

NOTE: These are "proposed" minutes and will not be approved until the October 10, 2017 School Board Meeting

4:00 p.m.
Administration Center

Tuesday
September 19, 2017

2018 Public Budget Hearing

CALL TO ORDER – President David Black called the 2018 Public Budget Hearing to order at 4:01 p.m. with all members present. Others in attendance included Jane Allen, Superintendent, Robby Goodman, Assistant Superintendent, Mark Snyder, Director of Business Services, Jeff Palmer, Director of Buildings and Grounds, and Michelle Willey, Director of Transportation.

CONDUCT PUBLIC HEARING ON 2018 BUDGET – Mr. Black opened up the meeting for public comment on the 2018 Annual Budget; 2018 Capital Project Fund and 2018-2029 Bus Replacement Plan. He indicated the school corporation had advertised these in the Middlebury Independent and had proof of that advertisement if needed.

PUBLIC COMMENT – None.

ADJOURNMENT - Mrs. King moved and Mr. Miller seconded a motion to adjourn the 2018 Public Budget Hearing meeting at 4:03 p.m. The motion was approved with a vote of 5-0.

Board Project Hearing

CALL TO ORDER – President David Black called the September 19, 2017 Board Project Hearing to order at 4:04 p.m. with all members present. Others in attendance included Jane Allen, Superintendent, Robby Goodman, Assistant Superintendent, Mark Snyder, Director of Business Services, Jeff Palmer, Director of Buildings and Grounds, and Michelle Willey, Director of Transportation. This hearing is to note that the publication was published in the Goshen News and Middlebury Independent on August 22, 2017. The purpose is to inform the public of the project and to allow interested parties (patrons, taxpayers) to address (question) any concerns or opinions on the project.

PRESENTATION OF PROPOSED PROJECTS – Mrs. Allen gave a brief description of the mortgage/lease project.

- \$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 (**Project Lead The Way**) area. We will be getting 4 classrooms out of this renovation. Scheduled for Feb/March thru August, 2018.
- \$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.
- \$1.5 million for *Administration Center* Addition. 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. This part of the project would start in February or March of 2018.
 - 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 Director of Personnel/Human Resources

- Split the Transportation Director/Buildings and Grounds Director into two positions (Transportation Director and Buildings & Grounds Director).
- The Food Service 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 staff.

- \$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). This project would begin in March or April of 2018.

Mr. Palmer described in detail the changes that may be occurring with the separate projects and was available to answer specific questions from the board. In regards to the renovation of the Middle School, Mr. Miller inquired if there will be a hallway created to get to the new classroom for PLTW, Mr. Palmer affirmed that a hallway will be part of the floorplan; allowing flexibility to access the separate rooms. Mr. Black asked if the actual equipment that is now available in the Industrial Tech room will be retained; of which, Mr. Palmer replied that the equipment will be accessed and streamlined, in hopes to modernize some of what's made available. The changes at NMS are to help make the building more "user-friendly" and help to utilize the space more efficiently.

Discussion regarding the *Technology Refresh for the Middle School* was lead by Mr. Gayler asking if we have enough staff to help with the upkeep/repair of the 1400 Chromebooks needed for the student base at NMS, Mr. Jeremy Miller, Technology Director responded that we will be evaluating that area, but choosing at this time to utilize the staff that is presently in place. Mrs. Allen stated that we began the year with Chromebooks at the K-3 level (2-1), in January, we hope to have it at Heritage (4th/5th) allowing them to have practice on them in preparation for what they will need to know and how to maintain them before they have them at the NMS. Mrs. King observed that when we first introduced the "laptop" program that the dollars spent versus what we are looking to spend for the Chromebooks is a much more cost effective way of bringing technology into the classroom; and a more responsible way of doing it and believes this is a good plan of action. Mrs. Allen replied that by doing this now instead of sooner, we have been able to work some of the problems out and it has also given the staff time to come on board as well.

