

**NOTE: These are “proposed” minutes and will not be approved until the March 6, 2018 School Board Meeting**

4:00 p.m.  
Administration Center

Tuesday  
February 20, 2018

## **BOARD MINUTES**

CALL TO ORDER – President David Black called the February 20, 2018, meeting of the Board of School Trustees to order at 4:00 p.m. All Board Members were present. Others in attendance included Jane Allen, Superintendent, Robby Goodman, Assistant Superintendent, Mark Snyder, Director of Business Services, Michelle Willey, Director of Transportation and Jeff Palmer, Director of Buildings and Grounds.

### **SUPERINTENDENT’S REPORT -**

Josh Yoder, Principal at Orchard View Elementary, brought some teachers and students to talk about utilizing “The Leader in Me” process. “The Leader in Me” process teaches students the skills needed for academic success in any setting. Their vision is similar to OVE’s vision. They help children develop skills and mindsets to be life-ready. Using “The Leader in Me” they look at not just the academic but the leadership piece too. It is a process not a program. It’s habits that we develop over time.

- There is a committee of 16 individuals including three parents from their PTO.
- They have done site visits to Oxbow Elementary in Elkhart and Sunset Elementary in Vicksburg. They attended a “Leader in Me” symposium in November to find out more about the program and to see if it is a good fit for OVE.
- The whole goal is to go from dependence to independence. The mindset is 1) having the right mind set 2) knowing what your goals are and 3) coming up with a plan on how to get there.
- There are 7 habits students learn;
  - Habit 1 – Be Proactive (you’re in charge)
  - Habit 2 – Begin with the End in Mind (have a plan)
  - Habit 3 – Put First Things First (work first, then play)
  - Habit 4 – Think Win-Win (everyone can win)
  - Habit 5 – Seek First to Understand, Then to be Understood (listen before you talk)
  - Habit 6 – Synergize (together is better)
  - Habit 7 – Sharpen the Saw (balance feels best)
- Mr. Yoder showed videos of students talking about how this process works.
- Students from OVE shared how they learned their habits and how they changed.
- This is a staff led initiative. There is a coaching piece involved to help with training and on-going support.
- The 3-year time span is approximately \$70,000. Most of that is from the 1<sup>st</sup> year of training. After the 3<sup>rd</sup> year is around \$5,000.
- They will be looking for grants and other funding sources pending board approval. That would be the next task between now and summer.
  - Mrs. King questioned what kind of training our educators get prior to our students getting this in the classroom. Mr. Yoder said it starts out with two full days of training the 1<sup>st</sup> year. There will also be other ½ days of training for the teachers on other days.
  - Mr. Gayler noticed that they visited a few local schools that have this program – are there other local schools in the area that have used this program? Mr. Yoder said there are a few in Sturgis, MI and one in Fort Wayne. Mr. Yoder had participated in this program at his previous school in Colorado where he has seen the process from start to finish.
  - Mr. Miller remembered before they hired Mr. Yoder they had this conversation and knowing that he had this background is really cool. Mr. Yoder is prepared. Two thoughts Mr. Miller had was 1) this is a process, not a program (he loves that idea) and 2) this is going to affect every kid, that’s the goal. The debate he has is “are you born a leader” or are you taught leadership made into a leader. He thinks every single person has potential for leadership; it’s just seeing where they are at and getting better. If that program is going to pin-point where each one of these kids are at, even at their age appropriate level and help them grow he thinks it’s a neat idea. He thanked Mr. Yoder on his work on it.
  - Mrs. King wanted to talk to the kids to tell them it’s meaningful in what they are learning. She believes in her heart that every child and every person has God given abilities and talents. Everyone one of you has something very special that you can offer your community, family and the world. It’s really cool as you grow-up and keep going thru school and you’ll see some of these gifts in other people and other people will see gifts in you. If you take the time to tell another friend they did a good job – it empowers and makes other people feel really good. She is a lot older than them are but she got a very nice text from someone that heard her speak last night. Even at her age, she is figuring out the things that she is good at the things that she is not. It’s important when you see your friends you see things that are really good. Kindness matters and saying kind words to other people are so uplifting. You guys are learning incredible things at your school. She is so proud of each and every

one of you. You're on a great path and as long as you keep going on that path and you surround yourselves with other good people who can help you get to the finish line. That's what it's all about. Thank you for coming and sharing tonight. It means a lot to hear from the students.

