

NOTE: These are "proposed" minutes and will not be approved until the September 5, 2017 School Board Meeting

2:30 p.m.
Administration Center

Tuesday
August 22, 2017

Budget Work Session

CALL TO ORDER – President David Black called the August 22, 2016 Budget Work Session meeting of the Board of School Trustees to order at 2:30 p.m. with all members present with the exception of Scott Miller. Others in attendance included Jane Allen, Superintendent, Robby Goodman, Asst. Superintendent, Mark Snyder, Director of Business Services, and Jeff Palmer, Director of Buildings & Grounds.

CONDUCT BUDGET WORK SESSION – Mrs. Allen outlined the 2018 MCS Budget Work Session book where information had been compiled by Mr. Snyder and given to the school board members prior to this work session. Items discussed were:

- **Circuit Breaker for 2018.**

2018 Circuit Breaker Estimate (new)

Fund Name	Fund Code	Certified Levy	Levy Based on Abstract AV
Debt Service	0180	\$ 3,788.00	\$ 0.00
Capital Projects	1214	\$ 273,127.00	\$ 275,232.00
Bus Replacement	6301	\$ 38,288.00	\$ 38,583.00
Transportation	6302	\$ 180,016.00	\$ 181,404.00
Total		\$ 495,219.00	\$ 495,219.00

** Debt Service is Protected**

- **Fin MARS** – Corporation Goals for Expenditure Categories in IN Code 20-42.5-3-5.
- **General Fund.** Mrs. Allen explained and answered questions regarding the General Fund. This is where we pay all our certified teachers and administrator salaries.

- The Total Budget for 2017 was \$30,544,407
- The Projected Budget for 2018 is \$32,000,915

Note: This is a projected budget it's not the actual amount.

Projected Tuition Support for Fiscal Year 2017-2018/Calendar Year 2018

- ADM Projection (July – December 2017) 4,565 students
- ADM \$ per student September 2017- \$5,273
- Tuition Support: September 2017 - \$12,035,622.50
 - Tuition Support: February 2018 - \$12,035,623
 - Tuition Support: May 2018- \$12,215,940
- Complexity Grant: September 2017 - \$525,865
 - February 2018: \$525,865
 - May 2018: \$525,865

One thing we need to remember is all of this is based on the number of students who attend Middlebury Community Schools.

- **Debt Service Fund.** Mrs. Allen explained and answered questions regarding the Debt Service Plan.
 - The advertised Debt Service rate will be \$1.0107
- **Levy 2017 Projection.** Mrs. Allen reviewed the 2017 Levy Projection. Mr. Black questioned what the school corporation was going to advertise and Mrs. Allen and Mrs. Snyder indicated it will be \$1.6866.
- **Capital Projects Fund.** Mrs. Allen reviewed the Capital Projects Fund.

- The Budget and Revenue was discussed.
- Advertise High Rate and Low AV
 - AV=\$933,770,776
 - Levy=\$3,524,051
 - Rate=\$0.3774
- **Transportation Fund.** Mrs. Allen outlined the Transportation Fund, which is a levied fund.
 - Advertise AV=\$933,770,760
 - Levy=\$2,298,874
 - Rate=\$0.2462

Having the bus garage built really helped our corporation, both in money and time.
- **Bus Replacement Fund.** Mrs. Allen outlined the Bus Replacement Plan 2018-2029
 - Advertise AV=\$933,770,776
 - Levy=\$488,950
 - Rate=\$0.0524

ADJOURNMENT – Mrs. King moved and Mr. Souder seconded a motion to adjourn the Budget Work Session at 3:51 p.m. The motion was approved with a vote of 4-0.

BOARD MINUTES

CALL TO ORDER – President David Black called the August 22, 2017 meeting of the Board of School Trustees to order at 4:00 p.m. All Board Members were present with the exception of Scott Miller. Others in attendance included Jane Allen, Superintendent, Robby Goodman, Asst. 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 was planning on talking about the ISTEP test scores but the State is delaying the release.

EXPRESSIONS FROM PATRONS – None.

