

MINUTES OF BOARD OF SCHOOL TRUSTEES MEETING
JANUARY 14, 2019

The Board of School Trustees met in regular session on Monday, January 14, 2019, at the Education Support Center. The following members were present: Mr. Joe Brown; Mrs. Donna Corbett; Mrs. Elizabeth Galligan; Mrs. Rebecca Gardenour; Mrs. Jenny Higbie; Mrs. Elaine Murphy; and Mrs. Lee Ann Wiseheart. 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. ADMINISTRATION OF OATH OF PUBLIC OFFICE FOR NEWLY ELECTED TRUSTEES:

Judge Maria Granger was present to administer Oath of Office to newly elected members, Mr. Brown, Mrs. Murphy, and Mrs. Wiseheart. Mrs. Corbett took the Oath of Office in December at the clerk's office.

D. SCHOOL BOARD REORGANIZATION POLICY 0154;

Consider 2019 Slate of Officers;

Mrs. Higbie made a motion to nominate Mrs. Galligan as President of the Board of School Trustees for 2019.

Mrs. Corbett nominated Mrs. Wiseheart as President.

Mrs. Gardenour nominated Mrs. Corbett as President.

With no further nominations, Mrs. Higbie explained in this type situation they vote on the persons in order as they were nominated. She opened the floor for discussion.

Mrs. Wiseheart asked Mrs. Galligan her plan, if President, to unite the Board and move forward as a Board. She also asked how she will communicate with Board members. Mrs. Galligan responded that she has tried to help the new members already by meeting with them several times, has reviewed the Board packets with them, and enrolled them in Board member training. With other Board members, she is available via phone or email. Her communication method with members will be email.

With no further discussion, the nomination of Mrs. Galligan as President passed with four votes in favor and three votes against. Mr. Brown, Mrs. Galligan, Mrs. Murphy, and Mrs. Higbie voted in favor and Mrs. Wiseheart, Mrs. Corbett, and Mrs. Gardenour voted against.

Mrs. Gardenour made a motion to nominate Mrs. Wiseheart as Vice-President of the Board of School Trustees of 2019. Mrs. Galligan nominated Mrs. Higbie as Vice-President.

With no further nominations, Mrs. Galligan opened the floor for discussion.

Mrs. Gardenour commented since she has been on the Board since 2002, she does not recall a time that the President and Vice-President have switched roles. She feels the Board needs "new blood" to come in as Vice-President. Mrs. Wiseheart is beginning her third term and with her experience, Mrs. Gardenour urged fellow Board members to support Mrs. Wiseheart as Vice-President. Mrs. Galligan responded, "to be clear, just because it's been done that way in the past, it's not a rule; just a tradition."

With no further discussion, the nomination of Mrs. Wiseheart as Vice-President failed with three votes in favor and four votes against. Mrs. Wiseheart, Mrs. Corbett, and Mrs. Gardenour voted in favor and Mr. Brown, Mrs. Galligan, Mrs. Murphy, and Mrs. Higbie voted against.

A roll call was then taken on the nomination of Mrs. Higbie as Vice-President and the motion passed with six votes in favor and one vote against. Mrs. Wiseheart, Mrs. Corbett, Mr. Brown, Mrs. Galligan, Mrs. Murphy, and Mrs. Higbie voted in favor and Mrs. Gardenour voted against.

Mrs. Galligan made a motion to nominate Mrs. Murphy as Secretary of the Board of School Trustees of 2019. There were no additional nominations. Following a roll call vote, the nomination of Mrs. Murphy as Secretary passed unanimously.

Consider Adoption of Reorganizational Meeting Resolution;

The following resolution was presented for approval:

“WHEREAS, Indiana Law and the Board’s Bylaws require that certain actions be taken at the Board’s organizational meeting; IT IS THEREFORE HEREBY RESOLVED as follows:

