

**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, June 13, 2013. Tom Reberger, Rob Miller, Kevin Kumpf, Fred Froderman, Jennifer Kaelber, Ron Scherb and Amy Burke Adams were present.

Prior to the call to order of the regular session, Mr. Timothy Gorman, Director of Business Affairs, opened bids for milk & dairy products, bread & bun products, third party purchasing services for food and cafeteria supplies commercial and commodity, and for renovations to the LEAAP Center building to accommodate a health clinic. Recommendations regarding these bids will be brought to the July 11, 2013 regular session with recommendations to approve the selected vendors. Bids for renovations to the LEAAP Center were submitted by the following: Garmong Construction with a base bid of \$151,100 and an allowance of \$19,800 for hardware and \$3,000 for signage; Evan & Ryan with a base bid of \$187,990; Hannig Construction Inc. with a base bid of \$147,000 and an allowance of \$19,800 for hardware and \$3,000 for signage; and, CDI with a base bid of \$165,700 and an allowance of \$19,800 for hardware and \$3,000 for signage. A bid for milk & dairy products was submitted by Prairie Farms. A bid for bread & bun products was submitted by Aunt Millie's Bakery. Bids for third party purchasing services for food and cafeteria supplies commercial and commodity were submitted by HPS and Provista.

**I. Call to Order**

Mrs. Kaelber, president of the board, called the meeting to order at 7:51 p.m. She then led those in attendance in the Pledge of Allegiance and offered the prayer.

**II. Consent Agenda**

**A. Claims**

**B. Board Meetings**

Regular Session Minutes for May 16, 2013

Executive Session Certification for May 16, 2013

**C. Field Trips**

None at this meeting

**D. Personnel**

**A. LEAVES OF ABSENCE**

1. Certified

a. Family Medical Leave (maternity)	ESE	Abigail Sirianni
b. Family Medical Leave (maternity)	ME	Jessica Kendall

2. Non-Certified

a. Family Medical Leave	SE	Cindy Grove
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**B. RETIREMENTS**

1. Certified

None

2. Non-Certified		
a. Bus Driver (12/31/2013)	TRANS	Karen Sue Kitch
3. Place on Retirement Index	None	
<b>C. RESIGNATIONS</b>		
1. Certified		
a. Teacher – Spanish	CCHS	Lynn Gugino
2. Non-Certified		
a. Instructional Assistant	CCE	Deborah Hostetler
3. ECA Resignations		
a. Baseball – Head Coach	NHS	Scott McDonald
b. Track Assistant Middle School	NCMS	Kendall Sheets
4. ECA Lay Coaches	None	
<b>D. TRANSFERS</b>		
1. Certified		
a. Special Services Teacher	from NCMS to NHS	Dianna Bain
2. Non-Certified		
a. Cafeteria Manager	from ESE to ME	Debra Green
<b>E. EMPLOYMENT</b>		
1. Certified	None	
2. Non-Certified	None	
<b>F. EXTRA-CURRICULAR</b>		
1. Extra-Curricular Certified	None	
2. Extra-Curricular Non-Certified	None	
3. Extra-Curricular (Lay Coach)		
a. Soccer – Head Coach	NHS	Aaron Crawn
b. Assistant Cheer Coach	NHS	Kaylee Edington
<b>G. CHANGES</b>		
1. Certified	None	
2. Non-Certified	None	
3. ECA-Lay Coaches	None	
<b>H. VOLUNTEERS</b>		
1. Classroom		
<u>Clay City Elementary</u>		
Chad Gard		
Brian Graham		
Nanette McClelland		
Eric Neiswinger		
Douglas Ream		
Rochelle Smith		
Jimmy Weber Jr.		



determined how much additional money was used to support transportation for pre-school students and a resolution would then be made to take from the Rainy Day Fund those funds that were expended from the Transportation Fund and deposit them back into the Transportation Fund. She recommended approval of moving funds from the Rainy Day Fund into the Transportation Fund. Mr. Gorman provided a resolution to transfer funds in the amount of \$13,429.59.