CONSENT AGENDA –

- Minutes from the August 8, 2017 school board meeting and Executive Session
- Claims Lists
- Personnel List
- 2017 July Financial Report

EMPLOYMENT:

Northridge High School

- Certified: Stephanie Zachar, Junior Class Sponsor, Replacing: Stephanie Priem and Aundrea Smeltzer
Start date: August 23, 2017
- Nick Clark, Business Department Chair, Replacing: Mary Shroyer
Start Date: August 22, 2017
- Classified: Jessica Lett, 3.5 Hour Cafeteria Worker, Replacing: Amy Rekeweg
Start Date: August 23, 2017
- Mary Shroyer, 5 Hour Special Education Assistant, Replacing: Darla Hostetler
Start Date: August 23, 2017
- Kelly Squires, 3.5 Hour Cafeteria Worker, Monday, Friday, Replacing: Angie Loomis
Start Date: August 25, 2017

Jessica Smith, Concession Manager, 2212, Start Date: August 23, 2017

Northridge Middle School

- Certified: Amy Hively, Blended Learning Extra Duty Science Teacher, Start date: August 9, 2017
Catherine Stout, Academic Science Superbowl Coach, 4260-1, Replacing: Ashley Smith
Effective Date: August 23, 2017
- Classified: Renee Schlabach, 3.5 Hour Cafeteria Worker, Replacing: Dolores Schoen
Start Date: August 23, 2017
- Meredith Clark, Bookkeeper, Replacing: Kathy Robinson
Start Date: August 23, 2017
- Lucy Vallance, Tennis Coach, 32125-2, Start Date: August 23, 2017
- Ryan Kratzer, 6.5 Hour Special Needs One-to-One Para, Replacing: Colleen Prough
Start Date: August 23, 2017
- Rich Troyer, 8th Grade Assistant Football Coach, 22800-1, Start Date: August 23, 2017
- Dawn Setser, 6.5 Hour Autism Para, Start Date: August 23, 2017
- Norm Floria, 8th grade Assistant Football Coach, 22800-1, Replacing: Chance Starcher
Start Date: August 23, 2017
- Stevie Richardson, 6.5 Hour Life Skills Para, Replacing: Cheserie Huston
Start Date: August 23, 2017, PENDING BACKGROUND CHECK RESULTS

Jefferson Elementary School

- Certified: Linda Swihart, Temporary Art Teacher, BL4, Replacing: Valerie Lambert (Emily Holt)
3 Days/Week, Start Date: August 16, 2017

Middlebury Elementary School

- Certified: Cathy Brandenberger, Temporary Art Teacher, ML4, Replacing: Valerie Lambert
(Emily Holt) 2 Days/Week, Start Date: August 15, 2017

Administration Center

- Classified: Matthew Bayes, Computer Technician, Replacing: Alex Kaminsky
Start Date: August 23, 2017

Heritage Intermediate School

- Classified: Angie Esh, 6.5 Hour Special Education Assistant, Mixed Ability
Start Date: August 23, 2017
- Ashley Bryant, 6 Hour Special Needs One-to-One Para, Replacing: Cynthia Troxell
Start Date: August 23, 2017

Orchard View Elementary School

- Classified: Rebecca Presley, Long Term Sub, Covering FMLA Leave for Elizabeth Manly
Start Date: August 21, 2017

RESIGNATION:

Northridge High School

- Certified: Jeff Payne, Head Boys Track Coach, Effective Date: August 10, 2017
- Classified: Jennifer McFarland, 3.5 Hour Cafeteria Worker, Effective Date: August 8, 2017

Orchard View Elementary School

- Classified: Jaime Kauffman, 5 Hour Cafeteria Worker, Effective Date: August 9, 2017

Northridge Middle School

- Classified: Cheserie Huston, 6.75 Hour Life Skills Para, Effective Date: August 10, 2017
- Leigh Forkner, 6.75 Hour Life Skills Para, Effective Date: August 18, 2017
- Tammy Rumschlag, 3.5 Hour Cafeteria Worker, Effective Date: September 1, 2017

