

NORTHERN WELLS COMMUNITY SCHOOLS
EXECUTIVE SESSION & REGULAR SCHOOL BOARD MEETING
ADMINISTRATIVE OFFICE
TUESDAY, JANUARY 2, 2018
5:00 & 5:30 P.M.

Executive Session

Public notice of the date, time, place and specific reference to the enumerated instance for which the executive session was held had been previously posted according to statute on December 28, 2017, at 4:00 p.m. local time.

Scott Elzey called to order the executive session of the Board of School Trustees. Present at the meeting were Scott Elzey, President; Angie Topp, Secretary; Gene Donaghy, Member; Peggy Eschenbacher, Member; and Superintendent Mills.

We hereby certify that the Board met in executive session for the following purpose in accordance with I.C. 5-14-1.5-6.1(b):

The purchase or lease of real property by the governing body up to the time a contract or option to purchase or lease is executed by the parties.

To discuss a job performance evaluation of individual employees. This subdivision does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process.

We further certify that no subject matter other than the subject specified in the public notice was discussed.

The meeting was adjourned and moved into regular session.

Public Comment

Scott Elzey asked if there was anyone present who wished to make a comment to the Board. No comments were made.

Call to Order

Public notice of the date, time and place of the Board meeting had been previously posted according to statute on Thursday, December 28, 2017, at 4:00 p.m. local time.

Scott Elzey called to order the regular meeting of the Board of School Trustees. Present at the meeting were Scott Elzey, President; Angie Topp, Secretary; Gene Donaghy, Member; Peggy Eschenbacher, Member; Superintendent Scott Mills; and guests.

NOTE: All actions of the Board were duly moved, seconded and adopted upon unanimous vote of the Board, and without dissenting vote or abstention, unless otherwise stated.

Organization of the Board

Gene Donaghy made a motion to nominate Scott Elzey as President, Donna Spear as Vice-President and Angie Topp as Secretary. Peggy Eschenbacher seconded the motion. The motion passed with four votes in favor and zero opposed.

Appointment of Treasurer & Deputy Treasurer

Superintendent Mills recommended that Deb Adams be appointed as Treasurer and Sue Springer as Deputy Treasurer. Following review by the Board and responses to questions posed, the Board approved the recommendation as presented.

Designation of Persons to Sign Checks, Etc.

Superintendent Mills recommended that the Superintendent and Treasurer be designated to sign checks, contracts, agreements, and purchase orders. Following review by the Board and responses to questions posed, the Board approved the recommendation as presented.

Designation of Board Meeting Schedule

Superintendent Mills recommended that the regular School Board meetings be held the first and third Tuesdays of every month at 5:30 p.m. with the exception of March, July, and December. During these months there will be only one scheduled meeting. Following review by the Board and responses to questions posed, the Board approved the meeting schedule as presented. (See Attached)

Adoption of Existing Bylaws and Policies

Superintendent Mills recommended that the Board adopt all existing bylaws and policies for the calendar year 2018. Following review by the Board and responses to questions posed, the Board approved all existing bylaws and policies for 2018.

Appointment of Board Members to Committees

Superintendent Mills recommended that the Board authorize the Board President to appoint individual Board members as necessary to committees for 2018. Following review by the Board and responses to questions posed, the Board approved authorizing Board President Scott Elzey to appoint committee members as necessary.

Designation of Newspapers

Superintendent Mills recommended that the Board designate the Bluffton News-Banner and Ossian Journal as the newspapers in which legal notices will be posted. Following review by the Board and responses to questions posed, the Board approved the designation of newspapers as recommended.

Board of Finance

Superintendent Mills recommended that the School Board act as the Board of Finance with the same officers. Following review by the Board and responses to questions posed, the Board approved the Board of Finance as recommended.

School Attorney

Superintendent Mills shared that John Bloom retired and recommended that Nick Hursh, Kast, Beck & Willimas, LLP serve as the school's attorney with the same terms and conditions for 2018. Following review by the Board and responses to questions posed, the Board approved Nick Hursh as the school's attorney for 2018.

Approval of the Minutes

Superintendent Mills recommended approval of the minutes of the Strategic Planning, executive session and regular meetings of December 11 & 12, 2017. Following review by the Board and responses to questions posed, the Board approved the minutes as presented.

Approval of Claims

Superintendent Mills asked if there were any questions concerning the claims. Following review by the Board and responses posed, the Board approved the claims as presented.

