

SWITZERLAND COUNTY SCHOOL CORPORATION
"Unofficial" **MINUTES OF THE JANUARY 11, 2016**

REORGANIZATIONAL SCHOOL BOARD MEETING 6:00 P.M.
& BOARD OF FINANCE MEETING

CALL TO ORDER / PLEDGE TO THE FLAG / MOMENT OF SILENCE:

Board President, Daugherty, called the meeting to order and led those in attendance in the pledge to the flag, followed by a moment of silence.

ATTENDANCE:

The Board members present were Mr. Bennett, Mrs. Collier, Mrs. Cord, Mr. Daugherty, Mr. Deck, Mrs. Peters, and Mr. Roberts.

Others in attendance were Michael L. Jones, Wilma Swango, Mona Crabtree, Matthew Hocker, John Sieglitz, Greg Curlin, Sally Weales, Tony Spoores, Anna Spoores, Sean McGarvey, Gregg Goewert, Jessica Crepin, Logan Crepin, Roy Leap, Brenda Rayles, Tyler Manbeck, Jeana Rayles, Gerry Peters, Marlene Baker, Kyetalin Baker, Madalyn Levell, Matt Levell, Brooke Levell, Deb Archer, Bailey Bennett, Hannah Hayes, Tammy Hayes, Lance Collier, Macy Collier, Cale Collier, Dalton Faddis, Heather Faddis, Anatasia Faddis, Rodney Faddis, Amy Combs, Jim Swan, Michele Thompson, Ella Thompson, Michelle Oatman, Chris Oatman, and Pat Lanman.

ADOPTION OF THE AGENDA:

Mr. Deck made a motion to approve the agenda as submitted. Motion seconded: Peters.
Vote: Unanimous.

CELEBRATING SUCCESS:

The Jefferson-Craig Spell Bowl Team was present for recognition by the Board for their outstanding performance at a Spelling Bee held in Rising Sun. The students finished first place in their division as well as first place over all for the evening. Coach and Proctor are Dawn Ransdell and Sandy Jones. The competing students: Anatasia Faddis, Ajanai Ross, Ella Thompson, Hannah Hayes, McKaila Peelman, Patty Miller, Logan Crepin, Davin Humbert, and score keeper Bradley Romans. Other team members: Terriona Morris, Ky Baker, Garret Hansche, Ralph McKinley, Macy Collier and Madalyn Levell. Board President, Daugherty, with assistance from Vice President, Roberts, presented those students in attendance with medallions.

REORGANIZATION OF THE BOARD: 2016

Superintendent Jones asked for nominations for the President's position on the Board. Mrs. Peters was nominated in a motion by Daugherty, seconded by Roberts. Vote: Unanimous.

Mrs. Collier was nominated as Vice-President of the Board in a motion by Roberts, seconded by Daugherty. Vote: Unanimous.

Mr. Deck was nominated to serve as the Secretary of the Board in a motion by Bennett, seconded by Collier. Vote: Unanimous.

Wilma Swango was nominated to serve as the Corporation Treasurer/Business Manager in a motion made by Collier, seconded by Bennett. Vote: Unanimous.

Mrs. Swango recommended Cindy Haskell to serve as the Deputy Treasurer for the Corporation. Motion to approve: Deck / Second: Daugherty / Vote: Unanimous.

Mrs. Peters opened the floor for nominations for School Board Attorney for 2016. Matthew Hocker was nominated in a motion by Roberts, seconded by Bennett. Vote: Unanimous.

2016 Regular Board Meeting dates and times for 2016 were set for the third Monday of each month at 6:00 P.M., with Executive Sessions and Special Meetings to be held as necessary. Motion: Roberts / Second: Bennett / Vote: Unanimous.

The following Board Member salaries for 2016 were recommended to the Board for approval: \$112 for each regular meeting; \$62 for each committee meeting; annual salary of \$2000. Motion: Bennett / Second: Deck / Vote: Unanimous.

