

**NOTE: These are "proposed" minutes and will not be approved until the January 17, 2017 School Board Meeting**

4:00 p.m.  
Administration Center

Tuesday  
January 3, 2017

OATH OF OFFICE TO ELECTED BOARD MEMBER – Mr. Robert Souder read his Oath of Office to be a Middlebury Community School Board of Trustee.

BOARD MINUTES

CALL TO ORDER – President David Black called the January 3, 2017, meeting of the Board of School Trustees to order at 4:00 p.m. All Board Members were present with the exception of Joanna King. Others in attendance included Jane Allen, Superintendent, James Bromley, Assistant 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 -

Mrs. Allen announced the following retirements at the end of the 2016-2017 school year.

- Administration Center – James Bromley
- Northridge High School –
  - Jane Milewski, Special Education Teacher
  - Dan Shroyer, Media – in charge of all the Media in all the libraries for the corporation
  - Mary Shroyer, Business Teacher and teaches College Career classes.
- Northridge Middle School
  - Matthew Lind, LA Teacher (6<sup>th</sup> grade)
  - Rowena Miller, LA Teacher (7<sup>th</sup> grade)
- Heritage Intermediate School
  - Dave Perkins, 5<sup>th</sup> Grade Teacher
  - Kirby Carpenter, 4<sup>th</sup> Grade Teacher
- Jefferson Elementary
  - Maribeth Friesen, 2<sup>nd</sup> Grade Teacher
- Middlebury Elementary
  - Cathy Brandenberger, Kindergarten Teacher

EXPRESSIONS FROM PATRONS – None.

CONSENT AGENDA –

- Minutes from the December 6, 2016 school board meeting
- Claims Lists
- Personnel List
- Financial Statement for November 2016
- EMPLOYMENT:

Orchard View Elementary School

Classified: Meredith Haag, 5.75 Hour Special Needs One-to-One Para, Replacing: Carly Lantz  
Start date: January 3, 2017

Northridge Middle School

Certified: Jaime Halfast, Blended Learning Extra-Duty Language Arts Teacher, Start Date: January 4, 2017  
Megan Stanton, 8<sup>th</sup> Grade Girls B Basketball Coach, 22855-1, Start Date: January 4, 2017  
Jose Gutierrez, 8<sup>th</sup> Grade Girls Track Coach, 22885-1, Start Date: January 4, 2017  
Joy Holmes, 7<sup>th</sup> Grade Boys Track Coach, 22780-3, Start Date: January 4, 2017

Classified: Eve-Marie Saldivar, 3.5 Hour Cafeteria Worker, Replacing: Kathy Fackleman  
Start Date: January 4, 2017

Ryan Mayden, Science Olympiad Coach, 2210-1, Start Date: January 4, 2017  
Jacob Hostetler, Science Olympiad Coach, 2210-1, Start Date: January 4, 2017  
Samantha Rodriguez, 3.5 Hour Cafeteria Worker, Replacing: Davida Horner  
Start Date: January 4, 2017

Peggy Milliken, 12 Month Custodian, Replacing: Mary Coddens  
Start Date: January 4, 2017  
Emily Mercer, 7<sup>th</sup> Grade Girls Track Coach, 22785-1, Start Date: January 4, 2017  
Miranda Miller, 7<sup>th</sup> Grade Girls B Basketball Coach, 22755-1, Start Date: January 4, 2017  
PENDING SUCCESSFUL BACKGROUND CHECK

Middlebury Elementary School  
Classified: Jayme Davis, 5.5 Hour Instructional Assistant, Replacing: Lisa Nixon  
Start Date: January 4, 2017

Northridge High School  
Classified: Betsy Tavernier, Assistant Girls Tennis Coach, Replacing: Bruce Grevengood  
Start Date: January 4, 2017  
Thavisith Mounsithiraj, Head Girls Soccer Coach, 23135-1, Start Date: January 4, 2017  
PENDING SUCCESSFUL BACKGROUND CHECK

#### RESIGNATION:

Northridge Middle School  
Classified: Robbie Fletcher, 4.25 Hour Building Assistant, Effective Date: January 6, 2017