Heritage Intermediate School

- Classified: Vickie Piper, 3 Hour Cafeteria Worker, Effective Date: July 28, 2017
- Cynthia Troxell, 6 Hour Special Needs One-to-One Para, Effective Date: August 11, 2017
- Mary Moody, 5.5 Hour Special Education Assistant, Effective Date: September 1, 2017

York Elementary School

Classified: Paige Webb, 3 Hour Cafeteria Worker, Effective Date: August 4, 2017

Transportation Department

Classified: Shamla Canen, Bus Monitor, Effective Date: August 9, 2017

Middlebury Elementary School

Classified: Kelley Hunnings, 6 Hour ELL Assistant, Effective Date: August 16, 2017

TRANSFER:

Middlebury Elementary School

Classified: Sarah Snyder, 5.5 Hour Temporary Instructional Assistant, to:
6 Hour Special Education Assistant, Replacing: Sarah Zentz
Start Date: August 16, 2017

Northridge Middle School

Classified: Derek Brunt, 12 Month, 8 Hour Custodian, to: Administration Center,
12 Month Grounds/Maintenance Custodian, Start Date: August 23, 2017

Northridge High School

Classified: Sylvia Schlabach, 6.75 Hour Life Skills Para, to: 7 Hour Life Skills Para
Replacing: Cristy Bystry, Start date: August 23, 2017

EMERGENCY LEAVE:

Northridge Middle School

Certified: Amy Fought, FACS Teacher, 3 Days: August 22, 23, 24, 2017

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

CONSIDER APPROVAL OF INDIVIDUAL BUILDING PL 221 PLANS – Principals Mrs. Dyer and Mrs. Buller (for grades K-5), Mrs. Vallance (for grades 6-8) and Mr. Wood (for grades 9-12) outlined the PL 221 Building Plans for the different buildings. Mr. Black asked, based upon the plans they have put together for grades K-5, what percentage of that plan was based either NWEA or ISTEP. Which one had more of an influence, in your opinion? Mrs. Buller said more and more we are basing them on NWEA and less on ISTEP. We are at the beginning of knowing how to use NWEA to do those planning pieces. The first year it was just so much numbers and what those numbers mean. It's now, you know these numbers. Teachers go back in and what are they going to do about it. That is this year's work. Mr. Black said he was glad to hear her say that. He saw four people in the audience nodding in agreement with what she said, so obviously the general concession. Mr. Black said the high school PL 221 plans are a pretty tall task, but he knows they are up to it also. He looks at it and thinks that is an expectation that is reachable but is going to take some work to get there also. Mrs. Allen said we talked about the CCI Grant last year (a comprehensive counseling grant) and there is a piece to that where we have applied to get a grant to pay for a certain piece of software that actually helps a kid determine what their activities in the future would best suit their personalities and their aptitudes or what they would like to do in life (from grades 6th thru 12th). If we would get that grant the cost of that will be covered. Teachers will be trained on how to utilize that at both middle school and high school levels in study block time periods. Teachers will really get to know those kids. They'll be able to look at that data, look at that kid, and say hey, you're doing great here but let's work on this. A teacher cares about a student and that student knows they care about him/her. The teachers want them to succeed. If we don't get the grant, we are actually going to appear before the Community Foundation to see if they'll help support this software. Each kid is as important as the four year college kid, as the kid that wants to be a hot rod mechanic, all of these students are too valuable for anyone of us to let them slip by. It is commendable that all the staff have decided that that is what they are here for. Mr. Black said with what Mrs. Allen said a student can say that somebody actually cares about what they are doing. Mr. Gayler moved and Mrs. Souder seconded a motion to approve the Building PL 221 Plans as presented. The motion was approved with a vote of 4-0.

CONSIDER APPROVAL OF ELKHART AREA CAREER CENTER AGREEMENT – This is a yearly routine item. Mrs. Allen said we have 95 students attending the Career Center. Mrs. King asked if this would change with the changes that are happening at Elkhart Community Schools. One of the things she continually has conversations with the public about is they are concerned we do not have enough students going into the trades. Are there 95 slots that we have? Mrs. Allen said they do have a waiting list (culinary is one of them sometimes) but she does feel like some of the plans that Elkhart are trying to accomplish has to do with changing the structure of the Career Center. That hasn't been discussed and it certainly isn't this year as to what this contract alludes to. She knows they are planning to increase some manufacturing sites and other activities for students to learn. The services will be expanded rather than contracted. There is a tremendous need for all of these students to have a place in something they want to do, not something their parents think they should do. That's the key of what the middle school and high school where they are "planting that seed". This is a county-wide initiative. Mr. Gayler moved and Mr. Souder seconded a motion to approve the Elkhart Area Career Center Agreement as presented. The motion was approved with a vote of 4-0.