The discussion regarding the renovation of the Administration Office was lead by Mrs. Allen describing that the office area has been continually being re-designed internally to accommodate the increase in staff/departments with no change to the outside appearance. Mr. Miller inquired as to the main entrance; Mr. Palmer responded that the main entrance will change with the new floor plan, but the system will still allow for the doors to be operated by the receptionists as it is presently. No additional personnel will need to be added for the reception area or custodial. Mr. Gayler inquired about additional parking and that will also be part of the renovation to accommodate this facility. Mrs. King raised that the additional conference room will be able to be split into three separate rooms and Mr. Palmer confirmed that was the plan to help accommodate smaller groups that need a place to meet; allowing flexibility and best use of the space. Mr. Black inquired if there will be basement under the entire complex; Mr. Palmer responded that there will be slab under the new boardroom area and basement under the new office area.

Mrs. King inquired about the roofing project making reference to that it was only for Jefferson and York Schools, that was confirmed.

With all of these projects, our funding has changed drastically being that we no longer can finance them through our Capital Building Fund but will now have to be handled and paid through lease financing. Mrs. Allen and Mr. Black wished to convey that the process is much different.

See the attached Project Hearing Presentation Power Point for further clarification/description.

PUBLIC COMMENT – None

ADJOURNMENT – Mr. Souder moved and Mr. Gayler seconded a motion to adjourn the Board Project Hearing at 4:33 p.m. as presented. The motion was approved with a vote of 5-0.

BOARD MINUTES

CALL TO ORDER – President David Black called the September 19, 2017 meeting of the Board of School Trustees to order at 4:34 p.m. All Board Members were present. 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 – Hear report on Preliminary ADM Count.

Mrs. Allen stated that the ADM count was taken on 9/15. Preliminary data shows that we are going to be About the same number of students as we were last year – 4579.

EXPRESSIONS FROM PATRONS – None.

CONSENT AGENDA –

- Minutes from the September 5, 2017 school board meeting
- Claims Lists
- Personnel List
- August 2017 Financial Statement

EMPLOYMENT:

Northridge High School

Certified: Crystal Brewster, Super Bowl Coach, 7360
Start Date: September 19, 2017
Certified: Theresa Grossman, Spell Bowl Coach, 7360
Start Date: September 19, 2017
Certified: Jeremy Gerber, Academic Super Bowl Coach, 7360
Start Date: September 19, 2017
Certified: Sam Powell, Super Bowl Coach, 7360
Start Date: September 19, 2017
Classified: Nicole Deckert, Musical Choral Director, 3320-1
Replacing: Kyle Barker
Start Date: September 19, 2017

Heritage Intermediate School

Classified: Christine Love, 3.5 Hour Cafeteria Worker
Replacing: Esther Bush
Start Date: September 20, 2017

Administration Center

Classified: Tabatha Maust, Bus Monitor
Start Date: October 2, 2017

RESIGNATION:

Administration Center

Classified: Steven Rose, Bus Monitor
Effective Date: September 29, 2017

TRANSFER:

Northridge Middle School

Classified: Rosemary Kirkdorffer, 3.5 Hour Cafeteria Worker, to:
York Elementary School, 3 Hour Cafeteria Worker
Replacing: Kim Neilson-Yoder
Start Date: September 25, 2017

Jefferson Elementary School

Classified: Char Hooley, 3.5 Hour Cafeteria Worker, to:
Heritage Intermediate School, 3.5 Hour Cafeteria Worker
Replacing: Vickie Piper
Start Date: October 2, 2017

EMERGENCY LEAVE:

Northridge Middle School

Certified: Mike Clabaugh, 6th Grade Math Teacher
4 Days: From September 6 to September 11, 2017

Middlebury Elementary School

Classified: Jennifer Ball, Media Assistant
18.75 Hours: September 5 to September 8, 2017

Jefferson Elementary School

Classified: Wanda Moore, Bookkeeper
1.5 Hours: September 14, 2017

Administration Building

Classified: Rosemary Thomas, Secretary
5.37 Hours: September 11, 2017

LEAVE 4430:

Northridge High School

Classified: Amy Rekeweg, 6 Hour Cafeteria Worker
From September 25, 2017 to November 8, 2017

TERMINATION:

Administration Center

Classified: Megan Trigg, Bus Monitor
Termination Date: September 18, 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 5-0.

