

**MINUTES OF MEETING OF BOARD OF TRUSTEES  
OF  
CLAY COMMUNITY SCHOOLS**

A Regular Session of the Clay Community Schools Board of Trustees was held at the Central Administrative Office, 1013 S. Forest Avenue, Brazil, IN 47834, on Thursday, October 9, 2014. Tom Reberger, Kevin Kumpf, Jennifer Kaelber, Fred Froderman, Rob Miller, Ron Scherb and Amy Burke Adams were present.

**I. Call to Order**

The meeting was called to order at 7:30 p.m. Board President Rob Miller led those in attendance in the pledge and offered the prayer.

**II. Consent Agenda**

**A. Claims**

**B. Board Meetings**

Regular Session Minutes for September 11, 2014

Special Session Minutes for September 11, 2014

Special Session Minutes for September 29, 2014

**C. Field Trips**

1) Northview High School Choir members who are selected via auditions to Fort Wayne, IN, January 15-17, 2015, to perform in a state-level honor choir, requiring overnight stay

2) Clay City Elementary 5<sup>th</sup> grade students to St. Louis, MO, May 25, 2015, for field trip, requiring out-of-state travel

3) Clay City Jr/Sr High School and Northview High School students taking Spanish classes who wish to participate in a trip to Costa Rica March 17-24, 2016, requiring out-of-country travel

**D. Personnel**

**A. LEAVES OF ABSENCE**

1. Certified

a. FMLA

NHS

Lisa Milner

b. FMLA

ESE/ME/VB

Evelyn Greenwood

2. Non-Certified

a. Medical Leave

NCMS

Lisa Smith

**B. RETIREMENTS**

1. Certified

None

2. Non-Certified

a. Custodian (185 Day) – Dec. 31, 2014 CA

Myra Snow

b. Custodian (185 Day) – Dec. 31, 2014 NHS

Beverly Batchelor

3. Place on Retirement Index

None

**C. RESIGNATIONS**

1. Certified

None

2. Non-Certified

None

3. ECA Resignations

None

4. ECA Lay Coaches

None

D. TRANSFERS

- 1. Certified None
- 2. Non-Certified
  - a. District Media/Textbook Secretary from IA – 29 hours  
Katherine Fulk

E. EMPLOYMENT

- 1. Certified None
- 2. Non-Certified
  - a. Custodian (210 Days – Daytime) CCE Amanda Glass
  - b. Instructional Asst. – 29 hr Sp Serv NHS Alisa Van Gilder
- 3. Other None

F. EXTRA-CURRICULAR

- 1. Extra-Curricular Certified None
- 2. Extra-Curricular Non-Certified None
- 3. Extra-Curricular Lay Coach
  - a. Basketball – J.V. Boys CCHS Thomas Christian Barnett
  - b. Basketball – 8<sup>th</sup> Grade Boys CCHS Jeremy Booe
  - c. Basketball – 7<sup>th</sup> Grade Boys CCHS Tyler Jenkins
  - d. Basketball – 8<sup>th</sup> Grade Girls CCHS Shane Wiram
  - e. Basketball – 7<sup>th</sup> Grade Girls CCHS Sloan Miller
  - f. Basketball – 6<sup>th</sup> Grade Boys CCE Stephen Johnson
- 4. Supplemental None

G. CHANGES

- 1. Certified None
- 2. Non-Certified None
- 3. ECA-Lay Coaches None

H. VOLUNTEERS

1. CLASSROOM

East Side Elementary  
Lisa Lovins  
Kids Hope (Forest Park)  
Darada Allen  
Staunton Elementary  
Mary Ann Ray  
Brittany Smith  
Michelle Strahla  
Van Buren Elementary  
Diane Fields  
Rachel Lewis  
Staunton, Van Buren, North Clay Middle School  
Jeanne Lash  
Clay City Jr/Sr High School  
Pamela Boyke  
North Clay Middle School  
James Todd Allen

Summer Bruer  
Jessica Jackson  
Zena Riddell  
Northview High School Band  
Christian Close  
Tanya Gaskill  
Kathy Losey  
Daniel Majors  
Pamela Malone  
Tracy Watson

2. ATHLETICS/ECA

- a. Steven Clark – Northview Softball
- b. Garicke Rubin – HS Boys’ Basketball
- c. Kyler Rhodes – HS Boys’ Basketball

3. Other Volunteers

Lions Club Volunteers  
Mary (Margie) Bryant  
Sonya Sampson  
Mary Ann Thompson  
Victoria Wheeler  
S.O.S.  
Hannah Chamberlain  
Jennifer Chamberlain  
Heather Hopkins  
Alan Steiner

I. CONTRACTED SERVICES	None
J. OTHER	None
K. TERMINATION	None

Mr. Scherb moved to approve the consent agenda items. Dr. Froderman seconded, and the motion was approved by a 7-0 vote.