It was noted that 2016 insurance rates for Board members had already been voted on at the November, 2015 Board Meeting. Also, after contacting Michael Adamson of the Indiana School Boards Association, it was discerned that this was not actually a part of Reorganization of the Board. Motion was made by Bennett for School Board members to pay for Health, Dental and Vision Insurances at the same rate as Corporation teachers for 2016 instead of \$1 per year as previously approved. Collier seconded. Discussion: Daugherty wondered why the motion was being made since the matter was voted on at the November meeting. Bennett wanted to designate the funds that would have been used for Board insurance costs to go toward the Jefferson-Craig building project or be put into the Rainy Day Fund. Mrs. Swango explained that those monies could not be put into the Rainy Day Fund or Capital Projects Funds. She mentioned that it might be used for general operations. Bennet feels strongly that the money should be used in way that will benefit the students. Peters called for a vote on Bennett's motion. AYES: Bennett, Collier, Deck. NAYS: Cord, Daugherty, Peters, Roberts. Motion failed.

The President of the Board is responsible for the annual appointment of Board Members to serve on designated Board Committees. Peters announced those appointments will be made at the regular February Meeting scheduled for 2/15/16. Board members should contact her as to which Board Committees they would like to be appointed. The four current Board Committees are Negotiations, Endowment, Internal Controls Review and Facilities & Grounds.

Mr. Jones recommended the approval of bonding certain school personnel for 2016.
Motion: Deck / Second: Cord / Vote: Unanimous. Bonding is as follows:

- Kim Stout, ECA, SCHS: \$ 10,000
- Donita Cole, ECA, MS: \$ 5,000
- Sheila Gault, ECA, JC: \$ 5,000
- LeeJaye Lohide, ECA, SCE: \$ 5,000
- Wilma Swango, Corp. Treasurer: \$100,000
- Cindy Haskell, Deputy Treasurer: \$ 75,000

Conflict of Interest Statements were received from Mr. Roberts and Mrs. Cord at the September 21, 2015 Board Meeting. At this time, no other disclosures of possible conflict of interest were received.

PUBLIC COMMENTS:

Peters opened the floor for comments from the public.

Chris Oatman: The Board asks for written comments from the public if they wish a response. At the last meeting, he asked for a written response. Only one of four Board members responded. He doesn't know how members of the community can expect to engage in conversation if the Board won't even have the conversation. He guesses it is up to voters to decide if they still want the people they elected to stay on the Board if they are not going to do right by their constituents.

Public Comments were closed.

APPROVAL OF MINUTES:

The Minutes of the December 21, 2015 Board Meeting were presented for approval.
Motion: Collier / Cord: Second / Vote: Unanimous.

FINANCIAL REPORT:

The October, 2015 and November, 2015 monthly financial reports were presented for approval. Motion: Daugherty / Second: Bennett. Corporation Business Manager, Wilma Swango, reported that Textbook Rental shows a negative balance. The Corporation has filed a claim for reimbursement from the state. Until the reimbursement is received, the Corporation cannot ask for funds from the Endowment.

CLAIMS:

The following Payroll and Vendor claims were presented for approval:

Payroll Claims: 12/31/2015

Vendor Claims: (Prewritten) #49844 - #49867; #49868 - #49883

#49884 (transfer to payroll)

#49885; #49886; #49887 (not used);

#49888

(New) #49889- #49952

Motion: Cord / Second: Roberts / Vote: Unanimous.

NEW BUSINESS:

*Board President, Peters, interrupted the regular meeting in order to hold the **Board of Finance Meeting:***

Motion to nominate Peters as President and Deck as Secretary of the Board of Finance:
Collier / Second: Bennett / Vote: Unanimous.

Swango, mentioned that our Corporation follows the same Investment Procedures as the Indiana Treasurer of State. Highlights of the updated policy include: goals for investing public funds; different authorized accounts; the depositors being PDIF (state insured) as well as FDIC insured with a coverage of \$250,000 per depositor; investment allowances for CD's, mutual funds, and Treasury notes; repurchase agreements; Boards of Finance members and their responsibilities; banking services such as Automated Clearing House, lockboxes, direct deposits, electronic images of checks, online banking, positive pay and sweep accounts. The Corporation has a credit card with one of the local banks. The Investment Policy, approved by the Board in January, 2015, will remain in force for 2016.

