

MINUTES OF BOARD OF SCHOOL TRUSTEES MEETING
May 14, 2018

The Board of School Trustees met in regular session on Monday, May 14, 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:

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.

Mrs. Nancy Haseker acknowledged Mr. Duffy for clarifying the policy on spraying chemicals for insect control in the school buildings during the school day. She also thanked Mr. Briscoe for keeping the consistency in the school calendar that is currently in place.

D. RECOGNITIONS:

Recognize NAHS Boys Basketball Team:

Dr. Ginkins, Principal at New Albany High School, introduced the NAHS boys basketball team and stated how proud they are to have these students at NAHS. They have wonderful character and awesome personalities and always put a smile on your face when you see them.

Coach Jim Shannon introduced and acknowledged the team members. He thanked Dr. Snyder and the School Board for having them. This team has had many accomplishments: beat Princeton on ESPN (national TV), did not lose on their home court this season, won five consecutive sectionals, won the regional and finished in the 4A final four this year, record this year was 25-2, Sean East joined the 1,000 point club, and Romeo Lankford joined the 3,000 point club. During the last four years, the team had 100 wins against 10 losses, won the State Championship in 2016, won the conference three of the four years, won the sectional all four years, won a semi-state, and two regionals. Both Romeo and Sean were named All-Stars this year and Romeo was named Mr. Basketball among many other accomplishments.

Ms. Wiseheart thanked Coach Shannon and the entire coaching staff for all they do, not only with the basketball team but in the community. Mrs. Gardenour also thanked the coaches and thanked the team players for the way they conduct themselves on and off the basketball court - what great role models. Mrs. Higbie thanked the team for their humility and demonstrating skill. Dr. Snyder thanked the players for their demeanor on and off the court and everyone is very proud of them.

Team players presented signed basketballs to Board members.

E. APPROVAL OF CONSENT AGENDA:

- Approval of Minutes of the April 16, 2018, Executive Session and Regular Session; and April 30, 2018, Regular Session;
- Approval of Claims;

- Approval of Payroll;
- Approval of Staffing Report;
- Acceptance of Donations to Hazelwood Middle School and New Albany High School;
- Approval of Self-Supporting Summer School Programs and Fees;
- Approval of Elementary Textbook Rental and Fees for 2018-2019 School Year;
- Approval of Middle and High School Book Adoption for Science and Social Studies;
- Approval of Overnight Field Trip Requests from Floyd Central High School and Prosser;
- Approval of Intent to Sign Easement for Indiana American Water Company for Mt. Tabor Road Project.

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. Ms. Wiseheart asked to remove the staffing report to discuss separately. Mrs. Gardenour then made a motion to approve all remaining items on the consent agenda as presented and recommended. The motion was seconded by Mrs. Corbett and carried unanimously following a roll call vote.

- Minutes of the April 16, 2018, Executive Session and Regular Session; and April 30, 2018, Regular Session as submitted.
- Claims beginning #81279 through and including #81716 in the total amount of \$86,461.06 as submitted.
- Payroll of 4-6-18 in the total amount of \$2,390,945.76; payroll of 4-20-18 in the total amount of \$2,368,439.31; and payroll of 5-4-18 in the total amount of \$2,516,507.78 as submitted.
- Donations to Hazelwood Middle School and New Albany High School as submitted.
- Self-Supporting Summer School Programs and Fees as submitted.
- Elementary Textbook Rental and Fees for 2018-2019 School Year as submitted.
- Middle and High School Book Adoption for Science and Social Studies as submitted.
- Overnight Field Trip Requests from Floyd Central High School and Prosser as submitted.
- Intent to Sign Easement for Indiana American Water Company for Mt. Tabor Road Project as submitted.