1. *That the Board hereby designates Attachment A listing as the day, place, and time for regular meetings;*
2. *That the following persons are authorized to use the safe deposit box: Dr. Brad Snyder, Superintendent; Mr. Chris Street, Chief Business Officer; Mrs. Cindy Maitland, Deputy Treasurer; and the Corporation Attorney;*
3. *That the bylaws and policies printed and codified in the comprehensive document entitled “Bylaws and Policies of the New Albany Floyd County Consolidated School Board” are hereby adopted;*
4. *That the President of the Board is authorized to appoint individual Board members to any necessary committees, or as representatives to various organizations;*
 - 4a. *That Elaine Murphy is appointed as School Board representative on the New Albany City Redevelopment Commission;*
 - 4b. *That Joe Brown is appointed as School Board representative on the Floyd County Redevelopment Commission;*
 - 4c. *That Becky Gardenour is appointed as School Board representative on the Georgetown Redevelopment Commission;*
5. *That Becky Gardenour is appointed as legislative liaison to the Indiana School Boards Association;*
6. *That Lewis & Kappes is appointed as Board’s legal counsel;*
7. *That Mr. Chris Street is appointed as this Corporation’s Treasurer, Mrs. Cindy Maitland as Deputy Treasurer, Mrs. Tammy Lamon as Deputy Treasurer of Payroll, and Ms. Pam Schindler as this Board’s Recording Secretary.”*

Mrs. Higbie said she supports Mrs. Gardenour as Legislative Liaison to the ISBA; however, next year she would like to take part in that as she is interested in lobbying for our corporation and for public education.

Upon motion by Mrs. Higbie, second by Mrs. Murphy, approval was given to the Reorganizational Meeting Resolution as presented. The motion carried unanimously following a roll call vote.

On behalf of the Board and Administration, Dr. Snyder presented Mrs. Higbie with a small token of appreciation for serving as President during the past year.

E. RECOGNITIONS:

Recognize Upstander Coalitions (Anti-Bullying);

Four students, Braxton Grasty, Summer Earls, Eliza Addison, and London Purdie, from Hazelwood Middle School were recognized for participating in the Upstander Coalition group. This group’s focus is to not only stand up against bullying, but also to be a face of good throughout the school. One of the activities was to participate in the Out of the Darkness Suicide Prevention Walk held in Louisville earlier this school year.

F. 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.

With no one signing up to speak, Mrs. Galligan proceeded to the next agenda item.

G. APPROVAL OF CONSENT AGENDA: (Note: Any Board member may remove any item for further discussion)

- Approval of Minutes of December 10, 2018, Executive Session and Regular Session;
- Approval of Claims;
- Approval of Payroll;

- Approval of Staffing Report;
- Approval of Memorandum of Agreement with Groupworks, Inc.;
- Acceptance of Donations to Hazelwood Middle School and Prosser Career Education Center;
- Approval of Overnight Field Trip Requests from FCHS, NAHS, and Prosser;
- Approval of Resolution to Change Passive Trustee Services from Ascensus Trust Company to Reliance Trust Company on Behalf of One-America Retirement Program;

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. Mrs. Gardenour asked to remove the Approval of Memorandum of Agreement with Groupworks, Inc. to discuss separately. Mrs. Gardenour then made a motion to approve all remaining items on the consent agenda as submitted. Mrs. Higbie seconded the motion. The motion carried unanimously following a roll call vote.

- Minutes of December 10, 2018, Executive Session and Regular Session as submitted.
- Claims beginning #84582 through and including #85014 and payrolls of 12-7-18, 12-21-18, and 1-4-19 in the total amount of \$21,225,348.94.
- Payroll of 12-7-18 in the amount of \$2,748,883.67.
- Staffing Report as submitted.
- Acceptance of Donations to Hazelwood Middle School and Prosser Career Education Center as submitted.
- Overnight Field Trip Requests from FCHS, NAHS, and Prosser as submitted.
- Resolution to Change Passive Trustee Services from Ascensus Trust Company to Reliance Trust Company on Behalf of One-America Retirement Program as submitted.

Mrs. Gardenour asked if the Memorandum of Agreement with Groupworks, Inc. is needed due to our current psychologists having too many assessments to complete. Mrs. Ferree explained the School Corporation is required by law to keep a list of providers in the event a parent disagrees with our psychologist's findings. Another instance is when an independent evaluator is best suited for a risk assessment. This was recommended, by legal counsel, to have on retainer in the event they are needed. Following the discussion, Mrs. Gardenour made a motion to approve the Memorandum of Agreement with Groupworks, Inc. as presented and recommended. The motion was seconded by Mrs. Wiseheart and carried unanimously following a roll call vote.