Dr. Froderman moved to approve the Rainy Day Fund transfer for pre-school special education. Mr. Reberger seconded, and the motion was approved by a 7-0 vote. The resolution will become a part of the official minutes.

#### **B. Backpack Program at Meridian Elementary**

Mrs. Karen Phillips, Principal of Meridian Elementary, requested permission to implement a backpack program at Meridian Elementary, beginning in August of 2013. Approval was recommended.

Mr. Kumpf moved to approve the backpack program. Mrs. Adams seconded, and the motion was approved by a 7-0 vote. Mrs. Adams commented that she believed this to be a wonderful program.

#### **C. Clay City Jr/Sr High School Athletic Handbook Changes: First Reading**

Mr. Jeff Bell, Principal of Clay City Jr/Sr High School, provided the school board with proposed changes to the athletic handbook for his school. This was a first reading, so no vote was required. The handbook changes will be brought back to the July school board meeting for approval.

Mr. Reberger asked to clarify whether a student would have to pass five classes for both the semester and the previous grading period in order to participate in athletics the following semester. Mr. Bell clarified that a student would have to do so.

#### **D. Contracted Lawn Services Presentation and Recommendation**

Mr. Mike Howard, Director of Extended Services, offered a Power Point presentation regarding the one-month trial use of contracted lawn services, and he recommended continuing with that lawn service throughout the mowing season. Superintendent Tucker recommended approval of Mr. Howard's recommendation.

In his presentation, Mr. Howard noted that he had contacted Steve Girton, owner of Steve's Lawn Care, and Bill Wells, owner of a U.S. Lawns franchise, to see if either of them would be interested in providing a one-month trial. Mr. Girton was unable to take on a project of this size without a commitment because he would have to have additional equipment and staff and he was booked for the summer. So, Mr. Howard went with U.S. Lawns, owned by a local individual who was a 2006 Clay Community Schools graduate and had participated in the Building Trades program. The services provided by U.S. Lawns include mowing, edging, weed-eating, trimming, blowing, plant bed cleaning, leaf raking, pruning and shearing of trees and bushes, and litter removal. Mr. Howard commented that his staff could not provide those services with each outing

due to the number of man hours required. The sites to be serviced would include all of the elementary schools and the entire campus at Clay City. Northview and North Clay would remain in-house because there are custodians on staff at those buildings who work inside as custodians during the winter months and take care of the grounds during the spring and summer months. The period of time for the trial was 30 days with a complete service performed two times that month at a cost of a little over \$4,900.

Thirty-day trial outcomes observed by Mr. Howard included numerous positive comments from school administrators, thorough services being rendered at each site, excellent completion times, and the additional benefit of assistance with tree and limb removal which became necessary due to last year's drought. Cost savings and avoidances made possible by using a contracted service were cited by Mr. Howard, including the following: no worker's compensation exposure during the mowing operations; no property or vehicle damage liability; no health care premium costs to the district; no PERF payments; and, no Affordable Health Care Act concerns. Internal benefits to the school corporation: Staff members would be able to focus on facility maintenance issues and buildings; preventative maintenance could be performed without interruption; and, safety performance would be enhanced. As for contractor benefits, Mr. Howard pointed out that these are professionally trained landscape and lawn care personnel who go through extensive training with their franchise. Also, they use the best equipment available and the equipment is updated frequently. In addition, they have access to specialized equipment at no additional cost to the school corporation. Mr. Howard also pointed out that a full service is rendered at each outing.

As for contractor pricing, Mr. Howard stated that U.S. Lawns' annual contract proposal from April 1 through November 30 for the sites and locations listed previously is \$39,927.12. He noted that the school corporation would do an annual bidding process for future services. He hoped to start the process earlier next spring and get some additional organizations involved. He would like to try to keep everything local within Clay County as much as possible.

Mr. Howard's estimated annual cost savings, based on three to five employees being on staff, ranged from \$18,992 to \$35,900 by going with a contracted lawn care service. He equated the savings with the cost of one or two IA positions or one teacher. His recommendation was to look at the monthly fee of \$4,990 to finish out the balance of the contract at that rate through November and then in the spring re-bid the process out with additional firms.

