

June 13, 2016

The regular meeting of the Board of School Trustees was called to order at 6:30 p.m. by Mrs. Shuey. Mrs. Shuey led the Board and audience in the Pledge of Allegiance. All Board members were present except Dr. Quin. Also present were Mr. Watkins, Mr. Hanson, Mr. Hall, Mr. Cary, Mrs. Minard, Miss Enyeart, Ms. Rusie, Coach Mike Meeks and PJHS softball team, several parents, a patron, and local news media representatives.

On motion by Mr. Stanton, seconded by Mr. Comerford, the Board unanimously approved the public agenda, the memorandum of May 9, and the personnel report with one addition - A. RESIGNATIONS/RETIREMENTS/TERMINATIONS #9.

PERSONNEL

A. RESIGNATIONS/RETIREMENTS/TERMINATIONS

1. Melissa Byram - resignation as kdg teacher, effective immediately
2. Carla Thompson - retirement as Blair Pointe technology assistant, effective May 25, 2016
3. Jordan Clark - resignation as 1st grade instructional assistant, effective May 25, 2016
4. Courtney England - resignation as 1st grade instructional assistant, effective May 25, 2016
5. Briana Morehead - resignation as para-professional aide at Blair Pointe, effective immediately
6. James Guthrie - resignation at boys' assistant tennis coach, effective immediately
7. Chris Psimos - resignation as basketball coordinator at Blair Pointe, effective immediately
8. Abby Schwenk - PJHS cross country assistant coach, effective immediately
9. Katie Yoars - resignation as 3rd grade teacher, effective June 14, 2016

B. LEAVES - no business

C. RECOMMENDATION FOR CERTIFIED POSITIONS

1. Daric Fuller - PHS summer school teacher, additional teacher needed
2. PHS Jump Start - Eric Isenburg and Kylie Reading
3. Brett Worden - PJHS Special Education teacher
4. Peyton Bristol - 1st grade teacher
5. Elizabeth Lorenz - Elmwood Special Education teacher
6. Megan Black - 2nd grade temporary teacher (Aug. 4-Sept. 9)
7. Request permission to hire certified staff as needed

D. RECOMMENDATION FOR CLASSIFIED POSITIONS

1. Brooke Killion - summer warehouse worker, effective May 31
2. Tiffanee Dilworth - Preschool assistant
3. Angie Marburger - Preschool assistant
4. Elizabeth Humbarger - Title I aide
5. Amy Blankenship - Title I aide
6. Tresh Rice - Elmwood Title I tutor
7. Mallory Beaty - Elmwood Special Education aide
8. Teresa Fitzgerald - Blair Pointe head cook
9. Amy Walker - substitute bus driver
10. Request permission to hire classified staff as needed

E. RECOMMENDATION FOR EXTRA-CURRICULAR POSITIONS

1. Jennifer Hoover - 2nd grade lead teacher
2. Mike Saine - head boys' and girls' tennis (lay) coach
3. Patrick Redmon - assistant boys' tennis (lay) coach
4. Brent Touloukian - boys' volunteer tennis coach
5. Kyle Marburger - boys' volunteer tennis coach
6. Heather Muzzillo - boys' volunteer tennis coach
7. Rob Hileman - head cross country coach
8. Abby Schwenk - assistant cross country coach
9. Chris Butte - volunteer cross country coach
10. Kelsey Lilla - assistant girls' soccer (lay) coach
11. Christina Overdorf - 9th grade volleyball coach

12. Greg Badry - volunteer volleyball coach
13. Dave Swihart - volunteer volleyball coach
14. Luke LaBare - assistant boys' soccer (lay) coach
15. Nathan Campbell - volunteer boys' soccer coach
16. Steve Swinson - varsity assistant football (lay) coach
17. Gary Loe - JV head football (lay) coach
18. Mason Zimmer - JV assistant football (lay) coach
19. Tim Clark - 9th grade head football (lay) coach
20. Brian Robertson - 9th grade assistant football (lay) coach
21. Greg Badry - athletic trainer
22. Jennifer Lorona - head cheerleading (lay) coach
23. Michelle Brimbury - concessions manager
24. Dave Swihart - ticket manager

