

January 9, 2017

The Board of Finance annual meeting was called to order at 6:20 p.m. by Mrs. Shuey. Indiana law requires the Board of Finance to meet annually after the first Monday in January and on or before the last day of January. Mr. Hall stated the officers elected may stay the same which are Mrs. Shuey as president and Mr. Comerford as secretary. Mr. Hall reviewed the finances and investment report as required by IC 5-13-7-7 noting there are very few changes. He stated we are using liquid type investments and have one CD. He noted the duty of the Board is to review the Board policy. In terms of interest rates, the fed interest rate policy changed from a 0% to .25% to .5% to .75% so we should get more basis points on interest. He noted the balances are reviewed by the corporation treasurer which is he. He stated there was no change in the policy. He said he did have a first reading this evening. He stated the Board will need to approve depository agencies. He noted we have accounts at Wells Fargo, PNC, and First Bank of Berne. He requested approval to void one check for \$1,981.67 written in September 2014. He then referred to the internal control policy the Board approved in October. Mr. Comerford asked if this was a model shared by another organization and if it has been tested by State Board of Accounts. Mr. Hall replied the SBA declined to provide much detail. The model he used was from an IASBO group, written by a CPA who worked for the SBA. Mr. Hall stated the SBA is currently 1½ years behind in their audits. Mr. Comerford stated once this is in force, how will our employees get the information and how will we know they have reviewed it. Mr. Hall responded all of the finance people and Terry Fuller were involved in the writing of the procedures. He stated it was intentionally written procedure wise to reflect exactly what we are currently doing. He stated there are safe guards of separating assets and who records it and who is authorized to spend it. He added it is a working document. The bookkeepers will need to review the policy. Mr. Watkins asked if this could be posted in the portal with a sign off from the employees. Mr. Comerford asked how the policy will be tested for compliance. Mr. Hall responded there are some pieces that are built in, but without having an internal auditor on staff it will be difficult to guarantee that will happen. Mr. Comerford stated he did not want to approve this document and it be something that no one pays attention to. Mr. Hall stated the SBA will look at this and measure what we do to this standard. Mr. Comerford responded he would like to be proactive and not be written up again. He asked if it would be possible to have our own review to be sure the policy is being followed. Mr. Comerford also asked about the required training and how that will happen. Mr. Hall responded we purchased the rights to use a video. Once the employee views the video they will sign a form. Mr. Hall asked for a motion to approve the report, affirm the investment policy, authorization to void the check written in 2014, and approve the Peru Community School Corporation Procedures and Internal Controls. Mr. Comerford made such a motion, seconded by Mr. Wagner, unanimously approved. Mr. Mullett moved to close the Board of Finance meeting, seconded by Mr. Wagner, unanimously adjourned.

The regular meeting of the Board of School Trustees was called to order at 6:33 p.m. by Mrs. Shuey. Mrs. Shuey led the Board and audience in the Pledge of Allegiance. All Board members were present except Ms. Rice. Also present were Mr. Watkins, Mr. Hanson, Mr. Hall, Mrs. Minard, Mr. McClure, Mrs. Mongosa, Mrs. Eddy, Mr. Thompson, and two students.

OATH OF OFFICE - Honorable Judge David Grund was present and administered the Oath of Office to Mr. Tim Comerford, Mr. Ron Mullett, Dr. Gregory Quin, and Mr. Chris Wolfe. Judge Grund congratulated the Board members and thanked the Board for asking him to administer the Oath of Office. The Board thanked Judge Grund as well and extended their appreciation for his work in the community. A file stamped copy of the Oaths is in the Supplementary Minute Book #14, page 59.

#### BOARD REORGANIZATION

Mr. Watkins chaired the meeting for the election of Board president. He opened the floor for nominations for the office of president. Mr. Wagner nominated Mrs. Shuey. Mr. Comerford moved to close nominations, nominations were closed. Mrs. Shuey was approved as the

Board President by a vote of 3-2 (Dr. Quin and Mr. Wolfe opposed, Mrs. Shuey abstained). Mr. Watkins congratulated Mrs. Shuey and turned the order of the meeting to her to continue with the election of officers. Mrs. Shuey thanked the Board.