Ms. Wiseheart asked about the pay change listed on the staffing report moving social workers up seven pay grades/ levels on the pay scale and how much this costs. Mr. Street said the salary of \$35,000 is staying the same. The pay grade 20 was the incorrect pay grade for that salary. They were using the pay grade 20 then adding \$5,000 to make the \$35,000 salary. Moving them to the pay grade 27 will place them on the salary schedule at the correct step that matches their salary. Ms. Wiseheart asked if this could be tabled until next month until all the issues can be resolved without it affecting anyone's pay. Mr. Briscoe commented he is hearing from Board members everyone agrees this is the correct pay level at pay grade 27, but Administration needs to provide more information to Board members about the history and pay for this employee group. He also suggested having the new Director of Human Resources, once hired, look at and "tweek" the entire pay scale as needed.

Following the discussion, Ms. Wiseheart made a motion to approve the staffing report as presented. The motion was seconded by Mrs. Corbett and carried unanimously following a roll call vote.

F. ACTION ITEMS:

Consider Policy 8510 "Wellness";

This policy was shared and discussed at the April 16th Board meeting. Mr. Briscoe recommended approval of the policy as presented.

Upon motion by Ms. Wiseheart, second by Mr. Cotner, approval was given to Policy 8510 "Wellness" as presented and recommended. The motion carried unanimously following a roll call vote.

Consider Board Bylaw 0144.1 "Board Compensation";

This revised policy would pay Board members \$50 for Board meetings, stand-alone executive sessions, and work sessions. Board members would be paid a maximum of \$50 per day for these meetings. In addition, Board members would receive \$25 for each Board approved committee meeting. He recommended approval.

Mrs. Corbett asked if it qualifies as attending if the Board member joins the meeting via teleconference. And, if so, should that language be included. Dr. Snyder suggested paying Board members as if they were in attendance when participating via teleconference and if Board members agree with this practice that the policy be updated stating that.

Ms. Wiseheart said she feels Board members should be paid if participating via teleconference because they are still preparing for the meeting and participating in the meeting; they just cannot vote. Mrs. Gardenour said she agrees Board members should be paid as long as it is not abused. Mr. Cotner suggested adding language that states a limit to the number of meetings a Board member could participate via teleconference each year and get paid as participating.

Following this discussion, Ms. Wiseheart made a motion to approve Bylaw 0144.1 as presented tonight and the motion was seconded by Mrs. Corbett. Following a roll call vote, the motion unanimously carried. Board members will share input with Mr. Briscoe and bylaw can be updated within the next couple of months.

Consider 2019-2020 School Calendar:

Mr. Briscoe shared the Administration and Association have fully discussed the 2019-2020 school calendar and are recommending the modified balanced calendar. Highlights include:

- July 25 - First Teacher Day
- July 29 - Students Begin
- September 30-October 4 - Fall Intersession
- October 7-11 - Fall Break
- November 5 - Election Day - no school (parent conferences K-6 / professional development 7-12)
- November 27-29 - Thanksgiving Break
- December 23-January 6 - Winter Recess
- January 6 - Teacher Work Day - no students
- January 7 - First Student Day of 2nd Semester
- January 20 - MLK Day - no school
- February 17 - President's Day - no school (unless needed for snow make-up day)
- March 16-20 - Spring Intersession (unless needed for snow make-up day)
- March 23-27 - Spring Break
- May 5 - Election Day - no school
- May 25 - Memorial Day - no school
- May 29 - Last Student Day
- June 1 - Last Teacher Day

Upon motion by Ms. Wiseheart, second by Mr. Cotner, approval was given to the 2019-2020 school calendar as presented and recommended. Board members were given the opportunity for discussion.

Mrs. Gardenour commented it was her understanding this calendar was originally implemented in order to provide intersession; however, now the district doesn't have the funding to provide intersession. Mr. Briscoe said intersession was one of the reasons, but preventing "summer slide" was another reason. Mrs. Gardenour said she is in favor of the traditional calendar. She has received emails and has been approached by students asking to go back to the traditional calendar to have the longer summer. And, having the balanced calendar affects other school corporations whose students attend Prosser and are not on the balanced calendar.

Ms. Wiseheart said she agrees it would be beneficial for all districts to be "on the same page" in regard to Prosser; however, she feels other districts should be on our schedule if they want to attend Prosser. She supports the balanced calendar and is hopeful this Board and future Boards can look at ways to fund an intersession. In her opinion, if we take it out and go back to the traditional calendar then the opportunity isn't there.