F. REQUEST FOR CONFERENCE

1. Thomas Elliott - PLTW Digital Electronics summer training - \$2,500 registration, \$1,040 Lodging, \$150 Meals, \$86.27 Mileage, \$1,500 Stipend

G. DONATIONS

1. \$411.41 - PHS library for Eliot Rosewater book set from Psi Iota Xi
2. \$200 - \$100 each for PHS band and choir - anonymous
3. \$350 - PJHS two class sets of books - Psi Iota Xi
4. \$400 - toward purchase of PJHS kiln - Psi Iota Xi
5. \$? - Blair Pointe toward purchase of special education student desks - Psi Iota Xi
6. \$400 - Blair Pointe purchase of library books - Psi Iota Xi
7. \$352 - Elmwood 10 sets of student books - Psi Iota Xi

I. PUBLIC COMMENT - no comments.

II. RECOGNITIONS and BLACK AND GOLD AWARDS - Mr. Watkins acknowledged the high school staff and Mr. Cary. He noted we had a 97% graduation rate. He said we do it better than anyone he has ever seen. He added he is very proud of the students, staff, and community.

Mr. Watkins gave a shout out to Nate Cole and Jonah Lester for advancing to the state track and field competition. Both athletes placed 17th in their respective events. Mr. Watkins also recognized Zane Smith for qualifying for the golf regional. He stated these are outstanding accomplishments!

Mr. Watkins congratulated Coach Mike Meeks and the PJHS softball team. The team finished their season with a record of 11-3! Coach Meeks thanked Ms. Spiker for her support of the program. He also thanked the Board for the privilege to coach this group of great kids and parents. Mr. Watkins recognized each of the girls with a certificate. Coach Meeks also recognized Bernie Hawkins as the team bus driver. Mr. Hawkins shared a story with the Board about a note he found in one of the seats. He said he had a serious look on his face as he asked the girls who wrote the note. In his 17 years of driving, that note made him the happiest driver ever. He said the note read "Jesus died for me, that is why I play for Him!" He said he later found out the note was written by Brianna Meeks. The Board congratulated the team and Coach Meeks on their great season. Mr. Watkins added he is looking forward to the years ahead.

III. PROGRAM

- A. ONLINE REGISTRATION UPDATE - Mr. Hanson shared the new online registration. He gave Tara Enyeart, data specialist, the credit for putting most of this process together. He said the secretaries spend a lot of time at the beginning of the year just copying and stuffing packets. Mr. Hanson stated a lot of stress will be taken off the secretaries with this streamlined process through Skyward. Mr. Hanson and Tara have reviewed the process with the secretaries and have tried to think of everything. He noted there is even a transportation link where the parent puts in their address and can see the nearest bus stops. The free/reduced lunch application will also be online this year. Each family will receive a letter with

their password to access their own registration information. The registration will begin July 1. Mr. Hanson stated the school doors open July 21 with the administrators and secretaries back to work for the 2016-17 school year. The schools will be open to allow families to register on school computers if they do not have access at their home. The schools will also be open two evenings, July 28 and August 1. He hopes this will be a very positive process for our student body. He did emphasize the online registration is for returning students. New students will have to enroll through the school offices. Information will be pre-populated and parents will be reviewing information to be sure it is correct. Information can be updated, but will have to be approved by the secretary before being accepted as part of the student's record. Mr. Hanson stated textbook statements will not go out until September since there are still schedule adjustments at the beginning of the year. Mr. Watkins stated he couldn't be more pleased with Mr. Hanson and his team and their efforts.

B. 2016-17 TEXTBOOK FEES - Mr. Hanson reviewed the textbook fees for the 2016-17 school year. He stated the textbook and technology fee will stay at \$110 plus an activity/convo fee of \$15 for a total of \$125 base fee at PHS. Course fees are on top of the base fee depending on the courses a student takes. He noted PJHS will look different because a lot of curriculum was added with the new electives. The base fee is \$110. He reviewed the various other fees. At the elementary level he noted he tried to keep the costs down. The devices are on a rent-to-own basis being every four years a device will go home with the child to keep. Mr. Hanson also informed the Board we have been offering professional development opportunities every day this month for the teachers. On motion by Mr. Stanton, seconded by Ms. Rice, the Board unanimously approved the 2016-17 textbook fees as presented. A copy is in Supplementary Minute Book #14, page 44.

