

**SWITZERLAND COUNTY SCHOOL CORPORATION**

**MINUTES OF THE JANUARY 14, 2020**

**RE-ORGANIZATION AND REGULAR SCHOOL BOARD MEETING 6:00 P.M.**  
**BOARD OF FINANCE MEETING 6:20 P.M.**  
**EXECUTIVE SESSION BOARD MEETING 6:50 P.M.**

The Board of School Trustees met for a re-organization of the Board and regular public meeting in the Board Room of the Switzerland County Administration Building located at 1040 W. Main Street, Vevay, Indiana, beginning at 6:00P.M.

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

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

Others in attendance: Wilma Rosenberger, Matthew Hocker, Dana Keith, Greg Curlin, Sean McGarvey, Tony Spoores, David Todd, John Sieglitz, Patti Kappes, Brooke Sullivan, Luke Sullivan, and Ashley Kitts.

**OVERALL AGENDA:**

The overall agenda as presented to the Board for approval with the addition of a report on the financial condition of school corporation as well as three additional ECA Fundraisers. Also, the clarification of School Board Member Compensation/Benefits, an ECA Assignment and Employee Recommendation. Motion: Bennett / Second: Sullivan / Vote: Unanimous.

**REORGANIZATION OF THE BOARD: 2020**

Board President, Collier, asked for nominations for the President’s position on the Board for 2019. Collier was nominated in motion by Bennett / Second: Combs. No other nominations. Nominations closed. Vote: AYES: Sullivan, Cole, Combs, Bosaw, Bennett, Deck / Collier: Abstained.

President Collier asked for nominations for Vice President of the Board. Motion to nominate Deck: Combs / Second: Bosaw. Nominations closed. Vote: AYES: Sullivan, Combs, Bosaw, Bennett, Collier, Cole / Deck: Abstained.

Motion to nominate Bennett for Board Secretary: Bosaw / Second: Cole. Nominations closed. Vote: AYES: Collier, Bosaw, Cole, Combs, Deck, Sullivan / Bennett: Abstained.

Mr. Hite recommended Wilma Rosenberger to serve as the 2020 Corporation Treasurer. Motion to approve: Sullivan / Second: Deck. Vote: Unanimous

Mrs. Rosenberger recommended Cindy Haskell to serve as the 2020 Deputy Treasurer for the Corporation. Motion to approve: Bosaw / Second: Bennett / Vote: Unanimous.

Collier opened the floor for nominations for School Board Attorney for 2020. Motion to nominate Matthew Hocker and to approve his contract for the year as presented: Deck / Second: Sullivan. Vote: Unanimous.

Regular Board Meeting dates and times for 2020 were set for the third Monday of each month at 6:00 P.M. with Executive Sessions to be held as necessary. Special Work Sessions to be held on February 17, 2020, April 20, 2020, August 17, 2020 and October 19, 2020 with an approximate start time of 7:00 p.m. Motion: Bennett/ Second: Sullivan / Vote: Unanimous.

The following Board Member Compensation and Benefits for 2020 were recommended to the Board for approval: \$112 for each regular meeting; \$62 for each Special Meeting; \$62 for each Board appointed committee meeting; and an annual salary of \$2000; (paid on a semi-annual basis) \$70,000 Life Insurance; \$70,000 Accidental Death and Dismemberment; and Social Security Match of 7.65%. Motion: Sullivan / Second: Bennett / Vote: Unanimous.

Board Committee Appointments for 2020 (by Board President)

Board Appointments to Facilities & Grounds Committee: Bennett/Cole

Board Appointments to Negotiations Committee: Collier /Deck

Board Appointments to Athletic Council: Sullivan/Bosaw

Conflict of Interest Statements from Bennett, Cole, Combs and Sullivan were received by the Board. As required by law, a copy of each statement will be filed with the State Board of Accounts and the Switzerland County Clerk of the Circuit Court.

**CELEBRATING SUCCESS RECOGNITION: None**

**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 that specific names should be withheld 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 the Board approve the following Consent Agenda items as presented.  
Motion: Sullivan / Second: Deck / Vote: Unanimous Approved items are as follows:

- Meeting Minutes: Regular Board Meeting 12/16/19;
- Monthly Financial Report: November, 2019
- Payroll/Vendor Claims:
  - Prewritten Vouchers#’s: 57222 replacement check #56875
  - [REDACTED] 57223, 57301, 57303-57351
  - 57302 Transfer to PR
  - 57352-57367
  - 57375
  - 57377-57378
  - 57368-57374, 57376
  - 57379-57391
  - New Vouchers: [REDACTED] 57392-57420
  - Payroll: 12/20/19
  - 1/3/20
- Approval of Grants/Donations: NONE
- ECA Fundraisers: 2019/2020:
  - SCES Library, Scholastic Book Fair, 3/16-20, 2020
  - HS Jr. Class, Cookie Sales for Prom, during ball games, 1/17, 1/18, 1/23, 1/25, 1/28. 1/30, 2/1, 2/6, 2/27/2020
  - HS Baseball, Soup & Sandwich/Silent Auction, during Basketball game 2/1/2020
  - HS Baseball, Cookie Dough Sales, 1/27-2/10,2020
- Overnight Field Trips/Staff Professional Leaves:
  - Field Trips:
    - 8th Grade Class: Class Trip, Washington D.C., 4/16-20, 2020 (S. McGarvey)
  - Professional Leaves:
    - Patti Kappes to IASBO Winter Institute, Indianapolis, IN, 2/11-12, 2020
    - Lori Singer, Kim Reed and Elizabeth Warrix to Community Engagement & Youth Development Leadership Development Retreat Series, Indianapolis, IN, 2/5-2/7, 2020 and 5/4-5/6, 2020
    - Cameron Everage, to Kentucky Music Educators Association Conference, Louisville, KY, 2/6-2/7, 2020

- Brittany Everage, to Kentucky Music Educators Association Conference, Louisville, KY, 2/6-2/7, 2020

## **BOARD OF FINANCE MEETING: (6:20 P.M.)**

The Board of Finance Meeting was opened by President Collier:

2020 Board of Finance Information was presented as follows:

- a. The floor was opened for the Nominations of Officers to serve as the President and Secretary of the Board of Finance. Motion to nominate Collier as President and Bennett as Secretary: Combs/ Second: Sullivan. Nominations closed. Vote: AYES: Bosaw, Cole, Combs, Deck, Sullivan / Bennett & Collier: Abstained.
- b. Review of Investment Policy: A copy of the Investment Policy adhered to by the Switzerland County School Corporation, was provided to the Board Members for review prior to the meeting.
- c. Review of Investment Report: Switzerland County School Corporation report of Investments included one Certificate of Deposit:
  - Friendship State Bank CD: 2.35 (\$200,000.00 ) – Matures 1/9/20
- d. Approval of Depositories: The only two local depositories from the state approved list are First Financial Bank and Friendship State Bank. It was recommended that these two depositories be approved as the Corporation's depositories for 2020. Motion: Bennett / Second: Deck / Unanimous
- e. Outstanding Check Report: Total: \$487.36 for SCSC and SCHS. Jefferson Craig, Switzerland County Elementary and MS had no outstanding checks.
- f. Report on financial condition of school corporation.

Motion to approve b.-f.: Sullivan / Second: Bosaw. Vote: Unanimous Mr. Cole asked if there is a best practice regarding Fund balances as a percent of expenditures. Mr. Hite responded that financially sound schools are typically 10%-12% of their Education Fund and 35% of Operational Fund.

The Board of Finance Meeting was closed and the Regular Meeting resumed.

## **REPORTS**

### Board Committee Reports:

Facilities & Grounds: (Bennett/Cole): Mr. Hite reported that the town is still looking to change some easements due to a sewage line and they are to have additional information to us by early Spring. Mr. Hite will reach out to the town for an update prior to the next working session.

Endowment: (Superintendent Hite): the Endowment meeting was held December 17, 2019. The Current cash balance is \$160,865.14. Long-term investment balance and short term balance are presently \$1,526,979 and \$243,239 respectively. Mr. Hite suggested that 2020 meetings be held in the schools on a rotating basis. The debt service claim of \$331,259.27 was submitted for payment prior to year end. In order to do that, \$200,000 was moved from short term investments. Mr. Hite provided an update on the FEMA grant available for construction/renovation for disaster shelters. The next meeting will be January 28th at the High School.

Negotiations / Discussion: (Collier/Deck): No Report

Athletic Council: (Sullivan/Bosaw): Next meeting March 16, 2020, after the Regular School Board meeting.

### **PERSONNEL:**

It was recommended that the Board approve the following Extra Curricular Activity resignations and assignments as presented: Motion: Sullivan / Second: Cole / Vote: Unanimous

#### Resignations:

- Robert Maust as JC Math Bowl Sponsor.
- Chad Combs as Assistant Volleyball Coach.

#### Assignments:

- Meganmarie Dennis as Assistant Track Coach for 2019-2020 school year.
- Josh Henry as Varsity Girls' Softball Assistant Coach for the 2019-2020 school year.
- Mike Turner as Varsity Boys' Head Baseball Coach for the 2019-2020 school year.
- Matt Longville as MS Softball Volunteer Coach for the 2019-2020. This is a correction to previous recommendation of Ryan Longville.
- Valerie Smith as Academic Discipline Team for Science Sponsor for the 2019-2020 school year.

It was recommended that the Board approve the employment of the following personnel as presented: Motion: Deck / Second: Bosaw / Vote: Unanimous

- Suzanne Dash as JC Math Bowl Sponsor for the 2019-2020 school year.

The following employment retirements were presented and accepted by the Board as follows: Motion: Sullivan / Second: Deck / Vote: Unanimous.

