

**NOTE: These are “proposed” minutes and will not be approved until the February 20, 2018 School Board Meeting**

4:00 p.m.  
Administration Center

Tuesday  
February 6, 2018

## **BOARD MINUTES**

CALL TO ORDER – President David Black called the February 6, 2018, meeting of the Board of School Trustees to order at 4:05 p.m. All Board Members were present. Others in attendance included Jane Allen, Superintendent, Robby Goodman, Assistant Superintendent, Mark Snyder, Director of Business Services, and Jeff Palmer, Director of Buildings and Grounds.

SUPERINTENDENT’S REPORT - Mrs. Allen said Jefferson Elementary has the distinction of being named a PLC (Professional Learning Community) Model School. Curt Schwartz and some of his teachers are presenting the reasons for their honor and showing some of the work that has gone into their successes.

- A committee was formed with a representative from each of the grade levels – Katie Seel, Kindergarten, Tracy Martin, 1<sup>st</sup> grade, Megan Stanton, 2<sup>nd</sup> grade and Melissa Highley, 3<sup>rd</sup> grade and Amy Ciokajlo specials and support teacher
- Mr. Schwartz said he was notified in the fall of this year that JES was accepted as a National model as a PLC School.
- There aren’t many places in the State where there are PLC Model schools. This is a great compliment for the staff
- PLC process:
  - What do we want our students to learn? That is the core of what we are doing.
  - How do we know the students have learned – that is the assessment part.
  - How do we teach the students that have mastered the concept and
  - How do we teach the students who have not.
- Collaboration: Mrs. Highley said the teachers work as teams. At the different grade levels, teachers meet for one hour which is built into their master schedule. They are not taking time away from the students. Teachers talk about Tier 1 Instruction and what they want to teach and how they are going to teach it. They look at data from the previous year to see how students were assessed previously and how they can make it better. In 3<sup>rd</sup> grade, the data assessments of the students went from 50% (last year) to 85% (this year). Teachers talk about what they can do next year to make it even better – 85% is great but 95% would be better. They look at where to improve growth. They look at students who have problems and then the teachers want to teach in a different way so the students will not have problem learning. This is a great way to support the new teachers. Mrs. Highley was at Jefferson 10 years ago when the ISTEP scores were not good. Teachers were trying to figure out how are we going to reach the kids. Their scores went from the lowest scores in the county to the highest scores in our county. Collaboration is the foundation level of all the work that is being done. They take that into the data and common assessments which determines what kind of assessments they want to give to the children.
- Common Assessments. Mrs. Martin said they decide as a team what their skills are going to be – what are the basic things they really want students to know before moving forward. Sometimes those are determined by the corporation report card, standards or foundational skills that teachers know students are going to need. Those are determined at grade level where teachers come up with an assessment. They do a pre-test, if necessary, Tier 1 teaching, and post test. Their goal is 85%; if they do not achieve it, teachers might take it back into the classroom for additional teaching. The different teams input data different ways, either by assigning one teacher to input or each teacher will input their own data.
- Intervention. Mrs. Ciokajlo: This to her is the most powerful part. Each day every grade level has 30 minutes of intervention time. All the building aides, teachers and every student are involved. For the students who are struggling with the concept they are split up into small groups. In those small groups, the classroom teachers, herself (reading specialist), and Amber Diller, (special education teacher) will help those students who are struggling the most. There are usually 3-5 students in a group. It is very targeted and specific instruction for each student where the intervention could go from five to 10 days, 30 minutes at a time. After that instruction is done, teachers will give another Tier 1 assessment. Usually there are about 3-5 students that still do not get the concept. Those students are put into Tier 3, which she or Amber Diller would teach one-on-one until they get it. The students who have already gotten the concept are put into an enrichment group. Teachers do a deeper level thinking with them, they are not teaching anything new, as they don’t want those gaps.
- Mr. Schwartz wanted to share Miss Stanton and Mrs. Seel’s journey to Jefferson Elementary and how that sense of community played into their decision to come to teach at Jefferson Elementary. Miss Stanton graduated from Grace College in 2009 and spent 3 years trying to find a job. She wanted to work in a nearby school district but wasn’t successful so she reluctantly applied at other school districts. She ended up having two job offers. One from Middlebury and the other from the school district she wanted to teach at for 3 years. She didn’t know anyone from this community but she immediately felt loved by the people at Jefferson. After receiving an offer to teach at JES, Mr. Schwartz gave her a tour of the building and showed her where her classroom would be and outside the classroom hung a Grace College flag. She said no to the school district where she previously wanted to teach and said yes to JES, even though she would have to commute 45 minutes each way every day. That was six years ago and she has never regretted

coming to JES. Mrs. Seel came to JES four years ago. She was previously employed as a hairdresser and a part-time nanny. She took a position in the special education department and within 2 weeks, Mrs. Schwartz and Mrs. Diller asked why she wasn't teaching in the classroom. She had an associate's degree and went back to school to get her bachelor's degree. Earlier this year she student taught at JES and accepted a teaching job at JES. She really wanted to work at JES. It's not just about PLC. It is the community that works together and are a family that really works and care about one another. She loves her team and how they all work together throughout the different grade levels.

