

December 5, 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. Also present were Mr. Watkins, Mr. Hanson, Mr. Hall, Mrs. Minard, Mr. Cary, Mr. Mullett, Mr. Frantz, Mr. Schumaker, Mr. Allen, Mr. Morris, Ms. Rusie, and a local news media representative.

On motion by Mr. Stanton, seconded by Ms. Rice, the Board approved the public agenda, the memorandum of November 14, and the personnel report as presented by a vote of 5-2 (Dr. Quin and Mr. Wolfe opposed).

PERSONNEL

A. RESIGNATIONS/RETIREMENTS/TERMINATIONS

1. Jim Metcalfe - resignation, PHS social studies teacher, effective December 2, 2016
2. Karen Baker - resignation, PJHS track coach, effective November 29, 2016

B. LEAVES

1. Katie Sims - Elmwood music teacher, January 25 - March 17
2. Samantha Ramirez - Blair Pointe aide, January 20 - March 17
3. Cara Wilcox - Blair Pointe aide, January 23 - March 17

C. RECOMMENDATION FOR CERTIFIED POSITIONS

1. Eric Thompson - transfer to PHS as social studies teacher effective January 9
2. Permission to hire elementary teacher to begin January 9

D. RECOMMENDATION FOR CLASSIFIED POSITIONS

1. Jay Smallwood - SRO part-time/substitute
2. Tisha Medina - bus monitor
3. April Adams - Blair Pointe full-time cafeteria, effective February 1, 2016
4. Permission to hire temporary maintenance position effective January 9, 2017

E. RECOMMENDATION FOR EXTRA-CURRICULAR POSITIONS

1. Takyia McCord - PHS head gymnastics (lay) coach, effective beginning of season

F. REQUEST FOR CONFERENCE

1. Mr. Watkins has been accepted into EPIC, Educators Preparing Inspired Change, a groundbreaking leadership excellence program for Indiana's Public School Superintendents. Six one-day sessions over a twelve-month time frame beginning in January. Registration is \$2,500 to be taken from clinic rental.

G. DONATIONS

1. \$200 - \$100 each to PHS band and choir - anonymous donor

I. PUBLIC COMMENT - no comments.

II. RECOGNITIONS - Mr. Watkins recognized Amy Sofianos, Chelsea Stover, and Janel Halton, our elementary and jr. high art teachers. They encouraged our students to participate in the banner contest through the Honeywell Center again this year. Numerous students have banners with their outstanding artwork hanging from the light posts throughout the town.

Mr. Watkins honored Valerie Doud, PHS science teacher, and Emily Truax, Elmwood teacher, who were recognized by the Hoosier Heritage Educator Program. He stated they will be honored at a school collaboration.

Mr. Watkins stated Ms. Spiker and he attended the Indiana Teacher of the Year banquet in Indianapolis with the PCS Teacher of the Year Jessica Mast, PJHS math teacher. She was recognized at the state level as a Teacher of the Year semifinalist.

