

**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 North Clay Middle School, Media Center, 3450 W State Road 340, Brazil, IN 47834, on Thursday, August 11, 2011. Tammy Beasley, Jennifer Kaelber, Tina Heffner, Forrest Buell, Rob Miller, Ron Scherb, and Amy Burke Adams were present.

**I. Call to Order**

Mr. Miller, President of the Board, called the meeting to order at 7:32 p.m. He then led those in attendance in the Pledge of Allegiance and offered the prayer.

At this time, Superintendent Tucker recommended board approval to add Item VI. L. Conflict of Interest Statement to the agenda.

Mr. Scherb moved to add Item VI. L. Conflict of Interest Statement to the agenda as a voting item. Mrs. Heffner seconded, and the motion was approved by a 7-0 vote.

**II. Consent Agenda**

**A. Claims**

**B. Board Meetings**

Regular Session Minutes for July 14, 2011

Special Session Minutes for July 28, 2011

Executive Session Certification July 14, 2011, and August 8, 2011

**C. Field Trips**

None at this meeting

**D. Personnel**

Superintendent Tucker requested permission to move Item II. D. Personnel to the end of the meeting because decisions will be made during the meeting which will impact decisions regarding personnel who are moving into other positions.

Dr. Buell moved to approve the consent agenda with the exception of Item D. Personnel. Mrs. Adams seconded and the motion was approved by a 7-0 vote.

**III. Comments from Patrons**

**Bill Schad**, superintendent of Clay Community Schools from 2003 to 2006, spoke to the board regarding the bus barn/transportation department. He stated that when he came to the school corporation, the district was spending \$3.5 million more than it was taking in, and the bus garage needed attention even before that. He noted that it appears the corporation has all of its facilities in pretty good shape right now and, as he saw from an item on the agenda, the corporation is even in the process of getting rid of the old central office building. He applauded the board's efforts on that. Mr. Schad pointed out that at the end of his three-year term as superintendent, the corporation was left with almost a \$1 million cash balance.

Mr. Schad then described the condition of the bus garage when he was here. He noted that there was a single bay garage, and in that garage he saw mechanics do a number of different things, from trading out transmissions and tearing down engines to working on frames and suspensions as well as body work. He was astonished at all the work they were able to do in that one-bay garage, and he noted that they do much more in that facility than just change oil. Mr. Schad knows this board, as well as prior boards, has been looking at what to do with that transportation situation for some time, for at least the last four years. He believes it is time to do the right thing with the transportation facilities since it seems to be the last facility that needs to be taken care of.

At this point, Mr. Schad shared that when he first came to the school district he learned that if he kept his ear to the ground and had people listening for him at a local hamburger joint, he would pretty much know what was going on. He has heard rumors coming out of the hamburger joint, and he is a little concerned as a taxpayer. Regarding the Williams facility, he has heard such things as the appraisal came in so low that the board was going to lease that facility for a number of years and then pay what it was appraised at so that the individual selling the facility came out with the amount of money that he wanted. Another rumor was that the board is planning to appraise that building for a second time in hopes that it will come out closer to the figure that they want. Mrs. Heffner asked Mr. Schad if he had heard that they were curbside appraisals and were not validated appraisals the first time. Mr. Schad replied that he didn't ask that question; all he heard was "appraisal". He hopes that the rumored reason for the second appraisal is not the case because he doesn't think the Department of Local Government Finance would be happy with either scenario. He suggested that if the board has more than one appraisal, curbside or not, the board probably should be ready to defend that decision should the board be asked by the DLGF.

Mr. Schad continued his comments by stating that he has nothing against Mr. Williams and as far as he knows, Mr. Williams' wife is a fine administrator who works here in the district. However, as a taxpayer, he feels that, with what it is going to cost to buy the Williams property and to renovate that property, there are a lot more options that make economic sense. He believes that if the board is going to serve the taxpayers' interests, the board needs to look at other options. As he sees it, when other options that have been on the table in the past are overlooked, it appears that there is a lot of personal and political static that gets in the way of some of those facilities. He believes it is time for the board to set aside those kinds of feelings and move forward and get something done with the transportation department.