C. GUIDE TO STUDENTS AND PARENTS - Mr. Cary, PHS Principal, was present to answer any additional questions and request approval of the 2016-17 Guide to Students and Parents which was presented at the May meeting. Mr. Cary requested the following additional language be added in regards to Academic Honors Diplomas. He noted the language will provide some clarity for the students and parents.

'Any student who is on an Academic Honors Diploma track but fails to meet the academic requirements will be placed on PROBATIONARY STATUS. If a student has two (2) consecutive semesters of PROBATIONARY STATUS or is placed on PROBATIONARY STATUS three (3) times in their high school career, they will be transitioned to a different diploma track. A student may also be placed on PROBATIONARY STATUS for honors classes taken while at PJHS.'

On motion by Mr. Comerford, seconded by Mr. Stanton, the Board unanimously approved the 2016-17 Guide to Students and Parents as requested.

D. HEAD START MOU - Mr. Watkins stated we work with Julie Worland, Head Start Director, at the Kokomo office. He briefly reviewed the annual MOU with Head Start. We stated we currently have two half day classes. Next year we will have two full day classes which will be held at South Peru. He noted this is an informational item for review at this time as approval of the annual MOU will be requested at the July meeting. Mrs. Worland will be present to answer questions at the July meeting.

E. NEOLA POLICY ADOPTION - Mr. Watkins stated our Board policies protect us and our staff. He briefly reviewed the next twelve NEOLA policies as a first reading.

po1422.02 NONDISCRIMINATION BASED ON GENETIC INFORMATION OF

THE EMPLOYEE
 po3122.01 DRUG-FREE WORKPLACE
 po3122.02 NONDISCRIMINATION BASED ON GENETIC INFORMATION OF
 THE EMPLOYEE
 po3123 SECTION 504-ADA PROHIBITION AGAINST DISABILITY
 DISCRIMINATION IN EMPLOYMENT
 po3124 EMPLOYMENT CONTRACTS WITH PROFESSIONAL EMPLOYEES
 po3125 MENTOR PROGRAM FOR PROFESSIONAL STAFF
 po3131 REDUCTION IN FORCE ("RIF") IN CERTIFICATED STAFF
 po3140 TERMINATION AND RESIGNATION
 po4122.01 DRUG-FREE WORKPLACE
 po4122.02 NONDISCRIMINATION BASED ON GENETIC
 po4123 SECTION 504-ADA PROHIBITION AGAINST DISABILITY
 DISCRIMINATION IN EMPLOYMENT
 po4140 TERMINATION AND RESIGNATION

Mr. Hall requested approval of the two new policies he presented at the May meeting which are being mandated by the State Board of Accounts, Policy on Internal Controls and Policy on Materiality and Process for Reporting Material Items. These policies must be in effect by July 1. Mr. Hall stated this places the Board's fiduciary duties in writing. He noted the business department is making progress on writing how we do things and how things flow and how duties are segregated. Mr. Hanson pointed out they had a nice template to follow. Mr. Comerford asked how the Board will follow their responsibility and make sure everything is in place. Mr. Hall said that is a good question. Mr. Hall said there will need to be training. Mr. Comerford asked if this has to be in place by July 1, how are we making sure everything is in place to abide by the mandate. Mr. Hall said there will be major components in place, but we will not be 100% in compliance by July 1. He said a separate meeting may need to be held in November. Mr. Hall said we are required to report various things to the State Board of Accounts. He said we have latitude as to the dollar value to report. On motion by Ms. Rice, seconded by Mr. Wagner, the Board unanimously approved the new policies.

IV. BUDGET

A. CLAIMS - Mr. Hall presented and reviewed claims. Mr. Stanton moved to approve the claims as presented, seconded by Mr. Comerford, unanimously approved.