Office of Vice President - Mr. Wolfe nominated Dr. Quin. Mr. Comerford nominated Mr. Wagner. Mr. Comerford moved to close nominations, unanimously closed. Dr. Quin received two votes and Mr. Wagner received four votes. Mr. Wagner was congratulated as the new vice president.

Office of Secretary - Mr. Wagner nominated Mr. Comerford. Nominations were closed by Dr. Quin, unanimously closed and approved.

Heartland Career Center Board Representative - Mr. Comerford nominated Mr. Wagner to continue. Mr. Comerford moved to close nominations, unanimously closed and nomination approved.

Athletic Board Representative (2) - Mr. Comerford nominated Ms. Rice. Dr. Quin nominated Mr. Wolfe. Mr. Wagner nominated Mr. Comerford. Mr. Comerford moved to close nominations. Ms. Rice received five votes, Mr. Wolfe received two votes, and Mr. Comerford received three votes. Ms. Rice and Mr. Comerford were approved to continue as the Athletic Board reps.

Peru Park Board Representative - Mr. Comerford nominated Dr. Quin to continue at the Park Board rep. Mr. Comerford moved to close nominations, unanimously closed and nomination unanimously approved.

Art Collection Advisory Board Representative - Mr. Comerford nominated Mr. Wolfe. Mr. Comerford moved to close nominations, unanimously closed and nomination unanimously approved.

ISBA Legislative Representative - Mr. Comerford nominated Mr. Mullett. Mr. Comerford moved to close nominations, unanimously closed and nomination unanimously approved.

Treasurer and Deputy Treasurer - Mr. Watkins recommended Mr. Hall continue as treasurer and Mrs. Mongosa as deputy treasurer. Mr. Comerford moved to accept the nominations, seconded by Mr. Wagner, unanimously approved.

Committees - Mrs. Shuey stated at another time she will meet with Mr. Watkins to assign committee members. She stated if anyone would like to volunteer to serve on any committee to please let her know.

School Board Attorney - Mr. Watkins recommended Mr. Stephen Downs continue as the Board attorney. He stated he is very happy with Mr. Downs' services. Dr. Quin moved to approve the continuation of Mr. Downs, Mr. Comerford seconded the motion, unanimously carried.

Schedule of Board Meetings - Mr. Watkins proposed to continue with one meeting a month, on the second Monday of each month, except for the month of October as the third Monday due to fall break. Mr. Watkins recommended a second meeting in July and December if needed. On motion by Mr. Wagner, seconded by Mr. Mullett, the Board unanimously accepted the meeting calendar.

On motion by Mr. Mullett, seconded by Mr. Wagner, the Board approved the agenda as presented, the memorandum of December 5, and the personnel report by a vote of 5-1-0 (Dr. Quin opposed).

#### PERSONNEL

##### A. RESIGNATIONS/RETIREMENTS/TERMINATIONS

1. Chris Butte - resignation - technology department, effective January 6, 2017
2. Mason Zimmer - resignation - PHS resource aide, effective December 23, 2016
3. Christy Overdorf - resignation - freshmen volleyball coach, effective December 14, 2016
4. Jessica Mast - resignation - 8<sup>th</sup> grade girls' head basketball coach, effective December 6, 2016
5. Emilee Cyphers - resignation - 8<sup>th</sup> grade girls' assistant basketball coach, effective December 6, 2016
6. Mary Moorman - resignation - Head Start para/secretary/café, continue as café substitute

##### B. LEAVES

1. Cara Wilcox - Blair Pointe instructional aide, extended leave - will begin January 9 rather than January 23 and continue through March 17, 2017

##### C. RECOMMENDATION FOR CERTIFIED POSITIONS

1. Autumn Nero - 6<sup>th</sup> grade teacher, effective January 9, 2017

2. Angela Ebert - Elmwood music teacher temporary contract  
January 26 - March 17, 2017
3. Chris McKinney or Mallory Beaty - PJHS math teacher  
temporary contract February 17 - April 30, 2017

D. RECOMMENDATION FOR CLASSIFIED POSITIONS

1. Tim Sparks - PHS resource aide, effective January 10, 2017
2. Debbie Downing - Head Start para/secretary/café
3. Permission to hire Elmwood technology aide.