Concluding his comments, Mr. Schad noted that some of the board members are believed to be considering moving the transportation director's work station to central office. He deemed this to make about as much sense as moving the superintendent's work station to one of the school cafeterias. He believes it doesn't make any sense in terms of economics or efficiency of operation to put the transportation director away from the point where he needs to be. He added that supervision of staff is the responsibility of the superintendent, not the board. It should be the superintendent's

decision as to where duty stations are assigned. He asserted that when board members get into that kind of daily operation, it is the epitome of micro-managing. He begged the board members to do the right thing.

**Alex Intermill**, an attorney representing Kocolene, spoke regarding the agenda item requesting a letter of waiver. Mr. Intermill explained that Kocolene has applied for a beer/wine/alcoholic beverage permit for its Fast Max location in town. The new store being built happens to be about 12 feet inside the 200 feet point-to-point distance that is needed to have a waiver from a school or church. Rather than try to move the building 8 feet or re-orient it so that the school's waiver was not needed, the Kocolene Corporation decided to send Mr. Steele to talk to the school corporation to see if anything could be done to obtain the waiver.

**Rich Steele**, of the Kocolene Corporation, stated that, regardless of the decision of the board tonight, he wanted to let the board know what Kocolene and Fast Max represent as a business in this town. Fast Max has had that location since 1985 and has been a family-operated business since 1938, in its fourth generation. The company is a responsible retailer and does everything above and beyond what the State of Indiana or the ATC or local communities require in the responsibility of selling alcoholic beverages. As an example, Mr. Steele noted that the ATC requires a 10-day notice prior to the local board hearing for Clay County; they have had a notice posted for 76 days. As for responsibility in selling alcohol, Mr. Steele's company appreciates and respects and honors the community by doing everything it can to prevent an illegal sale of alcohol or alcohol being stolen. He pointed out that it is a privilege to sell alcohol, granted by the State, the county, and the local community; it is not a right to sell alcohol. It is also only a privilege for a consumer to purchase alcohol; if they are under age, if it is beyond hours, or if they are already intoxicated, they do not have that right. Mr. Steele noted that the ATC does not require a retailer to separate alcohol from the rest of the store; however, they already have plans to make a separate room. He also noted that they have security cameras and a monitor sitting right on the counter. Another point that Mr. Steele made was that his business had more rights to refuse a sale of alcohol than to grant it. He also pointed out that three or four years ago his company adopted a policy of requiring an ID for every alcohol sale all the time, which was three years before the State of Indiana implemented that same policy. In addition, he commented that his company has a zero tolerance policy for employees who do not get an ID prior to an alcohol sale: If an employee does not ask for ID, the employee is terminated. He believes his company goes above and beyond to be a responsible marketer.

Board member Ron Scherb asked if the company had a license to sell alcohol at the old store. Mr. Intermill replied that they did not, they only sold tobacco, and the application is for the new store. Mrs. Adams asked to verify that they had already poured the foundation for the new store, which they have. Dr. Buell then asked what the company would use the 12 feet for and why they didn't just stay 12 feet farther away. Mr. Steele explained that they have a drive-through lane that goes around the back of the building and they wanted to maintain driveability.

**Cathy Rodgers**, a bus driver who also works in the transportation office in between her routes, stated that over the last several months, colleagues of hers had asked the

school board to purchase a modular for the transportation office. She pointed out that the lease on the rented trailer that they have been operating out of since their previous office was condemned and torn down expired this past June. She added that the city was gracious enough to extend the lease with the condition that the board would actively pursue a solution to the housing of the transportation office. She knows the board has been working diligently to find a solution. She also knows the economy is very shaky. That is why she feels the purchase of a double-wide modular is the best option at this time. As she sees it, the purchase would allow the board additional time to decide what to do with expanding the garage. The modular could be placed on the present location. If a different property is purchased in the future, the modular could be relocated to the new property. Mrs. Rodgers gave each board member a picture of a drivers' meeting showing the crowded conditions in the leased trailer. She then stated that the transportation office is in need of more space, for meetings, for socializing, for storage, and for offices for the transportation director and his staff. She asked the board to make a decision on office space for the transportation department. Board member Forrest Buell asked how much space the modular would need to have to be practical. Mrs. Rodgers replied that they had figured a double-wide modular would give them plenty of space for a nice big meeting area, an area for the drivers, and an area for the three offices.