Under discussion, Mr. Scherb asked if somebody was going to lose their job. Mr. Howard replied that nobody had lost their job. To this, Mr. Reberger commented that that was not correct: Two maintenance men were terminated and no one has been hired to replace them. Superintendent Tucker asked if Mr. Reberger was referring to the two seasonal employees who were not hired back this summer. Mr. Reberger clarified that those two employees had been used year-round. When they weren't mowing, they were used as supplemental maintenance, and they were terminated.

Mrs. Adams asked how many people were on the maintenance crew. Mr. Howard replied that there were five. She then asked Mr. Reberger how many were on the maintenance crew when he was director, and his reply was that there were eight. Mrs. Adams wanted to know why the numbers had been reduced down to five. Mr. Howard's response: Two individuals could not be kept on staff because of their situations. She next asked if those positions could be rehired. Superintendent Tucker stated that there are two open positions on the maintenance staff to be filled; however, Mr. Howard is evaluating those two positions, and they would like to first get through the restructuring that is on tonight's agenda. Mr. Reberger interjected that he is not being critical of Mr. Howard. He pointed out that he was in maintenance from 1989, and during the early 90's the corporation consistently ran eight maintenance men and hired supplemental help in the summer. Now, the corporation is down to five, and one of those is going to become a working foreman. That will put the maintenance staff down to four, and the corporation has more buildings and square footage than it had in the 1990's. Mr. Scherb summed up the situation: Either hire two or three new workers or go with this program. When Mr. Scherb asked if two or three new workers would not be hired if the lawn service is contracted through the mowing season, Mr. Howard stated that he would still need to fill the two open maintenance positions, one a technician-level position and the other an entry-level maintenance position. He asserted that he could probably do without the entry-level position, which would basically be the price of the contract. He believed he could make do with a staff of six, with one potentially being the supervisor.

Mrs. Adams next asked whether the school corporation had advertised in the community so that everyone had a chance to put in a bid or had just called individual vendors. Mr. Howard replied that he did not advertise for this particular situation. In response to Mrs. Adams' question as to why the school corporation did not advertise, Mr. Howard stated that it was short term and he was trying to get it done. Superintendent Tucker added that the cost was under \$50,000 and it is a monthly incremental cost. She pointed out that bids have to be opened at a public meeting, so the school board would have had to open bids at tonight's meeting and make a decision by July, which would have been two or three months into the peak mowing season. Mrs. Adams stated that one of the common themes for the last few years that the board has reiterated is that regardless of what the rules are as far as under \$50,000, the board wants to give everyone a fair opportunity to bid. She believed it to be unfair to call certain people and ask or invite them, which excludes other businesses. It also doesn't allow for true competition. Superintendent Tucker commented that, statutorily, the law says for prices under \$50,000 the corporation can call and request quotes, which is what Mr. Howard did. Mrs. Adams asked if the law said a school corporation could not be a good neighbor and offer this to everyone fairly. Superintendent Tucker responded, noting that this had been an issue of expediency and efficiency and that, statutorily, Mr. Howard acted correctly. Mr. Scherb noted that he felt the school corporation had offended people in the past by not giving everyone a chance, so he would feel more comfortable getting other people to find out about it, see if they are interested, and possibly make a bid. Superintendent Tucker reiterated that they did not advertise in the newspaper because that is not the process for a quote. At the point that the school corporation would advertise in the newspaper, there would be a delay in bringing that

back, which would result in the need to figure out another situation for doing the lawn care. Mr. Howard commented that he would have to potentially pull three maintenance staff members and several of the summer cleaning crew in order to accommodate the mowing or hire additional staff. Mrs. Adams suggested hiring temporary help as has been done in the past and using the existing equipment owned by the school corporation so that the school board is not rushed into another decision that could equal a teacher's salary. Superintendent Tucker refuted that point, noting there would be a cost savings that would equate with being able to hire an additional IA in the classroom with the cost savings generated from going with a contracted lawn service versus doing it in-house.