General Fund	6,124.34
Capital Projects Control	52,901.99
Food Services Fund	182.40

Personnel

Superintendent Mills presented the following personnel items and donation.

Resignations:

Kristen McCune – LES Teaching Assistant

Retirements:

Charlotte Yencer – Bus Driver

Leave:

Janice Kenline

Recommendations:

NMS Winter Coaches (See Attached)

Donations:

Bohl Equipment Company \$99 Donation to LES Robotics Club

Following review by the Board and responses to questions posed, the Board approved the personnel items and donations as presented. (See Attached)

Policy 3120

Superintendent Mills recommended that the Board review the Employment of Professional Staff Policy 3120 with updates and asked for feedback from the Board. Mills noted that no action was needed at this time and that the policy would be brought to the Board for 1st Reading at the January 16th board meeting, reviewed at Discussions with NCTA on January 30th and for final approval at the first February board meeting.

NHS Course Changes 2018-19 School Year

Superintendent Mills recommended approval of NHS course changes for the 2018-19 school year. Principal Mark Misch gave a summary of the changes which included: adding Introduction to Manufacturing 4784, Computer Science II: Special Topics, Indiana Studies, and Ethnic Studies. Misch stated that starting the 2018-19 school year Indiana Studies and Ethnic Studies courses are required by IDOE per General Assembly and must be offered at least once per school year. Following review by the Board and responses to questions posed, the Board approved the 2018-19 NHS Course changes as presented. (See Attached)

Superintendent's Report

Superintendent Mills reported that the Board of Finance would meet at the next Board meeting. Mills also shared that he was asked, if it was this cold would we have gone to school today. Mills shared that typically -20° F wind chill is the point school closure is likely to occur. NWCS uses the National Weather Service's wind chill chart to help determine delays and cancellations. Mills stated that a wind chill advisory would likely cause a delay and a wind chill warning would likely cause a school cancellation.

Adjournment

There being no further business, the School Board meeting was adjourned.

Scott Elzey, President

Donna Spear, Vice-President

Angie Topp, Secretary

Gene Donaghy, Member

Peggy Eschenbacher, Member

NORTHERN WELLS COMMUNITY SCHOOLS
EXECUTIVE SESSION & REGULAR SCHOOL BOARD MEETING
LANCASTER ELEMENTARY
TUESDAY, JANUARY 16, 2018
5:00 & 5:30 P.M.

Executive Session

Public notice of the date, time, place and specific reference to the enumerated instance for which the executive session was held had been previously posted according to statute on January 11, 2018, at 4:00 p.m. local time.

Scott Elzey called to order the executive session of the Board of School Trustees. Present at the meeting were Scott Elzey, President; Angie Topp, Secretary; Peggy Eschenbacher, Member; and Superintendent Mills.

We hereby certify that the Board met in executive session for the following purpose in accordance with I.C. 5-14-1.5-6.1(b):

The purchase or lease of real property by the governing body up to the time a contract or option to purchase or lease is executed by the parties.

For discussion of the assessment, design, and implementation of school safety and security measures, plans, and systems.

To discuss a job performance evaluation of individual employees. This subdivision does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process.

We further certify that no subject matter other than the subject specified in the public notice was discussed.

The meeting was adjourned and moved into regular session.

Presentation

Lancaster Elementary principal, Ginger Butcher introduced 5th grader Ryland Graft. Ryland presented a video of her student-led conference from Mrs. Yonker's class. After questions and answers the Board thanked Ryland for her presentation.

Call to Order

Public notice of the date, time and place of the Board meeting had been previously posted according to statute on Thursday, January 11, 2018, at 4:00 p.m. local time.

Scott Elzey called to order the regular meeting of the Board of School Trustees. Present at the meeting were Scott Elzey, President; Angie Topp, Secretary; Peggy Eschenbacher, Member; Superintendent Scott Mills; and guests.

NOTE: All actions of the Board were duly moved, seconded and adopted upon unanimous vote of the Board, and without dissenting vote or abstention, unless otherwise stated.

Public Comment

Scott Elzey asked if there was anyone present who wished to make a comment to the Board. No comments were made.

Approval of the Minutes

Superintendent Mills recommended approval of the minutes of the executive session and regular meeting of January 2, 2018. Following review by the Board and responses to questions posed, the Board approved the minutes as presented.

