

December 17, 2018

**SWITZERLAND COUNTY SCHOOL CORPORATION  
MINUTES OF THE DECEMBER 17, 2018**

**EXECUTIVE SESSION BOARD MEETING** **5:00 P.M.**  
**REGULAR PUBLIC SCHOOL BOARD MEETING** **6:00 P.M.**

The Board of School Trustees met before the regular public meeting for an Executive Session beginning at 5:00 P.M. at the Switzerland County Administration Building located at 1040 W. Main Street, Vevay, Indiana to discuss a job performance evaluation of individual employees in compliance with Indiana Code: I.C.5-14-1.5-6.1(b)(9).

Those in attendance: Board Members: Collier, Deck, Cord, Bennett, Bosaw, Combs and Sullivan. Others in attendance: Superintendent Hite, and Board Attorney, Matthew Hocker.

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

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

Board President, Collier, called the regular meeting to order and asked for the silencing of all communication devices. Superintendent Hite led those in attendance in the pledge to the flag, followed by a moment of silence.

**ATTENDANCE:**

Mrs. Collier, President:	<u>Present</u>	Mrs. Combs, Member:	<u>Present</u>
Mr. Deck, Vice President:	<u>Present</u>	Mrs. Cord, Member:	<u>Present</u>
Mr. Bennett, Secretary:	<u>Present</u>	Mr. Sullivan, Member:	<u>Present</u>
Mr. Bosaw, Member:	<u>Present</u>	<i>Mr. Hite, Superintendent:</i>	<u>Present</u>

Others in attendance: Mona Crabtree, Wilma Rosenberger, Matthew Hocker, John Sieglitz, Sean McGarvey, Lesa McGarvey, Erin Deck, Roy Leap, Shaun Holliday, Fred Ross, Trent Whaley, Greg Curlin, Levi Curlin, Ethan Curlin, Ashley Wehner, Cameron Everage, Marla Edwards, John Druba, Joyce Druba, Tony Spoores, Anna Spoores, Amy Hughes, Wade Hughes, and Ryan Hughes.

**OVERALL AGENDA:**

The overall agenda was presented to the Board for approval as presented. Motion: Cord/  
Second: Sullivan / Vote: Unanimous.

December 17, 2018

## **RECOGNITIONS:**

### **CELEBRATING SUCCESS:**

Students, Ryan Hughes and Levi Curlin were nominated for being in the top ten of the National Finalists in the Agricultural Fair competition. They were selected based upon a written science report, state interview scores, a review of their project poster display and in-depth research data. Their topic was comparing the economic value and healthy choices when selecting store brand versus name brand cake products. The students were congratulated by Superintendent Hite, and President Collier and presented with a medallion.

### **RETIRING BOARD MEMBER:**

Outgoing Board Member, Susan Jill Cord, was recognized by other members of the Board and Superintendent Hite for her services to the Corporation. She expressed her intent to stay connected with the Corporation through volunteering, substitute teaching and speaking up regarding issues she is passionate about.

**PUBLIC COMMENTS:** *This portion of the meeting is limited to fifteen (15) minutes, unless extended by a vote of the Board. Anyone wishing to speak is required to identify themselves, keep comments to three minutes and address comments only to the Board President. If this isn't enough time, they are free to submit the balance of their comments in writing. The Board will take comments under advisement. If a written response is requested, they may leave an address with the Administrative Secretary. Commenters are advised to withhold specific names from comments without that person's written consent.*

The floor was opened for public comments. Hearing none, public comments were closed.

