the Board's vote was unanimous.

FINANCIAL REPORT:

Mrs. Moore moved to approve the January, 2012 Fund report. Mr. Waltz seconded the motion. Mr. Phipps asked the Corporation's Business Manager, Wilma Swango, to give the Board an update on the report. Mrs. Swango said the Federal funds run in the negative until we get reimbursed, and this time, the Endowment is operating the same way, as it is running in the negative until the Corporation gets reimbursed for that. She said all of the 9000 numbers are clearings. She said Fund #9490 showing a negative amount is a volunteer deductions account which will be cleared out next month. Mrs. Swango said the Corporation is in the process of changing its lead account and payroll account from one bank to another. She said pretty much all of the lead account revenue has been moved to Friendship State Bank but the direct deposit won't get started until April because Friendship just changed their ACH program which is used for direct deposits for payroll. Mrs. Swango said the Self-Insurance account is presently at Friendship but will be moved to Main Source. She said the CD's are dwindling down because it is difficult to get rates for them these days. She said she did take the liberty of calling Napoleon State Bank a couple of weeks ago to see if they were interested in giving the Corporation a quote on the CD's and since they were public funds, they did not feel they could do that at this time. She said next month, they would see that the CD amount was down and would be put into the lead account at Friendship as well. Mrs. Swango said our records indicate that the payroll account at Main Source is a negative amount, but it actually a zero balance. She said AFLAC 125 is never included in the Corporation's current balance because it is considered the employees' money which is used for Flex 125, so it is listed separately. Mr. Phipps asked Mrs. Swango to refresh his memory regarding things that come out of Capital Projects each month. Mrs. Swango said generally speaking, even though there may be special things as well, utilities, technology payroll, and copier lease payments come from this account. She said those are the standard things, but also includes anything going on in the buildings regarding repairs or maintenance such as a piece of equipment or a repair that is going to be a permanent situation.

CLAIMS:

Mr. Truitt made a motion to approve Vendor Claims #42618 through #42644; #42646 through #42671; and #42673 through #42756, as well as Payroll Claims for March 2, 2012 and March 16, 2012 as submitted. Mr. Daugherty seconded the motion. Mr. Truitt asked what claim #42677 to Bovard & Leap for \$2,000 was for. Mrs. Swango said the conduit presently ran to the old Administration Building and since that building is now vacant, it was considered in the Corporation's best interest to put it at the Old Gym so that if anything is ever done with the vacated building, those steps will have already been taken. Mr. Sieglitz said this was for Fiber Optic Cables to the Old Gym for Myron's computer and emergency phones. Mr. Sieglitz said since there is no temperature control, ceilings are falling in and anything we plan to salvage needs to be removed from the building. Mrs. Moore asked about claim #42626 to Batesville Community School in the amount of \$40. Mrs. Swango said this was for a student's registration paid from the High Ability

Grant for an academic competition at Batesville on February 27, 2012. The Board's vote to approve the claims was unanimous.

RTI PRESENTATION:

Dr. Jones gave a brief history of how the RTI program began and then turned the meeting over to the presenters. Dr. Jones said the process of RTI began in 2007 with educator's training at the Madison Administration Building. She said in 2008, the Corporation hired Nancy Jacobs to train our elementary teachers at a summer workshop at Switzerland County Elementary School. She said the Switzerland County Elementary School teachers then volunteered to do a pilot study. Mrs. Pennington said she was pinch hitting for Fred Ross who was ill. She said Mr. Ross had been working on the presentation for about a month. She introduced Jefferson-Craig's representative, Brian Grigsby, whom she said was also an Educator of the Year nominee and Mrs. Sally Weales who was the representative for Switzerland County Elementary School. Mrs. Weales explained that the program was set up on a tiered structure. She said Tier 1 was the core curriculum where students should be able to perform without intervention. She said Tier 2 was comprised of taking students whose data shows they need more intervention and doing small group instruction. She said students in Tier 3 received more intense small group intervention. Mrs. Weales said those students are monitored closely each day to make sure their skills are steadily progressing. Mr. Grigsby said Tier 1 is the general classroom; Tier 2 would have a small group of around six students; and Tier 3 would have one or two students. Mrs. Weales said in the pull-out program, the instruction the students received was an extension of the basic classroom. She said in Tier 3, the instruction was based on very specific needs of the students. She said the students' individual progress was graphed and they could see their own progression. Mrs. Weales said the selection of students to participate in enhancement or intervention was based on ranking system based on research data, such as ISTE, grades, and in-class Acuity scores. She said in grades one and two, teacher observations are also used as an assessment tool. Mr. Grigsby said he wanted to emphasize the words student needs and data driven which are essential to the program. He said everything done with this program is based on what the student needs and is backed up by whatever data is used to determine those needs. Mr. Grigsby said the fewer number of staff members you have, the harder it is to implement the RTI program. He said at Jefferson-Craig Elementary, the sixth grade is scheduled for RTI at 10:00 when the sixth grade students are broken up into groups who receive different levels of instruction. He said the larger group may go to music, the Tier 2 students would receive vocabulary remediation from him and comprehension from Mr. Combs. Mr. Grigsby said there was also morning and afternoon tutoring provided by some teachers as well as support staff and community volunteers. He said because of having a smaller number of staff at Jefferson-Craig Elementary School, the needs of the students are being met, but at a little slower pace than that of Switzerland County Elementary School. Mrs. Peters said her concern was that the schools really need to hammer this if the state is requiring students to pass reading by the third grade and asked if the RTI is getting that done. Mrs. Pennington said this program is being implemented in addition to the regular classroom instruction so this individually focused instruction should help the students tremendously. She said this is the first year that the test score