H. ACTION ITEMS:

Consider Proposed Contract with Martin Travel for Washington, D.C. Trip:

Dr. Griffin shared the following information regarding the proposed 8th grade Washington, D.C. Trip:

- Proposed Cost of Trip - \$590 per student (this is a \$10 increase over last year; however, students will not be traveling back overnight as been done in the past)
- Includes: Three day, three night stay, meals, travel (bus), group photo, drawstring backpack, guided tour, breakfast, lunch, dinner, online payment option (Martin School Travel)
- Depart: Saturday, September 28, 2019 at 6:30 am and Return: Tuesday, October 1, 2019 at 10:30 pm
- Proposed Attractions: Arlington Cemetery (Wreath Laying); Capitol Building; Embassy Row; Holocaust Museum; Mount Vernon; White House; Naval Academy; Memorials: Lincoln, Vietnam, Korean, FDR, Jefferson, IWO Jima, MLK Jr., WW II, Air Force, Pentagon; Smithsonian: African American History, Natural History, American History

Upon motion by Mrs. Higbie, second by Mrs. Murphy, approval was given to the contract with Martin Travel for Washington, D.C. Trip as presented and submitted. Following a roll call vote, the motion unanimously carried.

I. INFORMATION AND DISCUSSION ITEMS:

Receive Update Concerning NAHS Baseball Fields:

Mr. Wiseheart shared that for the past few years, we have been accumulating CPF funds for this project. Originally, the Administration was hoping to create a junior varsity/practice field for New Albany High School (NAHS) baseball. However, as we moved into the design phase, the NAHS Athletic Director suggested exploring the possibility of going with artificial turf infield at the existing varsity field and move the girls softball field to the Mt. Tabor site with artificial turf infield. By doing just the infields with turf is not nearly as costly, but would allow the fields to have significantly more plays thereby meeting the original intent of the project. Also, the footprint of the softball field is much smaller than a

baseball field requiring less site work and removal of trees. This plan would take additional pressure off the Prosser site while providing equity between the boys' and girls' programs.

Mrs. Wiseheart asked about parking. Mr. Wiseheart said they are adding parking near the road and parking at Mt. Tabor School will be utilized for large events. As a request from the athletic department, they are trying to keep traffic down between the fields as to not have damage and/or injuries from fly balls, etc. With the Mt. Tabor Road construction project, curbs will be added and parking will no longer be permitted alongside the road.

Mrs. Higbie asked if the softball field at Prosser would remain a practice site. Mr. Wiseheart said, at this time, they do not plan to take it down as there are still needs for practices around the area.

Mrs. Murphy asked the impact on the Mt. Tabor School's playground area and dismissal line. Mr. Wiseheart said there will be less of an impact than baseball would have been. The car rider line will be wider which should help.

Mrs. Corbett asked if they have looked at options for turf, i.e. biodegradable, coconut core, etc. because of the EPA investigation of safety concerns of rubber crumb. Mr. Wiseheart said there are different versions that can be used and that is something we would have to specify as we bid. We will likely get several different bids and see what best fits our needs. She then asked our long term plan for maintaining/replacement of the turf fields. Mr. Wiseheart typically they have a good life on them. We've had our football fields for several years and show no signs of wear. When they do get a tear, you can patch them and do not have to replace the entire field.

Mrs. Wiseheart asked to additional cost to install turf. Because of size of softball field is smaller than the original baseball field, the additional cost is approximately \$150-300.

Dr. Snyder added with this current model, Floyd Central High School has four fields (two for boys and two for girls) and New Albany would have a field for the boys and a field for the girls. But, the trade-off is, with turf the boys would get as many plays on one field as Floyd gets on two and the same with girls. We feel this is the best fit for what we have to work with for New Albany High School.

Dr. Snyder said, when going back to the original plan and the little league departed the property, they had 13-15 year olds who needed a place a play. We were planning a junior varsity field at the Mt. Tabor site, so that seemed like the perfect remedy, so we signed a lease. Now that we have shifted plans, we have been having discussions to develop with another solution. The School Corporation owns property adjacent to Prosser (approximately 15 acres) that is near the Kevin Hammersmith Park that we could potentially sell to the New Albany Little League.

Mrs. Wiseheart asked about the field behind Grant Line Elementary. Dr. Jensen said that space is tight to put a baseball field. She then asked if this field was considered for artificial turf for the New Albany High School girls. Dr. Jensen said they did not consider that because in the long term planning, they are looking at how to relieve the traffic problem on Grant Line Road and a possible solution would be a back entrance.

Mr. Brown asked about dressing rooms/restroom and concession buildings. Mr. Wiseheart said there will be new dugouts, bleachers, press box, and a restroom/concession building. Mr. Brown said he would like to see the cost of these facilities.