A copy of the Investment Report was provided to Board members for their review. When investing with local banks, whichever rate of interest is higher is what is chosen. The CD rates and checking account rates are checked out at both local banks and the higher rate of interest determines how investments are made.

Motion to approve Friendship State Bank and Main Source Bank as the two depositories for the School Corporation: Daugherty / Second: Roberts / Vote: Unanimous.

According to Indiana Code, at the end of two years, any checks that are outstanding as of the end of December are to be re-deposited into the same fund they came from. Motion to approve the outstanding check report as submitted: Deck. / Second: Daugherty. / Vote: Unanimous. They are as follows:

#44466: \$500.00.....2/19/13

#44946: \$2,000.00.....5/21/13

#45034 - \$11.05.....6/17/13

#45658 -\$3,984.84....9/30/13

*At this time, the **Board of Finance Meeting** was closed and the regular meeting resumed.*

BOARD COMMITTEE REPORTS:

Endowment: A request from the Archery Team was presented for first reading and will be voted on at the next meeting which will be presented at the January 26, 2016 meeting.

Facilities & Grounds: A lot of activity is going on at Jefferson-Craig Construction site.

Internal Review: A question arose concerning when the Extra-Curricular Activities accounts would be audited. Swango said, historically, audits of the school ECA accounts has not been a part of the duties of that committee, but because the State Board of Accounts did not do the audits for that two year period, the committee was asked to do so. Now, the State Board of Accounts has hired additional personnel and will going back to doing ECA audits. This should be sufficient, but if the Board feels differently, that can be addressed. The Internal Controls Review Policy should probably be reviewed and updated. School ECA's (SA-5 Reports) for 2015 and 2016 are due to be audited by the State Board of Accounts in 2017.

LEGISLATIVE REPORT: (Superintendent)

Superintendent Jones reported a few facts about the 2016 Session of the Indiana General Assembly, beginning January 5, 2016 and finishing by midnight, March 17. Even though it is a Non-Budget Session, the budget can be opened by legislative decree. Current Education Bills in Committee: SB 3, (Education Technical Corrections Trailer); SB 9, (Charter School Data Collection); SB 10 (Teacher Salary Scales); SB 73 (School Curriculum - regarding including cursive writing); SB 200 (Measuring School Performance Grades); HB 1003 (Calculating Performance Grants-relative to test results).

A Saturday School Program funded by the Switzerland County Probation Office was presented to the Board for approval. Motion: Collier / Second: Deck / Vote: Unanimous. Dates are as follows: 1/23, 2/06, 2/20, 3/5, 3/19, 4/16, 4/30, 5/14.

Increases in the a-la-carte pricing for the High School Cafeteria were recommended for approval to ensure compliance with Federal requirements. Motion: Roberts / Second: Collier / Vote: Unanimous. Approved Price Changes: Sandwiches - \$1.50 to \$2.00 / Side items go to \$1.50.

Recommendation was made to approve a Consent Agenda Policy as presented. Motion: Bennett / Second: Collier / Vote: Unanimous. Approved Policy reads as follows:

CONSENT AGENDA

The School Board shall use a consent agenda to keep routine matters within a reasonable time frame. The following routine business items may be included in a single action item for consideration by the Board:

- A. *Minutes of prior meetings*

- B. *Monthly Financial Report*
- C. *Payroll & Vendor Claims*
- D. *ECA Fundraisers*
- E. *Staff Professional Development Leaves / Field Trips*
- F. *Other routine items as determined by the Superintendent and Board President.*

A member of the Board may request any item to be removed from the consent resolution and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a non-action item or be deferred for further study and discussion at a subsequent Board meeting if the Superintendent or any Board member thinks the item requires further discussion.

A recommendation was made for Mary Jane Rogers to fill a soon to be vacated position on the Switzerland County Public Library Board for a four-year term. Motion: Cord / Second: Roberts / Vote: Unanimous.