## **CONSENT AGENDA ITEMS:**

It was recommended that the Board approve consent agenda items including Minutes, Monthly Financial Report and Payroll Vendor Claims. Motion: Bosaw / Second: Combs/ Vote: Unanimous. Approved items are as follows:

- MINUTES: Regular Board Meeting, 11/17/18; Spec. Fac. & Grounds Committee Mtg., 12/04/18
- MONTHLY FINANCIAL REPORT: October, 2018
- PAYROLL/VENDOR CLAIMS:
  - Prewritten Voucher #'s: 55271-55330; 55331- 55348; 55349 - 55354
  - New Voucher #'s: 55355– 55436
  - Payroll: 11/23/18 & 12/07/18
- APPROVAL OF GRANTS/DONATIONS:
  - \$11,301– IN Dept. of Workforce Development: Career and Tech. Ed. (CTE) Grant
  - \$30,030 – IDOE Rural Low Income School Grant

December 17, 2018

- **ECA FUNDRAISERS: (2018-2019)**
  - HS BPA – Sale of Pacer Apparel for conference expenses, dates to be determined, 2018/2019
  - HS Cheerleaders – Entry Fees for Mini Cheer Camp, for 2019-2020 HS Cheer Camp expenses, 2/9/19
  - HS Boys Varsity Soccer - Proceeds from parent provided pasta dinner donations, 1/18/19
  - HS Cheerleaders– T-Shirt proceeds from Cheer Alumni Night for refreshments/team expenses, 2/9/19
  - HS BPA – Game Night Competition entry fees for BPA competition expenses, January, 2019
  - HS Band – Chocolate bar sales for trip expenses, date(s) to be determined
  
- **OVERNIGHT STAFF FIELD TRIPS/ PROFESSIONAL LEAVES:**
  - Field Trips:
    - HS BPA SLC Conference in Indianapolis, IN, 3/10-3/12, 2019
    - Marching Band to Orlando, Fla. For Disney World/Universal Performance, 3/22-3/25, 2019
    - Travel Club to Ireland, England and Wales for Educational Tour, June, 2020
  - Professional Leaves:
    - M. Griffin: IAG Conference in Indianapolis, IN, 12/11/18 (paid by High Ability Grant)
    - C. Everage: KY Music Educators Conference , Louisville, KY, 2/7-2/9, 2019

#### **PERS ONNEL:**

The Board accepted two employee retirement notices as presented. They are as follows:

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

- Pam Yates as MS Health Teacher, effective at the end of the 2018-2019 school year
- Brian Ford as Gr. 8 Science Teacher, effective at the end of the 2018-2019 school year

The Board approved the employment of the following personnel as presented:

- Megan Hall: School Nurse at Jefferson Craig Elementary School  
Motion: Sullivan / Second: Combs / Vote: Unanimous
- Kathy Smith: Five-hour cafeteria worker  
Motion: Combs / Second: Cord / Vote: Unanimous
- Sarah Robinson: Four-hour cafeteria worker  
Motion: Sullivan / Second: Bennett / Vote: Unanimous

It was recommended that the Board approve the following:

- Leave of Absence for Pat Jones from March 4 – May 23, 2019 with permission to return to his present custodial position at Switzerland County Elementary School at the end of his student teaching:  
Motion: Bosaw / Second: Cord / Vote: Unanimous
  
- Part-Time employment of mower/custodian, Mike South, with placement on wage scale 5 to receive regular raises, and to work 28 hours per week during the open SCES custodial position, March 4-May 23, 2019:  
Motion: Deck / Second: Bosaw / Vote: Unanimous

December 17, 2018

- Leave of Absence for Samantha Taylor from January 7 – April 5, 2019 with permission to return to her present para-professional position at Switzerland County Elementary School at the end of her student teaching:  
Motion: Combs / Second: Sullivan / Vote: Unanimous
- Employment of Denise Crawford to cover the leave of absence of Samantha Taylor from January 7 – April 5, 2019:  
Motion: Sullivan / Second: Deck / Vote: Unanimous

The Board approved the following ECA position resignations/assignments as presented:

Motion: Bennett / Second: Cord / Vote: Unanimous

- Rachel Gasser/Brenna Pietrykowski for SCES Robotics
- Megan Griffin for 2018-2019 Assistant High Ability Coordinator for JCES
- Restructuring of Gr. 8 Boys Basketball Coaching Positions for 2018-2019:  
Shane Griffin: Head Gr. 8 Boys Basketball Coach (\$1734) / Dana Griffin:  
Assistant Gr. 8 Boys Basketball Coach (\$100)
- Jill Richards: Volunteer Gr. 8 Girls Basketball Coach (2018-2019)
- Norman B. Barwick,III: Volunteer HS Bowling Coach (2018-2019)
- Jerry Lyon: Volunteer HS Bowling Coach (2018-2019)