- Mrs. Allen said this was not a "piece of cake". Everyone was talking about all the good things that came from this. It was hard work to get to that point. They had to give up some things that they wanted to keep. All of them changed everything and it keeps going and going and going. She has watched this from the beginning (10 yrs. ago). It has been a rough road to get where JES is today. Mr. Schwartz worked very hard and never gave up – that is the leader he is. He said he was going to stick to this and he knew it was going to work. That is what makes her so proud to say that he is a part of our district. She has seen where they have been and where they are now. She is so proud of all of the teachers! It is wonderful! Their scores were the highest in the district in improvement last year.
- Mrs. King wanted to share a story that happened to her. One of her children was struggling with adapting to high school math classes and he went to talk to his math teacher. His teacher told him he did very well in 8<sup>th</sup> grade and he didn't know what they were doing 8<sup>th</sup> grade. She said that is what part of the problem is. Not having that articulation all the way up through the different grades. So, what JES is doing is absolutely what needs to happen for our children. That their needs are being met at every level. That is what is best for our kids. For the board to see the teachers working together like this is awesome. Nice job!
- Mr. Gayler congratulations and thanked them. He heard a lot about collaboration and teamwork and that is not overrated. Also for reaching those kids that sometimes, we forget about. We don't give up on them – there are different tiers. He thinks it is easy in today's world to give up on kids. He appreciates what they are doing – congratulations again!
- Mr. Souder appreciates their passion. That really came out and he could sense that. You just believe it and the way they are sharing is awesome. He feels so happy they are a part of Middlebury Community Schools. Thank you.
- Mr. Miller said when he started in the leadership position himself, it was "me". Moreover, he is still real comfortable with "me" in the sense of the idea of being a team is kind of beyond his personally. He likes people and likes to be around people. He knows what he wants to do and how he wants to do it and the larger his church grew he understands that he needed to take on a group concept. It's more work as it's more work to do what the JES teachers are doing. But what he learned is when you begin to collaborate you begin to see they're good at this and this and I'm not good at that. That's when some good stuff begins to happen. He commends them all for taking this on. He is hearing all the glory stories but he knows it was hard work. He commends them for putting the work into this because the end product has shown and will continue to show progress.
- Mr. Black said the interesting thing is when you talk about this being a 10 year process, there is no way to see 10 years down the road what the accomplishment would be. There's no way. But you set a course, and that's the a tough thing about leadership. He agrees with Scott, it's much easier to do it yourself. But when you set a leadership position, you set a course and say I'm going to stick to this course because I believe it's the best thing. Then seeing the progression, and every one of those little steps made the next step, not necessarily easier, but better. He's sure it hasn't been easy. Jefferson teachers are going to see things tomorrow that you haven't seen today, or next week, or next year...(thanks to the State of Indiana, but that's beside the point). Progress is the most important thing and that is what you've shown today. It's astounding. The teachers at JES have accomplished an awful lot – your school has accomplished an awful lot – thank you very much for that.

EXPRESSIONS FROM PATRONS – None.

CONSENT AGENDA –

- Minutes from the January 23, 2018 School Board Meeting and Board of Finance Meeting.
- Claims Lists
- Personnel List

EMPLOYMENT:

Northridge High School

- |             |   |
|-------------|---|
| Certified:  | Andrew Robinson, Assistant Softball Coach, 43295-3<br>Start Date: February 7, 2018              |
| Classified: | Mike Miller, Assistant Baseball Coach, 43290-1<br>Start Date: February 7, 2018                  |
|             | Arick Doberenz, Assistant Baseball Coach, 43290-1, .5/Blake Fry<br>Start Date: February 7, 2018 |
|             | Blake Fry, Assistant Baseball Coach, 43290-1, .5/Arick Doberenz<br>Start Date: February 7, 2018 |
|             | Samantha Baker, Assistant Softball Coach, 43295-1<br>Start Date: February 7, 2018               |