will determine whether or not a student gets passed to the next grade. Mrs. Weales said in the beginning, the implementation of the RTI program was very rocky. She said there was a lot of things to learn and a lot of data that had to be sifted through and teachers had to be trained on how to sort through the data in order to develop a plan for how to help the students. She said the teachers have now embraced it and run with it and made it their own by developing their own plan rather than one that someone told them they needed to follow. Mrs. Peters asked if the program will be used at the Middle School. Mr. Druba said even though it was not called RTI right now, they were doing things that the RTI program does. He said the RTI program will officially be phased into the Middle School after the teachers have received training. Mrs. Moore asked Mrs. Weales to explain what was meant by right brain diagnostic multiplication. Mrs. Weales said that right brain learners sometimes connect better with pictures. She said their multiplication facts will have a story with a picture associated with the Math facts. She said all of the students learned particularly well with this method. She said they would draw their own pictures and practiced the math problem with flash cards that had pictures on them. Mr. Daugherty asked how the students' parents fit into all of this. Mrs. Weales said the first year, they were a little shocked, even though letters had been sent to them and the program was explained to them. She said the parents are on board with it now because their child is receiving individualized attention but is not being singled out for intervention. She said now, instead of 3 students being taken out of class with an intervention teacher, they all go for intervention, but one student does not know where the other student is going or what they are doing. Mr. Phipps asked how the board members could gauge the program to determine whether or not it was successful. Mrs. Weales said they would be able to see the success from the data and she could email that to them. She said the teachers tried to monitor the students every two weeks and you could track their progress. Mr. Grigsby showed Board Members a star reading report and explained how to read it to see a student's progress. Mrs. Peters asked about access to the report information. She asked if it was at their fingertips or if it was time consuming. Mrs. Weales said it was time consuming but it was at their fingertips. Mrs. Peters said she appreciated the extra time Mrs. Weales and Mr. Grigsby took to make this presentation.

OLD BUSINESS:

A Commercial Vendor Credit Card Use Policy was presented for a first reading at the Board's meeting of March 13, 2012. Mr. Daugherty moved to approve the policy as submitted. Mrs. Moore seconded the motion and the vote was unanimous. The approved policy is as follows:

AUTHORIZATION OF COMMERCIAL VENDOR CREDIT CARD USE

1. *The Corporation Treasurer and/or Deputy Treasurer may release a credit card to a school official or employee. Card must be picked up and returned during normal business hours of the Central Office.*
2. *Person requesting such card must sign out the card and will be made responsible for all charges incurred while credit card is in their possession.*
3. *Once the purpose for which the card was issues is accomplished, the card must be returned to the Corporation Treasurer or Deputy Treasurer.*

4. *Itemized receipts and/or invoices must be submitted to the business office after each purchase. If supporting document and paperwork such as receipts and bills are not available prior to due date for payment, the officer or employee responsible for such changes will be required to make payment on those charges.*

CREDIT CARD POLICY

The School Board recognizes the value of an efficient method of payment and record keeping for certain expenses.

The Board, therefore, authorizes the use of credit cards for travel expenses, online purchases, emergency purchases and purchases with businesses the corporation does not have an account with.

Credit cards are not to be used to bypass the accounting system of the school corporation. Employees are required to have a request to purchase approved by their immediate supervisor and the superintendent or his/her designee. A purchase order will be issued to encumber the money.