Mr. Endres with the New Albany Little League clarified that when starting out, originally they had a junior varsity size baseball field at their new facility. That did not get built because, in the discussions, the school corporation was building one also which serves largely the same population. In order not to duplicate, they could use the school corporation's facility and this was discussed and lease agreement made at the February 2014 Board meeting. Now, unfortunately, the second field didn't materialize and now both parties are trying to find a solution to that issue.

Mrs. Wiseheart asked for a copy of the lease agreement the school corporation has with the little league and asked the terms of the lease. Mr. Endres said it is a five-year lease. However, Dr. Snyder said the field was never built. Mr. Wiseheart said we had no lease agreement with the girls softball at Grant Line so we developed a lease agreement that was based on an agreement we had with the little league at Mt. Tabor. When we got to the completion of the little league at Mt. Tabor, it was a mutual termination. There was a plan for them to move to their new location and our plan, at that time, was to do a junior varsity field. So, we entered into a new contract to allow them an "x" number of plays on a field that hasn't yet been built and that contract would start at completion and continue for five years.

Mrs. Wiseheart asked the appraisal cost of the property. Dr. Snyder responded that the property has not been appraised, but will share that with the Board. The goal is to come to the Board sometime in the near future with an agreement that is a win-win for both parties.

Receive Information Regarding Elementary High Ability Programming;

Mr. Duffy shared that it is the administration's intent to add a high ability program at Grant Line Elementary. Currently, we have a high ability magnet program at Mt. Tabor and Floyds Knobs. Floyds Knobs feeds Highland Hills and Mt. Tabor feeds both Hazelwood and Scribner. The plan is to add a 3rd grade classroom at Grant Line in the 2019-2020 school year and a 4th grade classroom in the 2020-2021 school year. We don't want to ask students who have moved to Grant Line to be in the program in 3rd grade to have to move back to their home school in 4th grade; therefore, with this scenario they can continue at Grant Line. By offering a program at Grant Line, each of our middle schools will then have a high ability feeder elementary program that fed into it. Also, these three schools (Grant Line, Floyds Knobs, and Mt. Tabor) have the highest representation in the program. Administration believes this can be done at no additional cost because current staffing would be used.

Mr. Brown suggested beginning the entire this coming year rather than waiting a year. He feels many kids qualify for the program do not go because they do not want to leave Grant Line. Mrs. Higbie said she agrees.

Receive Update from Human Resources Office;

Mrs. Corson shared the following update from the Human Resources Department during the past six months:

- Communications
 - Produced HR At-A-Glance - snapshot showing who to talk to within department about different topics
 - Newsletter - will be implemented in February
- Insurance
 - PlanSource Implementation - HR team went onsite to each building to meet with employees for open enrollment
- Staffing
 - Retention Rate of 92% (Indiana average is 82%)
 - Teacher Separations - 53 teachers left during 2017-2018 school year - 49% retirement; 24% relocation/job change; 19% no reason provided; 4% education; 4% stay at home
- Staffing Forecast
 - Teacher to Student Ratio Monitoring
 - Fall Review & Spring Review done by central office administrators and building principals
- Administrative
 - Greenville Administrative Intern - only building that doesn't have administrative intern. Administrative Interns are from the teacher pool, on a teacher contract, and given additional days. Plan to move forward with posting in the spring. If the pool is a viable pool and we find a great candidate, we would make the hire. If pool does not have candidates we feel would make the best fit, we would wait until the fall to do the hiring.

Mrs. Wiseheart asked if position will be posted both internally and externally and Mrs. Corson said yes.

- Highland Hills Assistant Principal - with capacity of this building, this position needs to be considered. Will be on-going conversation as enrollment for next year is projected.
- Operations
 - Technology Restructuring - IT Manager - There is a recent retirement in the technology department and Director of Technology would like to restructure and have someone in a leadership capacity.

Mrs. Wiseheart asked salary projection for this position. Mrs. Corbett asked to see job description for position. Mrs. Corson said she doesn't have that yet; however, technology typically demands higher salary. She will email both salary ranges and job description to Board members.

- 2019 HR Initiatives
 - Handbooks
 - Classified - will be reworking this handbook and hopefully have completed in early spring (April)
 - Bus drivers - in collaboration with bargaining unit representatives, reviewing language in handbook and administrative guidelines
 - Compensation
 - Job Description Review/Update, Job Family Alignment, Wage Analysis for Classified Positions - review job descriptions of classified employees and make sure people are slated in the right positions, job families, and potentially look at wages. Plan to begin this process within the next month and will take a while to complete.

