

January 14, 2019

The Board of Finance annual meeting was called to order at 6:20 p.m. by Mr. Comerford. Indiana law requires the Board of Finance meet annually after the first Monday in January and on or before the last day of January. Mr. Comerford nominated Mr. Wagner for president, seconded by Mr. Mullett and Mr. Wagner nominated Mr. Comerford for secretary, seconded by Dr. Quin, unanimously carried. Mr. Wagner then turned the meeting over to Mr. Durrwachter. Mr. Durrwachter reviewed the finances and investment report as required by IC 5-13-7-7. Mr. Durrwachter stated that we renegotiated with Crossroads Bank. With Crossroads, we gained a higher interest rate with lower fees. We are insured by the FDIC up to \$250,000, anything above that we are covered by the Public Depository Insurance Fund. The 6144 policy talks about our investments. Unemployment is at 3.9% and federal funds are at a target range of 2-2.25%. Our current interest rate is 1.65%. Bank of Berne interest rate remains the same. Conversations for continuing with the Bank of Berne will be revisited at the end of January. Bank 163 with Crossroads has an interest rate of 1.55%. Go bond is at a 1.55% interest rate as well. We have no checks from 2016 to void. Mr. Wolfe asked how often the interest rate pays. Mr. Durrwachter stated that the interest rate pays monthly. We stay with two different banks to keep our banking options open to be sure we are receiving the best interest rates. With Crossroads, we gain an extra \$25,000 that goes into our education fund. Mr. Comerford asked about our internal control policy and stated that he had concerns with our compliance. Mr. Durrwachter stated that we currently have State Board of Accounts here and they will be making recommendations to keep us up to date on our policies and compliance. Mr. Comerford moved to approve the report, seconded by Dr. Quin, unanimously approved. Mr. Comerford then moved to close the meeting.

The regular meeting of the Board of School Trustees was called to order at 6:30 p.m. by Mr. Comerford. Mr. Comerford led the Board and audience in the Pledge of Allegiance. All Board members were present. Also present were Mr. Watkins, Mr. Durrwachter, Mr. Morris, Mrs. Conley, Mr. Downs, Ms. Enyeart, Mrs. Mongosa, teachers, patrons, and a news media representative.

#### OATH OF OFFICE

Honorable Judge David Grund was present and administered the Oath of Office to Mr. Charles Wagner, Mr. Jarrod Ellis, and Ms. Brittany Justice. 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 106.

#### BOARD REORGANIZATION

Mr. Watkins chaired the election for the election of Board President. He asked for nominations for the office of president. He opened the floor for nominations. Ms. Justice nominated Mr. Wolfe. Mr. Mullett nominated Mr. Wagner. Mr. Watkins moved to close the nominations, nominations were closed. Mr. Wagner was approved as the Board President by a vote of 4-3 (Dr. Quin, Mr. Wolfe, and Ms. Justice opposed).

Office of Vice President - Ms. Justice nominated Mr. Wolfe. Mr. Comerford nominated Mr. Mullett. Mr. Wagner moved to close nominations, unanimously closed. Mr. Mullett's nomination was approved by a vote of 4-3 (Dr. Quin, Mr. Wolfe, and Ms. Justice opposed).

Office of Secretary - Dr. Quin nominated Mr. Comerford. Mr. Wagner closed the nominations, unanimously closed and approved.  
Heartland Career Center Board Representative - Mr. Comerford

nominated Mr. Wagner to continue. Mr. Wagner moved to close nominations, nominations were closed, and the nomination was approved by a vote of 6-1 (Ms. Justice abstained).

Athletic Council Representative (2) - Mr. Comerford stated that he would like to remain on the athletic board. Mr. Mullett nominated Ms. Justice. Mr. Wagner moved to close nominations, unanimously closed. Mr. Comerford and Ms. Justice were unanimously approved as Athletic Board representatives.

Peru Park Board Representative - Mr. Comerford nominated Mr. Mullett. Mr. Wagner moved to close the nominations, nominations were closed, and the nomination was approved by a vote of 6-1 (Ms. Justice abstained).

Art Collection Advisory Board Representative - Mr. Comerford nominated Mr. Ellis. Mr. Wagner closed nominations, unanimously closed and the nominations was unanimously approved.