Middlebury Elementary School  
Classified: Jayme Davis, 5.75 Hour Special Needs One-to-One Para, Effective Date: December 16, 2016

#### TRANSFER:

York Elementary School  
Classified: Alissa McClane: 6 Hour Autism Para, to: Orchard View Elementary School, 6 Hour Autism Para  
Start Date: January 3, 2017

Northridge Middle School  
Classified: Davida Horner, 3 Hour Cafeteria Worker, to: 6 Hour Cafeteria Worker  
Start Date: January 4, 2017

#### RETIREMENT:

Middlebury Elementary School  
Classified: Linda Neely, 7 Hour Cafeteria Worker, Effective Date: May 26, 2017

#### EMERGENCY LEAVE:

York Elementary School  
Classified: Shirley Booth, Bookkeeper, 1.77 Hours, December 12, 2016

Northridge High School  
Classified: Jim Miller, Head Custodian, 8 Hours, December 29, 2016

#### FMLA LEAVE:

Northridge High School  
Certified: Leonard Cockman, Art Teacher, From January 4, 2017 to January 16, 2017  
Classified: Jacqueline Gingerich, Cafeteria Worker, From January 4, 2017 to February 13, 2017

Mr. Gayler moved and Mr. Souder seconded a motion to approve the Consent Agenda as presented. The motion was approved with a vote of 4-0.

#### BOARD REORGANIZATION –

- Mr. Souder moved and Mr. Miller seconded a motion to elect David Black as President of the Middlebury Community School Board of Trustees. The motion passed with a vote of 3-0, with Mr. Black abstaining.
- Mr. Gayler moved and Mr. Miller seconded a motion to elect Joanna King (after she takes her oath of office) as Vice President of the Middlebury Community School Board of Trustees. The motion passed with a vote of 3-0.,
- Mr. Miller moved and Mr. Gayler seconded a motion to elect Mr. Souder as Secretary of the Middlebury Community School Board of Trustees. The motion passed with a vote of 3-0, with Mr. Souder abstaining.

APPOINTMENT OF CORPORATION TREASURER - Mr. Miller moved and Mr. Gayler seconded a motion to appoint Mark Snyder as Corporate Treasurer. The motion was approved with a vote of 4-0.

ISBA LEGISLATIVE LIAISON - Mr. Miller moved and Mr. Gayler seconded a motion to appoint Mr. Black as ISBA Legislative Liaison for Middlebury Community Schools. The motion was approved with a vote of 3-0, with Mr. Black abstaining.

BOARD REPRESENTATIVE TO DOLLARS FOR SCHOLARS - Mr. Souder moved and Mr. Gayler seconded a motion to appoint Scott Miller as representative to Dollars for Scholars. The motion was approved with a vote of 3-0, with Mr. Miller abstaining.

CORPORATION ATTORNEY - Mr. Miller moved and Mr. Souder seconded a motion to approve Warrick and Boyn as Corporation Attorney. The motion was approved with a vote of 4-0.

CONSIDER APPROVAL OF NHS ADVERTISING FOR PERU EDUCATIONAL FIELD TRIP – Jose Guterrez, who is a Spanish teacher at Northridge Middle School, asked for board approval of advertising for a Peru Educational Field Trip.

- The Spanish I class of 2017-2018 could be eligible to go on the trip (9<sup>th</sup> graders),
- Our students would be going with Goshen High School students.
- The major places to be visited: Cuzco, Machu Picchu and Lake Titicaca
- Proposed departure date of trip is June 18, 2018.
- The quote for the total trip is \$3,535.00 per student (if taking less than 20 students).
- The school board reviewed the itinerary of the trip.

Mr. Black questioned with us going with Goshen - would our numbers just add to their numbers? Mr. Guterrez said “yes – but NHS would need at least 6 students to go with them.” It has worked out well with our biology class going with Goshen so Mr. Black couldn’t see why this trip would be any different (which we have done for about 4 years). Mr. Miller questioned when our students go on a trip like this, do they get credit for it? Mr. Guterrez said “yes – the students can do a project when then get back and receive a high school elective credit for the trip.” Mr. Gayler moved and Mr. Souder seconded a motion to approve NHS advertising for a Peru Educational Field Trip as presented. The motion was approved with a vote of 4-0.