**III. Comments from Patrons**

None at this meeting

**IV. Old Business**

**A. Job Description – Title I Reading Coach – NEW: Second Reading**

Mrs. Adams moved to approve the Title I Reading Coach job description. Mr. Scherb seconded, and the motion was approved by a 7-0 vote.

**B. Policy 4235 – Reduction in Force Procedure – NEW: Second Reading**

Mr. Reberger moved to approve Policy 4235 – Reduction in Force Procedure. Mrs. Kaelber seconded.

Under discussion, Mr. Scherb asked for clarification as to whether this policy had anything to do with the R.I.S.E. evaluation instrument. Superintendent Dr. Kimberly

Tucker explained that some of the categories under the R.I.S.E. having to do with teacher effectiveness, the evaluation itself and being regarded as either highly effective, effective, needs improvement, or ineffective are part and parcel of the consideration that has to be given in the RIF policy itself. Other categories within R.I.S.E. that are a part of that evaluation have to do with professionalism under the teacher point system, with some of those things having to do with defining additional leadership responsibilities and qualities within the evaluation for the teacher. The RIF language is not a part of the R.I.S.E. evaluation, but many components of the R.I.S.E. evaluation are a part of RIF language.

Mr. Scherb noted that he is uneasy about this. He asked if this meant the board would decide which department would be cut. Dr. Tucker explained how that process would work: Typically, if the school corporation were in a situation where it was reducing in force due to financial concerns, the administration within the buildings in coordination with the business office, the HR director and the superintendent would make recommendations to the board, and then the board would have the final authority to agree to the recommendation or not to agree.

Mrs. Adams referred to a message sent on October 8 by Dr. Tucker to the board members in which Dr. Tucker had shared information that was being taken to the association in regards to defining instructional leadership roles as represented in evaluation and as provided for in the Reduction in Force policy. Dr. Tucker expounded upon that message by noting that discussion of R.I.S.E., which began a couple of years ago, included the "Professionalism" category, the category in which a principal would be seeking to either award or take away points. The broad category for that also would have to do with the responsibilities that teachers would take upon themselves, above and beyond, that would be instructional leadership roles, such as being the chair of a school improvement team or being a data coach within a school or being a grade-level chair. The leadership roles would also be a part of the RIF language because if there would be a need to discriminate to decide on the final recommendation, administrators would be looking at teacher qualities under leadership to determine which of the candidates, with all other things being the same, would be considered for the recommendation to either keep the teacher or recommend that the teacher be reduced in force. Mrs. Adams interpreted this to mean someone who would be willing to do more for less. To her, going "above and beyond" what a person is hired to do in the classroom would mean taking on additional roles for which a person would not be compensated. Dr. Tucker pointed out that the state used to provide a stipend for a teacher who would be willing to mentor another first-year teacher: The state has done away with that, but the corporation still has teachers who will take new teachers under their wing. They do not receive additional compensation, but those are the teachers that are looked at with regard to evaluation and typically, if everything else is in the right category for their own particular evaluation, those qualities are recognized and oftentimes those teachers receive a higher score on a rubric than what the struggling teacher would receive.

While Mr. Scherb acknowledged that this needed to be done at some point, he wanted to make sure the policy was fair to everyone. In response to his comment, Dr. Tucker noted a lot of the language and the format of the policy that had been presented in the

first reading had been taken from a policy recommendation from Julie Slavens with the Indiana School Boards Association legal counsel. In addition, Dr. Tucker noted the school corporation's own legal counsel, Michelle Cooper of Lewis & Kappes who was in attendance at this meeting, had also indicated the corporation needed to have a policy including the language that was in statute, and that is the policy that had been given to the board.

In answer to Mr. Scherb's question about a timeframe when a Reduction In Force policy needed to be done, Michelle Cooper stated that, now that the law is in effect, the board would want the policy sooner rather than later. She had been encouraging schools even before now to get a policy in place. She believed the policy to be important for a lot of reasons, not only to comply with the law, but also, now that school corporations are required to RIF based on performance and not on seniority, Ms. Cooper believes there will be more EEO claims that were simply not seen before under the old law. It was her opinion that it was very important to have a solid policy in place that comports with the new law.

Mr. Miller observed that the RIF policy that had been presented to the school board was in accordance with state law in the change from seniority to performance. Ms. Cooper added that the law cites to another statute (the performance-based pay compensation statute) that sets out factors that can be considered when performance is equal.