Transportation Department

Classified: Jeannine Tom, Substitute Bus Monitor, Start Date: February 6, 2018

Orchard View Elementary School

Classified: Treva Swarm, 3.5 Hour Cafeteria Worker, Start Date: February 7, 2018

Heritage Intermediate School

Classified: Julia Ahumada, 12 Month 2<sup>nd</sup> Shift Custodian, Replacing: Jim Reeves  
Start Date: February 7, 2018

RESIGNATION:

Northridge High School

Certified: Virginia Mansfield, Family and Consumer Science Teacher, Effective Date: June 1, 2018

Transportation Department

Classified: Denise Finn, Bus Driver, Effective Date: January 26, 2018

TRANSFER:

Northridge Middle School

Classified: Anita Palmer, 3.5 Hour Cafeteria Worker, to: 4 Hour Cafeteria Worker  
Start date: February 7, 2018

Transportation Department

Classified: Willie Miller, Substitute Bus Driver, to: Bus Driver  
Start Date: January 29, 2018

Mr. Souder moved and Mrs. Miller seconded a motion to approve the Consent Agenda as presented. The motion was approved with a vote of 5-0.

APPROVAL OF DIRECTOR OF ELEMENTARY EDUCATION, FEDERAL GRANTS, HIGH ABILITY – Mrs. Allen recommended Yvonne Buller for the Director of Elementary Education, Federal Grants, and High Ability. Mrs. Buller is highly qualified for this position. This position would have additional responsibilities including being in charge of elementary principals, hiring elementary principals, mentoring them, work with hiring our teachers, putting them in the right places and helping with evaluations. This position now requires a Principal and Administrator license. The start date would be July 1, 2018. Mrs. King moved and Mr. Gayler seconded a motion to approve Yvonne Buller as Director of Elementary Education, Federal Grants and High Ability as presented. The motion was approved with a vote of 5-0. Congratulations to Yvonne!

APPROVE OF DONATION TO NORTHRIDGE MIDDLE SCHOOL - Mrs. Allen asked for approval of a donation from the Northridge Middle School PTO to Northridge Middle School in the amount of \$3,000. Mr. Gayler moved and Mr. Souder seconded a motion to approve the donation as presented. The motion was approved with a vote of 5-0.

APPROVAL OF BOARD POLICIES ON SECOND READING – Mrs. Allen said the following policies were created and/or revised to reflect the current state of the law.

**Policy 1220** – Employment of the Superintendent *Revised*

The revision of this policy is to make it consistent with the changes from the Senate Enrolled Act 182 which redefines the superintendent contract and buy out conditions.

**Policies 1521; 3121; 4121; 8121** – Personal Background Checks and Mandatory Reporting of Convictions and Substantiated Child Abuse and Arrests *Revised*

The changes in all of these policies change reflect the new requirements of the House Enrolled Act 1079 that expands the requirements of background checks. The new requirements reflect that an expanded criminal history check be completed not later than 30 days after employment and that an expanded child protection index check be completed not less than 60 days after employment. The new requirement also states that an expanded criminal history check be conducted of all school employees at least once every five years and that references must be checked before hiring prospective employees. Policy 8120 is a technical correction that changes the name of the criminal history check from “national” to “expanded”. 2221 – Mandatory Curriculum Revised

This revision incorporates the expansion of required age appropriate and research and evidence based instruction on child abuse and child sexual abuse to all students in grades kindergarten through 12 required by IC 20-30-5-5.7, a new statute from Senate Enrolled Act 355.

**Policy 2262** – Latch-Key Programs *Replacement*

This replacement policy covers the changes from HEA 1136 which made changes to allow school corporations to expand child care programs.

**Policy 2623.01** – Test Security Provisions for Statewide Assessments *Revised*

This policy revision covers all of the changes in the security of our ISTEP/IREAD test materials, etc. There are a lot of new rules and we do a training at the beginning of the year and all buildings do a refresher right before the testing begins. All test materials are locked up, too.

**Policy 3131** – Reduction in Force (RIF) in Certified Staff *Replacement*

This is a replacement policy to bring our Reduction in Force policy compliant with the changes since 2011. This whole policy and the ramifications is still being decided in the courts, but we need to replace ours to be compliant before any more decisions are rendered.

**Policy 3220.01** – Teacher Appreciation Grants *Technical Correction*

The correction in this policy fixes a typographical error that was in the statute citation. It read IC 2028-9-1.5 and should read IC 20-28-9-5.

**Policy 5200** – Attendance *Revised*

This policy revision reflects having students do non-classroom educationally appropriate activities and still counting them as present – now calling an “excused absence” an “attendance exception”. The policy changes define the situations which would be considered exceptions.

**Policy 5330** – Use of Medications *Revised*

The Medications policy is changed to reflect the use of emergency medications – albuterol, epinephrine, and naloxone. This allows for obtaining prescriptions and administering the medication by trained personnel.

