

NORTHERN WELLS COMMUNITY SCHOOLS
EXECUTIVE SESSION & REGULAR SCHOOL BOARD MEETING
ADMINISTRATIVE OFFICE
TUESDAY, FEBRUARY 11, 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 February 6, 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; Gene Donaghy, Secretary; 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, February 6, 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; Gene Donaghy, Secretary; Karen Harris, Member; Corey Krug; Member, Superintendent Mills, IT Director Jeff Miller, Glen Werling News Banner, David Parker NHS Principal, Ginger Butcher LES Principal, LES Teachers Deanna Elzey and Dee Yonker, and 1 guest.

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

Dee Yonker LES 5th Grade Teacher was recognized as Chamber of Commerce Wells County Teacher of the Year.

Approval of the Minutes

Superintendent Mills recommended approval of the minutes of the executive session and regular board meeting conducted January 28, 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	116,859.53
Debt Service	825.00
Operations Fund	86,953.82
School Lunch	36,270.80
Curricular Material Rental	63,877.32
School Safety Grant 2019-20	5,696.99
Title I 2019-20 School Year	2,162.26
Title II	2,065.00
Total of All Funds	\$314,710.62

<u>Totals by Clearing</u>	
Group Insurance-Health	43,204.06
Group Insurance-Retiree Health	7,464.00
School Lunch Clearing Account	522.60
Staff Services/Clearing	200.00
Total of all Clearing	51,390.66

Grand Total	\$366,101.28
-------------	--------------

Personnel

Superintendent Mills presented the following personnel items.

Resignations:

Kirstin Moore – OES Special Education Assistant

Christine Ferguson – Food Service

Recommendations:

Lisa Williams – NHS Teaching Assistant

Donations:

\$150 Grant from the Wells County Foundation, “Sailsbery Family Endowment Fund” in recognition of Dee Yonker’s selection as one of the “2020 Wells County Educators of the Year”

NMS Future City Donations:

\$140 Friends of Bonnie Dickey
\$750 Hamilton Insulation, Inc.
\$100 Michael & Lynne Niermeyer
\$500 Andrew & Tara Mashuda
\$200 CLP Real Estate
\$300 Brian Mancuss and David & Barbara Shaffer
\$750 Rethceif Enterprises, LLC
\$750 Barton-Coe-Vilamaa Architects & Engineers
\$200 Team Mantra Wear, LLC

LES \$125 Donation from Park United Brethren Church, iPad fees for student.

LES \$100 Anonymous Donation for Bobcat Care Payment for student.

Trips:

NHS Softball Team Out of State trip to Michigan University Ann Arbor, MI April 4, 2020.

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

Stipends for ED Teachers

Superintendent Mills recommended that the Board approve an additional annual stipend to those teachers who fill ED positions. Mills shared that due to the extreme shortage of licensed teachers who wish to fill teaching positions in the area of Emotional Disabilities (ED), he would recommend NWCS establish an additional annual stipend to reward those teachers who fill these ED positions. Mills noted that he has properly discussed this with the Norwell Classroom Teachers Association. Mills recommended that the Superintendent have the authority to establish a stipend in a manner that will service to attract and maintain the employment of ED teachers. The standard rate would start at \$4000 annually and that an additional \$1000 be added for each year the teacher has served as a special education teacher up to a maximum of \$8000 annually. However, the Superintendent would have the authority to set a stipend up to \$8000, when necessary, to attract and maintain ED teachers. Mills recommended that these ED stipend revisions become effective immediately; and that NWCS currently employs three (3) ED

teachers, one each at Ossian Elementary, Norwell Middle School and Norwell High School. Following review by the Board and responses to questions posed, the Board approved the Stipends for ED teachers as presented. (See Attached)

NHS Ceiling & Lighting Renovation Bids

Superintendent Mills recommended that the Board approve the base bid of \$288,217 from J.G. Bowers, Inc. for the NHS Lighting & Ceiling Renovation. Following review by the Board and responses to questions posed, the Board approved the bid from J.G. Bowers, Inc. as presented. (See Attached)

Employment of Staff Policy

Superintendent Mills shared with the Board that it had come to his attention that a policy for the employment of certified staff had been updated two years ago but the corresponding policy for non-certified staff had not been updated regarding the employment of relatives. Mills stated that typically when the certified policy is updated the corresponding non-certified staff policy is usually updated as well. He stated that he would like to update the employment of non-certified staff policy to correspond to the certified staff policy regarding instances of nepotism. Mills said there is the likelihood that the best person to employ for a position is related to a current employee in such a way that it would not meet the current policy. However, the certified staff policy has a formula for an exception where a supervisor can demonstrate that this relationship is not going to adversely affect the work environment or the staff moral and articulate how it is in the best interest of the district.

Mills stated that he wanted to share this potential policy change with the Board now but would like to bring it back to the next meeting for the board to vote on it. He reiterated that the essence of the situation would be to mirror the employment of professional staff policy with corresponding non-certified staff policy. Mills asked if the Board had any questions he would be happy to discuss it with them. No questions were asked at the meeting.

Superintendent's Report

Superintendent Mills shared that there is a boys basketball game tonight and apparently the theme in the student section is "Dr. Mills Night". Girls Basketball Regional, Wrestling Semi State, Swimmers are going to state and will compete on Friday and/or Saturday.

The next School Board meeting will be February 25th at Norwell Middle School.

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
NORWELL MIDDLE SCHOOL
TUESDAY, FEBRUARY 25, 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 February 20, 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; Gene Donaghy, Secretary; 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):

To receive information about and interview prospective employees.

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

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.