Approval of Claims

Superintendent Mills asked if there were any questions concerning the claims. Following review by the Board and responses posed, the Board approved the claims as presented.

General Fund	35,509.42
Capital Projects Control	30,855.33
Transportation – Operating	25,203.76
Food Services Fund	400.06
Child Care Program	476.04
Youth for Resources	309.42
Aquatics Fund	396.70
Driver Education Program	721.24
Title I, 2017-18 School Year	198.35

Personnel

Superintendent Mills presented the following personnel items.

Resignations:

Shane Dunwiddie – NHS Boys Tennis Coach

Recommendations:

Bruce Imel – NHS Boys Golf Head Coach

Kaytlyn Smeltzer – LES Teaching Assistant

Donations/Grants:

\$203.19 AETNA Foundation Anonymous Donation to NHS Students

\$250 Anonymous Donation in Memory of Roger Walburn to NHS Athletics

Following review by the Board and responses to questions posed, the Board approved the personnel items and donations as presented. (See Attached)

The meeting was recessed to re-convene as the Board of Finance.

Call to Order

Public notice of the date, time and place of the Board of Finance meeting had been previously posted according to statute on Thursday, January 11, 2018, at 4:00 p.m. local time.

Scott Elzey called to order the regular meeting of the Board of Finance. Present at the meeting were Scott Elzey, President; Angie Topp, Secretary; Peggy Eschenbacher, Member; Superintendent Scott Mills; and guests.

Board of Finance

Deb Adams reported to the Board Interest Earned for the year 2017 totaling \$79,460.62 and the Financial Bank Report for 2017 with an ending balance of \$8,219,631.13. Adams recommended to the Superintendent and Board of Finance that the corporation continue our banking relationship with Ossian State Bank. Adams also recommended that a list of checks that have been outstanding for two years or more be voided and receipt the checks back to the original fund of the withdrawal. Following review by the Board and responses to questions posed, the Board approved to continue our banking relationship with Ossian State Bank and voiding the outstanding checks. (See Attached)

The Board of Finance meeting adjourned and reconvened into regular session.

Policy 3120 1st Reading

Superintendent Mills recommended that the Board approve Policy 3120 1st Reading. Mills noted that the policy would be brought to the first February board meeting for final approval. Following review by the Board and responses to questions posed, the Board approved Policy 3120 1st Reading as presented. (See Attached)

Policy 3120.04 Employment of Substitutes

Superintendent Mills requested approval of Policy 3120.04, Employment of Substitute Teachers. Mills reported that the corporation previously required a minimum of 15 hours college credit to substitute and that the need for substitutes has risen. Mills shared that the new policy would use the state criteria that would require that the substitute be at least 18 years of age and would have earned a high school diploma. Following review by the Board and responses to questions posed, the Board approved Policy 3120.04 as presented. (See Attached)

Non-Certified Staff Pay Rate

Superintendent Mills recommended that the Board approve the new non-certified pay rates. Mills proposed a \$0.52 /hr increase for hourly non-certified staff, and due to the difficulty in finding substitutes in most areas Mills proposed a change in several of the substitute rates with an increase greater than \$0.52/hr so they might be more enticing. Mills recommended that pay rates be retroactive to July 1, 2017 for current non-certified staff who were employees of NWCS in 2016-17 and effective to January 17, 2018 for current non-certified staff who were not employees of NWCS in 2016-17. Pay rates for bus drivers for extra-curricular trips would be effective for the 2018-19 school year, and there would be no increase for Food Service personnel based on the Food Service Budget being in the red. Mills also stated that substitutes would not receive back pay. Two corrections were made to the proposed rates, Maint/Custodial from \$21.64 to \$22.16 and pay rate for bus drivers of \$11.08 extra-curricular rate for each hour after the first four hours. Following review by the Board and responses to questions posed, the Board approved the Non Certified Staff Pay Rate with corrections. (See Attached)

Superintendent's Report

Superintendent Mills reported that the schools survived two back to back ELearning days and are waiting feedback through surveys sent to parents, staff and students.

Mills noted that schools will be in session of February 19, 2018 and that the Strategic Planning meeting will be that evening at 6:30 p.m.

The next School Board meeting will be February 6th at the central office.

Adjournment

There being no further business, the School Board meeting was adjourned.

Scott Elzey, President

Donna Spear, Vice-President

Angie Topp, Secretary

Gene Donaghy, Member

Peggy Eschenbacher, Member