UNFINISHED BUSINESS – None.

CONSIDER APPROVAL OF DONATION OF FUNDS TO YORK ELEMENTARY – Mr. Miller moved and Mr. Souder seconded a motion to approve the donation as presented to York Elementary School. The motion was approved with a vote of 5-0.

CONSIDER APPROVAL OF DONATION OF FUNDS TO NORTHRIDGE HIGH SCHOOL – Mrs. King moved and Mr. Gayler seconded a motion to approve the donation as presented to Northridge High School. The motion was approved with a vote of 5-0.

CONSIDER APPROVAL OF PROJECT RESOLUTIONS –

Exhibit A – Middle School Project - Mr. Souder moved and Mr. Gayler seconded a motion to approve the Project Resolutions as presented. The motion was approved with a vote of 5-0.

Exhibit B – Administration Center Project – Mr. Gayler moved and Mr. Souder seconded a motion to approve the Project Resolutions as presented. The motion was approved with a vote of 5-0.

Exhibit C – Roof Project (Jefferson/York) - Mr. Miller moved and Mrs. King seconded a motion to approve the Project Resolutions as presented. The motion was approved with a vote of 5-0.

CONSIDER APPROVAL OF RESOLUTION DETERMINING NEED FOR PROJECT

Exhibit D – Mrs. King moved and Mr. Souder seconded a motion to approve the Resolution Determining the Need for Project as presented. The motion was approved with a vote of 5-0.

CONSIDER ADOPTION OF RESOLUTION APPROVING PRELIMINARY PLANS, FORM OF AMENDMENT TO LEASE; AUTHORIZING PUBLICATION OF NOTICE OF LEASE HEARING

Exhibit E – Funding these projects through a Lease Financing as it has been done with other building/renovations projects and; Lease Financing is used for school corporations across Indiana to borrow for renovation and construction. It does not count against our corporation’s debt allowance. Mrs. King moved and Mr. Gayler seconded a motion to approve the Project Resolutions as presented. The motion was approved with a vote of 5-0.

CONSIDER APPROVAL OF RESOLUTION REAPPROVING THE FORMATION OF BUILDING CORPORATION

Exhibit F – If it weren’t for the building corporation (not for profit Indiana corporation) to issue the tax-exempt bonds, the IRS requires that the school board approve the “building” corporation to authorize it to issue the tax-exempt bonds on behalf of the “school” corporation. Mr. Gayler moved and Mr. Souder seconded a motion to approve a Resolution Reapproving the Formation of the Building Corporation as presented. The motion was approved with a vote of 5-0.

CONSIDER APPROVAL OF REIMBURSEMENT RESOLUTION

Exhibit G – Mr. Gayler moved and Mrs. King seconded a motion to approve a Reimbursement Resolution as presented. The motion was approved with a vote of 5-0.

UNFINISHED BUSINESS – None.

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

ANNOUNCEMENTS AND CORRESPONDENCE –

- September 25, 2017 – School Board Visits to all the buildings and observing classes.
- Strategic Planning Session on September 26, 2017, 1:30-4:30 at the Administration Board Room.
- The ISBA Fall Conference is October 1-3, 2017 in Indianapolis. (Board/Supt./Asst.Supt.)

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

EXPRESSIONS FROM BOARD MEMBERS –

- Mr. Souder appreciated the effort to organize and explain the different resolutions and believes it will be in the best interest for our corporation.
- Mr. Miller shared that there are two aspects when it comes to renovation – “to it sure would be nice to have; to boy, we really need to do something about this”. For example, I wouldn’t have understood the need of the changes in the Administration Center until I took a tour of the office space. I commend the Administration for seeing the need and finding a way to accomplish it. Thanks for your work on that.

OTHER BUSINESS – None.

ADJOURNMENT – Mrs. King moved and Mr. Miller seconded a motion to adjourn the September 19, 2017 school board meeting at 4:53 p.m. The motion was approved with a vote of 5-0. The next scheduled school board meeting will be October 10, 2017 at 4:00 p.m.

David Black, President

Joanna King, Vice President

Robert Souder, Secretary

Scott Miller, Member

Paul Gayler, Member