

MINUTES OF BOARD OF SCHOOL TRUSTEES MEETING  
March 12, 2018

The Board of School Trustees met in regular session on Monday, March 12, 2018, at the Education Support Center. The following members were present: Mrs. Jenny Higbie, President; Mrs. Elizabeth Galligan, Vice-President; Ms. Lee Ann Wiseheart, Secretary; Mrs. Jan Anderson, Member; Mrs. Donna Corbett, Member; Mr. K.Lee Cotner, Member; and Mrs. Rebecca Gardenour, Member. Also present were the following administrators: Dr. Brad Snyder, Superintendent; and Mr. Bill Briscoe, Assistant to the Superintendent for Administration and Operations.

**A. CALL TO ORDER:**

Mrs. Higbie called the meeting to order at 6:00 p.m.

**B. RECITE PLEDGE OF ALLEGIANCE:**

Mrs. Higbie asked everyone to join in reciting the Pledge of Allegiance.

**C. COMMENTS FROM THE PUBLIC:**

With the focus recently in our community and around the country regarding student safety, Dr. Snyder read the following statement, "I would like to take a moment to thank members of our team and our community for working in unison to address threats made toward our schools via social media over the last few weeks. These incidents have caused a lot of anxiety and stress throughout our school community. As my recent letter stated, we take every threat seriously and act swiftly to ensure school safety. We are eternally grateful and appreciative for our partnerships with local law enforcement agencies who are critically important in expediting a safe resolution to these issues. We are also indebted to the numerous community members who assisted as this investigation unfolded. It was a true team effort and I am confident that together we will continue to ensure a safe and orderly learning environment for our students."

Mrs. Higbie then read the following statement, "As President of the New Albany Floyd County Board of Trustees, I'd like to reinforce Dr. Snyder's comments. Dr. Snyder and his team kept the Board abreast of action that was taken to ensure that these threats were addressed in a timely manner. We have great confidence in our school and law enforcement teams as they work together to maximize a safe school environment in New Albany Floyd County. The daily work of many school and community members helps to continually provide a safe and orderly learning environment for our students. Moving forward, we will continue to strive for a nurturing, challenging, enriching, and most importantly, safe environment in each of our schools."

The public was invited to address the Board on matters of educational importance. Oral complaints regarding specific students and/or personnel will not be heard. School employees are encouraged to contact their immediate supervisor to be heard on specific complaints relating to the terms and status of their employment prior to addressing the Board. Individuals were asked to confine their comments to no more than three minutes. There were sign up sheets near each entrance prior to the start of the meeting.

Tyler Kuhn, Director of Bands at Scribner Middle School, shared the great opportunities students in our school district have as a result of music education. He asked the Board to continue to support music programs in the schools as they greatly benefit students and our communities.

Bradley Zahnd, 3101 Wolfview Court, New Albany, shared solutions he felt may help with regard to school safety. He suggested hiring retired police officers to teach classes and help students understand the role of police and how to interact them. He appreciated receiving the letter sent by Dr. Snyder to parents.

Barbara Bridgewater, 3729 Scottsville Road, Floyds Knobs, shared information regarding a program opportunity available to students in grades 7, 8 and 9 in partnership with Prosser and Floyd County 4-H STEM Career Exploration. Participants learn about and will have hands-on experience in a variety of career fields such as firefighting, automobile services technology, and criminal justice.

Jessica Lehman, 1505 Quail Ridge Trail, New Albany, addressed the Board on the issues of school calendar and school start times. She shared that parents like having the fall and spring breaks. It gives time to "recharge" and allows flexibility for family vacations, etc. If considering changes to the school calendar, she encouraged the Board to keep at least one week fall break and one week spring break. She also shared information from several studies regarding middle

and high school age students' behaviors and lack of sleep. Many organizations have adopted policies calling for middle and high schools to have later start times. She understands changing school start times would be difficult, but she would encourage our school corporation to begin discussion on this.

