

NORTHERN WELLS COMMUNITY SCHOOLS
EXECUTIVE SESSION & REGULAR SCHOOL BOARD MEETING
ADMINISTRATIVE OFFICE
TUESDAY, JANUARY 14, 2020
4:30 & 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 9, 2020, at 4:00 p.m. local time.

Angie Topp called to order the executive session of the Board of School Trustees. Present at the meeting were Angie Topp, President; Scott Elzey, Vice-President; Karen Harris, Member; Corey Krug, 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):

For discussion of records classified, as confidential by state or federal statute.

To discuss a job performance evaluation of individual employees. This subdivision does not apply to a discussion of 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.

Pledge of Allegiance & Moment of Silence

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 9, 2019, at 4:00 p.m. local time.

Angie Topp called to order the regular meeting of the Board of School Trustees. Present at the meeting were Angie Topp, President; Scott Elzey, Vice-President; Karen Harris, Member; Corey Krug; Member, Superintendent Mills, IT Director Jeff Miller, HR/Treasurer Deb Adams, NHS Principal David Parker, Buildings & Grounds Supervisor Adam Heckber, OES Principal Andrea Larkey, Dana Wannemacher and Ryan Bowland of Barton Coe Vilamaa, Ryan Reuille of Project Design & Piping (PDP), Glen Werling News Banner, Jennifer Nes, and 7 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

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

2020 Board Organization of the Board

Corey Krug made a motion to keep the same officers as the previous year with Angie Topp as President, Scott Elzey as Vice-President. Scott Elzey, and Gene Donaghy as Secretary. Karen Harris seconded the motion. The motion passed with all 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 second and fourth Tuesdays of every month at 5:30 p.m. with the exception of March and December. During these months there will be only one scheduled meeting. The March meeting will take place on March 10th and December's on December 8th. 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 2020. Following review by the Board and responses to questions posed, the Board approved all existing bylaws and policies for 2020.

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 2020. Following review by the Board and responses to questions posed, the Board approved authorizing Board President Angie Topp 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 recommended that Nick Hursh, Kast, Beck & Williams, LLP serve as the school's attorney in 2020 with the same terms and conditions as 2019. Following review by the Board and responses to questions posed, the Board approved Nick Hursh as the school's attorney for 2020.

Board Compensation

Superintendent Mills recommended Board compensation stay the same as the previous year, \$2000 per year for their service and \$62 per each regular meeting, special meeting, and committee meeting, or other meeting approved by the board. Following review by the Board and responses to questions posed, the Board approved the Board Compensation as recommend. (See Attached)

Approval of the Minutes

Superintendent Mills recommended approval of the minutes of the Strategic Planning meeting on December 9, 2019 and the regular board meeting conducted December 10, 2019. 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.

Education Fund	124,109.76
Operations Fund	71,455.51
School Lunch	21,805.39
Curricular Materials Rental	22,724.00
School Lunch Donation	456.16
Schl Lunch/Brfst Donation-Yoder	70.74
School Safety Grant 2019-20	5,696.99

NESP 2019-20 Grant	500.00
High Ability 2019-20	1,006.25
Title I 2019-20 School Year	2,162.26
Title II -2018	1,600.00
Title II - 2019	2,152.81
<u>Total of All Funds</u>	<u>\$253,739.87</u>
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<u>Totals by Clearing</u>	
Group Insurance-Health	39,243.06
Group Insurance Retiree Health	7,464.00
School Lunch Clearing Account	71.60
Staff Services/Clearing	200.00
<u>Total of all Clearing</u>	<u>46,978.66</u>
Grand Total	\$300,718.53

Personnel

Superintendent Mills presented the following personnel items.

Resignations:

Harley Battin – NHS Teaching Assistant
Courtnee McMillen – OES Math Bowl Coach & Student Council
Linda Kling – OES Teaching Assistant

Retirements:

Marcia Miller – Director of Food Service

Leaves:

Whitni Myers – OES 2nd Grade Teacher
Kim McKay – Bus Driver

Recommendations:

Brian Kurek - NHS Volunteer Assistant Softball Coach
Cassandra Batten – OES Bear Care Supervisor
Kirstin Moore – OES Teaching Assistant
Wendy Bailey – NHS Volunteer Assistant Track Coach
Brian Wedding – Custodian
Christine Ferguson – NHS Food Service
Kristina Castator – NHS Teaching Assistant

Donations:

\$1539 Donation from Friedheim Lutheran Church for NHS
Champions Together.
\$650 Anonymous Donor- Through Raymond James

\$250 NHS Baseball Team
\$200 NHS Band
\$200 NHS Show Choir
\$892.20 Donation from Clean Fuels National to pay off current past due elementary lunch accounts.
\$1000 Anonymous Donor to NHS for FFA Scholarship Fund
\$500 from First Bank of Berne and \$100 from Brian Dettmer to the FFA Consignment Auction.
\$600 from CLP Real Estate to NHS Athletics Swim Team