CONSIDER APPROVAL OF STANDARD RESPONSE PROTOCOL FOR MCS SAFETY SITUATIONS - Stephen Troyer, Asst. Principal at Northridge High School and Safety Chairperson for MCS requested approval of the Standard Response Protocol for MCS Safety Situations. Mr. Palmer explained that other school corporations in the county are going to this safety program so we could be more unified throughout the different districts.

- Student Safety – A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.
- SRP – Our school is expanding the safety program to include the Standard Response Protocol (SRP). This is based on four actions:
  - Lockout, (“Secure the Perimeter”)
  - Lockdown – “Locks, Lights, Out-of-Sight”
  - Evacuate – “To be Announced Location”
  - Shelter – “For a Hazard Using a Safety Strategy”
- Training – Students and staff would be trained and the school will drill these actions over the course of the school year.

Mr. Yoder, Principal at OVE, was present to answer any questions about this plan. He had previously worked with this protocol while he was employed with a school corporation in Colorado a few years ago. Mr. Gayler questioned if we had a plan like this in place (formally or informally). Mr. Troyer said we do – every building has their own specific safety plan. As a district they are all using the same kind of language but not this language. We currently use the ALICE safety plan. Mr. Miller asked how this compare does to ALICE. Mr. Troyer said it is similar but as a school corporation we will personalize this plan (SRP) to our district. The actual response will not change, it’s just the language, things we do on the PA and how we communicate (it is very language driven). Mr. Miller said from everything they have explained he thinks they have done very good work on this – it’s a good idea. Mr. Souder asked if it was contingent if everyone in the county was doing it. Mr. Troyer said the county hasn’t required anything - the school districts have been doing a lot of communicating to all be on the same plan. Mr. Black pointed out it’s important that first responders, firemen, EMT’s are all on the same page. If this goes out to all of those groups then they’ll understand the process and that is the most important thing. He questioned if each teacher would have a safety folder that they would take with them now? Mr. Troyer said at the high school they have a clipboard by the door of each room and it has different materials attached to it which would include the safety measures. Mr. Black also asked if we have “one call” that could go to all of our buildings on campus? Mr. Palmer said we would use the radio – that would be the fastest way. Or teachers/staff could use their phones working with the computers, they can dial up instantly. All the teachers are trained to do an intercom call thru their building. He also said they are working to get an “emergency channel” for us to use on the radio. Officer Shotts has been working closely with our local first responders (Fire Department, Middlebury Police Dept., etc.) in addition to the county officers. They have gotten very valuable feed-back from these people. Mr. Black asked Mr. Yoder when he had worked with this in Colorado and its “lock-down” and the teacher gets 3 prompts. In a lot of scenarios it would be the teacher who sees that threat making that initial contact on the intercom – directions would be by their phone on what to do if there is a threat. Mr. Black is more concerned with elementary students as they are looking at their teacher to protect them and the faster the teacher can respond will make a difference. Mr. Souder moved and Mr. Miller seconded a motion to approve the Standard Response Protocol as presented. The motion was approved with a vote of 4-0.

UNFINISHED BUSINESS - APPROVAL OF BOARD POLICIES ON 2<sup>nd</sup> READING -

**School Board Policies – New and Revised**

These policies were created and/or revised to reflect the current state of the law.

0120 – Board Powers *Revised*

- This policy reflects the “Home Rule” explanation for the Board and changes the statute number.

0123 – Philosophy of the Board *Revised*

- Changes in some of the wording from “requirements” to the word “obligation” are the biggest differences in this revision. The changes keep the policy legally correct.

2271 – College and University Programs *Revised*

- This policy change reflects the new requirements for dual credit courses for students to receive college and high school credit. It also provides the requirements for the High School Fast Track program that allows students who do not finish high school to get their High School Equivalency (HSE) in an expedient manner.

2421 – Career and Technical Education Program *Revised*

- This policy change reflects the new requirement for teacher accreditation to teach the Career and Tech Ed classes.