#### **D. RECOGNITIONS:**

##### **Recognize Prosser as "Indiana STEM Certified School":**

Mr. Alan Taylor, Director of Career & Technical Education, recognized Mrs. Cathy Wheeler, former Prosser Principal, Mrs. Nancy Campbell, Prosser Principal, and faculty and staff at Prosser for being designated a STEM (Science, Technology, Engineering, Math) certified school. Only ten secondary schools throughout the State have been designated with the STEM certification. These schools are models for Indiana and their commitment to teaching the STEM disciplines of science, technology, engineering, and math and ultimately prepare students for the successor the 21st century.

Board members and administrators thanked Mr. Taylor, Mrs. Wheeler, Mrs. Campbell and the entire staff for the wonderful things they do each day for kids and for being named a STEM certified school.

##### **Recognize Alice & Jerol Miles - Recipient of Rotary Community Toast:**

Board members and Administrators recognized Alice & Jerol Miles as recipients of the Rotary Community Toast. The motto of the Rotary Club's Annual Dinner was "Service Above Self" and we are very proud and appreciate the Miles' community service and their service to New Albany Floyd County Schools. Alice was a school nurse at several schools as well as serving as the Health Coordinator before retiring in 2003. She is also a Board member of the Division Street School. Jerol served as a School Board member in the past.

##### **Recognize State Qualified Wrestlers and Swimmers:**

Wrestlers and swimmers from New Albany High School and Floyd Central High School were recognized for representing their respective schools at the State finals. Many of the seniors will continue at colleges with academic and sports scholarships.

#### **E. APPROVAL OF CONSENT AGENDA:**

- Approval of Minutes of the February 12, 2018, Regular Session; February 20, 2018, Executive Session; and March 5, 2018, Executive Session;
- Approval of Claims;
- Approval of Staffing Report;
- Acceptance of Donations to New Albany High School and Slate Run Elementary School;
- Approval of Field Trip Requests from Floyd Central High School, New Albany High School, and Prosser;
- Approval of Transfer Resolution for ESSA Requirements.

Board members have received information regarding each item on the consent agenda; however, any member may request that any item be removed from the consent agenda and discussed separately. With no one requesting any items be removed, Mrs. Gardenour made a motion to approve all items on the consent agenda as presented and recommended. The motion was seconded by Mr. Cotner and carried unanimously following a roll call vote.

- Approval of Minutes of the February 12, 2018, Regular Session; February 20, 2018, Executive Session; and March 5, 2018, Executive Session as presented.
- Approval of Claims beginning #80500 through and including #80763 and payrolls of 2-9-18 and 2-23-18 in the total amount of \$8,696,447.23 as presented.
- Staffing Report as presented.
- Acceptance of Donations to New Albany High School and Slate Run Elementary School as presented.
- Field Trip Requests from Floyd Central High School, New Albany High School, and Prosser as presented.
- Transfer Resolution for ESSA Requirements as presented.

#### **F. ACTION ITEMS:**

##### **Consider Approval of Replacement Policy 8462 "Child Abuse and Neglect":**

Mr. Briscoe explained this policy requires the corporation and staff members to immediately report cases of suspected

child abuse and neglect according to law. In this replacement policy, all staff members who fail to report abuse or neglect will be subject to disciplinary action up to and including termination. The replacement policy has been reviewed by counsel and complies with Indiana Code. Mr. Briscoe recommended approval.

Upon motion by Ms. Wiseheart, second by Mrs. Corbett, approval was given to Replacement Policy 8462 "Child Abuse and Neglect" as presented and recommended. Following a roll call vote, the motion carried unanimously.

**Consider Purchase of 1823 Shelby Street;**

Dr. Snyder recommended approval of the property purchase at 1823 Shelby Street. There were two appraisals and the average appraisal price and recommended purchase price is \$78,500. If the contract is approved, the owner has asked that the closing be held in August or September 2018. Given the length of time requested before the closing, Dr. Snyder approached Greg Sekula and David Barksdale about possibly relocating the home and that discussion is continuing.

Ms. Wiseheart asked the school corporation's financial responsibilities for moving the home. Dr. Snyder said the school corporation will pay a good faith offer that we would have been paying toward demolition. All other expenses fall upon the organization responsible for the personal property.