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

Treasurer and Deputy Treasurer - Mr. Watkins recommended Mr. Durrwachter as our treasurer and Mrs. Mongosa as deputy treasurer. Dr. Quin moved to accept the nominations, seconded by Mr. Mullett, unanimously approved.

Committees - Mr. Watkins stated at another time he will meet with Mr. Wagner and/or Mr. Mullett to assign committee members.

School Board Attorney - Mr. Watkins recommended Mr. Stephen Downs continue as the Board attorney. He stated he is happy with Mr. Downs' services. Mr. Mullett 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, on the second Monday of each month, except for the month of April and October due to Spring and Fall break. A second meeting is scheduled if need for the months of July and December. Mr. Wagner would like to consider having a meeting at the Heartland Career Center in the future. On motion by Mr. Comerford, seconded by Mr. Ellis, the Board unanimously accepted the meeting calendar.

On motions by Mr. Mullett, seconded by Mr. Ellis, the Board approved the agenda, the memorandum of December 10, and the personnel report by a vote 5-2 (Dr. Quin and Mr. Wolfe opposed).

#### PERSONNEL

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

1. Shelly Eisaman - resignation as PHS assistant librarian, effective Friday, December 21, 2018.
2. Bob Prescott - resignation as PHS Assistant Principal and KEYS Academy High School Director, effective pending Huntington board approval on January 14, 2019.
3. Bonnie Habbegar - resignation as Head Start monitor, effective November 26, 2018.
4. Jo Touloukian - retirement as Elmwood Elementary teacher, effective end of 2018-2019 school year (41 years of service).

##### B. LEAVES

1. Cecilia Nightingale - Elmwood teacher, Leave of Absence, February 25, 2019 - May 24, 2019

##### C. RECOMMENDATION FOR CERTIFIED POSITIONS

1. Pat Polk - PHS Assistant Principal, 1.5-year contract, remainder of 2018-19 school year through 2019-20, salary \$74,000 with administrator benefit

package, 205-day contract, PHS KEYS Director salary \$1,998, all salaries will be prorated for 2018-19 school year. (transfer from Elmwood Elementary 1<sup>st</sup> grade teacher)

2. Christina Overdorf - Temporary contract KEYS Academy teacher starting January 15, 2019 for the remainder of the 2018-2019 school year
3. Permission to hire:  
Temporary Elmwood Elementary 1<sup>st</sup> grade teacher

D. RECOMMENDATION FOR CLASSIFIED POSITIONS

1. Suzanne Gray - Blair Pointe reading specialist aide
2. Julia Offenberger - Blair Pointe instructional assistant
3. Alexis Seifert - bus monitor
4. Shannon Fowler - Head Start monitor
5. Tanna Pagan - Elmwood recess monitor
6. Permission to hire:  
Elmwood instructional aide  
temporary PHS library aide for the remainder of 2018-19 school year

E. RECOMMENDATION FOR EXTRA-CURRICULAR POSITIONS

1. Bryan Edwards - PHS assistant girls' track coach

F. REQUEST TO ATTEND CONFERENCE

1. Focus on Inclusion - EPSI team leaders Kristi Eddy, Christa Crabill, and Elizabeth Lorenz, March 11-12, registration fee of \$250 per person, one-night lodging at \$125 per person, and meals.

G. DONATIONS

1. \$500.00 - PHS library to purchase new books from the Class of 2018.
2. \$50.00 - PHS Drama department for general use from anonymous.
3. \$20.00 - PHS student lunch balance by staff member.
4. \$200.00 - PHS girls basketball for general use from Derozier's Bakery.
5. \$250.00 - PHS girls basketball for uniforms from Schneider Electric.
6. \$100.00 - PHS Swing Choir for general use from anonymous.
7. \$100.00 - PHS Band for general use from anonymous.

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Board action is required to approve the consent agenda.

I. PUBLIC COMMENT - no comments.

II. RECOGNITIONS/BLACK & GOLD AWARDS

Mr. Frye gave special recognition to Belen Flores. He stated that Belen is a leader in the high school both academically and athletically. She was chosen this fall as academic all-state in girls soccer. Belen is truly one of the finest students we have at Peru High School. Mr. Frye stated that he is very proud of her. Mr. Frye thanked everyone for having him here this evening.