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, February 20, 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; Gene Donaghy, Secretary; Superintendent Mills, NHS Principal David Parker, NMS Principal Tim Wilson, NHS Athletic Director Kelby Weybright, IT Director Jeff Miller, Glen Werling News Banner, Jennifer Nes, parents, students 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

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

Recognitions

NMS Future City National Champions - Morgan Batdorff, Cassandra Coyne, Nevada Lenwell, Teagan Lesley, Lukas Mashuda, Madeline McCabe, Eli Randol, Connor Reed, & Jordyn Xayyachack

NHS Girls Swim Team State Qualifiers - Alyssa Cyrus, Riley Frazee, Sarah Mahnensmith, & Aubreyan Heyerly

NHS Boys Wrestling Team State Qualifiers - Sam Walker & Cale Gray

NHS Boys Swim Team State Qualifiers - Brody Page & Braden Mallory

NHS Skills USA Competition

Kevin Morris – teacher/coach	Garret Lantz – auto tech division
George Reavis – auto tech division	Nathan Hahn – auto tech division
Sam Spear – cabinet making division	Zane Buuck – precision machining

NMS Principal Tim Wilson shared that a NMS Robotics Team will compete in the State Championships at Lucas Oil Stadium in Indianapolis on March 7th.

Approval of the Minutes

Superintendent Mills recommended approval of the minutes of the executive session and regular meeting of February 11, 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	5,503.90
Operations Fund	131,411.98
School Lunch	518.12
Curricular Materials Rental	350.25
Driver Education Program (was 3900)	455.00
Autism Summer School (was 2850)	78.50
Skilled Trade Grant	101.78
NESP 2019-20 grant	70.46
Title I 2019-20 School Year	525.00
Title IV – Project Year 2018	3500.00

<u>Title II</u>	<u>512.20</u>
Total of Funds	\$143,027.19
<u>Totals by Clearing</u>	
Staff Services/Clearing	<u>\$1,205.33</u>
Total of all Clearing	\$1,205.33
Grand Total	\$144,232.52

Personnel

Superintendent Mills presented the following personnel items.

Resignations:

Destinea Mason – LES Teaching Assistant
Kristen Ross – NHS Freshmen Girls Basketball Coach effective at the end of the 2019-20 season

Leave:

Jennifer Nes – Central Office Receptionist/Superintendent’s Assistant

Recommendations:

Anna Couch – OES Teaching Assistant
Mark Tobias – NHS Assistant Boys Tennis Coach
Kristen McCune – LES Teaching Assistant
Justin Smith – NHS Assistant Golf Coach
NHS & NMS 2020 Spring Coaches (See Attached)

Donations/Grant:

\$1430 Harbor Freight Tools for Schools Grant
NMS Future City DC Trip Donations
\$1500 Fort Wayne Metals
\$250 Anonymous

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

Search and Selection Process for Superintendent Opening

Superintendent Mills explained the hiring process for the next superintendent. He shared that the job posting can be found on our website in several place including “Employment Opportunities” page. Mills used his computer and projection screen to demonstrate how to find the posting. He shared that the opening was posted on January 17th and that applications are being accepted through March 16th, 2020. As stated on the job posting, applications will be reviewed after March 16th, 1st round interviews start the week of April 6th, 2nd round interviews will be conducted the week of April 13th, and 3rd round interviews will be scheduled only if needed. Mills recommends that the Board plan to conduct the Superintendent contract hearing

by May 12, 2020 and approve the Superintendent contract the following week. Mills suggested that there would be a special board meeting to do the approval. The successful candidate would serve six months as an Associate Superintendent and begin his/her Superintendent contract on January 1, 2021. Mills stated that he will be available for questions from the candidates but will not be participating in the interviewing. He also recommends that only the Board conduct interviews to maintain the confidentiality that may be required by some candidates. Mills shared there are standard functions of the Superintendent and those are included in the job posting. Mills stated that typically the Board would ask for community & staff for input in the process. He suggested that a good time for staff would be on March 9th before the Strategic Planning Meeting and public input can take place at the beginning of the March 10th Board meeting. President Topp indicated that teachers can provide input at 6 PM at NHS on March 9th prior to the Strategic Planning meeting. She also indicated that the board will accept public input at the start of the board meeting on March 10th.

Employment of Staff Policy Revision – Policy 4120

Superintendent Mills recommended that the Board approve the revisions to Policy 4120, that it had come to his attention that a policy for the employment of certified staff had been updated but the corresponding policy for non-certified staff had not been updated regarding the employment of relatives. Mills stated that typically when the certified policy is updated the corresponding non-certified staff policy is usually updated as well. He stated that he would like to update the employment of non-certified staff policy to correspond to the certified staff policy regarding instances of nepotism. Mills said there is the likelihood that the best person to employ for a position is related to a current employee in such a way that it would not meet the current policy. However, the certified staff policy has a formula for an exception where a supervisor can demonstrate that this relationship is not going to adversely affect the work environment or the staff moral and articulate how it is in the best interest of the district. Following review by the Board and questions posed, the Board approved the revisions to Policy 4120 as presented. (See Attached)

Employment Recommendation

Superintendent Mills recommended that the Board approve Scott Kling as Plumbing Maintenance employee as recommended by Adam Heckber. Following review by the Board and questions posed, the Board approved the recommendation as presented. (See Attached)

Superintendent's Report

Superintendent Mills shared that the Strategic Planning meeting will take place on March 9th, 2020 at Norwell High School in the library and depending on the weather the next few days eLearning may be a possibility.

The next School Board meeting will be March 10th at Ossian 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