CONSIDER APPROVAL OF DONATION TO ORCHARD VIEW ELEMENTARY – OSMC has donated \$500 for Orchard View Elementary Color Me Crazy Fun Run. Others donating money were Showhauler Trucks, Element Masters, Old Hoosier and 41 Degrees North. Mrs. King moved and Mr. Gayler seconded a motion to approve the approval of donations to Orchard View Elementary as presented. The motion was approved with a vote of 4-0.

CONSIDER APPROVAL OF BOARD POLICIES ON 1ST READING – Mrs. Allen reviewed and answered questions regarding any revisions or new policies to the school board. Mr. Gayler left the board meeting at 4:45 p.m.

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

- 0100 – Definitions Revised
The definition of an "individualized education program" (IEP) is added to the bylaws.
- 2261.01 – Parent Participation in Title I Programs Revised
This policy revision addresses the changes in Title I program participation beyond parents to family members. It is from Section 1010 of the new Every Student Succeeds Act (ESSA). This allows our policy to be in order with new laws.
- 3220.01 – Teacher Appreciation Grants NEW
This new policy covers the definitions and distributions of the annual Teacher Appreciation Grant funds.
- 5111 – Determination of Legal Settlement and Eligibility for Enrollment of Students without Legal Settlement in the Corporation Revised
The revision to this policy provides us with the discretion to not allow students with poor attendance.
- 5111.01– Homeless Students Replacement
This replacement policy has the new requirements from ESSA and still allows us to create a stable environment for our homeless students.
- 5111.03 – Children and Youth in Foster Care NEW
This is a new policy that sets forth the requirements we must adhere in order to fulfill our obligations under ESSA. Adoption of this policy allows us to show compliance with the Federal and State Laws.
- 5330 – Use of Medications Revised
The revision in this policy allows for the district to seek a prescription for and administer Narcan when and if necessary. This is a drug used to reverse the effects of a drug overdose.
- 6330 – Approval of Contracts NEW
This new policy delineates all of the types of contracts that must be reviewed by corporation legal services prior to board approval.

- 8330 – Student Records Revised
The revision proposed is to reflect the new requirements from ESSA regarding the immediate release of records upon request for children and youth in foster care. The change is that we must release and provide records with a 1 day turnaround time.
- 8355 – Authorization for Audio, Video, and Digital Recording NEW
A new policy that addresses the issue of parents listening in during school hours and making illegal recordings. Permission must be granted in our case by the principal.
- 8500 – Food Service Revised
The revision in this policy states that we have to cover the debt from student charges in the lunch program from the General Fund, not the National School Lunch Program. The National School Lunch Program is Federal funds and we are not allowed to reimburse ourselves using Federal funds for any losses in the lunch program. This policy also addresses the collection of debt from the parent/student.
- 8510 – Wellness Revised
The revisions in this policy are in response to the final rule of the Healthy, Hunger-Free Kids Act by the USDA. Basically it ensures that we are promoting physical education, physical activity, and making sure that any food or beverage marketed on campus will meet or exceed the USDA Smart Snacks in School nutrition standards.
- 8600 – Transportation Revised
We are requesting the removal of the part of the policy that states we will allow changes and accommodations of a student route. This section is no longer applicable because of the changes we have implemented.

Special Release: Information and Technology – Phase 2

- 8300 – Continuity of Organizational Operations Plan NEW
This new policy provides a structure for key corporation personnel to work together to create the process and procedures to restore the district's critical operational functions and learning environment after a crisis or threat event has occurred.
- 8305 – Information Security NEW
This new policy includes references to bylaws and definitions, requires individuals with access to information resources to certify annually that they will comply with security protocols.