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

OES Project Update and Work Schedule Considerations

Buildings & Grounds Supervisor Adam Heckber, Dana Wannemacher and Ryan Bowland of Barton Coe Vilamaa, and Ryan Reuille of Project Design & Piping (PDP), were available to share updates for the OES project and work schedule. The contractor for Ossian Elementary School's HVAC project, Ryan Reuille of PDP shared that he planned to seek a variance from the Indiana Fire Marshal's office to remove all of the ceilings in the hallways and to remove the ceilings three classrooms at a time in the 3rd, 4th & 5th grade wing to perform the work during the school year. Reuille hoped to have the three classroom blocks completed in 1 to 1 ½ weeks and work will be shifted to other areas of the school if the entire wing is not completed by the time the state testing begins for those students. Corey Krug asked about safety with it being a construction site. Reuille explained that all tools and anything that could possibly create a hazard to students will be moved or put away before the start of each school day and teachers may have access to their classrooms when they need it. Superintendent asked the Board if they were in agreement to proceed and the Board agreed.

Recess Regular Board Meeting

President Topp recessed the regular board meeting to conduct the Board of Finance meeting.

Convene Board of Finance

President Topp called the Board of Finance meeting to order.

Board of Finance Meeting

Deb Adams reported to the Board Interest Earned for the year 2019 totaling \$153,903.24 and the Financial Bank Report for 2019 with an ending balance of \$8,320,178,.74. Adams recommended to the Superintendent and Board of Finance that the corporation continue our banking relationship with Ossian State Bank stating that they continue to service our accounts in an excellent manner, and the staff has always been accommodating and helpful when we need assistance. Adams also recommended that a list of checks that have been outstanding for two years or more would be voided and receipt the checks back to the original fund of the withdrawal. Adams noted that the checks that were to existing employees would be reissued. Following review by the Board and responses to questions posed, the Board approved to

continue our banking relationship with Ossian State Bank and the voiding of the outstanding checks as presented. (See Attached)

Superintendent Mills shared with the Board that a new state law (SEA 549-2019) requires the superintendent to submit a report of fiscal indicators to the School Board using the guidance of IC 5-13-7-8. Mills presented a report that was taken directly from the Distressed Unit appeals Board website, reporting that NWCS is in a sound financial position given the resources available to NWCS. He also shared an additional indicator of revenue received from the State of Indiana that shows that NWCS is receiving significantly less money as it relates to inflation than it did in 2009. This issue negatively impacts NWCS's ability to increase teacher and staff salary and benefits. Mills urged the Board to communicate this disparity with our legislators until our school funding can at least keep pace with inflation. Mills encouraged anyone with questions to contact him.

Adjournment of the Board of Finance Meeting

President Topp adjourned the The Board of Finance meeting.

Regular Meeting Reconvened

President Topp called the regular meeting back to order.

Commercial Insurance Proposal for 2020

Superintendent Mills thanked HR/Treasurer Deb Adams for reaching out to those insurance agents who were willing to provide the corporation with quotes. Mills said we had 3 insurance agents and 4 quotes, those coming from Astra, Wright Specialty Insurance, Liberty Mutual, and ESCRFT. Liberty Mutual, NWCS's current insurance carrier, increased their rates from last year. Astra provided a better rate Mills believes will provide the same quality of insurance that Liberty Mutual or the other companies can provide. Mills recommended that Astra be approved to be our property and casualty insurance provider starting January 25th, 2020. President Angie Topp thanked Deb Adams for her work that including a summary page. Adams shared that in the past there were few insurance companies who would insure a school corporation and there is more competition from insurance companies coming into Indiana which results in lower rates. Following review by the Board and responses to questions posed, the Board approved Astra Insurance Group for property and casualty insurance beginning January 25th, 2020 as presented. (See Attached)

NHS to Participate in the AP-TIP Program

NHS Principal David Parker shared with the Board information about the Advanced Placement-Teacher Improvement Program (AP-TIP) facilitated through the University of Notre Dame. Parker explained that the high school is part of Cohort8, which includes East Noble, Central Noble, Hanover Central, River Forest, Sheridan, Wood Memorial, Washington, Wawasee and White River Valley high schools. The program provides teachers with high quality professional development. Superintendent Mills recommended that the Board authorize the participation of Norwell High School in the AP-TIP Program. Following review by the Board

and responses to questions posed, the Board approved the participation as presented. (See Attached)

NHS Course Guide Additions 2020-21

NHS Principal David Parker recommended course offering additions to the 2020-2021 NHS course guide. The courses include the following Dual Credit courses: English 111, English 211, English 220, English 221, Spanish 101, and Spanish 102, also an Advance Placement course of AP Statistics (2570). Following review by the Board and responses to questions posed, the Board approved the NHS Course Additions as presented. (See Attached)

Superintendent's Report

Superintendent Mills shared that Strategic Planning will meet at 6:30 PM Monday, January 20th at Norwell High School.