E. RECOMMENDATION FOR EXTRA-CURRICULAR POSITIONS

1. Kelsey Lilla - 8<sup>th</sup> grade girls' head basketball coach,  
effective beginning of basketball season
2. Chris Cassel - 8<sup>th</sup> grade girls' assistant basketball coach,  
effective beginning of basketball season
3. Daniel Wyant - varsity assistant softball coach
4. Mike Gapski - jr. varsity head softball (lay) coach
5. Stephanie Bennett - varsity track assistant coach
6. Mike Herrell - varsity track assistant coach
7. Keith Zimmer - varsity track assistant coach
8. Adam Zwiebel - varsity track volunteer coach
9. Darryl Smith - varsity track volunteer coach - background  
pending
10. Josh Ulery - jr. varsity head baseball (lay) coach
11. Shawn Dwyer - jr. varsity assistant baseball (lay) coach
12. Ethan Aikman - volunteer varsity assistant baseball coach
13. Jody Beauchamp - volunteer assistant baseball coach
14. Jeff Dicken - volunteer jr. varsity baseball coach
15. Gary Loe - volunteer assistant baseball coach
16. Larry Shaw - volunteer assistant baseball coach -  
background pending
17. Mason Zimmer - volunteer assistant baseball coach
18. Jim Aikman - volunteer baseball field maintenance
19. JJ Burns - volunteer golf coach
20. Mike Saine - varsity girls' head tennis (lay) coach
21. Justin Engel - PJHS head baseball (lay) coach
22. Brad Townsend - PJHS assistant baseball (lay) coach

F. REQUESTS TO ATTEND CONFERENCES - no business

G. DONATIONS - no business

I. PUBLIC COMMENT - No comments.

II. RECOGNITIONS

Mr. Watkins recognized Brenda Ward, PJHS café, with a Black and Gold award for her years of service and dedication. He also noted she has won the Circus Chili Cook Off more than once!

III. PROGRAM

A. KEYS ACADEMY - Mr. Watkins stated we are fortunate in this corporation to have an alternative school offered to students in grades 5-12 and a Board who supports the program. Our school does not function as other schools do, and we are very proud of KEYS. He noted our graduation rate and test scores are a testament to the success of KEYS. Mrs. Eddy introduced students Kasey Oaks (8<sup>th</sup> grade) noting tomorrow is his 14<sup>th</sup> birthday and assuring him he will get taller! She also introduced Kambryn See (5<sup>th</sup> grade) as well as Mr. Thompson, senior high teacher. Mrs. Eddy stated 50 students were serviced in the high school program during the first semester with 81 credits being completed. She noted the 15<sup>th</sup> senior started today. She stated Mrs. Clark teaches the jr. high program and 14 students were serviced at some point in the first semester with six students starting the second semester. She invited questions for Kasey and Kambryn and invited the Board to visit KEYS Academy whenever they can. She stated alternative education funding in the State of Indiana technically covers 6<sup>th</sup> through 12<sup>th</sup> grade. When a younger student is accepted, special permission has to be granted by the superintendent. Mr. Comerford asked the boys what the favorite part of their day is. Kasey stated the last hour of the day is his favorite because he is one on one with Mrs. Clark. Mrs. Eddy explained Kasey's situation is unique for a

short term in that he is considered a homebound student. Kamryn stated being at school so he is away from his brothers! Mrs. Eddy stated in addition to the two-full time teachers, KEYS also has two full-time instructional assistants. She stated Mr. Thompson starts the morning working with the jr. high class reviewing news and current events for an hour. Mr. Thompson stated it has been amazing how far the students have come since the beginning of school. They have become more involved, learned to express their opinions, and are learning to respect others' opinions. He stated they also work on social skills. Mrs. Clark spends the remainder of the day with the 5th-8th graders while Mr. Thompson is with the 9<sup>th</sup> - 12<sup>th</sup> graders. Mrs. Eddy stated the curriculum is customized for the students. The teachers are in direct contact with the students' teachers at their respective schools. She noted they also use Ingenuity which is the online services our corporation purchased. The program is credit recovery and online credits for what our kids need credit for credit and can be customized for the timing the kids are at KEYS. Mr. Hanson noted they are juggling many different needs and scenarios such as academic, discipline, and transit. Dr. Quin commended Mrs. Eddy and her staff for their work with the students. He asked if she foresaw any needs in the future. She responded their location at South Peru has been a topic of discussion. The placement of the adult program and the Head Start program in the same building with KEYS has been discussed. Each of the programs would like their numbers to increase. That will create space problems. She stated the KEYS students are Peru students and the staff is employed by Peru. They deserve to be in a Peru School facility. Mr. Hanson asked about the percentage of students who want to stay at KEYS. Mrs. Eddy responded each student has an exit interview. Some students do not want to return to the high school. Mr. Miller, PHS Assistant Principal, and Mrs. Eddy listen to their concerns and some students do stay. Mr. Thompson added some students have a hard time functioning in a building with 600 students and all the activity. He stated sometimes the students stress over a fire drill in their building. The individualized instruction and detail are what gets some of these students through their educational career.