The corporation credit card will be designated to the superintendent and will be kept by the Purchasing Agent (Deputy Treasurer) at the administration office.

The employee must request a tax exempt certificate for any purchase. If sales tax is charged, the employee will be responsible for paying the sales tax. (Tax on food and lodging is allowable.)

Personal items shall not be charged on district-issued credit cards. If a personal item is inadvertently purchased on a district issued credit card in violation of this policy, repayment by the employee must be made immediately. Any employee or officer failing to make the required immediate repayment will be required to sign a written authorization for a payroll deduction.

Use of a Corporation credit card to purchase alcoholic beverages is strictly prohibited.

If the issued credit card provides for purchase incentives (i.e., points, discounts or airline mileage credits), such incentives shall only be redeemed for authorized district business.

Original receipt(s) must be submitted to Accounts Payable.

The business office shall pay the credit card balance in full no later than five days prior to the due date so finance charges will not be incurred. Any interest or penalty incurred due to late filing or furnishing of documentation by an officer or employee shall be the responsibility of that officer or employee.

Mr. Phipps said at this time, he had planned to have some information regarding the Switzerland County Elementary School, but due to computer issues related to the recent lightning hit, that was not possible. He said there were different scenarios and possibilities out there that needed to be researched before a decision is made. He said he

wanted to look at redistricting and how that would work. Dr. Jones said right now the data is being gathered. She passed out a diagram that Mr. Gullion had worked on. She said he was just beginning to look at the considerations of redistricting. She said he had considered sending the students living between the gold and blue lines, which included students living on Bud Ballard and Beatty Ridge, traveling south to Highway 156 and on to Jefferson-Craig Elementary School instead of traveling south to Switzerland County Elementary School. She said this scenario may end up being a shorter distance or perhaps the same distance as what is currently being traveled. She said if students living between the gold and blue lines are routed this way it would send more students to Jefferson-Craig. She said in 2013, if the East Enterprise district's sixth graders return to Switzerland County Elementary, there would be 500 students there and only around 300 students at Jefferson-Craig which is a huge disparity in the student population of the two buildings.

Dr. Jones said as the refurbishing and adding on to the building at East Enterprise is being considered, redistricting is one possibility that should be looked at. She said the plan is to look at a Crystal Report, which puts on a map where each student lives, to see how many students will be affected. She said, for example, if by looking at this information, all of the students identified in the area between the gold and blue lines are High School students, then redistricting will not help the situation. She said Mr. Sieglitz would be working on this report that would show what grade level each of those identified students are in. Dr. Jones said redistricting was not something that could be done just by saying it was going to happen. She said there would need to be a lot of planning and parent meetings. She said traditionally there have been a lot of requests from parents that live in the East Enterprise district for their children to go to Jefferson-Craig because they work in Vevay or Madison, so she did not expect a huge outcry from the public. She said the Corporation would still have to exercise some flexibility regarding the issue, especially since the State allows children to go where they want, as long as they enroll by August 1. Dr. Jones said she thought the important thing was to let parents know what the Corporation's desire is and let them think about what is best for their situation. She said even though Mr. Gullion decided this would help balance out the numbers in 2002, this scenario may not be helpful today, but this was going to be the starting point for looking at redistricting. She said Mr. Gullion's idea was a good one, as he had the students living at Markland traveling 156 to Jefferson-Craig and since buses already go past there, it would be an easy fix. Mr. Daugherty said if this is going to be an easy fix, then he didn't see the need for the meetings. Dr. Jones said it would be an easy transportation fix but she wanted to have meetings to inform parents so they could adjust to the idea if this is what the Board decided to do. Mr. Daugherty said he liked what Dr. Jones said about giving the parents some flexibility because if a student had just one more year to go at Switzerland County Elementary and the parents wanted the child to stay there but redistricting caused the child to be routed to Jefferson-Craig, he thought they should be able to have a say in that.

Mr. Daugherty said he did not think anyone could accurately predict where the population is going to be in five years or even ten and felt like the Board could only do what it looks like will be workable thing, but also felt redistricting will take a lot of time