It was recommended that the Board approve the following Extra-Curricular Activity Fundraisers from the HS Student Council as submitted for State Leadership Convention expenses and future charity opportunities:

- HS Student Council – Sale of Homecoming, 2016 Memorabilia & Dance Charges, 1/29/16
- HS Student Council – Sale of Valentine's Day Flower Grams, 2/12/16
- HS Student Council – Talent Show Attendance Fees, 3/24 or 3/25/16

Motion: Deck / Second: Daugherty / Vote: Unanimous.

A 2016 School Improvement Plan for Jefferson-Craig Elementary School was presented for approval. Motion: Collier / Second: Bennett / Discussion: Some questions were asked of Jefferson-Craig Principal, Tony Spoores and were answered to the Board's satisfaction. Vote to approve: Unanimous.

PERSONNEL:

Extra-Curricular Activity Position Recommendations were recommended to the Board for approval as follows:

- JV Girls Softball Coach – Sarah Oeffinger
- HS Softball Assistant *Volunteer* – Leanna White
- HS B/G Track Coach – Adam Pietrykowski
- HS B/G Track Assistant Coach – Kris Sandlin
- HS B/G Track Assistant Coach – Angie Grubbs
- HS B/G Track Assistant Coach – Casie Jesop/Courtney Dayadharum (sharing 3rd stipend)

Motion: Daugherty / Second: Roberts / Vote: Unanimous.

PROFESSIONAL LEAVES / FIELD TRIPS: None.

USE OF FACILITIES:

Motion to approve a request for use of facilities with the waiver of fee and waiver of certificate of liability insurance: Daugherty / Second: Collier / Vote: Unanimous.

Facilities request granted:

- Kaulene Green - Jefferson-Craig Elem. Cafeteria for Baby Shower, Sat., 1/30/ 2016

ANNOUNCEMENTS AND REPORTS (SUPERINTENDENT):

Superintendent, Michael L. Jones, made the following announcements:

- Next Regular School Board Meeting will be held Mon., 02/15/2016 at 6:00 P.M.
- Next Endowment Meeting to be held Tues, Jan. 26, 2015 at 5:00 P.M.
- Superintendent's "In the Neighborhood" School Meetings: (** sites to be determined for Cotton, Pleasant and Craig Townships*):
 - Wed., Mar. 16, 2016 @ 6:00 P.M.
 - Wed., Apr. 20, 2016 @ 6:00 P.M.
 - Wed., May 18, 2016 @ 6:00 P.M.

BOARD COMMENTS:

Mr. Bennett: Congrats to Nancy and Katie as the new President and Vice President of the Board. 2015 was a learning year and hopefully, more will be learned in 2016. By bringing up insurance matters, he has nothing against the Board members, it is just about trying to save money.

Collier: Thanked the Board for supporting her in the vote for Vice-Presidency. Swears to support the community again this year.

Cord: Wanted to know who is ultimately responsible for maintaining and updating the website. Jones responded – John Sieglitz, Angie Grubbs, and also Josh South. He hopes to have a report about updates to the website. She wanted to know how usable the GPS Program for the buses is if it takes a week to make a report. Mr. Jones believes it is very useful and usable, if for nothing else, but to know if the bus is stopped and where they are. She wondered what the cost is. Mrs. Swango said the initial setup was paid by the Endowment, so she would have to check on the monthly cost and get back with her. Mr. Sieglitz believes it costs about \$1 per day per bus.

Daugherty: Doesn't want this to sound like he's trying to leave the elected officers with no responsibility, but would like the Board to consider the wording of what is announced at the beginning of the Meeting regarding the Meeting being in public, but not being a public meeting. There is confusion about that as well as what is expected of individuals during Public Comments.

Peters: Thanks for the vote for Presidency. Hopes she will serve well. Deadline for members of the Board to write down what priorities and goals they want to focus on for this year, and to advise her on which committees they wish to serve is a week from today. An Executive Session may be necessary in February for finishing up some things such as the Superintendent's evaluation.

ADJOURNMENT: (7:03 P.M.)

Motion to adjourn: Roberts / Second: Daugherty / Vote: Unanimous. The meeting was so adjourned.

Nancy Peters, President

Kathryn Collier, Vice President

Josh Deck, Secretary

Joseph Bennett, Member

S. Jill Cord, Member

Wayne Daugherty, Member

William Roberts, Member