Mrs. Higbie said Highland Hills needs additional support with their continuing population increase and she is pleased to see we are looking at that.

Mrs. Wiseheart thanked Mrs. Corson for the HR At-A-Glance document and asked if Board members could receive the newsletter when it is available.

Mrs. Gardenour thanked Mrs. Corson for all her hard work and for exceeding expectations.

Discuss Policy 0166 “School Board Agenda Setting”:

Mrs. Wiseheart said prior Boards have discussed the statement in the policy that reads “individual Board members may include items on the agenda upon the concurrence of the Board President.” From what she has found, and she is looking to others to see what they have found, she doesn’t know any other School Corporation that gives power to the Board President to basically exclude something that another Board member wants on the agenda. This came about because last year she asked to have a policy put on an agenda for discussion and was denied that opportunity. She understands if it is a long, lengthy agenda and a Board member is asked to have item moved to another agenda, but that is not what happened. She feels the current policy language gives the Board President power that was not intended. She asked for other Board members’ opinions.

Mrs. Corbett said she agrees. She sent Board members a video published by ISBA and Michael Adamson emphasizes development of the agenda is a collaborative process. Also, she researched other boards’ policies and one example says “The Board President, the Board Vice-President, and Superintendent should develop the Board meeting agenda collaboratively. Any Board member may request that a topic be placed on the upcoming meeting agenda by contacting the Board President or Vice-President. In general, scheduling of topic is decision of Board leadership but if two or more submit a request that a topic be placed on the agenda that request will be accommodated within two meetings.” There are many other examples. She feels our current policy doesn’t outline any of our processes and she feels it is weak. She would like to see updated language that outlines if a Board member wants an item on the agenda how to do that.

Mrs. Galligan asked that, since the Board is having training on February 4, this be discussed at that training. She has had many discussions with Mr. Adamson and he agrees that even though the agenda is set by the Board President and Superintendent it over-steps the spirit if items are denied. It was her understanding, however, that in his opinion, the best solution is to vote on every item, i.e., if a Board member wants to discuss Policy 1234 at the next meeting, they vote on it and if the majority vote yes, then it will be discussed at the next meeting. Therefore, since there are differing understandings, she feels it is best to discuss this at the Board training on February 4.

Mrs. Gardenour added that this has been in Policy since 2004 and no other Board President has ever enforced it until a year ago. The President has the authority to run a meeting, to call an Executive Session, and to sign contracts. And, the rest, we are all equal.

Mr. Brown said, in his opinion, the Board needs to use guidance from Mr. Adamson and change policy if needed.

Mrs. Higbie added, despite what happened earlier, we did have the item on the agenda after people conveying their feelings about it.

J. MISCELLANEOUS:

Mrs. Galligan reminded everyone of Prosser’s Open House scheduled for this Thursday, January 17th beginning at 5:30 p.m.

K. ADJOURNMENT

Mrs. Galligan adjourned the regular session meeting at 7:50 p.m. and called the Board of Finance Meeting to order.

BOARD OF FINANCE MEETING

Establishing Officers and Meeting Date:

The Board bylaws establish the officers of the Board of Finance as the same as the regular school board officers and the meeting to be held in January. There is no recommendation to change this practice.

Review Investment Policy;

There were no recommended changes to the existing policy. It is currently in accordance with the State Statute.

Review and Acceptance of Investment Report;

Mr. Street shared that during 2018, all Corporation funds were invested in accordance with Board Policy 6144. The Corporation is authorized to contract with a depository for the operation of a cash management system. Currently, our main operating account is with German American Bank. We also have deposits on hand with Teachers Credit Union and the State of Indiana authorized Trust Indiana.

Our interest earned for calendar year 2018 was \$622,549,66, which was an increase of approximately 96% in interest revenue from 2017. The increase is the result of higher interest rates provided by the financial institutions due to the increases in the Fed Funds Rate. We expect revenue in 2019 to be similar to 2018.

Mrs. Gardenour made a motion to accept the Investment Report as presented. The motion was seconded by Mr. Brown and carried unanimously following a roll call vote.

With no further business for the Board, the Board of Finance Meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Pam Schindler, Recording Secretary