In regards to an earlier comment concerning teachers who go "above and beyond", Mr. Kumpf stated that he knew of situations where principals had asked for teachers to be on committees. Teachers have submitted their names: Some get on the committee and some don't. His concern: If a person puts his/her name in and doesn't get selected for a committee and then a RIF comes up, the person not selected might be RIF'ed. Mr. Kumpf does not agree with that. Ms. Cooper responded to Mr. Kumpf's concern about committee appointments by noting there was also a statute on that under the new code. Committee appointments are not decisions that are made solely by the administration. The local association also has a certain number of picks to committees. It is all based now, by law, on the percentage of association membership, so if it is a building-level committee, the percentage of membership in that building will also be reflected by the association picks on building committees in that building. They also look at the corporation-wide association membership. The association is required by September 15<sup>th</sup> of every year to submit to the superintendent's office the percentage of association membership corporation-wide as well as building to building because of that committee appointment statute. It is not something that's being dictated and controlled by the administration; rather, they are collaborative appointments. Both sides get to pick people.

Mrs. Adams expressed her concern that the RIF process was becoming more subjective and less objective and is becoming an opposition of what the corporation is trying to teach children. Ms. Cooper addressed this concern by stating that a lot of what is happening is not being driven by any school administration in any school corporation; rather, it is all being dictated down from the state. She noted the administrations and school boards really have their hands tied because these are not decisions that are being made locally. There is a lot of state control that is forcing performance-based

Reductions in Force as well as the evaluation components that are seen now. There is no flexibility locally any more like there used to be. The subjectivity and the requirements that are being seen are coming from the Indiana General Assembly.

Policy 4235 was approved by a 5-1-1 vote with Mrs. Adams opposed and Mr. Scherb abstaining.

**C. Policy 7511 – Textbook Rental Program – REVISION: Second Reading**

Mr. Kumpf moved to approve the revision to Policy 7511 – Textbook Rental Program. Dr. Froderman seconded, and the motion was approved by a 7-0 vote.

**V. Superintendent’s Report**

Dr. Tucker noted the following:

- Teachers and administrators were commended for their involvement in parent/teacher conferences and professional development activities this evening through tomorrow morning.
- The school year has gone very smoothly, and teachers and administrators were thanked for making that possible.

**VI. New Business**

**A. Policy 7535 – Copyright Provisions – REVISION: First Reading**

Dr. Tucker noted that Dr. Tim Rayle and Mr. Bill Milner had been working to coordinate language for this policy. This was a first reading, so no vote was required.

**B. Wishing Well Project at Clay City Jr/Sr High School**

Mr. Kumpf moved to approve the Wishing Well Project at Clay City Jr/Sr High School. Mrs. Adams seconded, and the motion was approved by a 7-0 vote.

**C. Meridian Elementary Update**

As requested by board member Amy Burke Adams, Mike Howard presented information from the Indiana State Department of Health regarding the result of their indoor air quality evaluation at Meridian Elementary School on September 16, 2014. A copy of the information will become a part of the official minutes.

**D. Architectural Firm for Clay City Jr/Sr High School Track**

As requested by board member Tom Reberger, information was provided by Mike Howard. Mr. Howard noted that he had met with two representatives of Garmong Construction. Garmong is currently building two tracks within the area, so they are in tune with IHSAA requirements. They are in the process of putting together a proposal and contacting several architectural engineering firms that they have worked with in the past on tracks to get a proposal put together as to what it would cost to design, engineer, and develop the specs for the new track. The specs could be advertised right before this winter to get a firm on board and start planning over the winter months for demolition and construction of a new track, based on their design and specs. Mr. Howard anticipated retaining Garmong as construction project manager to make sure those specs are set forth and implemented. Mr. Howard will continue to keep the board updated on the progress of the track replacement.

### **E. Declaration of Surplus Equipment**

Mr. Reberger moved to declare old equipment as surplus in order to sell it at auction. Dr. Froderman seconded.

Under discussion, Mr. Scherb asked what type of equipment was being declared surplus. Mr. Howard referred to a list that had been provided to the board members and pointed out that it included furniture (chairs, tables, filing cabinets left over from the old central office), kitchen equipment (ovens, stoves), and other miscellaneous items. There are no major items: the largest item would be an old six or eight burner stove that came out of Northview and is an older design. In answer to Mr. Scherb's question as to whether surplus auctions are conducted every year, Mr. Howard stated that surplus auctions are conducted approximately every 18-24 months. Mrs. Adams wanted to know if any lawn equipment was included since the corporation was contracting out for lawn care, and Mr. Howard stated that no lawn equipment was included. As for Mr. Kumpf's question regarding a chance for the public to look over the auction items, Mr. Howard's response was that auctioneers typically put items on an auction site a week to two weeks in advance, and they may choose to have a pre-auction viewing. He added that it would probably be a two-site auction with items at the old central office building in Knightsville as well as at the old transportation yard.