Mr. Briscoe added there is some remediation activities taking place during the intersession weeks although it is not as robust as was originally hoped for. We have elementary and middle school EL boot camp, Washington DC trip, YMCA camp, SAT and ACT prep at the high school level, credit recovery, etc. Having the intersession weeks built in the calendar does give us the opportunity to increase remediation offerings if funding were to become available.

Mrs. Corbett said she is disappointed the parents were not surveyed to get more input from them.

Mr. Cotner commented that he feels going to a traditional calendar is a step backward. There is a lot of “brain drain” during the longer summer break. And, although the remediation offerings aren’t where they should be, having this calendar gives us the opportunity to add if additional funding becomes available.

Mrs. Higbie said we are able to provide a myriad of services to students during the intersession and that’s what we need to base our decisions on. Dr. Snyder added that the State does have a pool of money set aside for remediation, however it can only be used for remediation during the summer and not at different times throughout the school year as corporations see appropriate to use.

Mrs. Gardenour added that one of the field trips approved is during the first week or two of school and this is another issue with the balanced calendar and starting so early.

Following the discussion, the motion to approve the 2019-2020 school calendar as presented and recommended carried with six votes in favor and one vote against following a roll call vote. Mrs. Higbie, Mrs. Galligan, Ms. Wiseheart, Mrs. Anderson, Mrs. Corbett, and Mr. Cotner voted in favor and Mrs. Gardenour voted against.

Consider Financial Management Software:

Mr. Street shared that over the past three months, the administration has invited four software companies to present their office solutions for finance/HR/payroll functions. He reviewed the following outlining the process:

- Current Situation:
 - DOS based system (pre-Windows)
 - Very little cross communication electronically
 - Data entry intensive (time consuming and prone to errors)
 - Hard to keep up with reporting and data requirements
- Selection Process:
 - Four vendors chosen for review and each was given a four hour window to present
 - Over 50 school districts were contacted for input on their systems
 - Goal was to integrate entire office
 - Needed basic platform plus fixed assets, employee portal, and ECA
 - Had many stakeholders present: Human Resources, Payroll, Accounting, Food Services, and Independent Party

Mr. Street recommended approval of PowerSchool eFinancePlus as the system upgrade for the finance/HR/payroll functions. The company owns several of our current functions and continues to grow. The software is web-based, has a robust platform, and offers more flexibility and customization options than most others. The conversion cost will be approximately \$52,455 with a yearly cost of \$70,400 for three years. Funds have been encumbered from the Capital Projects Plan. The conversion process will begin in October and will take approximately six to nine months to complete.

Ms. Wiseheart asked if this software will have an option for the general public to pull public information data. Mr. Street said it will not have that feature. All the reports that would include public data are available through the Department of Education website. The employees will have a portal where they can access certain data. Ms. Wiseheart asked if a three-year contract is customary for this type of contract. Mr. Street said the price is locked in for three years.

Mrs. Gardenour asked about Board members’ access to the data. Mr. Street replied that Board members will continue to receive the data they currently receive (i.e. claims docket); it will be in a different format.

Mr. Cotner asked that, due to the amount of the contract, legal counsel review the contract as well.

Mrs. Corbett asked if expenditures can be compared with our peer group school corporations. Mr. Street said this can be done by using DOE reports as Indiana has a very structured reporting system.

Upon motion by Mr. Cotner, second by Mrs. Corbett, approval was given to PowerSchool as the new financial management software subject to review and approval by legal counsel. Following a roll call vote, the motion carried unanimously.

G. INFORMATION AND BOARD DISCUSSION ITEMS:

Receive Draft 2019 School Board Meeting Dates:

Dr. Snyder shared a draft of the 2019 School Board Meeting Dates. He would like to bring back for a vote in June as our schools include this information in their publications sent out at the beginning of the school year. He did not include work session dates in this draft.

Ms. Wiseheart commented that most of the dates were retro to the same dates as this past year. However, she is an advocate of having work sessions on the schedule in advance and then cancelling them if they are not needed.