Special Release: Information and Technology – Phase 3

- 7540.06 – District-Issued Student E-mail Account NEW
This new policy is being added to regulate and facilitate the purpose, accountability, and use of student email accounts. This also closely relates to the 7540.03 which currently represents the general acceptable use and safety policy for students.

Mr. Souder moved and Mrs. King seconded a motion to approve school board policies on 1st reading as presented. The motion was approved with a vote of 4-0.

UNFINISHED BUSINESS –

CONSIDER AUTHORIZATION OF NOTICE OF HEARING ON PROJECTS – This is an informal notification that a hearing will be on September 19th, 2017 to request board approval for a construction project.

Mrs. Allen gave a brief description of the mortgage/lease project she is proposing tonight.

- \$1.0 million for Technology Refresh at Northridge Middle School
 - Replace all the desktops and the presentation computers in the classrooms used for promethium as well as all teachers will have teacher computers. This will also give all students, grades 6 thru 8, Chromebooks and any other technology needs. This should take place between March thru June of 2018.
- \$1.0 million for Roofs at Jefferson Elementary and York Elementary Schools. The last time those roofs were worked on was 1998 (20 years ago). That would begin in March or April of 2018.

- \$0.5 million for Remodeling of Industrial Tech area at Northridge Middle School. Renovate the old Industrial Tech area into classroom space and remodel the Art PLTW area. We will be getting 4 classrooms out of this renovation.
- \$1.5 million for Administration Center Addition. This would start in February or March of 2018. It would add another board room/training area. Additional offices will be built. From the original blue print/offices we have added the following employees.
 - All of the Tech personnel was originally located in the different school buildings. They are now housed at the Administration Center.
 - We have added a Personnel Director
 - Split the Transportation Director/Buildings and Grounds Director into two positions (Transportation Director and Buildings & Grounds Director).
 - The Food Manager is now at the central office.
 - Added a Treasurer because of a recommendation from the State Board of Accounts.
 - Added a Special Education Coordinator from ECSEC.

From the original blue print of the Administration Center we have added 9 offices by cutting up offices. Workrooms and storage rooms have been made into offices to make room for people.

Mrs. King moved and Mr. Souder seconded a motion to approve an authorization of Notice of Hearing on the Projects presented as follows. The motion was approved with a vote of 3-0.

FIELD TRIPS – Board members reviewed the list of field trips.

ANNOUNCEMENTS AND CORRESPONDENCE –

- This week Friday night, we are the Football game of the week for Channel 46. It is also senior night for football, band and trainers.

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

EXPRESSIONS FROM BOARD MEMBERS –

- Mrs. King welcomed all the new educators to the corporation. Hearing Mr. Wood talk about creating a culture of leadership among our students is so important. She knows our educators have worked really hard to do that. If she was an educator she would choose this school corporation to be a part of, because of all the opportunities that are given to educators to do professional growth and the emphasis they put on student based learning. The school board makes all of our decisions based on what is good for kids. She is excited to be where we are going to be at the end of this school year because of prior decisions made. She also wanted to congratulate our School House Grillers who won a very coveted trophy (in a fund-raiser for the Boys and Girls Club on Saturday, August 19th). They went up against some of the largest RV companies in the world (literally) and brought home The Judges Award (which was based on taste, presentation, etc.). She really liked the team building skills they had to put together to come up with a really great burger and how much fun they had doing it. Congratulations!
- Mr. Souder wanted to welcome all the staff, he believed it was 44 new members. He's hoping they will fit right in and be an awesome addition. He also said it was great to hear the kids talk about liking to be back at school (he talks/listens to a lot of the kids who work at the Essenhaus). They constantly appreciate the school and the opportunity to be a part of this. He also wanted to thank everyone for their hard work to getting the schools started in such a great manner.

OTHER BUSINESS – None.

ADJOURNMENT – Mrs. King moved and Mr. Souder seconded a motion to adjourn the August 22, 2017 school board meeting at 5:07 p.m. The motion was approved with a vote of 3-0.

David Black, President

Joanna King, Vice President

Robert Souder, Secretary

Scott Miller, Member

Paul Gayler, Member