III. PROGRAM

A. STATE OF THE CORPORATION ADDRESS - Mr. Watkins stated that we are doing well at Peru Community Schools. Our mission statement is to educate our students positively, compassionately, and successfully. We have done that. I would like to cover our corporation goals as follows:  
*PCS will ensure educational excellence & equity for every*

*student at Peru:* I'm very proud of our school academics. We do a very nice job with our IREAD. Our scores are very high. Our Fine Arts is in great shape. Our band and music departments are performing at a high level. Our art departments have won many awards, is excelling and performing at a high level as well. I am proud of our athletics and extra-curriculars.

*PCS will provide a safe, positive, and effective learning environment(s) for all students & staff:* Our goals start with our School Board. Each principal has made building strategic goals. I'm proud of our administrators. Our administrators have years of experience, this is great for our schools. We are able to keep our certified staff and bring back our Peru native students as teachers. This is very important to me and the Board. We have knowledgeable classified staff. Our classified staff members are very important to us and very much needed in making PCS a safe, positive and effective learning environment. Our S.R.O.'s are wonderful. We have many other school districts contacting us for information on how to incorporate their own police department based off our model. Parents and students are proud of what we're doing. Students like attending Peru Schools. Our climate and culture here at PCS are very good.

*PCS will strengthen school, family, and community engagement(s):* Kindergarten roundup and preschool has been expanded. We have family nights at Elmwood, Blair Pointe and PJHS. Our Title 1 has drastically changed with our meetings and parent involvement. Parents are involved in our interviewing of administrators, we strongly encourage this. We have Skylert, this is the system that does our dialers, Facebook, Instagram, email, web pages and Twitter are maintained very well. We have new flooring and bleachers at Blair Pointe, the best playgrounds in Miami County, updated our libraries, added 21 acres of athletic field, added a beautiful entrance to Bengal Memorial Stadium, added \$25,000 worth of instruments to our band this year, and we've added updates to our band and choir room. It is amazing what our board has done with our building and grounds while keeping our budget in mind. We have wonderful community relations. I work closely with the chief of police, the mayor, our lawyer, the YMCA director, and the Four County director. I'm very proud of our relationships.

*PCS will have an effective, integrated technology infused climate for management, communication, and classroom instruction:* We use a learning management system called Canvas. Peru is 1 to 1. Every teacher is on Canvas and has assignments and agenda's that are accessible by our students and parents daily. I believe our student's need to be in front of teachers, but if needed our eLearning is fantastic! Our Skyward family portal is fantastic as well. Tara is our student, parent and business Skyward expert. It's very easy for navigating. Our PCS portal function is amazing. All thanks to our very own George Morris for his level of intelligence and willingness to be here with us at Peru. The portal is a treasure chest of data and information for our staff members. We are the only school to give our student's their devices at the end of 4<sup>th</sup>, 8<sup>th</sup>, and 12<sup>th</sup> grade. You walk out of PCS with a nice device. We are looking to implement virtual reality teaching.

*PCS will maintain and improve upon our Response to Intervention (current SAIP) practices and expand student interventions for academic and social/emotional growth:* It's not uncommon for us to have over 2000 SAIP's a year.

This means there are multiple parent contacts to help our kids be successful. The SAIP's help lower ISS, OSS, and office referrals.

*PCS will fully implement the new Indiana graduation pathway requirements:* Our graduation rate is one of the highest in the county and state. We make a Peru promise that your child will graduate with opportunities from Peru Community Schools. We have a large amount of dual credits. We had three students walk through with dual credits last year and that number will continue to grow. Heartland Career Center plays a big role in graduation pathways. They offer 15 programs plus new ones coming such as CDL and agriculture.

*PCS will maintain fiscal integrity and competitiveness in wages and salary and benefits for all employees:* I am very proud that we have been able to keep a 10% general fund and now we'll have a 10% education fund cash balance. Our rainy-day fund has been increasing over the years. We have been wanting to get a million dollars in our rainy-day fund. This is a big night for our corporation. If approved, we will have a million dollars in our rainy-day fund. We have had raises/stipends over the last four out of five years. Our enrollment has been declining about 10% every year, last year we dropped more than 10%. It is hard, but we balance the budget well with the decreases. We have a lot of positives. PCS is the leader of excellence in education. We are a place where students want to learn, teachers want to teach, and employees want to work. I can't wait to see the successes of our schools in 2019.