2510 – Adoption of Curricular Materials *Revised*

- This policy change contains the wording and stipulations that allow the school district to write off student fees that are unpaid after a certain period of time. The State Board of Accounts requires that districts have a policy in place in order for them to accomplish the write-off process.

5112 – Admission to Kindergarten *Revised*

- This policy revision changes the entrance date for Kindergarten to August 1.

5200 – Attendance *Revised*

- This policy was changed to add the language that allows students to participate in the State Fair with no penalty for missing school. It states that students shall NOT be recorded as absent for the days missed for the State Fair, being a Page for the Legislature, etc.

5460 – Graduation Requirements *Revised*

- This policy reflects the change in requirements for teacher accreditation for courses required for graduation. This will also reflect the new ruling by the Higher Learning Commission concerning Dual Credit courses. The policy also adds the wording for “certificate of course completion” to replace the “certificate of attendance” wording.

5461 – Credit for Courses Completed Before Students Enter Grade 9 *Revised*

- The changes to this policy allow for students to get high school credit with coursework completed in the middle school setting. The new definition describes that students will be given high school credit but not necessarily complete requirements for graduation.

5540 – The Schools and Governmental Agencies *Revised*

- This change revises the policy to reflect that the statute concerning interrogation of students was repealed in the state law. Consequently, that language is being removed and the policy will more accurately reflect the state law.

6111 – Internal Controls and Standards *Revised*

- This revision presents the requirements with regard to the financial statements used with reasonable assurance required by the Federal Government. It also provides for us to set the materiality thresholds for cash and other assets.

6152 – Student Fees and Charges *Revised*

- Policy revisions allow us to refund fees when students leave the district before the end of the school year and write-off fees unpaid that are above a specified amount after a certain number of years. The State Board of Accounts requires that the policy be in place before we are allowed to do any of the refunds or write-offs.

8510 – Wellness *Revised*

- The revisions to this policy provide wording changes and a section that defines the wellness committee for the district more inclusively.

8531 – Free and Reduced Priced Meals *Revised*

- This policy allows us to be compliant with the State Board of Accounts concerning the accounting and auditing procedure of the Food Service Accounts and Free and Reduced Lunch Program for the district.

8540 – Vending Machines *Revised*

- This policy revision reflects the changes in the law concerning when vending machines are allowed to be operational and how they must be stocked. The USDA’s Dietary Guidelines for Americans and Smart Snacks for Schools regulations override school and district in this policy.

8606 – Bus Drivers and Cellular Telephone Use *NEW*

- This new policy reflects the new legislation that defines and prohibits texting, emailing, and using a cellular device while driving a bus. This policy includes any employ transporting any student in any vehicle for any purpose.

8451 – Pediculosis (Head Lice)

- Removed sentence that says “are known to spread diseases”.

Mr. Souder moved and Mr. Gayler seconded a motion to approve the revisions/new school board policies on 2<sup>nd</sup> reading as presented. The motion was approved with a vote of 4-0.

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

ANNOUNCEMENTS AND CORRESPONDENCE – Mrs. Allen said the NASA program is recognized as a Bronze Medal Club on the U.S.A. Swimming Club excellence list in the whole nation. Congratulations – it's a big accomplishment for us! Congratulations to the NHS Girls Basketball team on winning the Bankers Classic this past week....they are 18-1.

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

EXPRESSIONS FROM BOARD MEMBERS –

- Mr. Souder liked that idea of getting everything together – the more we can simplify is a great idea. Thank you for your continued work on it.
- Mr. Miller also thanked all those who worked on the Safety committee. In any public entity (even in the church world) this is a conversation we are having. You want to focus on people but in order to do that safely you need to focus on these other things. He is glad we are discussing it and thinks its good – thanks for all your hard work.
- Mr. Black welcomed back everyone back to school in 2017.

OTHER BUSINESS –

ADJOURNMENT – Mr. Miller moved and Mr. Gayler seconded a motion to adjourn the January 3, 2017 meeting of the School Board of Trustees at 4:55 p.m. The motion was unanimously approved with a vote of 4-0. The next scheduled school board meeting will be on January 17, 2017 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