III. PROGRAM

- A. PCS PORTAL/AMP - Mr. Hanson introduced George Morris, PCS Technology Solutions Administrator, noting Mr. Morris is an asset to our corporation. He explained Mr. Morris is going to walk the Board through our portal which is a tool our staff uses from academics to requests for field trips to calendar updates and more. He stated when other schools visit us see what is at our finger tips you can see their envy. Mr. Hanson stated we used to sell the AMP portion of this to other school districts and had as many as 20 at one point. It was time consuming for Mr. Morris to support those school corporations and we wanted our students and staff to have the best of our own resources so we cut back. Mr. Hanson stated we currently continue to support three school corporations - Portage, Triton, and Wawasee. He shared that if an administrator or teacher has something they would like to see added to the portal or an idea that would be helpful, Mr. Morris can write a program for it. Mr. Morris shared and explained new items that have recently been added to the portal: YouTube Downloader, Unlock Users, Streaming TV, MAC Logger, Help Desk (work orders), Check Register, Asset Inventory, Student Logins, AD Logs, Banned Logs, ASI (Academic Snapshot Information), PD(Professional Development)Requests, and testimonials about staff. He stated we have added badges within Canvas for the teachers to learn how to use various programs. Mr. Hanson stated the technology available to the new teachers could be overwhelming. He noted what Mr. Morris shared this evening is probably only 20% of what is available. Mr. Watkins stated Mr. Morris is a Peru graduate. We value what he does and are very proud of him and fortunate to have him with PCS. The teachers love him and all he has been able to do to help make their jobs easier in multiple ways. Mrs. Shuey complimented him and stated his work is very impressive. Mr. Hanson also showed the Board digital artwork created by Anna Weeks with her stylus that is featured on our home page.
- B. 2017-18 PHS COURSE ADDITIONS - Mr. Cary stated each year he asks his staff what classes are we not teaching that they would like to see offered. He noted just because the class is listed in the curriculum guide doesn't mean it will be on the schedule. He stated his department chairs recommended seven classes and an eighth class was also suggested (Russian) to be added to the 2017-18 PHS Curriculum Guide. Those courses are: American Sign Language III, Russian I, Applied Piano - dual credit IPFW, Pre-Calc/Trig Honors - dual credit, Pre-Calc/Trig non-honors, Finite Math/Probability and Statistics combination, ADV Accounting, and Interactive Media. Mr. Cary stated we have around 30 dual credit classes. Mr. Hanson stated the students go through the guide and select their classes with first, second and sometimes third choices. The guidance department works hard to then build a schedule to try to accommodate the students' requests. Mr. Hanson said we try to get 15 students in each class. Some teachers will teach multiple levels within a class to help accommodate students. On motion by Mr. Stanton, seconded by Mr. Comerford, the Board unanimously approved the request.
- C. NEOLA POLICIES SECOND READING - Mr. Watkins briefly reviewed eight NEOLA policies presented at the November meeting for a second reading. He stated these are all administrative except for one support staff policy. He noted these do not have to be reviewed by the PCEA prior to Board approval.
- pol214 - Administration Staff Gifts
 - pol220 - Employment of the Superintendent
 - pol240 - Evaluation of the Superintendent
 - pol241 - Non-Reemployment of the Superintendent
 - pol530 - Procedure for Evaluating the Effectiveness of Administrators
 - pol537 - Military Service
 - pol543 - Non-renewal of Administrative Contracts
 - po4214 - Support Staff Gifts

On motion by Ms. Rice, seconded by Mr. Stanton, the Board unanimously approved the policies as presented. Mr. Watkins

stated he plans to have the policies caught up by the end of the school year.

IV. BUDGET

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

GENERAL FUND	140,137.81
DEBT SERVICE	359,800.00
CAPITAL PROJECTS	40,185.05
TRANSPORTATION OPERATING FUND	43.79
POST-RETIREMENT/SEVERANCE FUND12	11,407.45
SCHOOL LUNCH FUND	73,507.79
TEXTBOOK RENTAL FUND	9,806.73
EARLY INTERVENTION FUND	12.00
DONATION/SPECIAL ED TEACHERS	46.19
PBIS	174.00
STATE CONNECTIVITY FUND	1,307.06
CAREER TECHNICAL PERFORMANCE	1,852.08
TITLE I 2016-17	2,013.00
PARENT NURTURING PROGRAM	74.02
TITLE II-A	825.15
ANNUITIES	22.73
FRINGE BENEFITS	<u>236,632.65</u>
TOTAL	\$ 877,847.50

B. FUND MONITORING REPORT - Mr. Hall reviewed the fund monitoring report for the month of November, stating 11 months is 91 2/3% of the year. He noted we are below that on the receipt side for the general fund and over on the disbursement side. The projection is \$14.45 million on receipts for the year and \$14.9 million in disbursements which leaves us \$1.4 million in fund balance which is 9.5%. All tax supported funds are all negative year to date on results of operations. He stated that will clear up as soon as we receive a distribution hopefully by the end of December. He stated school lunch is troublesome running at a deficit and he will need to address it. Mr. Comerford asked Mr. Hall to explain what he meant when he stated he needed to work on the lunch program. Mr. Hall responded we have looked at labor hours, summer program, after school program, breakfast, supplies, etc. He stated he needs to be sure we are breaking even in all those areas. He noted tonight's meeting is a week earlier than normal in the month and hopes to have a better handle on what we need to do. He stated expenses are incurred in one month and reimbursed the next month. Mr. Wolfe asked Mr. Hall to address this as soon as possible. Mr. Hall also stated when the dietary requirements changed for whole grain, the costs increased and the number of meals being purchased decreased. Mr. Comerford asked if there is a program to monitor food waste. Mr. Wolfe commended the staff for their work and keeping the equipment running. Mr. Hall responded much of the equipment repair is not charged to the lunch fund. Mr. Hanson also noted the collections is an issue too. Mr. Comerford moved to approve the fund monitoring report, seconded by Mr. Stanton, unanimously approved.