Mrs. Adams noted that she is getting weary of being rushed into decisions and believes it is happening more and more. She asserted that the board members don't see anything coming on the horizon these days. In her opinion, it's just a last minute rush deal and it's happening monthly.

At this point, Dr. Froderman moved to accept the recommendation as Mr. Howard had presented it.

Mrs. Adams then questioned whether the lawn service people had background checks. Mr. Howard replied that they currently have background checks, and Mr. Wells had confirmed with Mr. Howard that they would also run through the school corporation's background screening provider, Certified Background.com, at their expense.

Mr. Miller asked if it would be a month to month arrangement. Mr. Howard responded, stating that it would be the monthly \$4,990 fee for the balance of the months through November. Superintendent Tucker added that it would be a contract through November with payment expected monthly.

Mr. Reberger asked if the mowing company was supposed to have mowed everything twice by now. Mr. Howard replied that they had mowed everything twice except Van Buren Elementary, and that school's lawn was to be mowed the next day. Mr. Reberger commented that he lived in the Van Buren area, and he has had people on his case since the first of May because part of the campus had been mowed three times and the other part had been mowed twice. He asserted that the area near the four-way stop was at least a foot tall and looked terrible. As Mr. Reberger sees it, when comparing all the numbers, 200 acres were mowed every week, and now everything is being mowed every other week. If it is going to cost \$40,000 to mow every other week, he presumed that it would cost \$80,000 to mow every week. If the community is satisfied with the lawns being mowed every other week, he is fine with that; however, he is just not convinced yet that the school corporation employees can't do as good or better a job for less money. He feels very uneasy with this.

Mr. Miller wanted to know if the \$4,990 would still be in effect if the area is in a drought situation again this summer and mowing is not needed every two weeks. Mr. Howard

replied that he had discussed that with Mr. Wells, and the necessity for mowing if grass is not growing would be revisited.

Mrs. Adams questioned some of Mr. Howard's cost estimates. As she sees it, if employees who would continue employment after the mowing season were removed from his estimates, the mowing costs would come to \$10,456. She theorized that the estimated annual costs really wouldn't be \$42,000 to \$59,000 because it wouldn't be dedicated completely to the grass cutting. These people would also be working in other areas. Mr. Howard pointed out that if he uses his maintenance people for mowing, his in-building maintenance staff goes down to two people and he would have to hire several temporary staff employees for several other projects he had planned. Mrs. Adams concluded her comments by noting that she is not comfortable with this right now.

Dr. Froderman's motion died for lack of a second.

Mr. Reberger moved to continue using the lawn company's services on a month-to-month basis, not to exceed the end of October, until the board can evaluate the system further and come up with a more streamlined solution. Mr. Miller seconded, and the motion was approved by a 6-1 vote with Mrs. Adams opposed.

**E. Consideration of Additional North Clay Middle School Assistant Principal**  
Superintendent Tucker recommended adding a second assistant principal at North Clay Middle School.

Mr. Reberger moved to approve the recommendation. Mr. Miller seconded, and the motion was approved by a 4-2-1 vote, with Mrs. Adams and Mr. Scherb opposed and Mr. Kumpf abstaining.

**F. Consideration of Additional Days for North Clay Middle School Principal**  
Superintendent Tucker requested the board's permission to permit ten extra paid days, if needed, for Jeff Fritz to commence responsibilities at North Clay Middle School, including scheduling and hiring, earlier than the standard start of his contract. He would be paid his daily rate and would submit the extra days claim for Superintendent Tucker's authorization up to the ten days.

Mrs. Adams moved to approve the additional days for Jeff Fritz as North Clay Middle School principal. Mr. Kumpf seconded, and the motion was approved by a 7-0 vote.

**G. Consideration to Name Supervisor of Transportation**

The recommendation was to hire as the new Supervisor of Transportation Cathy Rodgers at a salary of \$40,000 for a 260-day employment agreement. Approval was recommended.