- B. CONFLICT OF INTEREST DISCLOSURE - Mr. Wagner noted the submission of any conflict of interest disclosures. The forms are forwarded to proper county and state officials for recording.
  
- C. NEOLA SECOND READING - Mr. Watkins requested the adoption of the policies reviewed at the December meeting:
  - po1430 - Leaves of Absence
  - po1520.08 - Employment of Personnel for Extracurricular Activities
  - po1521 - Personal Background Checks, References, and Mandatory Reporting of Convictions and Substantiated Child Abuse () and Arrests
  - po2221- Mandatory Curriculum
  - po2414 - Reproductive Health and Family Planning and Human Sexuality Instruction
  - po2462 - Dyslexia Screening and Intervention

On motion by Mr. Comerford, seconded by Dr. Quin, the Board approved the policies as presented by a vote of 6-1 (Mr. Wagner abstained).

- D. NEOLA FIRST READING - Mr. Watkins will briefly review twenty-two (22) NEOLA policies for a first reading.
  - po2700 Annual Performance Report
  - po3120.07 Employment of Casual Resource Personnel
  - po3139 Staff Discipline
  - po3141 Suspension of Teachers Without Pay
  - po3220.02 Supplemental Payments for Teachers
  - po3430 Leaves of Absence
  - po3431 Administrative Leave of Absence with Pay or Temporary Administrative Reassignment of Teachers
  - Po4120.08 Employment of Personnel for Extracurricular

Activities

- po4121 Personal Background Checks
- po4430 Leaves of Absence
- po5112 Entrance Requirements
- po5330 Use of Medication
- po5340.01 Student Concussions and Sudden Cardiac Arrest
- po5350 Student Suicide Awareness and Prevention
- po5460 Graduation Requirements
- po5517.01 Bullying
- po5771 Search and Seizure
- po6111 Internal Control Standards and Procedures
- po7440 Facility Security Program
- po8340 Letter of Reference or Employment Reference
- po8455 Coach Training
- po8600 Transportation

- E. BOARD PARTICIPATION REPORT - Mr. Watkins stated that we have a fantastic Board and he appreciates their hours and dedication. He stated that the Board spent 137.75 hours during the 4<sup>th</sup> quarter in Board activity and committee meetings. A copy is in Supplementary Minute Book #14 page 107.

IV. BUDGET

- A. CLAIMS - Mr. Durrwachter 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                    | 174,361.50            |
| EDUCATION FUND                  | 16,958.65             |
| DEBT SERVICE                    | 1,305,590.00          |
| OPERATING FUND                  | 156,199.21            |
| CAPITAL PROJECTS                | 11,415.67             |
| TRANSPORTATION OPERATING FUND   | 9,408.09              |
| POST-RETIREMENT/SEVERANCE FUND  | 1,793.92              |
| CONSTRUCTION 2016 GO BOND       | 134.10                |
| SCHOOL LUNCH FUND               | 38,205.14             |
| INSURANCE WELLNESS CLINIC       | 230.00                |
| KICKS FOR KIDS                  | 91.45                 |
| DONATIONSPECIAL ED TEACHERS     | 247.30                |
| IN LITERACY EARLY INTERVENTION  | 3,165.47              |
| HIGH ABILITY GRANT              | 3,121.55              |
| TECHNOLOGY FUND                 | 3,561.31              |
| TITLE 1 2018/19                 | 2,371.22              |
| PARENT NURTURING PROGRAM        | 1,616.94              |
| RETIREEES - TERM LIFE INSURANCE | 508.95                |
| FRINGE BENEFITS                 | 421,040.55            |
| BOOK RENT                       | 8,232.17              |
| TOTAL                           | <u>\$2,158,253.19</u> |

- B. FUND MONITORING REPORT - Mr. Durrwachter reviewed the fund monitoring report for the calendar year which is also the fiscal year. The general fund result of operations is positive by almost \$5,000. We have saved this money with different transitions. Combine that with the ending balance that we carried over from the year prior, our balance is sitting with the education fund. The reason we are bringing in the resolutions is because we are at 1.9 million dollars in the general fund. We must look at our negative transportation number. We must address and look at our options. The ending balance for the go bond is \$149,967. Mr. Comerford asked why there is a deficit in debt service. Mr. Durrwachter responded and said that it is because we are not saving enough money. We are only paying the money that is allotted. There was a big circuit

breaker loss as well. The resolutions will supplement our shortfall in debt services. More questions were asked and answered. Mr. Comerford moved to approve the fund monitoring report, seconded by Ms. Justice. The Board unanimously approved the motion.