Upon motion by Mr. Cotner, second by Mrs. Gardenour, approval was given to the purchase of 1823 Shelby Street for the purchase price of \$78,500 as presented and recommended. The motion carried unanimously following a roll call vote.

**Consider/Discuss Appointment to the New Albany Floyd County Public Library Board;**

The School Board makes appointments to the New Albany Floyd County Public Library Board and they need to refill the library seat recently vacated by Heather Finn. Administration recommends the School Board appoint Mrs. Amy Niemeier, Principal at Slate Run Elementary, to fill the seat.

Mrs. Gardenour thanked Mrs. Niemeier for accepting the appointment and she will be an excellent addition to the Board.

Ms. Wiseheart asked, in regard to the process of this appointment, does the Board want to decide how Library Board appointments will be made in the future given there is not a set policy or practice. Each Superintendent has done it differently. In the past, they have posted notice of the opening and accepted letters of interest and then the Board made an appointment. Ms. Wiseheart commented that in this instance it is easy for her to support the recommendation of Mrs. Niemeier. However, in the future, she would like to post notice of the opening, accept resume's, and then Board members make the appointment after reviewing the submitted resume's. Board members agreed with this recommended process in the future.

Upon motion by Mrs. Galligan, second by Mrs. Anderson, approval was given to appoint Mrs. Amy Niemeier to the New Albany Floyd County Public Library Board as recommended. The motion unanimously carried following a roll call vote.

**Consider Administrative Attendance at National School Boards Association Conference;**

Ms. Wiseheart commented that, in the past, Board members have attended the annual National School Boards Conference and some Superintendents have gone with them. The conference offers a wealth of information for School Board members from topics such as school law, Superintendent's evaluation, facilities, school safety, etc. In her opinion, the Board needs to be mindful of the finances and she doesn't feel it is fiscally responsible or appropriate for two central office administrators to attend. She does support the Superintendent attending; however, doesn't feel it is a conference where two administrators need to go.

Mrs. Gardenour said as long as she has been on the Board, it has always been the Board members and Superintendent who have attended.

Mrs. Higbie read the following statement, "Regarding Dr. Jensen's participation at the 2018 National School Boards Conference, I feel, personally, that we are in the business of education where all continue learning; our students, teachers, support staff, board members, and administrators. I personally welcome the opportunity to learn with Dr. Jensen, Dr. Snyder, and my fellow board members at this year's conference. I looked through our policy and I believe some of our policies support Dr. Jensen's participation." Mrs. Higbie added that, going forward, she would like to explore adding an additional policy that would allow the Superintendent to make decisions regarding professional development within the pre-approved budget constraints in that area.

Ms. Wiseheart thanked Mrs. Higbie for her comments and asked how much it would cost for Dr. Jensen to attend. Mrs. Higbie said it is approximately \$2500. This would be paid from the professional development budget and would not affect the school board's travel budget. Ms. Wiseheart added that she would much rather administrators attend the state conference. Mrs. Gardenour added that she, too, appreciates Mrs. Higbie's comments, but in all the years she has been on the Board, they have never taken two administrators to the national conference. She would appreciate it if it were a more local, state conference.

Mrs. Anderson said it would be beneficial to have Dr. Snyder and Dr. Jensen attend as there are many different sessions to attend and each could bring back information from the different sessions offered.

Mrs. Galligan stated she is grateful our school corporation is fortunate to have funds in the budget in provide professional development for teachers, administrators, support staff, and Board members. Board members have not had to approve professional development activities for others and isn't sure why they have to for this. She would like to see everyone come back from the conference and have a work session to share ideas so everyone can learn from each other, come together more as a team, and build on the excellence everyone has come to expect from our school corporation.

Ms. Wiseheart apologized to Dr. Jensen for his name being brought out in this discussion and it is inappropriate in her opinion. She brought this up because of an administrator position. This Board has made comments about budget and finances and this is a money issue with her. To have another paid-position administrator attend this conference is not fiscally responsible and is most definitely not about the person whose name was brought up.

Mrs. Corbett commented that it is good to have everyone on the same page and if the administrative staff is not there hearing the same things as Board members you lose some of the momentum.

Mr. Cotner added he feels even though this isn't the way we have always done it, we should try it as it will be a wonderful team building event and will be a win for the district.