#### **IV. Old Business**

##### **A. Transportation and Bus Garage Options**

Superintendent Tucker stated that an executive session had been held on August 8 for the purpose of allowing board members the opportunity to tour the existing transportation office, the Williams property on Pinckley Street and the Hughes property on Knight Street. Additional information was provided to the board at that meeting. She offered her thanks to the owners of those two properties for taking the time to show the properties. She also thanked the staff of the transportation department who accompanied the board members on the tour. As she sees it, the consensus from the tour was that the Williams property and the Hughes property each had combinations of appropriate factors. She would like for the board to indicate a next step for a continuing process to solve this bus garage/transportation office problem.

Mrs. Heffner noted the need for more room for mechanics. She also noted that past boards have looked at numerous locations that various administrators associated with the transportation and maintenance departments have felt were not suitable. Economically speaking, she believes the corporation could probably do well moving to the Williams property and having the offices there. The property would also accommodate the mechanics.

Mrs. Heffner then moved to obtain two full appraisals, not curbside, for the Williams property. The board would then average the two appraisals to determine what could be spent on the property, knowing that, by law, the corporation could not offer more than the average.

At this time, Mrs. Adams stated that in April, 2010, when she first toured the bus garage, the Quonset hut where the mechanics work was pointed out as being the sole problem.

The trailer was an issue as well; however, it was explained to her that better working conditions were needed for the mechanics. She stated that she first learned about the Williams property and the curbside appraisal from that same hamburger stand referred to by Mr. Schad. She was running for the board at that time, and she had not been in tune with school corporation business. She has an educational background and has been active in education all of her professional career, but in a different aspect. She personally looked at the Williams property this past spring, knowing that the board was going to need to do something. Prior to tonight's meeting, she did not know anybody worked for the corporation who is related to Mr. Williams. What she saw on the Williams property, in her opinion, would suit what the corporation needs for a bus garage. It was explained to her at the hamburger stand that the first appraisal that was done two years ago was curbside, and she does not consider that to be an accurate appraisal. She stated that, although misinformation and rumors are interesting, she knows that no one on the board has any intentions of any underhanded, squirrely intentions. The board's intentions are to find a decent place for the mechanics to work in and for the women who run the transportation department to work in. She is the person who brought up the Williams property in April and she is the one who suggested the appraisals at that time, but the board was not ready for it at that time.

Mr. Miller stated that a little over a year ago, before he and Mrs. Adams and Mr. Scherb were on the board, this was a problem. The Quonset hut didn't meeting INSafe and OSHA regulations. As a citizen, he did not know of the office problem. In his opinion, there are two problems: the office is too small; and, the garage is too small. So far, he has heard a solution to the office problem, one that the board had considered. As for a solution to the entire problem, there are different opinions. Mr. Miller noted that a few years ago the school corporation had a building committee, and the architect wanted to spend \$4.2 million on a bus garage. He added that, had the original \$53 million plan been approved, the bus garage would have been in there. He believes the board has an opportunity to upgrade something, and he hasn't heard any good reasons not to do so. He has heard from an administrator that the bus garage is insufficient, and he agreed that it is. Mr. Miller has looked at the situation from the perspective of what it would cost to build. He certainly had questioned the \$4.2 million cost estimate given to the building committee, and had been told that meeting EPA specifications on oil disposal had impacted the cost. In his opinion, the board has the opportunity to solve the problem with a long-term solution, and that is why he has not supported purchasing a modular because in another building, wherever that is, there may be plenty of space, or the \$50,000 can be used to add on and make an even larger office space. In his mind, it has never been an option to put that office in a central office, and he agrees with those who say that would be silly. He concluded his comments by noting that it is a simple problem and the solution should be straightforward and clear-cut. He doesn't know what the rumor mills are here or in Clay City or anywhere else. Mr. Miller and Mrs. Adams stated that the board will make a decision to the best of its ability, one that is in the best interests of the school corporation and the taxpayers. Mrs. Adams added that there has been discussion among this board to make an office available in central office for the transportation director to meet with parents because concerns have been brought to the board about the conditions under which the director had to meet with parents. So, no matter where the garage ends up, there will be office space available

for Mr. Misner to meet with parents, but it doesn't mean he will be working there every day. Mr. Scherb added that it might work for drivers' meeting also to meet at central office.