C. RESOLUTIONS - Mr. Durrwachter reviewed the resolutions and requested the following transfers:

(1) Temporary transfer of funds from rainy-day fund to debt service fund. (2) Resolution on financing the rainy-day fund. (3) Resolution to transfer amounts from education fund to the operations fund. (4) Transfer amounts from education fund to the operations fund (Recurring basis: Monthly). A copy is in Supplementary Minute Book #14 pages 108-111.

Mr. Comerford moved to approve the resolutions, seconded by Mr. Mullett, unanimously approved.

D. TRANSFER TECH AIDES 9 MONTH TO 12 MONTH EMPLOYEE - Mr. Watkins stated that he is recommending that we take our three tech aides that are nine-month employees and make them twelve-month employees. This will transfer them to full-time employees with benefits, sick days, and vacation days. It's about \$11,000 more per year for the corporation. Mr. Morris stated there are over 4,000 computers in our corporation. Every year during summer, every device must be reimaged. This can't be done throughout the school year due to the computers being in use. In the past, we used to hire part-time help to image in the summer, which also meant we had to train the new hires. Recently we have given our techs the option to work the summer and all of them have taken the option to work over the summer to get everything done. It is a job that is necessary to the function of our corporation.

Mr. Comerford moved to approve the transfer of the tech aides, seconded by Mr. Ellis, unanimously approved.

E. SUBSTITUTE TEACHER PAY - Mr. Durrwachter is recommending that we increase the daily rate five dollars for all three tiers of substitute teacher pay. We want the best substitutes in front of our students.

Mr. Mullett moved to approve the substitute teacher pay, seconded by Ms. Justice, unanimously approved.

V. OPERATIONS AND TECHNOLOGY

A. FACILITY REQUESTS - Mr. Watkins briefly reviewed the following requests:

1. Blair Pointe café & gymnasium - March 6, 2019 - annual Rotary Spellathon, set up at 5:00 p.m. with event from 6:00 - 8:00 p.m.
2. PHS auditorium - Peru First Baptist Church - Night of comedy - Friday, March 15, 2019, 4 p.m. - 8:30 p.m.
3. PHS auditorium - Celebration of Children, Wednesday, April 17, 2019, 5 p.m. - 8 p.m.

Ms. Justice moved to approve the facility requests, seconded by Mr. Ellis, unanimously approved.

VI. BOARD AND ADMINISTRATION COMMENTS

A. SUPERINTENDENT

- I would like to give our bus drivers, maintenance,

custodial staff a big shout out with upcoming weather. We appreciate all that you do.

- We are compliant for our Title 1 audit. We are better because of it. Thank you, Tara, Mrs. Eddy, Mrs. Watkins, Mr. Frye and all other parties involved in this successful audit.
- Our orange room makeover looks fantastic! Thank you to all involved.
- The mid-year teacher breakfast was very popular with our staff. Thank you to Terry Fuller and the high school kitchen staff for a wonderful breakfast.
- Varsity high school boys were the holiday tourney champs! This tournament was very well attended. Congratulations to Coach Thompson and the players.
- eLearning day - our first day was successful.
- Thank you to our business team. Everything is working well. Thank you for all that you do. We are still learning and a work in progress, but the numbers don't lie. We are in good shape.
- Thank you, Board, for letting us make a difference in Miami County. Thank you for letting us do our job.
- Thank you to our news media for providing great press.

B. BOARD MEMBER

Mr. Wagner stated that he is very proud of the culture and educational teamwork including dual credits and the vocational training at Peru Community Schools. Our transportation and building safety is great. Following the tragic accident, we were right on the bus and public driving issue, although I feel that we were doing a great job prior to the event. We are going to face some difficult times involving our population and fiscal problems, but I'm sure that PCS will continue to work hard and achieve as we have done in the past. We will be and are the best school system for many miles around.

VII. ADJOURNMENT

With no further business to discuss, Mr. Mullett moved to adjourn the meeting at 8:30 p.m.

Secretary,

Tim Comerford

/dc