C. HEARING ON GENERAL OBLIGATION BOND - Mr. Watkins stated this is the bond issue before us for multiple projects at approximate dollar amounts: \$900,000 for completing the north acre project, \$300,000 for plumbing issues at PJHS, \$300,000 locker room remodeling at PHS and PJHS, and \$300,000 for band and choir rooms at PHS and equipment needs. Mr. Hall stated this is a public hearing and is open to anyone for questions to be addressed. Mrs. Shuey opened the public hearing regarding the general obligation bond and asked for questions. Mr. Comerford asked about the reference on the certificate for appropriation about there being no debt. Mr. Schumaker clarified it refers to the general obligation limit. It is certifying that right now we have zero general obligation debt outstanding and afterwards we will have \$2 million which is under the limit that can be issued. Mr. Hall introduced Mark Frantz from Steve Downs' office who was here this evening to

answer questions in Mr. Downs' absence. With no further comments, Mrs. Shuey closed the hearing.

D. ADDITIONAL APPROPRIATION HEARING AND ACTION ON GOB RESOLUTIONS - Mr. Hall stated we have another hearing on additional appropriation for authorization to pay for the debt service on the bond. Mrs. Shuey opened the public hearing on the additional appropriation on the action of the general obligation resolution. There were no questions or comments. Mr. Frantz presented the three resolutions for Board consideration: 1) Project Resolution (Exhibit A) establishing the estimated costs of the project, the tax impact, and the timing of the impact; 2) Additional Appropriation Resolution (Exhibit B) which must be approved before the Board proceeds with spending the project costs or any of the bond money; and 3) the Final Bond Resolution (Exhibit C) which establishes the amounts to be borrowed, the maximum term or repayment, the maximum interest rate, and contains details about the bonds as well as authorizes publication of notice of sale of the bonds. Mrs. Shuey asked about appointing a bid committee. Mr. Schumaker replied typically that is the business manager and superintendent and is typically awarded to the lowest interest cost. Mr. Comerford moved to approve the resolutions, seconded by Mr. Wagner. The Board approved the resolutions by a 5-2 vote (Dr. Quin and Mr. Wolfe opposed). Mr. Wolfe stated he is for the band and choir project. He is against the athletic project. A copy of the resolutions is in the Supplementary Minute book #14, page 57.

E. ADDITIONAL APPROPRIATION HEARING AND ACTION ON RESOLUTION - Mr. Hall stated a notice of public hearing was advertised on November 23 to be held at the December 5 meeting in reference to an additional appropriation resolution for the general fund. Mrs. Shuey opened the hearing for public comments or questions. Mr. Hall stated this is for a \$275,000 additional appropriation for the general fund, estimating year end disbursements at \$4.9 million. As a note, Mr. Hall stated the Board has authority to do this. It is not subject to approval by the DLGF. He stated he has to file it as an advisory notice to them by December 15. Mrs. Shuey asked for questions or comments. Hearing none she closed the hearing. Ms. Rice moved to approve the resolution, seconded by Mr. Stanton, approved by a 6-1 vote (Dr. Quin opposed). A copy of the resolution is in Supplementary Minute book #14, page 58.

V. OPERATIONS AND TECHNOLOGY

A. REQUESTS TO USE FACILITIES

1. Tiger Den, Tig-Arena, and commons - Saturday, March 25, 2017 - HYWAY wrestling sponsored by Peru Wrestling Club - 6:00 a.m. - 6:00 p.m. Annual request by Andy Hobbs. Also, permission to finish event on March 26 if there are weather emergencies.

On motion by Dr. Quin, seconded by Mr. Wagner, the Board unanimously approved the request with a waiver of the facility rental charge.

B. PROPERTY AND CASUALTY INSURANCE RECOMMENDATION - Mr. Hall recommended to continue with Trident Insurance for the property and casualty insurance with a total annual premium of \$81,232 which is the same rate for two years. He noted the only change is in coverage is in the dollar value we are estimating for the replacement value of the buildings, the number of employees, and the value of the fleet. The renewal begins January 1. Mr. Wagner moved to approve the renewal, seconded by Mr. Comerford. Mr. Wolfe commented he felt this should have been put out for bid. Dr. Quin echoed Mr. Wolfe's comments in doing our due diligence but was happy to see the business stay in town. Mr. Comerford asked Mr. Allen, our Webster Insurance agent, how new values are determined on property and fleet. Mr. Allen responded they use an inflation factor automatically built in. The property rate stays the same. Mr. Allen explained the replacement coverage and costs.