Mrs. Higbie said, she is an advocate for the work sessions as well. She feels it would be good to have work sessions quarterly, but to add those dates later in the year.

Mrs. Galligan added it may be best to wait to add the work session dates until after new Board member(s) come on so they can have a say since it would affect them as well.

Following the discussion, Dr. Snyder will bring dates for work sessions along with the action meetings to the Board in June for approval.

Receive Information Regarding Reorganization of Central Office Staff and Added Duties:

Dr. Snyder shared an organizational flowchart outlining the proposed roles and responsibilities of the central office administrators beginning the 2018-2019 school year. The rationale for the changes is that this past fall, the Board hired an Interim Superintendent and had a consultant and retired principal help with the duties of the Chief Business Officer until a full-time CBO was hired. A few months later, a Superintendent was hired; however, a Deputy Superintendent was not hired and those duties fall upon central office administrators.

The proposed plan includes some title changes and salary enhancements, which he will bring back to the Board for final approval in June. Tonight he reviewed the following:

- Assistant to the Superintendent (Bill Briscoe)
 - New Director of Human Resources, Student Support Services Director and Assistant Director, Assessment & Student Data Director will report to him
 - Internal Affairs - Communication with Chief of Police, County Sheriff, etc.
 - Building Principal Guidance
- Chief Business Officer / Treasurer (Chris Street)
 - Business Department, Transportation Director and Assistant Director, and Food Services Director report to him
 - Internal Controls
- Associate Superintendent (formerly titled Assistant Superintendent for High Schools - Louie Jensen)
 - title change due to taking on additional duties that were most similar to the former Deputy Superintendent assignment
 - High School Principals and Assistant Principals, Director of Technology, Director of Facilities and Assistant Director, Career & Technical Education Director, and Prosser Principal and Assistant Principal report to him
 - External Affairs - agencies and organizations that interact and participate with our district
 - Community Engagement
- Assistant Superintendent for Middle Schools (Steve Griffin)
 - Middle School Principals and Assistant Principals, Middle School Athletics, English Learning Program, and High Ability Program will report to him
 - Chief Information Officer - social media, public relations, marketing, information distribution
- Assistant to Superintendent for Elementary (formerly titled Director of Elementary Education, Tony Duffy)
 - Elementary Principals and Assistant Principals report to him
 - Homeless Foster Care Coordinator
 - Title I
 - Preschool
 - School Improvement Grants

Mrs. Higbie commented she appreciates the central office administrators picking up the duties from the Deputy Superintendent position during the past year. She also feels it's very important and is happy to see the new tasks that have come up over the past year are being addressed and will be attended to - i.e, internal affairs, external affairs, School Improvement Grant. etc.

Ms. Wiseheart commented this is a very complex issue. Her concerns are that there are no minorities in the upper positions of administration and no gender diversity. She isn't saying the people in the current positions are not doing a good job, but would like to see, at some point, that something be done about diversity. Another concern is that there are no numbers associated with this and they have no idea how much this will cost the district. When the Chief Business Officer was hired, the pay scale used was from the private sector, not the school sector and raises were given to the CBO's staff based on the private sector pay scale not the school sector pay scale. She is very concerned that the district's social workers with Master's degree are paid \$35,000 per year and the private sector pay wasn't looked at for this group of employees and the private sector is \$20,000 more in the State of Indiana. Therefore, before she can strongly consider more increases to some administrators who have recently received salary increases, she would like to have serious conversation about pay equity throughout the corporation.

Dr. Snyder replied to Ms. Wiseheart's comments regarding racial and gender make-up. The cabinet that he has is the cabinet he inherited but wants everyone to know he would not trade any one of them; they are outstanding. Secondly, he is working on the numbers and justification and will provide to Board soon.

Mrs. Gardenour asked about recent pay raise for Payroll Director and Assistant Director of Transportation. She asked about the reasons for the title change to Associate Superintendent rather than Deputy Superintendent. Dr. Snyder said that tends to be the title as he travels the State. She asked Dr. Snyder if there are proposed pay increases for the Associate Superintendent, Assistant Superintendent for Middle Schools, and Assistant to the Superintendent for Elementary and Dr. Snyder said yes, that will be his recommendation.