Mr. Watkins thanked Mrs. Eddy, Mr. Thompson, Kasey, and Kamryn for attending this evening. He also thanked the Board for their support of the school, staff, and students. Thanks to KEYS, our graduation rate was 97.92%. He encouraged the Board to continue supporting this outstanding educational program.

- B. ACADEMIC UPDATE - Mr. Hanson shared a review of our last school year's testing performance in regards to state testing. He stated the struggle now is it is January 9 and we are presenting data from the 2015-16 school year. The school grades were finalized at the December 13 State Board meeting. He stated a new State Superintendent, Jennifer McCormick, was elected in November. He noted she was a former superintendent in Yorktown so he was sure there will be changes in the future as she stressed in her campaign the lack of efficiency on getting results more timely. He noted it is tough to analyze the data and address the deficiencies when you are working in the arrears. He noted we supplement all of the data the state holds us accountable to with our NWEA testing, which is our formative assessment tool we use to test every student at the beginning of the year. We can also use that test for short tests throughout the year to see how the students are progressing, who is on the bubble, who is at risk, who is above grade level, etc.

Mr. Hanson shared a school performance presentation and noted where the Board could go to see the data and compare to other schools. He was proud to share our report cards. PHS received a B with 85.3 points. He noted the high school is the only building that takes into effect Multiple Measures Domain - graduation rate and college and career readiness. He

gave some history with ISTEP and high school testing which increased from the previous year. He noted this may be the last time we see school grades. A big component was No Child Left Behind and that was pulled and is being replaced by ESSA, Every Student Succeeds Act. Mr. Hanson stated PJHS received a solid B and had two years of ISTEP data to rely on. They were very disappointed with the new test and changes. With the new baseline we cannot go back further than two years for comparison. He pointed out the jr. high scored over 100% in the growth domain. He added Ms. Spiker took great pride in beating out the high school by two points with an 85.7! He stated Blair Pointe continued the B grade with 81 points. He stated this is the most difficult building in terms of accountability because each grade level tests ISTEP in English and math, and Blair Pointe has four grade levels to meet those requirements as well as the sub groups. Blair Pointe excelled in growth. He noted Elmwood gets the same grade as Blair Pointe because there isn't state standardized testing for grades K through 2. Elmwood does their job ahead of time setting the foundation for the students for the next nine years. He said our corporation grade was a B. He compared our schools to others in our area. Peru was the highest performing school in the county including Oak Hill. We are the only school to receive a B or higher in every building. He compared Peru to other counties as well noting Western, Northwestern, and Eastern were the only schools to do better and some of them have selective tuition on what students they accept. He said receiving an A school grade is attainable for Peru. He said he is proud of Peru and where we are at. He went on to further breakdown IREAD, SAT, ACT, AP, and ISTEP results noting again, many of the results are from the 2014-15 school year. Mr. Hanson informed the Board if they are ever interested in looking up any data on Peru Schools, the DOE Compass site is the place to go <https://compass.doe.in.gov>. He added unfortunately the site is not always 100% up to date.

Moving forward in curriculum, Mr. Hanson stated we are working on a STEM initiative at the primary grade levels. We are remapping our science curriculum. We are on a two-year process to address the new standards which were released last spring. He stated we are on the last year of math curriculum at Elmwood and Blair Pointe so we will be looking at math in the spring. He noted our ISTEP math scores were lower last year than our English scores and we have always been considerably higher in math. He stated a big component of that was the ISTEP math test was more in depth and the scores were consistently lower across the state. He stated our responsibility is to educate the students and prepare them for college or for a career. He stated he feels we do a good job of that but there is always room for improvement. Mr. Watkins thanked Mr. Hanson for his presentation. He said he is happy with our comparisons with the schools around us but not satisfied. Mr. Hanson added we know what group of students we need to target, and we will put our plan into action to help that group of students improve.