He responded to Mr. Wolfe's comment stating many insurance companies will not quote when they see a request every year and know they may not get the business. He stated Trident likes small community schools. He said he would be happy to get bids and let the Board know what premium comparisons there would be but would predict they would be in the \$95,000 - \$100,000 range. Mr. Wolfe reiterated we owe it to the tax payer to give notice to bid the insurance business. The Board voted 5-2 to approve the recommendation for renewal with Trident (Dr. Quin and Mr. Wolfe opposed).

- C. 3(21) ADVISER PROGRAM SERVICES AGREEMENT - Mrs. Shuey stated this item was tabled at the November meeting. Mr. Stanton moved to remove this item from being tabled, seconded by Ms. Rice, approved 6-1 (Mr. Wagner opposed). Mr. Hall explained Wilshire is an independent company that was recommended by American Funds. Edward Jones services us locally for our 403(b) and 401(a) Plans. New Department of Labor regulations places fiduciary responsibility on Edward Jones to act in the best interest of their clients. This changes the compensation process from American Funds to Edward Jones. As our financial advisor, Edward Jones has selected Wilshire for this service. This changes the process that compensates Edward Jones from American Funds. Beginning in January, the American Funds commissions will come to a PCS account and that account will pay commissions to Edward Jones and will also cover our costs for the third party administrator, Innovative Pension Consultants, and also this new fee to Wilshire. Currently, all of the American Funds commissions have been going to Edward Jones. Mr. Hall stated he has not had time to find another company other than Wilshire and he has not had time to do that. Mrs. Shuey requested a motion to approve the third party fiduciary agreement. Mr. Comerford made the motion, seconded by Mr. Stanton. Mr. Comerford asked for a clarification on the fees. He asked if the overall cost is not really significantly different, it is just administered differently if he is understanding correctly. Mr. Hall responded the fee paid to Edward Jones comes directly from American Funds. Their commission will go down to pay the costs. Mr. Comerford asked if the overall cost is different. Mr. Hall responded it does not change the cost of American Funds to invest the money. What you do have is Wilshire has an opportunity to expand that universe and bring in a lower cost family. Right now we are locked into American Funds. Mr. Comerford asked if it is typical for Wilshire to set up a different platform where there are multiple mutual funds to choose from. Mr. Hall replied the 403(b) is self directed within American Funds. He envisioned Wilshire's recommendation will open that up, and he looked forward to that conversation. Mrs. Shuey called the vote which did not pass by a 3-4 vote (Mr. Wagner, Dr. Quin, Ms. Rice, and Mr. Comerford opposed).

VI. BOARD AND ADMINISTRATION COMMENTS

A. SUPERINTENDENT -

Mr. Watkins stated the Christmas Downtown Open House was well attended with more than 300 people visiting the Administrative Center office.

Mr. Watkins gave a shout out to Mike Applegate and Kicks for Kids which will be running through this Friday. He noted this program provides an unbelievable service to our students. He encouraged everyone to donate a pair of shoes or money to this program.

Mr. Watkins thanked Mike Schumaker and Tiede, Metz, & Downs for all their work for our bond issue.

Mr. Watkins thanked the Board for their community responsibility each brings to the table. He stated we may have a lot of questions and not always agree on everything. But we are here to make the best decisions for our kids.

Mr. Watkins announced the school Christmas programs.

B. BOARD -

Mr. Wolfe stated Elks Lodge has a memorial service which discusses their history. He stated besides the federal government they give more money to charity than anyone else. He stated our Peru High School choir sang and has been doing that since 1947. They did an outstanding job!

Mr. Wagner commended the Heartland Career Center for their dual credits, internships, and attempting to rearrange funding for higher education.

Mrs. Shuey presented Mr. Stanton with a plaque in appreciation for his dedication, service, and loyalty to Peru Schools since 1996. She thanked him for his dedication. She noted the plaque has the logo he created. Mr. Stanton stated when he had the opportunity to join the Board 20 years ago he had not idea it would take 20 years to get over it. He said Board members serve at the will of the people and when the people speak we must follow. He stated Mr. Mullett was selected to fill his shoes and he feels will do that very nicely. He stated Mr. Mullett follows in his idea a teacher should be a member of a school board.

Mr. Watkins welcomed Mr. Ron Mullett and stated we look forward to working with him.

VII. ADJOURNMENT

With no further business to discuss, Mr. Stanton moved to adjourn the meeting at 8:05 p.m.

Secretary,

Tim Comerford

/mm