Following discussion, Mr. Cotner made a motion to approve the recommendation to permit both Dr. Snyder and Dr. Jensen to attend the National School Boards Conference with Board members. Mrs. Galligan seconded the motion and the motion carried with 5 votes in favor and 2 votes against. Mrs. Galligan, Mrs. Anderson, Mrs. Corbett, Mr. Cotner, and Mrs. Higbie voted in favor and Ms. Wiseheart and Mrs. Gardenour voted against.

## **G. INFORMATION AND BOARD DISCUSSION ITEMS:**

### **Review Recent High Profile Surprise Operational Events;**

Mr. Wiseheart shared that our district has 2.6 million square feet of facilities, 300 acres, and approximately 11,500 students. The district has a great working relationship with local agencies such as fire, police, health department, hospital, Red Cross, utilities, community leaders and all pull together and work together when issues arise. He shared photos and discussed in detail what it takes to get through events such as snow and snow removal, flooding, pipes bursting, major equipment breakages, ice storms, tornado watch/warning, etc.

Our employees do many "behind the scenes" things every day to keep things running smoothly, i.e. phones systems go down, boilers go out, etc. The staff does an excellent job at getting things fixed quickly and, a lot of the times, before it is even noticed it was a problem.

Mrs. Gardenour "gave a shout out" to the Facilities personnel for keeping walkways clean during icy/snowy weather.

Ms. Wiseheart added that she had requested that the 52 Facilities members and 5 SRO's be recognized tonight and Mrs. Higbie and Dr. Snyder graciously put that under this presentation. She does appreciate all they have done and continue to do for our corporation.

Dr. Snyder commented "we have good folk. From top to bottom, we have people who care." They show up everyday and go above and beyond.

### **Review Anti-Bullying Policies and Procedures;**

A video was shared explaining our corporation's policies and procedures. This video is used to train our staff and is also

shown to each new employee. Dr. Jensen shared a report showing the number of reported and substantiated bullying incidents during the 2016-2017 and 2017-2018 school years along with a copy of the Student Misconduct Allegation Form.

Bullying is “aggressive behavior that is intentional and involves an imbalance of power or strength; typically repeated over time; it is abuse - not conflict.” As of 2013, we are required to provide training of staff and students every year by October 15th. At the elementary level, the Olweus Bullying Program is used. The counselors go in to each classroom and speak with the students. At the middle schools, each school has an assembly at the beginning of the school year and again at mid-year. Also, counselors go in to the classrooms and have one-on-one and small group instruction of bullying and how we treat each other. The Olweus program is also used at the middle schools. At the high school level, a student orientation program is held at the beginning of the year and bullying and reporting bullying is discussed.

Suspension of students is used as a last resort, unless it is a very aggressive act of bullying. Any time students use the school-issued iPad and download material or send an email through Google that is inappropriate or threatening in any way to oneself or another person, we are alerted immediately. Our corporation also has an anonymous tipline available to alert our administrators of incidences.

Ms. Wiseheart asked about monitoring students social media accounts. Dr. Jensen said at this time we do not monitor social media accounts or students’ personal devices, but it is something we can look into with our technology department. Ms. Wiseheart thanked the administration for all they are doing on this and to inform the Board if additional support is needed in any way on this.

**Discuss Board Tour of Green Valley;**

A tour of the new Green Valley Elementary has been scheduled for Board members on Thursday, March 22, 2018, at 9:00 a.m. An additional tour can be scheduled for Board members who are unable to attend the March 22nd tour.

**Discuss Potential of Hiring Administrative Support for Human Resources;**

With the change of Superintendents, the corporation has lost the Deputy Superintendent assignment and in 2013, we did not replace the Director of Human Resources assignment. In looking at central office staff duties, Dr. Snyder is recommending the Board hire a Director of Human Resources. He shared a copy a suggested job posting for the position. As far as the Deputy Superintendent assignment, those duties would be divided among current central office staff. If Board members support this, the Director of Human Resources posting would be posted in our traditional manner and a hiring process developed.