GENERAL FUND	224,260.06
DEBT SERVICE	360,560.00
CAPITAL PROJECTS	89,192.75
TRANSPORTATION OPERATING FUND	6,104.67
TRANSPORTATION BUS REPLACEMENT	241.00
RAINY DAY FUND 2003	33,774.21
POST-RETIREMENT/SEVERANCE FUND	10,533.23
SCHOOL LUNCH FUND	55,421.75
INSURANCE WELLNESS CLINIC	39,099.97
TIGER PRIDE SCHOLARSHIP	1,500.00
DONATION/SPECIAL ED TEACHERS	123.95
PBIS	999.89
PARENT/STUDENT ACTIVITIES FUND	1,988.36
GIFTED AND TALENTED 15/16	2,367.93
COLLEGE SUCCESS COALITION	129.25
TITLE I 2015-16	2,601.97
PARENT NURTURING PROGRAM	1,559.65
ADULT BASIC EDUCATION FUND	1,768.34
TITLE II 2015-16	614.50
GROUP INSURANCE	14,998.64
ANNUITIES	105.10
RETIREEES-TERM LIFE INSURANCE	1,063.54
FRINGE BENEFITS	423,343.51
TOTAL	<u>\$ 1,272,352.27</u>

B. FUND MONITORING REPORT - Mr. Hall reviewed the fund monitoring report for the month of May. He pointed out in the school lunch fund we have students who owe PCS for lunches they ate and have not paid for with negative balances up to \$1,000 per

student. Mr. Hanson noted this is not just a debt from this school year. The negative balance carries with the student. Mr. Wolfe asked how negative balances could get that high. He remembered the Board approved a policy that a student could not have a negative balance above \$10. An alternate meal was served to the student. Mr. Watkins stated this is a tough situation as the students need to eat. Mr. Hall said the bottom line on school lunch was once \$50,000 cash balance. We are back up to \$100,000. We have made some necessary adjustments. He noted the Rainy Day fund transfer was made and used on transportation. Mr. Hall pointed out the expenditure side of general fund is about \$283,000 over budget year to date. He said more than likely we will need to do an additional appropriation for the end of the year. Mr. Comerford asked how will that look for the State Board of Accounts audit. Mr. Hall replied the tax distribution in June will put money back in some of our funds. Ms. Rice asked why we are over budget that much. Mr. Hall responded most of that was the back pay that was appropriated for last year but because the school grades did not come through until this year the pay could not be authorized until the 2016 budget. Ms. Rice asked why couldn't we encumber and carry that over. Mr. Hall said we are on a cash basis so that could not carry over. Mr. Comerford said the money that went to pay the performance awards was a separate grant. Mr. Hanson said we are talking about two different payments the teachers received. What has pushed us back is the merit pay and units awarded to teachers based on the master contract that was approved earlier in the school year but couldn't be paid until the school grade was received. The retroactive pay was approximately \$300,000. Mr. Comerford moved to approve the fund monitoring report, seconded by Mr. Stanton, the motion was unanimously approved.

V. OPERATIONS AND TECHNOLOGY - no business.

VI. BOARD AND ADMINISTRATION COMMENTS

A. SUPERINTENDENT -

Mr. Watkins was pleased to share with the Board Jessica Mast was named our Teacher of the Year. He said she has had great math scores, is a great coach, etc.

Mr. Watkins shared Jason Cary and Linda Watkins were named the PCS Administrators of the Year. The graduation rate and IRead scores have been outstanding. He noted these are important achievements for our corporation.

Mr. Watkins said we had very good year academically and athletically and thanked the administrators, teachers, staff, and coaches.

Mr. Watkins thanked Dan Herda for the Peru Tribune press coverage.

Mr. Watkins thanked our donors who help support our efforts.

Mr. Watkins stated he has been visiting the various camps and summer programs going on throughout the corporation this summer.

Mr. Watkins thanked the Board for their support and intelligence.

B. BOARD -

Mr. Wagner informed the Board he attended the May 18 HCC certification presentation.

Mrs. Shuey said graduation went very well.

Mr. Hanson stated Mr. Weeks and Mrs. McCain received a grant to communicate with the space station this school year. Blair Pointe is one of twelve schools in the nation to receive this grant.

Mrs. Shuey congratulated Mr. Watkins as he completed his Superintendent's degree. Mr. Watkins thanked the Board for the opportunities PCS has given him. He state his ambition is to retire from Peru Schools. He added he has been blessed.

Mr. Stanton thanked whomever sent the picture of the graduates at practice.

VII. ADJOURNMENT

With no further business to discuss, Mr. Stanton moved to adjourn the meeting at 8:10 p.m.

Secretary,

Tim Comerford

/mm