Mills read a prepared letter announcing his plans to retire saying: "Unfortunately, our life's journey and God's plan do not follow the script we would write for ourselves. My life is no different. In those times, it is important for me to listen to my heart to chart my course. So, at the end of 2020, my course will be with my wife where I will focus my time, effort, and energy to support her journey managing Huntington's Disease. Please accept this as my official notice that I will retire from my position as Superintendent of Schools at the end of the day Dec. 31, 2020. Little did I know when I was hired in the fall of 2007 that this job would become a passion in my life, specifically because of the people in this school community. I will forever be indebted to Northern Wells Community Schools, During the remainder of 2020, I pledge my devotion to the Board and NWCS to continually improve our schools and programs. Additionally, I pledge my support to ensure the smoothest possible transition to the next leader of NWCS. There is still ample time for thank you's and good byes, but I end this letter by saying, "thank you" to this Board and all previous School Boards. I look forward to this 13th and final year as the best ever and a stepping stone to bigger and better things for Northern Wells Community Schools." Mills recommended that the Board accept his notice of retirement. President Angie Topp shared that when she came on the board Mills son was in high school and she thought that when he graduated there wouldn't be anything holding Mills here and that she would be involved in hiring his replacement. Topp shared that now 8 years later the last thing she wants to do is to find a replacement. Topp encouraged the community and Norwell Nation to pray with us as we move forward. Topp then asked for a motion. Vice President Scott Elzey said he would reluctantly make the motion. Corey Krug seconded and the Board approved Mills' retirement notice as presented. (See Attached)

The next School Board meeting will be January 28 at Lancaster Central Elementary.

Adjournment

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

Angie Topp, President

Scott Elzey, Vice-President

Gene Donaghy, Secretary

Karen Harris, Member

Corey Krug, Member

NORTHERN WELLS COMMUNITY SCHOOLS
EXECUTIVE SESSION & REGULAR SCHOOL BOARD MEETING
LANCASTER ELEMENTARY
TUESDAY, JANUARY 28, 2020
4:30 & 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 23, 2020, at 4:00 p.m. local time.

Angie Topp called to order the executive session of the Board of School Trustees. Present at the meeting were Angie Topp, President; Scott Elzey, Vice-President; Karen Harris, Member; Corey Krug, 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):

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

For discussion of records classified, as confidential by state or federal statute.

To discuss a job performance evaluation of individual employees. This subdivision does not apply to a discussion of 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.

Pledge of Allegiance & Moment of Silence

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 23, 2020, at 4:00 p.m. local time.

Angie Topp called to order the regular meeting of the Board of School Trustees. Present at the meeting were Angie Topp, President; Scott Elzey, Vice-President; Karen Harris, Member; Corey Krug; Member, Superintendent Mills, IT Director Jeff Miller, Glen Werling News Banner, Jennifer Nes, and 2 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

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

Recognition of Dee Yonker LES 5th Grade Teacher, Chamber of Commerce Wells County Teacher of the Year, was postponed till the next board meeting.

Approval of the Minutes

Superintendent Mills recommended approval of the minutes of the executive session and regular board meeting conducted January 14, 2020. 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.

Education Fund	3,578.85
Operations Fund	268,834.84
NESP 2019-20 Grant	53.48
Title I 2019-20 School Year	1,525.95
Title IV – Project Year 2018	3,180.00
Total of All Funds	\$277,173.12
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<u>Totals by Clearing</u>	
<u>Staff Services/Clearing</u>	100.00
Total of all Clearing	100.00
 Grand Total	 \$277,273.12

Personnel

Superintendent Mills presented the following personnel items.

Resignations:

Bob Dahl – NHS Girls Track & Field Head Coach
Bethany Hapner – OES Special Education Assistant

Retirements:

Sara Sander - Food Service

Recommendations:

Meghan Taylor – OES Bear Care Supervisor
Corey Garner - NHS Volunteer Assistant Wrestling Coach

Termination:

Cassandra Batten – OES Bear Care Supervisor

Donations:

AETNA Foundation - \$62.00 to NHS Boys' Basketball
\$62.20 to NHS Swim Team

Trips:

NHS Art Club/Art Class Out of State trip to the Art Institute of Chicago Museum on April 27, 2020.
NMS Future-City Team trip to the Future City National Competition in Washington, D.C., February 15-19, 2020.

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

OES Renovation Update

Superintendent Mills shared that the existing OES ceiling in the hallways is currently being removed as part of the renovation project.

NHS Athletic Hall of Fame

NHS Athletic Director Kelby Weybright shared information with the Board about the possibility of starting a NHS Athletic Hall of Fame. Weybright shared that this would be an opportunity to recognize those past and present athletes, the purpose of the organization, committee, process of nominations, induction criteria, and classes of inductees. Weybright explained that this is only a draft and that he hoped to have it finalized by the end of the school year. Following questions from the Board, Weybright shared that he would bring a final version of the NHS Athletic Hall of Fame-By Laws for approval at a later date. (See Attached)

Superintendent's Report

Superintendent Mills shared that he would be happy to answer any questions. There were no questions.

The next School Board meeting will be February 11th at the Central Office.

Adjournment

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

Angie Topp, President

Scott Elzey, Vice-President

Gene Donaghy, Secretary

Karen Harris, Member

Corey Krug, Member