Mrs. Anderson commented she feels the planning is appropriate and is excited for the future of our district.

Mr. Cotner added that, subject to what will be proposed for the raises, the proposed organizational flowchart looks excellent.

Mrs. Corbett added that she realizes extra tasks are being added to some of the administrators listed; however, some HR tasks are being "taken off their plate" which will free up some time to take on these additional duties which are more advantageous to them in the career paths. Her other thought was to add "for High Schools" to the "Associate Superintendent" title since we have an Assistant Superintendent for Middle Schools and an Assistant to the Superintendent for Elementary Education.

Review Board Bylaws 0166 "Agenda";

Ms. Wiseheart said this bylaw is in regard to Board members being able to add items to the Board meeting agenda. She commended Mrs. Higbie on the job she is doing as Board President. This is an issue with the policy that happens to fall under the super light because she is President. The current language, in one section, says this can be done "upon concurrence of the Board President." The first paragraph says the Superintendent will develop the agenda "unless otherwise directed by the Board." Yet another section says "the order of business...may be altered and items added at any meeting by a majority vote of the members present." In her opinion, this bylaw is very contradicting - it says three different things and is giving power in different areas. She would like to get the Board's input on how this could be "cleaned up" to flow better.

Mrs. Corbett said she agrees the policy is not clear and lends itself to some abuse given the right conditions the way it is written. She looked at Jefferson County Public Schools and liked their format in that it is very clear on the process.

Mr. Cotner said he agrees with "clearing up" if it is confusing; however, he sees this policy as a gatekeeping function and is okay with the Board President and Superintendent setting the agenda unless three or four Board members request that an item be added. He doesn't feel that if one member makes a request that it automatically be placed on the agenda.

Ms. Wiseheart said she feels that when a Board member asks for a policy to be put on the agenda it should always be put on; it is not appropriate not to have it on. That's their job to make policy and they are elected to discuss policy. They shouldn't have to call other Board members to have four members who want to discuss it before it's added. What is the right thing to do? She would like to freely be a team and not put any President "in a pickle" to make that decision.

Mrs. Gardenour said in the past this hasn't been an issue and should be taken out of the policy. This is a School Board meeting held in the public and Board Presidents have always put items on the agenda that other members requested. It takes the pressure off the President; all Board members are elected members. Saying there are four members who do not want to discuss something so it won't be discussed is going against everything a School Board member is.

Mrs. Galligan commented that ISBA's recommendation is to vote for items to be added to the agenda and if don't have four votes then it's not on the agenda. In her opinion, the policy is fine the way it is currently written.

Mrs. Higbie reviewed policies from neighboring districts. While she is open to change, she doesn't feel the current policy is uncommon.

Dr. Snyder said all of this is contextual. There will be reasons, but in general, he doesn't know why a Superintendent or a Board President would deny a policy discussion just to exercise authority.

In the area of recognitions, Ms. Wiseheart was told by Mrs. Higbie that recognitions fall under the Superintendent's jurisdiction. Based on that, are Board members not permitted to add recognitions to the agenda? Mrs. Higbie said since there is not policy on that, the Board could discuss adding policy and the Board members' and Superintendent's role in that. Mrs. Galligan added that, according the ISBA, this is the purview of the Superintendent, typically, with the input from the Board. Mrs. Gardenour said the Board has recognized individuals and groups for years and this hasn't been a problem with Board members or the Superintendent putting the recognitions on the agenda. Mrs. Corbett added that their primary role is budget, policy, and things that improve education; it's really not so much a recognition. She feels that's more of an administration role with input from the Board. She asked if there is a different or better way to recognize?

Following the discussion, Mrs. Higbie proposed looking into having a Board policy regarding the recognition piece so there is no confusion going forward. She does feel that Dr. Snyder has tried to increase the number of recognitions this year and is delighted they are.

H. MISCELLANEOUS:

The work session that was tentatively scheduled for Monday, May 21, 2018, was cancelled.

With no further business to be brought before the Board, the meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Pam Schindler, Recording Secretary