## REPORTS:

### Superintendent & Board Committee Reports:

Facilities & Grounds: (Sullivan / Bennett): Hite: Mulch is done at Switzerland County Elementary School. Door frames on the west end hall of the High School are being painted. High School shower columns are being replaced. A sidewalk extension is being installed at the back of the High School for easier bus loading. Sullivan: After cameras were run and a dye test performed, it was decided the drains at the Old Gym were clear. It was suggested that a second opinion be obtained prior to sealing the building.

Negotiations/Discussion Group: (Collier / Deck): Discussions are currently ongoing and there is hope for a settlement soon.

Internal Controls: (Bosaw/Combs): Report: Superintendent Hite mentioned that the INPRS Audit, the ECA Audit for the High School and Middle School, and Food Service Audits have been completed. Minor errors were reported on the ECA audit. For the INPRS a small number of errors regarding date of hire and termination dates were reported. The only thing pointed out with the Food Service audit was that a kitchen manual needs to be placed in each building, rather than just in the main kitchen at the High School. Hite appreciated all of the work that was done to complete the audits.

Endowment: Superintendent Hite reported that the previous meeting was held here at the Administration Office on Tuesday, November 27, 2018, at which time a request for payment of the Textbook Rental bills and the eighth grade trip to Washington, DC were

December 17, 2018

presented for first reading and expected to be approved at the next meeting which will be held Tuesday, December 18, 2018 at the Administration Building beginning at 5:00 P.M..  
Current Financial Report: Cash Balance: \$3,967,089.72 / Long Term Investments: \$1,484,181.00 / Short Term Investments: \$119,594.00.

Accountability Data Presentation: Guidance Counselor, Marla Edwards presented information for the High School; Principal, Sean McGarvey for the Middle School; Principal, Tony Spoores, for Jefferson Craig Elementary; and Principal, John Druba, for Switzerland County Elementary School. The accountability letter grades each building received from the state are as follows: HS = B; MS = D; JC = C; and SCE = D. The overall grade for the Corporation was a C. Steps are already in place to improve scores for next year.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

It was recommended that the Board approve two Security Officer Agreements to provide a security officer position for the Corporation, mainly to be housed at Switzerland County Elementary School, through a rotating schedule of off duty officers as submitted. The officers will work under the direction of School Resource Officer, Roy Leap. Two separate entities will be providing officers which requires the approval of both agreements.

- Defend, Indemnify and Hold Harmless Agreement between the Switzerland County School Corporation and the Chief of Vevay Police Department, Town of Vevay: Motion: Sullivan / Second: Bennett/ Vote: Unanimous
- Defend, Indemnify and Hold Harmless Agreement between the Switzerland County School Corporation and the Sheriff of Switzerland County: Motion: Sullivan / Second: Deck / Vote: Unanimous

It is recommended that the Board approve a Guard911 Emergency Alert System Agreement pending review by the Corporation's insurance company. Motion: Sullivan / Second: Bennett / Vote: Unanimous. The response system will autodial 911 and simultaneously activate a Social Protection Network of voluntary law enforcement officers for awareness and appropriate immediate response to armed intrusions and active shooter incidents at the protected location.