- C. CONFLICT OF INTEREST DISCLOSURE AND CONFIDENTIALITY STATEMENTS - Mr. Watkins stated as per statute any Board members or administrators who have a potential conflict of interest must complete a Conflict of Interest Disclosure Statement. As per annual practice it is important for PCS staff members in positions of influence to disclose potential conflicts of interest. Mr. Watkins stated he received signed forms from Mrs. Shuey, Mr. Mullett, himself, Mr. Hall, Mr. Cary, Mr. Miller, Mr. Brimbury, Mr. Frye, and Mr. Badry. The forms will be filed with the Clerk of the Court and the State Department.
- D. BOARD PARTICIPATION REPORT - Mr. Watkins stated we have a fantastic Board and he appreciates their hours and dedication. He stated the Board spent 104 recorded hours during the 4<sup>th</sup> quarter in Board activity and committee meetings. A copy is in Supplementary Minute Book #14 page 60. Mrs. Shuey thanked the Board for their participation.

- E. PERU PUBLIC LIBRARY BOARD APPOINTMENT - Mr. Watkins informed the Board Barrie Rassi resigned from the Peru Public Library Board before his term expired. He is one of three board members our School Board appoints to the Library Board (Mrs. McKaig and Mrs. Edwards are current members). He informed the Board Mrs. Farnham, Peru Public Library Director, recommends Leslie Murphy, Blair Pointe elementary teacher, be appointed to fill Mr. Rassi's term through May 31, 2018. Mr. Watkins stated Mrs. Murphy has expressed interest in the position and meets the qualifications to sit on the Public Library Board. There are seven members on the Board. On motion by Mr. Comerford, seconded by Dr. Quin, the Board unanimously approved the appointment. Dr. Quin asked about the qualifications. Mr. Wagner responded they must live in the city limits and like reading. The other members are appointed by the County Commissioners, County Council, City Council, and Mayor.
- F. NEOLA FIRST READING - Mr. Watkins presented and briefly reviewed seven policies for a first reading. He stated none of these policies deal with professional staff. He invited the Board to email or call him with questions.
- po0150 - Organization
  - po1630.01 - FMLA
  - po5630.01 - Use of Seclusion and Restraint with Students
  - po5772 - Weapons
  - po7217 - Possession of Firearms and Weapons by Visitors
  - po8500 - Food Services
  - po8540 - Vending Machines

#### IV. BUDGET

- A. CLAIMS - Mr. Hall presented and reviewed the claims for Board approval. Mr. Mullett moved to approve the claims as presented, seconded by Mr. Comerford, unanimously approved as follows:

GENERAL FUND	221,188.67
DEBT SERVICE	1,029,000.00
CAPITAL PROJECTS	53,049.68
TRANSPORTATION OPERATING FUND	9,001.61
TRANSPORTATION BUS REPLACEMENT	153.00
POST-RETIREMENT/SEVERANCE FUTU	12,727.16
CONSTRUCTION 2016 GO BOND	37,909.74
SCHOOL LUNCH FUND	56,763.57
TEXTBOOK RENTAL FUND	3,727.72
INSURANCE WELLNESS CLINIC	3,324.43
PBIS	4,283.97
PARENT/STUDENT ACTIVITIES FUND	291.00
GIFTED TALENTED FUND 2016-17	225.00
STATE CONNECTIVITY FUND	7,024.68
CAREER TECHNICAL PERFORMANCE	4,406.69
TECHNOLOGY FUND	236.80
TITLE I 2016/17	13,625.71
PARENT NURTURING PROGRAM	2,236.00
TITLE IIA	489.42
GROUP INSURANCE	327.63
ANNUITIES	45.46
RETIREEES-TERM LIFE INSURANCE	1,136.20
FRINGE BENEFITS	637,776.70
TOTAL	<u>\$ 2,098,950.84</u>