off of any other plans they may have for Switzerland County Elementary School. He said the Board had not even voted yet whether or not to put the students from East Enterprise district back out to the school. He said the idea had been discussed but no decision has been made. Dr. Jones said even if nothing is done to Switzerland County Elementary School, this is an issue that needs to be addressed. Mr. Waltz said it was hard to know what to do with a building program if we don't even know what we are going to do about redistricting or whether we are going to put the sixth grade back in both elementary schools. He said he would hate to put off the building program for four or five years while the idea of redistricting is being kicked around. Mr. Phipps asked what is considered a proper size for an elementary school. Dr. Jones said 325 to 350 students is a good number for an Elementary School. Mr. Daugherty asked Mr. Phipps if we are going to wait until this data is in before a decision is made. Mr. Sieglitz said he was just a few days away from having the data. He said he had a map with every bus route and a list of every student riding the bus and where each child lives and where each one goes to school. He apologized for not having the report for them but the lightening damage delayed things quite a bit. Dr. Jones asked Mr. Sieglitz to explain the extent of the damage. Mr. Sieglitz said it took out close to 85% of the equipment in this building. He said it took out the wireless access points, conference phone, fire alarm sensors, keyless entry, outside cameras, eight computers, three switches which connect all the cameras and equipment to the building which are around \$2000 each, the satellite system and television in Ivan's office, and the copy machine. Mr. Daugherty said the good news is it is all insured. Mr. Sieglitz said we had a \$5000 deductible. He said he was guessing right now but his estimate of the damage was around fifteen to seventeen thousand dollars. He said a lot of progress had been made on repairs in the last two business days.

Dr. Jones said she felt some things needed to be done in tandem. She said if the decision is made to redistrict because it makes sense, then the building project could go on, at least the renovation projects. She said the school at East Enterprise needs a new lighting system if nothing else happens. She said they need new restrooms if nothing happens.

Mr. Phipps said he felt some decisions needed to be made at the next meeting or another meeting needed to be scheduled. He said if the Board was going to opt not to redistrict, then that decision needs to be made at the next meeting. He said the same was true for the sixth grade placement. He said before the Board went any further regarding the size and scope of the building project out at East Enterprise, then those things needed to be wrapped up.

NEW BUSINESS: (None.)

PUBLIC COMMENTS: (None.)

PERSONNEL:

Mrs. Moore made a motion to approve Ashley Chase to fill the ECA position of Varsity Girls Basketball Coach for 2012-2013. Mr. Waltz seconded the motion and the Board's vote was unanimous. Mr. Daugherty mentioned that the only persons eligible to fill

varsity coaching positions are employees of this School Corporation in teaching positions.

PROFESSIONAL LEAVE / FIELD TRIPS:

The Board voted unanimously to approve a Professional Leave request from Barry Smith to attend a 2-week Summer PLTW Training for Digital Electronics (yr.3), funded by Title II, in Kokomo, Indiana at Purdue University in a motion made by Mr. Waltz and seconded by Mr. Daugherty.

USE OF FACILITIES:

The following Use of Facility Application was approved by a unanimous vote in a motion made by Mr. Waltz and seconded by Mr. Daugherty:

- HS: J. Parker for Sheriff's Office Candidate Testing on Sat., 3/31, 7am-5pm

ANNOUNCEMENTS AND REPORTS: (SUPERINTENDENT)

Dr. Jones made the following announcements regarding upcoming meetings:

- Next Regular Board Meeting – Monday, 04/16/2012
- Next Endowment Meeting - Tuesday, 3/20/2012

Dr. Jones also wanted to mention that the North Central Accreditation Team had been at the High School. Mr. Todd said the staff at the High School was completely involved in this. He said with as much work as the staff has put into this, they did not feel forced and felt like this was something they needed to do. He said the Accreditation Team will talk to students, community members, teachers and administrators. Mr. Todd said the staff told students they did not want them to put up any smokescreens. He said the school needs to find the things that need to improve. He said the staff will be notified of their strengths as well as any areas that need improvement. He said they will find out Wednesday what the Accreditation Teams recommendation to the State will be as to whether or not the school will be approved.

BOARD REPORT AND COMMENTS:

Mr. Daugherty mentioned there was gravel on the road at the entry to the Administration Office that needed to be swept off. Dr. Jones said it was probably gravel that was delivered recently to fill a mud hole. Mr. Todd said the High School had received a donation from Hilltop Basic.

Mrs. Moore said she wanted the Administrators to go back to their buildings and tell the teachers how wonderful they are and what a good job they are doing. She said they don't get the credit they deserve and wanted to let them know.

Mrs. Peters thanked Mrs. Weales and Mr. Grigsby for their presentation.

ADJOURNMENT:

Mr. Roberts moved to adjourn the meeting. Mr. Truitt seconded and the vote was unanimous. The meeting was so adjourned. (7:05 p.m.)

James Phipps, President

William Roberts, Vice President

Tonya Moore, Secretary

Wayne Daugherty, Member

Nancy Peters, Member

Andy Truitt, Member

Vernon Waltz, Member