The motion was approved by a 7-0 vote.

### **F. Snow Removal Costs**

Mr. Howard commented that he had inquired through several firms that had the commercial capability of moving snow and had posed the question to them in regard to requesting assistance in time of a declared snow emergency. Mr. Howard reiterated the point that the maintenance department would handle most snowfalls themselves. Mr. Howard had made inquiries through Sunrise Maintenance, Knust Excavating, U.S. Lawns and Yankee Rose. Last year, the school corporation paid a rate of \$110-\$125 per hour for a skid steer and loader, and the vendors contacted confirmed those rates. A couple of concerns had been expressed to Mr. Howard: 1) Upon providing emergency services during a snow emergency declaration, they would want payment within ten days, which poses an issue with the school corporation's docket process and the way payment is provided once a month; and, 2) In a declared snow emergency, the vendors contacted have prior clients who would be in front of the school corporation, so their availability may not be immediate.

Mr. Howard plans to forward the information from those four vendors to the school board members as soon as he receives the information from Yankee Rose. If there is a need to use one of the vendors, Mr. Howard would start by calling the cheapest one and if they are not available he would move on to the next one.

Mr. Kumpf wanted to know if the rates were listed per vehicle, which Mr. Howard confirmed they were. Mr. Howard noted that he had cross-referenced the rates with the FEMA reimbursement rates for snow emergencies and any one of these entities would qualify for 100% reimbursement based on their fee schedules.

Observing that it was October now, Mrs. Adams asked when Mr. Howard would bid or have a solid plan. Mr. Howard responded by stating that they always have a plan to remove snow with existing staff; it is just planning for the snow emergency situations. For that, he will take the four quotes, summarize them, rank them from cheapest to highest, and if a snow emergency is declared and it is necessary to get additional assistance, the lowest bidder will be called first to see if they are available. If they can't get there, the next lowest bidder will be called. Mr. Howard will just move up the chain based on their availability.

**G. Request for Permission to Complete 2014 National School Lunch Program Equipment Assistance Grant**

Mrs. Kaelber moved to grant permission to apply for the 2014 National School Lunch Program Equipment Assistance Grant. Mr. Scherb seconded, and the motion was approved by a 7-0 vote.

**H. Request for Permission to Complete Title II Part A 2014 Grant and High Ability Grant**

Mr. Scherb moved to grant permission to complete the Title II Part A 2014 Grant and High Ability Grant. Mr. Kumpf seconded, and the motion was approved by a 7-0 vote.

**I. Early College Participation**

Dr. Froderman moved to approve permission to allow Mrs. Kathy Knust and other staff members to plan for Clay City Jr/Sr High School and Northview High School to become Early College High Schools. Mr. Kumpf seconded.

Under discussion, Mr. Scherb asked if this was a new program. Mrs. Knust stated that only eight schools in the state have CELL (University of Indianapolis' Center of Excellence in Leadership of Learning program) approval. Although CELL approval is not required to be an early college high school, that is where Mrs. Knust' group would like to go because there is prestige in that. She added that it was not a new approach, but by going forth with this, additional help would be available from Ivy Tech and Vincennes and ISU and other schools. She noted that it is a different approach that they have been moving toward for the past three years, and the school corporation has pathways already developed. At this point in time, if the school corporation moves to Early College, it would be the only school corporation in the Wabash Valley area to do so. Mrs. Knust believes the program helps students to focus so much better. In her opinion, within perhaps two years with the automotive technology course, students could come close to graduating from high school with an associate's degree.

Following additional discussion, the motion was approved by a 7-0 vote.

**J. Classified/Other Non-Teaching Salary Compensation Recommendation**

Mr. Kumpf moved to approve the recommended classified/other non-teaching salary compensation. Mr. Scherb seconded.

Under discussion, Mrs. Adams noted that she did appreciate the effort set forth by the administration in working with representatives from these groups. Dr. Tucker clarified that administration had met collectively with all of the people that fit this category of



classified and non-teaching. They had also met with a smaller group of people to talk about the issues. Mrs. Adams asked if it had been discussed as a partnership as opposed to just disseminating information and saying that was what was going to be done. Dr. Tucker replied that they did receive feedback with regard to salary and benefits and other work condition situations.