- B. FUND MONITORING REPORT - Mr. Hall reviewed the fund monitoring report for the calendar year which is also the fiscal year. He stated the general fund results of operation are negative \$381,000 which is pretty evenly split between a shortfall in receipts and disbursements being over budget. He stated \$14.9 million is the original budget plus the additional appropriation that was approved. The Capital Projects Fund ended the year with \$687,000. The results of operation for transportation were a positive \$69,000 which is a little artificial as \$87,000 was spent out of Rainy Day for a transfer from the severance bonds towards transportation. He pointed out there is a new column on the report for the General Obligation Bond, fund 700. In December \$37,773 was

spent in issuance costs with a balance of \$1,962,233 left to spend. The school lunch fund ended the year with a positive balance of \$18,353. He noted there was a 10.1% cash balance in the general fund at the end of the year. Mr. Comerford moved to approve the fund monitoring report, seconded by Mr. Wagner. Mr. Comerford asked if the negative balance for operations has to be transferred so we don't have a negative balance. Mr. Hall responded his understanding is the code only applies to school districts that end in a bargaining impasse. The Board unanimously approved the motion.

V. OPERATIONS AND TECHNOLOGY - no business

VI. BOARD AND ADMINISTRATION COMMENTS

A. SUPERINTENDENT - Mr. Watkins stated he would like to thank all the secret Santas in each building for providing gifts and support to families in need. He stated our teachers and aides and staff provided food, clothing, and gifts to several families. He stated it is unbelievable what our staff does.

Mr. Watkins thanked our music departments for the wonderful holiday programs and music.

Mr. Watkins congratulated the boys' basketball team for winning the Holiday Classic Tournament. He added they have won the championship four years in a row! He also stated the girls' team did very well.

Mr. Watkins thanked our custodial and maintenance staff. He said we sometimes forget our breaks are their busiest times of the year fixing and cleaning and being called in on Christmas Eve because of flooding at the jr. high. He asked that we personally thank them.

Mr. Watkins thanked Mr. Hall and the business department for working very hard this year to get all the books in order. He stated he knows that was a huge task.

Mr. Watkins thanked all of the buildings for the Salvation canned food drive for collecting 7,488 cans of food. He gave an extra shout out to Jami Edwards for being instrumental in this effort.

Mr. Watkins thanked our teachers, aides, and administrators for working together to make PCS the lead in education excellence in our region which was one of our first goals.

Mr. Watkins welcomed Mr. Mullett, our newest School Board member. He stated he and the Board look forward to working with him. He thanked Mr. Mullett in advance for his service to Peru and our 2035 students.

Mr. Watkins also reminded the Board of our vision statement by reading it.

Peru Community Schools is the leader in educational excellence for all students; where parents want to send their children, students want to learn, teachers want to teach, and employees want to work. PCS employs a highly qualified staff, utilizing a diverse, differentiated curriculum that fosters student excellence within an inviting, clean, safe, and technologically-advanced environment. PCS' preparation of college and career-ready students is a catalyst for our economic and community growth.

He closed with asking, "What is our next level of excellence going to be?"

Mr. Hanson stated the first of three eLearning weekends starts this weekend. A caller went out this evening. The assignments will be available as early as Thursday and be completed by the following Tuesday. He stated the biggest question he has had is why are we doing it after the fact. He said that is intentional. It allows our staff to put

together a quality learning module. We are intentional. We have trained the teachers on how we want them to deliver the content and it allows for continuity of our curriculum.

Mr. Hanson publicly recognized one our employees who worked directly under him. Chris Butte was a Peru graduate. He worked for Peru the first ten years of his career working his way up the ladder from an instructional assistant. He finished his Bachelor's degree this last semester while working. Chris had the opportunity to continue on that career ladder with IUK. Mr. Hanson stated he is proud of Chris. He is dedicated and has been an unbelievable employee. He was a very hard worker and the teachers liked him. Mr. Hanson stated we will be replacing the tech aide position at Elmwood. He noted we will see how it goes with our current staff on tech support for the remainder of the school year.

B. BOARD - Mrs. Shuey stated the February 13 meeting will be at Blair Pointe. She thanked the Board for volunteering for the various Board positions.

VII. ADJOURNMENT

With no further business to discuss, Mr. Wagner moved to adjourn the meeting at 8:04 p.m.

Secretary,

/mm

Tim Comerford