- Retirement of Donita Cole as MS Secretary, effective May 30, 2020.
- Retirement of Joan Hickman as MS Nurse/Attendance Secretary, effective May 30, 2020

Mr. Hite congratulated both of them and wished them the best. Mr. Hite stated that we will be recognizing them during the July 2020 board meeting with all current retirees.

It was recommended that the Board approve the employment of the following personnel as presented: Motion: Bosaw / Second: Sullivan / Vote: Unanimous

- Anne Rose for the HS Library Assistant Position for the 2019-2020 school year.
- Angel Haynes for the SCES Elementary Aide Part-time Position for the 2019-2020 school year retroactive to January 6, 2020.

### **OLD BUSINESS:**

It was recommended that the Board approve the updates and revisions to the NEOLA policy manual as presented: NEOLA Policy and Guidelines; Vol 32, No. 1. The first reading was held on December 16, 2019. Mr. Hite explained that two of the policies include the Board of Finance Policy and the Teacher Appreciation Grants. Motion: Sullivan / Second: Cole / Vote Unanimous Mr. Hite stated that all of our policies can now be found on-line.

### **NEW BUSINESS:**

It was recommended that the Board approve a Resolution to Transfer Amounts From Education Fund to the Operations Fund Recurring Monthly. Motion: Bosaw / Second: Sullivan / Vote: Unanimous.

It was recommended that the Board approve the request to no longer make a Speech class an English/Language Arts requirements for an Academic Honors Diploma beginning with the class of 2019-2020 as presented. Motion: Sullivan / Second: Bennett / Vote: Unanimous.

The Board approved a bond for the following school personnel as follows: Motion: Bosaw / Second: Bennett / Vote: Unanimous.

- Patricia Kappes, Treasurer: \$100,000

It was recommended that the agreement with GAI Consultants for work related to the pedestrian crosswalk across SR 56 near the west end of the school campus be approved as presented. Mr. Hite noted that the current architect provided a quote of \$21,700 compared to \$11,500 quoted by GAI Consultants a local business. Motion: Cole / Second: Deck / Vote: Unanimous. Mr. Sullivan asked for a brief overview of the crosswalk project. Mr. Hite responded that the crosswalk will be between the Administration driveway (on the school side) and the plaza across the street. Mr. Hite added this is a very busy area with soccer and after-school activities with students crossing the street routinely. We contacted the Department of Transportation and they provided the minimum requirements to begin the process. We also contacted the owner of the property across the street, Rod Dickerson. Mr. Dickerson has agreed to allow the crosswalk to be built on his side. Mr. Hite thanked Mr. Cole for suggesting one of our parents, who is an engineer, look at the project which resulted in a \$10,000 savings to the corporation.

**INFORMATIONAL ITEMS:**

Brooke Sullivan is being transferred from her Cafeteria Secretarial position to the JC Secretary to the Elementary School Principal position for the 2020-2021 school year. Mr. Hite congratulated Brooke on her new position.

**USE OF FACILITIES REQUESTS:**

The Board approved several applications for use of school facilities as follows: Motion: Bosaw / Second: Deck Vote: Unanimous

- SCES Library - Good News Club, Wednesdays, 4/1 - 5/6, 2020, 3:00pm - 5:00pm, Waiver of Fee–Y & Waiver of Certificate of Liability N.
- MS Cafeteria - Switzerland County SAY Soccer, Mondays & Wednesdays, 1/22 - 3/11, 2020, 6:00pm - 9:00pm, Waiver of Fee–Y & Waiver of Certificate of Liability N.

**ANNOUNCEMENTS AND REPORTS: (SUPERINTENDENT):**

Superintendent Hite made the following announcements:

- Next Endowment Mtg.: Tuesday, January 28, 2020 at SCHS
- Next Reg. Monthly Board Mtg and Working Session.: Mon., February 17, 2020
- Congratulations to the Girls and Boys teams for qualifying for the Rivertown Classic Finals.

**ADJOURNMENT: 6:50 P.M.**

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

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Kathryn Collier, President

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Josh Deck, Vice President

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Joseph Bennett, Member

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Greg Bosaw, Member

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Adam Cole, Member

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Amy Combs, Member

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Tye Sullivan, Member

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The Board of School Trustees met immediately following the regular public meeting for an Executive Session beginning at 6:50 P.M. at the Switzerland County Administration Building located at 1040 W. Main Street, Vevay, Indiana to discuss a job performance evaluation of an individual employee and the discussion of the assessment, design, and implementation of school safety and security measures, plans and systems. This is in compliance with the following Indiana Codes: I.C.5-14-1.5-6.1(b)(9) & I.C. 5-14-1.5-6.1(e)(3).

Those in attendance: Board Members: Collier, Deck, Bennett, Bosaw, Cole, 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 matters specified in the public notice. The Executive Session adjourned.

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*(Board Approved: 2/17/20)*