Mrs. Adams seconded the motion to get two appraisals for the Williams property. Prior to the vote, Mrs. Kaelber pointed out it is just two appraisals: It's just fairly saying what the property is worth, rather than driving by, which was given to the board before. It doesn't mean the board is purchasing the Williams building tomorrow and everybody is moving to where they don't want to be. The motion was approved by a 5-0-2 vote with Dr. Buell and Mr. Scherb abstaining.

### **B. Compensation – Board Policy #1350 Revision: Second Reading**

No changes were discussed during the first reading. Approval of the policy as presented during the first reading was recommended.

Mrs. Adams moved to approve board policy #1350, revision, second reading, regarding board compensation. Mrs. Heffner seconded, and the motion was approved by a 7-0 vote.

### **V. Superintendent's Report**

Interim Superintendent Tucker noted that she is feeling nervous but excited about the start of school next week. From what Mr. Reberger, Mr. Misner and the building principals have indicated, all systems are go for transportation and facilities. She also noted that Dr. Rayle and Mrs. Knust have been working to assure the corporation is off to the right start with curricular-related issues. Mrs. Kumpf has been working to have all personnel changes in place. She is looking forward to the start with teachers on Monday and the start with students on Tuesday. Superintendent Tucker added that there will be some formal public open houses in some of the elementary schools later in the school year to allow patrons to see the newly remodeled buildings.

### **VI. New Business**

#### **A. YMCA Summer Day Camp Presentation**

Pam Fischer and some of the YMCA Summer Day Camp staff members presented a report about another successful camp. Mrs. Fischer thanked Clay Community Schools' officials and staff members for their support of the camp. Other staff members who also provided information included Nicole Fry, Abby Fischer, Alyssa Papinchock, Caitlynn McKinney, and Roberta White. In response to questions from board members Ron Scherb and Forrest Buell, Mrs. Fischer stated that: summer day campers ranged in age from kindergarten through junior high; the majority of campers were students from Clay County with a few exceptions; the day started at 6 in the morning and ran until 6 at night; and, the camp ran all summer, for 10 weeks. As to Dr. Buell's question about record-keeping, Mrs. Fischer stated that she keeps records and hopes to be able next year to show growth and improvement from the beginning of the summer to the end; however, the records are only for use by the summer day camp.

### **B. Consideration to Name Northview High School Assistant Principal**

Superintendent Tucker stated that, after recruiting Mr. Romas to become the principal at Northview High School, there is now an opening for his position as assistant principal at Northview. A committee comprised of Mr. Romas, Dr. Rayle, Mrs. Kumpf, and Superintendent Tucker talked to several people who had administrative credentials within the school corporation's community. The committee unanimously selected Mrs. Debra Zimmerman to that position. The board's approval was recommended.

Mrs. Heffner moved to accept Debra Zimmerman as the Northview High School Assistant Principal. Mr. Scherb seconded, and the motion was approved by a 7-0 vote.

### **C. Health Trust Membership**

A few weeks ago, the school corporation received news that it had been accepted into the insurance trust. Mike Fowler requested that the board accept membership into the Health Trust. This would include all employees currently in the Health Savings Account plan. A \$1,500 per employee buy-in fee has been agreed upon. Approval was recommended.

Under discussion, Mr. Fowler explained that the trust currently has 16 members. There are two school corporations, including Clay Community Schools, that are looking to come in. It is one of the oldest trusts in Indiana and is well-run and well-respected. The school corporation has been accepted for membership. The trust is the only 100% HSA shop. Board approval would allow Mr. Fowler to accept the invitation into the trust. The corporation has agreed to \$1,500 as part of the recommendation. Mr. Fowler would cut the check to the trust prior to January 1. The \$1,500 per employee will depend on how many employees enroll, so Mr. Fowler did not have an exact dollar amount due to open enrollment this fall. If enrollment stays exactly the same, the buy-in fee is going to be in the mid-\$600 range.