Although this was not what Mrs. Adams wanted it to be because of financial constraints, she did appreciate the fact that an effort had been made to compensate the classified employees a little more fairly. Her concern: the instructional assistants will receive a bonus stipend based on the designated rating of their school, with those working in a "B"-designated school receiving a \$50 stipend and those working in an "A"-designated school receiving a \$100 stipend; however, principals who run those schools, no matter what their school is rated, get the same set amount of stipend, \$350. In Mrs. Adams' view, principals are in leadership roles where they have more control over the rating of their school, but the IA, who probably has the least amount of control over their school, is compensated based on the rating of their school. To her, that doesn't make sense. She wanted to know why IA's were being held to a standard based on the rating of their school when they have the least amount of control while a principal is not being held in the same way financially when they have the most control of their schools. Dr. Tucker responded by noting that, in the feedback they received, the instructional assistants indicated that they felt their participation that was the basis of the corporation receiving those letter grades was due in part to their efforts to work with students in remediation and enrichment activities. This was one way to set them apart in a performance-based category that wasn't necessarily extended to those employee groups who were outside of anything having to do with direct instruction.

Mrs. Adams concluded the discussion by stating that, if the school corporation was truly going to treat all employees the same, fairly, she would very much like to see the school corporation truly move in that direction. It is her opinion that if all employees are treated the same and it is made known that they are valued, there will be a better impact on morale, productivity, and on the direction. She would like to make sure that all are treated as equally as possible so that there would be better results.

The motion was approved by a 5-1-1 vote with Mr. Scherb opposed and Dr. Froderman abstaining.

#### **K. Consideration of Salary Increase Additional to Classified Staff for Technology Department**

Mr. Kumpf moved to approve an additional .5% salary increase for the technology department. Dr. Froderman seconded.

Under discussion, Mr. Reberger stated that he was not sure of the rationale for this. Mrs. Adams asserted that it could be because the school corporation was losing too many of the tech staff because they were not being paid enough. Mr. Reberger asserted that could be said about everybody. He believes the tech staff the school corporation has is great. Mrs. Adams observed that there were several new technology staff members because the former staff members were being pulled away by other agencies after the school corporation had spent a couple of years training them and

underpaying them. Mr. Reberger questioned whether one-half percent would keep them.

In response to Mrs. Adams' question as to whether to pull part of this to be tabled, Mr. Reberger explained that he was just having a hard time saying they wanted to treat all groups equally and then pulling a group out separately.

At this point, Mr. Kumpf rescinded his motion to approve the additional salary increase. Mr. Reberger moved to table this item to November. Mr. Scherb seconded, and the motion to table was approved by a 7-0 vote.

#### **L. Consideration of Salary Increase for Director of Technology**

Mr. Scherb moved to approve the salary increase of 5% for the Director of Technology. Mrs. Adams seconded, and the motion was approved by a 6-0-1 vote with Mr. Reberger abstaining.

#### **VII. Board Member Comments**

**Rob Miller** congratulated Jackson Township Elementary on earning the Blue Ribbon School award. Former Principal Mr. Jeff Fritz will make a presentation about this during the November board meeting.

**Jennifer Kaelber** offered thanks to Mr. Fritz for making North Clay a great environment.

**Kevin Kumpf** noted that the sports seasons are winding down and student athletes at both schools have done an extremely good job and some are still moving up in tournament play. Also, the two high school bands are doing an extremely good job.

**Tom Reberger** stated that he was proud to be a part of this school corporation.

#### **VIII. Future Agenda Items**

**Amy Adams** would like to have in November some kind of presentation on school delay procedures for certified staff. In addition, she would like more information about professional development for certified staff.

**Ron Scherb** also would like information about school delay procedures for certified staff. His question about how teachers would be compensated or penalized on those days was addressed by Michelle Cooper who noted that there is a state law covering that issue: Statute dictates that if school is canceled due to no fault of the teacher because of something like weather, then the teacher is to be paid on the day the cancellation occurs and then they are not paid on the make-up day. It applies to both school teachers and bus drivers.

Mr. Scherb referred to the coal mining operation at Clay City and noted that a lot of people were concerned that those operations might be damaging the property and the buildings. He asked that Mr. Howard bring everybody up to date on what has been done and what can be done.

**Kevin Kumpf** would like to have a report on how lunches are established. He has heard complaints that the food tastes bad and salt and pepper has been taken away. Mrs. Kumpf noted that the federal lunch program has mandated that the school corporation has to restrict the salt, the calories and the protein. She added that there has been a real struggle to make lunches fit into the federal requirements.

**IX. Adjournment**

Having exhausted all agenda items, the meeting was adjourned at 8:55 p.m.

The meeting was audio recorded and copies may be requested by contacting the Central Administration Office.