- Mr. Gayler said it was very courageous for what the students did tonight. It's really scary. They all did a good job and he wanted to congratulate everyone and thank them for coming.
- Mr. Black said Mr. Yoder mentioned "if it's approved by the board" but it's not on our agenda to approve it. Mrs. Allen said not yet. Mr. Yoder said he just wanted to make sure the board was ready to be behind before they take any more steps. Mr. Black said by looking at the habits they are teaching the children there's nothing on there that some of us adults could benefit on. He looked at some of those and thought he fell short. He thinks it's a great process and will be looking forward to Mr. Yoder getting it put together and bringing it back to the board.

#### Northridge High School Schedule Changes

#### **2018-2019 Daily Schedule Proposal**

##### **Monday**

Block 2	8:45 – 10:15
SRT	10:20-11:55 (95 min. study block – 5 mon. announcements)
Block 4	12:00 – 2:10
A Lunch	12:00 – 12:35, Class 12:40 – 2:10
B Lunch	Class 12:00-12:45, Lunch 12:45-1:20, Class 1:25-2:10
C Lunch	Class 12:00-1:30, Lunch 1:35-2:10

##### **Tuesday/Thursday**

Block 1	8:45 – 10:15
Block 3	10:20-11:55
Block 5	12:00 – 2:10
A Lunch	12:00 – 12:35, Class 12:40 – 2:10
B Lunch	Class 12:00-12:45, Lunch 12:45-1:20, Class 1:25-2:10
C Lunch	Class 12:00-1:30, Lunch 1:35-2:10
Block 7	2:15 – 3:45

##### **Wednesday**

Block 2	9:10 – 10:40
SRT	10:45-11:55 (70 min. study block – 5 mon. announcements)
Block 4	12:00 – 2:10
A Lunch	12:00 – 12:35, Class 12:40 – 2:10
B Lunch	Class 12:00-12:45, Lunch 12:45-1:20, Class 1:25-2:10
C Lunch	Class 12:00-1:30, Lunch 1:35-2:10
Block 6	2:15 – 3:45

##### **Friday**

Block 1	8:45 – 9:35
Block 2	9:40 – 10:30
Block 3	10:35 – 11:25
Block 4	11:30 – 1:00
A Lunch	11:30 – 12:00, Class 12:05 – 1:00
B Lunch	Class 11:30-12:00, Lunch 12:00-12:30, Class 1:35-1:00
C Lunch	Class 11:30-12:30, Lunch 12:30 – 1:00
Block 5	1:05 – 1:55
Block 6	2:00 – 2:50
Block 7	2:55 – 3:45

#### Key Points

#1 priority – meet the needs of struggling learners

#2 priority – provide opportunities for students who need additional time (labs, make-ups, remediation, etc.)

Provides more consistency in the schedule

3 meetings a week for every class

Consistent schedule (no alternating schedule week to week)

Allows consistency for employers, work-based learning experiences, and outside learning opportunities

Time – more class time

- a. SRT (Student Resource Time) Monday and Wednesday (Wed is shorter due to late arrival). All block classes will always be 90 minutes
- b. Friday 7 period day, no SRT
- c. Home room activities will take place during SRT
  - a. Minimizes administrative interruptions to class time (state standardized testing, NWEA, class meetings, etc.)

#### SRT (Student Resource Time)

- a. Common study time for every student in the building
  - b. Time for students to see teachers and get extra help
  - c. Naviance
- Mrs. King wanted to clarify, the NHS schedule instead of being green/gold (what you have now) and you have a snow day then you move the green day to the next day. Using the new schedule every week would be the exact same. Mr. Wood said yes. She asked how this would affect Career Center students. Mr. Wood indicated students would still go in the afternoon but they will change their schedule also and he still has some work to do with them.
  - Mr. Souder asked if they were thinking of starting this in 2018-2019, and Mr. Wood said yes.
  - Mr. Miller questioned why haven't we gone to this already (which he thinks is a loaded question). We've learned since we've gone to the block system there are some great pros and cons. He is just curious. Mr. Wood said the discussion started around 4 years ago and they noticed there were some things they could do to improve. Discussions were held but it wasn't as urgent as it is now. With the graduate Pathways as well as their counseling grant - we really see a need to support our students in a more effective and individual way. In his opinion, NHS really has to change to this to meet the needs of the students. Mr. Miller asked it was ever on the table to go back to a 50-minute class schedule every day. Mr. Wood said it took a lot of effort to go from the 7 period a day to the block schedule. They don't want to go backwards – they have gone so far to do the depth of knowledge type of teaching they want their students to learn from and it is hard to do that in a 50 minute block.
  - Mr. Black asked if we were ready to go on one-on-one E Learning days – is that the plan, because it won't change the schedule at all. Because a gold day will be an E Learning day if the students aren't here. Mrs. Allen said that was the goal.
  - Mr. Gayler asked what some of the challenges or roadblocks are. If he's a teacher or parent, why would he not like this new schedule? Mr. Wood said change is hard for people because they are not sure. NHS will do what they think is best for a student when it comes to individual needs. He thinks any of the groups of students (demographically) will be a successful thing for them. Teachers in the classrooms and SRT's need to be passionate about what they are doing and building relationships with the students.
  - Mr. Black asked if there were any other high schools in the area that are doing the same type of schedule you are looking at. Goshen High School is on the same schedule and Warsaw is on a similar modified schedule. Mr. Black said it seems like the days schools take off are always Fridays (when we have the day to take off after conferences). Is that going to affect your schedule? Mr. Wood said it would not...he believes Goshen has it on a Monday.