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



**H. Consideration to Name Supervisor of Maintenance**

The recommendation was to hire as the new Supervisor of Maintenance Dan Hardesty at a salary of \$52,000 for a 260-day employment agreement. Approval was recommended.

Mr. Kumpf moved to approve the recommendation. Mr. Miller seconded, and the motion was approved by a 7-0 vote.

**I. Consideration to Name Director of Special Services**

Mrs. Carolyn Kumpf, Director of Personnel, Data, and Food Services, recommended hiring Dr. Douglas Lunn as the Director of Special Services at a salary of \$85,000 for a 220-day two-year contract. Approval was recommended.

Mr. Kumpf moved to approve the recommendation. Dr. Froderman seconded, and the motion was approved by a 7-0 vote.

**J. Northview High School Band Tower Donation**

Great Dane Trailers, a local manufacturing facility, brought a proposal to the band director at Northview and involved Mr. Howard and Mr. Simpson. Representatives of Great Dane asked to donate the construction including all of the materials of a tower to be used during band practices at Northview High School. Mr. Howard met with representatives from Great Dane along with representatives from the school corporation to ensure that the materials being used and the specifications being used were appropriate in terms of engineering necessity. Mr. Howard recommended allowing Great Dane build this tower for the band program. Superintendent Tucker recommended approval.

Mr. Scherb moved to accept the donation of Great Dane. Mr. Kumpf seconded, and the motion was approved by a 7-0 vote.

**K. Permission to Bid Security Cameras**

Mr. Mike Howard and Mr. Bill Milner requested permission to advertise for bids for security cameras. Superintendent Tucker recommended approval.

Mr. Kumpf moved to grant permission to bid security cameras. Mrs. Adams seconded, and the motion was approved by a 7-0 vote.

**L. Job Description – Technology Support Specialist – NEW: First Reading**

Mrs. Carolyn Kumpf and Mr. Bill Milner proposed a job description for the position of Technology Support Specialist. This was a first reading, so no vote was required. The job description will be brought back to the July board meeting for approval.

Under discussion, Mr. Kumpf asked if this was a new position. Superintendent Tucker replied that it is a new position. She added that it may or may not be filled by an existing employee, but according to board policy, when a different kind of job is

introduced, the job description has to be presented to the board in two readings before a position can be posted.

Mr. Reberger wanted to know what the person filling this job description would be doing. Mrs. Kumpf explained that someone is needed with the skills to actually do more training with the teachers. She noted that the technology assistants did a lot of that this past school year; however, the training is needed more than just when school is in session. Someone is needed who can do both the technical as well as help the teachers do web pages. In the summer, the technology department is hosting Technology Tuesdays during which teachers can become more familiar with the technology and more fully integrate it into their classroom. That is what this position is for.

Regarding Mrs. Adams' question about technology coaches that had been hired previously, Superintendent Tucker explained that two years ago an outside person had been employed to be a technology coach when the Mimio interactive whiteboards and clickers had been purchased. However, since the tablets have been introduced, the larger issue is building a digital curriculum and helping teachers to manage what digital curriculum they already have. Mrs. Kumpf added that this person would also do a little bit of trouble-shooting and could repair tablets if necessary. This position would be a combination of a technology coach and the technology assistant. Mr. Milner stated that it would be an upgrade of the technology assistant position and would give the position more than the 185 days of a technology assistant so that summer and after-hours training could occur.

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

**Amy Burke Adams** hoped that everyone would have a great summer.

**Ron Scherb** apologized for missing the high school graduation ceremonies.

**Kevin Kumpf** noted the accomplishments of Clay City Jr/Sr High School's softball team who won the sectional and Northview High School's Ian Heffner who advanced to the state track and field finals.

**Tom Reberger** acknowledged Frank Misner's last official board meeting. He labeled Mr. Misner and Mrs. Polly Sullivan as two good people who have done a very good job, and he offered his thanks to them.

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

None at this meeting

#### **IX. Adjournment**

Having exhausted all agenda items, the meeting was adjourned at 8:40 p.m.

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