Three resolutions were recommended and approved by the Board as follows:  
Motion: Bosaw / Second: Deck / Vote: Unanimous

- Transfer Resolutions to pay claims and transfer appropriations
- Resolution to Establish Initial Funding for the Education Fund
- Resolution to Establish Initial Funding for the Operations Fund

A bus route modification was recommended and approved by the Board as follows:

- Bus Route #29 (M. James/R. Christman): \$14.59 per day  
Motion: Deck / Second: Bennett / Vote: Unanimous

December 17, 2018

It was recommended that the Board approve the 2019-2020 School Year Calendar as presented. One noticeable change is the late arrival days instead of two hour early release days. There was some discussion regarding graduation ceremonies being on Saturday as opposed to the traditional Sundays in the past. Motion: Deck / Second: Sullivan / Vote: Unanimous

It was recommended that a wage scale revision for Non-Certified Employees be approved as submitted. Motion: Combs / Second: Bosaw / Vote: AYES: Bennett, Bosaw, Collier, Combs, Cord, Deck / ABSTAIN: Sullivan

It was recommended that the Corporation keep Hummel Insurance Agency for its Commercial Insurance package and Workman's Compensation for 2019. Motion: Bosaw / Second: Combs / Vote: Unanimous.

### **USE OF FACILITIES REQUESTS:**

The Board approved several applications for use of school facilities as follows:

Motion: Sullivan / Second: Bennett / Vote: Unanimous

- Switzerland Co. Elem.: A. Bailey for SCES PTA's Cookies & Pictures with Santa (Outreach for Red Ribbon Wk), Thursday, 12/5 & 12/6, 2018, 8:30 A.M.– 2:30 P.M.,with (Waiver of fee – Yes ) & (Waiver of Certif. of Liability-No )
- Switzerland Co. Elem.: A. Bailey for SCES PTA's Winter Carnival , 1/25/19 (2/5/19 if inclement weather) with: (Waiver of fee – Yes) & (Waiver of Certif. of Liability – No)
- Switz. Co. Elem.: A. Bailey for SCES PTA's Candy Bar Sales, beginning 2/4/19 until sold out, with: (Waiver of fee – Yes) & (Waiver of Certif. of Liability? – No )
- SCHS Cafeteria: E. Schroeder/C. Jesop for Pacer Youth Cheer's Camp and Practices, at various times on Sundays or Mondays during 2018-2019 school year with (Waiver of fee – Yes) & (Waiver of Certif. of Liability? – No )
- SCHS Gym: J. Richards for Rise Elite Wrestling Club's Wrestling Tournament Sunday, 1/13/19, 8:00 A.M. to 4:00 P.M., with: (Waiver of fee – No) & (Waiver of Certif. of Liability – No )
- SCHS Cafeteria: C. Everage for Band Booster's Poinsettia Sale at Band & Choir concert, 12/20/19, 7:00 P.M. to 9:00 P.M. with: (Waiver of fee – Yes) & Waiver of Certif. of Liability – No )

December 17, 2018

- All School Buildings: C. Everage for Band Boosters' baked goods & flowering plants catalog sales, 2/27/19 to 3/13/19 with: (Waiver of fee – Yes) & Waiver of Certif. of Liability – No )
- All School Buildings: R. Leap for Vevay Police Department's Active Shooter Response Training on various dates upon Principal's permission with: (Waiver of fee – Yes) & Waiver of Certif. of Liability – No )

**ANNOUNCEMENTS: (SUPERINTENDENT)**

Superintendent, Rod Hite, made the following announcements:

- Next Endowment Meeting: Tues., Dec. 18, 2018 @ 5:00 P.M. at the Admin. Office
- Re-Organizational Board Meeting: Monday, Jan. 7, 2019 @ 6:00 P.M.
- Next Regular Board Meeting: Monday, January 21, 2019

**ADJOURNMENT: 7:22 P.M.**

Motion to adjourn: Combs / Second: Sullivan / Vote: Unanimous. The Meeting was so adjourned.

\_\_\_\_\_  
Kathryn Collier, President

\_\_\_\_\_  
Josh Deck, Vice President

\_\_\_\_\_  
Joseph Bennett, Secretary

\_\_\_\_\_  
Greg Bosaw, Member

\_\_\_\_\_  
Jill Cord, Member

\_\_\_\_\_  
Amy Combs, Member

\_\_\_\_\_  
Tye Sullivan, Member

(Board approved: 01/07/2019)