Mrs. Grant introduced the following information

NHS New Course Offerings for the 2018-2019 school year.

- Jazz Band 9-12
- Entrepreneurship and New Ventures 12 (2)
- IB Sports, Exercise, and Health Science 11-12 (2)
- JROTC 9-12 (2)
- English 10 and English Lab (4) (Counselor Placement Only)
- English 12-B (1)
- Creative Writing 11-12 (1)
- PLTW Medical Intervention 10-12 (2)
- PLTW Computer Science 9-12 (2)
- IB Chem SL 11-12 (20)
- Advanced Science (Biology II)
- Advanced Science (Physics II)
- Ethnic Studies 9-12 (1)
- Indiana Studies 9-12
- Advanced World Language (German 3)
- Advanced World Language (German 4)

EXPRESSIONS FROM PATRONS – None.

CONSENT AGENDA – Mr. Black asked Mrs. Allen to explain (under Employment) on two positions, MCS is hiring. Mrs. Allen said we have been told by the State Auditors that we need to change the way we take care of some of our requirements we have going forward. We normally pay our police officers for traffic control (independent contractors) and they want us to pay them as payroll, rather than a separate person outside of our payroll. It's more of a control situation – they basically need to be a part of our payroll system, which is due to the

Auditors telling us that's what we need to be doing. Mr. Black asked if there are others that we pay as independent contractors that they are going to force us to put on our payroll. Mr. Snyder said if we control their hours and scheduling they want us to put them on the payroll. He is doing a full search to have everyone that should be on the payroll rather than paying them separately with a check. Mr. Black asked what additional cost would there be for the corporation, if any. Mr. Snyder said 7.65% for Medicare and the Social Security piece of it. Mr. Black asked if we have to offer a benefit package. Mr. Snyder said if the hours are limited we can designate them as non-coverage positions with PERF (Public Employees Retirement Fund) and TRF (Teachers Retirement Fund) as we have done some positions in the past. Mr. Gayler assumed it was more efficient to run them thru payroll. Mr. Snyder said yes it is they will be paying them thru direct deposit rather than cutting them a check which could be some time saving. The big thing is the 1099's at the end of the year, where there have been some issues. If it's run thru payroll, it's all automatic. We are just updating some processes. Mr. Black said he can understand the updating, he doesn't have a problem with that as long as it doesn't start costing the corporation more money in the long run in paying taxes that we have to pay that we haven't had to pay in the past. As far as he's concerned this is an unfunded mandate that we have to do this. Mr. Snyder said we probably should have done this in the past, so he doesn't necessarily think of this as a new mandate – it probably should have been done years ago (according to the IRS).

- Minutes from the February 6, 2018 School Board Meeting
- Claims Lists
- Financial Report

#### EMPLOYMENT:

Administration Center

Classified: Jeffrey Wodtkey, Traffic Control Officer, Effective Date: February 20, 2018  
Bryan Wodtkey, Traffic Control Officer, Effective Date: February 20, 2018

#### RESIGNATION:

York Elementary School

Certified: Yvonne Buller, Principal, Effective Date: June 29, 2018

Middlebury and Jefferson Elementary Schools

Certified: Emily Holt, Art Teacher, Effective Date: February 13, 2018

Northridge Middle School

Classified: Stevie Richardson, 6.5 Hour Life Skills Para, Effective Date: March 2, 2018

#### TRANSFER:

Heritage Intermediate School

Classified: Char Hooley, 3.5 Hour Cafeteria Worker, to: 3 Hour Cafeteria Worker  
Start Date: February 12, 2018

Becky Keyser, 3.5 Hour Cafeteria Worker, to: 3 Hour Cafeteria Worker  
Start Date: February 12, 2018

#### EMERGENCY LEAVE:

York Elementary School

Certified: Laura Chapman, Art Teacher, 4 Days: February 13, February 15, February 20, February 22, 2018

Jefferson Elementary School

Classified: Sherri Moore, 6 Hour Special Education Assistant, 2 Hours: February 13, 2018

#### FMLA LEAVE:

York Elementary School

Certified: Laura Chapman, Art Teacher, From February 7, 2018 to end of 2017-18 school year

Heritage Intermediate School

Certified: Tina Yeater, 5<sup>th</sup> Grade Teacher, From April 9, 2018 to beginning of 2018-19 School Year

Northridge High School

Certified: Nicole DuBois, English Teacher, From March 5, 2018 to end of 2017-18 School Year

#### LEAVE 3430:

Northridge High School

Certified: Nicole DuBois, English Teacher, 2018-19 School Year

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.