**Policy 5350** – Student Suicide Awareness and Prevention *Revised*

This revises the policy to include the changes being made in suicide awareness training for teachers and students. This change is overdue for us – our current policy was set in 1991.

**Policy 5460** – Graduation Requirements *Revised*

The revision in this policy states circumstances and certain instances which allow the school to award a diploma of a deceased student at the request of a parent.

**Policy 5630.01 (V1)** – Use of Seclusion and Restraint with Students *Technical Correction*

There was a grammatical error on page 3 of the policy. The word “made” is changed to “make”.

**Policy 5722** – School-Sponsored Student Publications and Productions *Revised*

The revisions in this policy come from our corporation attorneys and add wording relevant to the statute to make sure that student publications and productions reflect our guidelines and not just the state statute guidelines.

**Policy 5730** – Equal Access for Non-Corporation-Sponsored Clubs and Activities *Technical Correction*

This correction is adding a citation to Indiana Code – IC 20-33-12.

**Policy 6152** – Student Fees and Charges *Revised*

The policy revision allows for our own Accounts Receivable Clerk to handle taking parents to court if the claim is not in excess of \$1500. For any amount more than \$1500, the corporation attorney or another attorney will become involved.

**Policy 8330** – Student Records *Revised*

This revision changes the wording of the “Functional and Practicable Workplace Spanish Designation” to just “Functional Workplace Spanish Designation”. It also states that a student must complete the applicable Spanish language coursework before that designation can be placed on a transcript.

**Policy 8462** – Child Abuse and Neglect *Revised*

This revision prohibits a school district from adopting a policy that restricts or delays an employee from reporting child abuse or neglect. It also reflects the statute which requires corporations to provide training and education that is age appropriate and evidence based for students from grades kindergarten through 12. It used to be for ages 2-5.

**Policy 8600** – Transportation *Revised*

The revision in this policy allows for the board to enter into an agreement with an agency serving persons with a developmental disability. This would allow special purpose buses (white buses or special ed buses) to transport kids of at least 2 years of age to and from programs.

**Policy 8800** – Religious/Patriotic Ceremonies and Observances *Technical Correction*

There is a typographical error on page 1 that is replacing the word “in” with the word “an”.

Mr. Souder moved and Mr. Gayler seconded a motion to approve the Board Policies revisions/corrections as presented on 2<sup>ND</sup> reading. The motion was approved with a vote of 5-0.

FIELD TRIPS – The school board reviewed the list of field trips.

ANNOUNCEMENTS AND CORRESPONDENCE –

- Congratulations to the NHS Girls Basketball team. They had 20-4 season, we are very proud of all of their accomplishments and records they broke.
- A press release came thru that the Indiana Football Coaches Association named some NHS students on the academic all-American football team. Keegan Hoag, Micah Yoder, Nick Yoder, Carson Deal, Adam Lantz, Mason Troyer and Conner Graber. This is a really big deal – congratulations to them!!
- The NHS Wrestling team won the Regional! This is the first time in the history of our school! Congratulations!
- NHS Girls Swimming are heading to State this weekend. We have some record-breaking opportunities. Sara Troyer beat the girls and boys records in diving. Her diving is amazing. Mary Grossman and Sara Troyer are going to the state meet and they are right up there. There are other talented swimmers who already have met state qualifying times and are high up in those ranking. We have a great chance to see some wonderful swimming. We have a freshman that broke the meet record and came within 22/100 of a second to Lindsay Benko's 200 free record (our freshman did this while she was sick!).
- The play at NHS - Wizard of Oz was absolutely amazing! Our kids did a wonderful job. Toto deserves an Oscar! It was awesome.
- Congratulations to our students!!

REQUESTS FOR TRAVEL – Board members reviewed the list of travel requests.

EXPRESSIONS FROM BOARD MEMBERS –

- Mr. Souder said it was so exciting to see all the individual students perform and do well in so many areas. It's just amazing – he loves sharing it with anyone he can.
- Mr. Miller said it looks like Marion Hostetler is going to a School Safety Specialist conference in Indianapolis, which was very fitting for him!!

OTHER BUSINESS – None.

ADJOURNMENT – Mr. Souder moved and Mrs. King seconded a motion to adjourn the February 6, 2018 meeting of the School Board of Trustees at 5:02 p.m. The motion was unanimously approved with a vote of 5-0. The next scheduled school board meeting will be on February 20, 2018 at 4:00 p.m. at the Administration Center.

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David Black, President

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Joanna King, Vice President

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Robert Souder, Secretary

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Scott Miller, Member

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Paul Gayler, Member