Mrs. Gardenour commented that, in her opinion, the corporation needs a HR person for our employees. She did have a concern about the licensure required for the position - the posting states the person hold or be eligible for an administrative license or law degree. She feels this eliminates a lot of qualified HR persons. Dr. Snyder said he had a similar discussion earlier with Mrs. Corbett and she suggested that SHRM Certified be added as a qualification.

Ms. Wiseheart said she is in favor of adding the Director of Human Resources position. She would like to see this person specialize in “people” and lead the way at luring, attracting, and retaining minority employees in all areas. Also, she would be interested in serving on the interview committee. Mr. Cotner said he agrees with Ms. Wiseheart; this is a hole that needs to be filled. He would like Dr. Snyder to bring a recommendation for hiring and a process to be used for hiring that person back to the Board.

**Review Out-of-County Transfers;**

Chris Street, Chief Business Officer, shared the following data on out-of-county student transfers:

- 761 transfers in to our district from neighboring districts with the majority coming from Greater Clark, West Clark, and Clarksville
- 315 transfers out of our district with the majority going to Lanesville
- Financial Impact of Transfers:
  - Basic tuition (\$5,273.00) plus complexity grant (\$675.60) = \$5,948.60 per student
  - \$5,948.60 x 446 students = \$2,653,075.60
  - This estimate is conservative as the per student figure only considers basic tuition and the complexity grant. This figure is higher (\$6,677.43) when considering special education, honors diploma, career & technical, etc.

Ms. Wisheart asked if we conduct exit interviews when students leave, i.e. do we know why people are transferring out? Dr. Jensen said the State just recently began publishing this data in this format. We do conduct exit interviews for the high school students who leave our district.

**Discussion Regarding ProMedia / School Administration;**

Ms. Wiseheart asked Administration to share with the Board the skeleton plan of what is needed as far as monitoring the corporation website, core items needed, etc. and to bid the services out. Dr. Snyder said, in his opinion, we need to keep all of what we are currently doing. It covers many different services, i.e. letters to parents, maintaining websites, social media, creating videos, honoring retirees, etc. To separate out the “core” of marketing can be done, but all these services are needed. Ms. Wiseheart said we try to be fiscally responsible in other areas and take bids on other projects and she would like to see these items bid out as well.

Mrs. Corbett added she isn’t questioning the quality of what we currently receive; however, she would like to have a strategic marketing plan and what we want to focus on and a detailed, line-by-line budget for marketing. Today, we have a budget for marketing, but there it is not real obvious where all the money is being spent and why it is being spent.

Mr. Cotner said he is fine with keeping the status quo. He feels we are “getting a lot of bang for our buck” and we are obviously winning in the transfers. Mrs. Higbie added she feels the product we are currently receiving is exemplary.

Mrs. Gardenour said when we began this, it was going to cost \$33,000 per year and we would receive money back from advertising. She is concerned there is no bid for this, no contract, no accountability. The budget was \$180,000 for the past two years and we have spent \$350,000. The product is wonderful; it’s not about that. It’s about having accountability, control, and not overspending. As a side note, this money could be used to offer health benefits for our special education aides. Dr. Snyder there are different funds used to pay for these products, i.e. food service fund, technology fund, Prosser fund, etc. It is not all paid out of the General Fund.

**Discussion Regarding Board Policy 0144.1 “Compensation”;**

Currently Board members are paid \$50 for regular session meetings and special session/work session meetings and \$25 for Board-appointed committee meetings. Mrs. Gardenour suggested revising the policy to say Board members would be paid \$50 for regular session meetings, stand-alone executive sessions, and work sessions/special sessions. In addition, Board members would receive \$25 for Board-appointed committee meetings.

Mr. Briscoe will develop a revised policy and bring to the Board at the next meeting.

**Discuss School Board Retreat;**

Board members discussed having a day retreat and involving team building exercises as one topic. Dates will be discussed at a later time.

**H. MISCELLANEOUS:**

Mrs. Gardenour asked that our schools’ marquees display April is “Prevent Child Abuse Month”.

Due to a State School Board conference on April 23, 2018, the work session scheduled for that date will be moved to Monday, April 30, 2018.

With no further business to be brought before the Board, the meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Pam Schindler, Recording Secretary