CONSIDER APPROVAL OF TRANSFER TUITION STUDENTS FOR THE 2018-2019 SCHOOL YEAR – Mr. Souder moved and Mr. Gayler seconded a motion to approve the Transfer Tuition Students for the 2018-2019 school year as presented. The motion was approved with a vote of 5-0.

CONSIDER APPROVAL OF DOLLARS FOR SCHOLARS REQUEST FOR LICENSE PLATE FEES – Mrs. King moved and Mr. Miller seconded a motion to approve to the Dollars for Scholars Request for License Plate Fees in the amount of \$712.50. The motion was approved with a vote of 5-0.

CONSIDER APPROVAL OF AN ECSEC PRESCHOOL CLASS AT ORCHARD VIEW ELEMENTARY – There are Middlebury preschool students that have an IEP that are being educated in neighboring school districts. Currently, there isn't an ECSEC preschool program in the Middlebury district. Our preschool students are transported to Prairie View/Goshen or Oxbow/Concord. The proposal is to use a classroom at OVE (where there is a vacant room) to accommodate a preschool special education program. The total number of Middlebury Preschool Special Education students educated outside the district is 16. By doing this transportation costs will be reduced to Middlebury. This will save time, money and be more efficient to the staff. Mrs. Willey said some of these children are on a bus 1 hour to 1 ½ hours per day. Mrs. Allen stated that the goal is to bring the children back to the district where they live. This preschool class is thru ECSEC. They plan to write a grant to get the special equipment they will need for that preschool age child. Mrs. King moved and Mr. Souder seconded a motion to approve an ECSEC Preschool Class at Orchard View Elementary school for the 2018-2019 school year. The motion as approved with a vote of 5-0.

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

ANNOUNCEMENTS AND CORRESPONDENCE –

- We had two wrestlers go to state. Dan Wickersham at 195 and Conner Graber at 182. Congratulations to Conner Graber on winning the State title at 182 pounds in wrestling in Indianapolis this past weekend! It was amazing to watch! No wrestler in the history of Northridge High School has achieved this. Congratulations again to Dan and Conner on making it to state!
- Northridge High School Girls swimmers had a great day at the State contest on February 9 and 10<sup>th</sup>.
  - 200 Yard Medley Relay-Lauren Miller, Jenna Nethercutt, Sydnee Emerson and Kenzie Weber placed 5<sup>th</sup>.
  - 1 Meter Diving-Sara Troyer placed 1<sup>st</sup>!
  - 200 Yard Freestyle Relay placed 1<sup>st</sup>! Elsa Fretz, Kenzie Weber, Jenna Nethercutt and Lauren Miller were on the relay team.
  - 1 Meter Diving-Mary Grossman placed 5<sup>th</sup>!
  - 100 Yard Freestyle-Elsa Fretz placed 2<sup>nd</sup>!
  - 200 Yard Freestyle-Elsa Fretz, placed 2<sup>nd</sup>!
  - 400 Yard Freestyle Relay- Elsa Fretz, Kenzie Weber, Sydnee Emerson and Laurent Miller were on the relay team.
  - 200 Yard 1M-Sydnee Emerson, placed 6<sup>th</sup>!
  - **The NHS Girls Swimming Team came in 2<sup>nd</sup> place in the State! This was awesome – a great accomplishment! Congratulations!**
  - Kyle Hembree was named the Indiana State Coach of the Year!
- NHS Boys Basketball team tied for a NLC win. Congratulations!
- Every one of our NHS Raider Winter Sports teams won the NLC in their sport! That is the 1<sup>st</sup> time ever in the history of the Northern Lakes Conference!
- Science Olympiad qualified to go onto state. Good luck to the SO teams!

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

EXPRESSIONS FROM BOARD MEMBERS – None

OTHER BUSINESS – None.

ADJOURNMENT – Mrs. King moved and Mr. Souder seconded a motion to adjourn the February 20, 2018 meeting of the School Board of Trustees at 5:10 p.m. The motion was unanimously approved with a vote of 5-0. The next scheduled school board meeting will be on March 6, 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