Mrs. Adams moved to accept the invitation for membership into the Health Trust. Mrs. Heffner seconded, and the motion was approved by a 7-0 vote.

### **D. Permission to Advertise for Bids for Buses and Fuel**

Frank Misner requested permission to advertise for bids for new school buses and fuel. Approval was recommended.

In connection with fuel prices, Mr. Fowler shared that the State has a program that would allow the school corporation to pay an administrative fee per gallon of gas and in return they would set a range that would reimburse the corporation penny for penny when gas exceeded the price range. If gas goes under the range, the school corporation would owe the State penny for penny. This would allow the corporation to budget for that range, which is about a 50¢ to 60¢ range. It is not a hard dollar cost; it is a range. It is State-government-run. If the board would be interested in putting this item on a future agenda and applying for the program, Mr. Fowler needs to know by October.

Under discussion, Mrs. Heffner asked if this would be subject to whom the fuel was purchased from, and Mr. Fowler replied that it would not; fuel could continue to be

purchased as it has been in the past. So from Mr. Misner's perspective, nothing would change. It would just involve what Mr. Fowler would do if prices were above or below that range.

Mrs. Heffner moved to grant permission to advertise for bids for new school buses and fuel. Mrs. Kaelber seconded, and the motion was approved by a 7-0 vote.

#### **E. Permission to Advertise 2012 School Corporation Budget**

Board members had been sent a draft copy of the proposed 2012 Budget and School Bus Replacement Fund and Capital Project Fund Plans. Permission to advertise this information in local newspapers was requested. Mr. Fowler will present the budget and it will appear in newspaper legal advertisements as presented, unless the school board makes changes. Permission to advertise was recommended.

Mr. Fowler explained that, unlike other school corporations the board members may have read about recently, Clay Community Schools is financially stable. The corporation is not spending money it doesn't have and each fund is structurally balanced, in that cash balances are not being spent down to fund current programs. The corporation is in good shape, but that does not mean money is laying around to be spent. It has survived the recession very well in comparison to other school corporations. The budget is a "status quo" budget: It keeps all of the current programs funded and there are no real surprises. There will be a budget hearing at a special session on August 30 at 6:30 p.m. at North Clay Middle School.

Mr. Scherb moved to grant permission to advertise the 2012 school corporation budget. Dr. Buell seconded, and the motion was approved by a 7-0 vote.

#### **F. Approval of 403(b), 401(a), and VEBA Vendors**

Clay Community Schools is currently in the process of transitioning from the current 401(a) and VEBA vendors to TIAA-CREF. There have been significant problems with the current VEBA vendor and the change is needed for the benefit of corporation employees. Mike Fowler requested that the board approve a list of 403(b), 401(a), and VEBA vendors for the 2011-2012 school year. These are the same 403(b) vendors that the school corporation has today.

Mr. Fowler also requested that the board authorize him, on behalf of the school corporation, to set up the appropriate accounts with TIAA-CREF and to make the change to TIAA-CREF for the 401(a) and VEBA retirement accounts. Approval was recommended. Superintendent Tucker pointed out that discussions had been held with the teachers association and it was their consensus as well that this move be made.

Mrs. Heffner moved to approve the 403(b), 401(a), and VEBA vendors that have been recommended. Mrs. Kaelber seconded, and the motion was approved by a 7-0 vote.

#### **G. Bus Driver Reimbursement**

Amy Burke Adams had requested an agenda item regarding possible reimbursement to bus drivers for gravel purchased for use at their homes in the area where they park their



bus. Potential language that had been developed by Mr. Fowler, Mr. Misner, and Superintendent Tucker was included in the board packet and reads as follows: "The corporation may reimburse Bus Drivers up to \$200.00 per year for gravel/stone expenses related to maintaining a spot to park a corporation-owned bus with the following conditions: 1. Reimbursement is subject to pre-approval by the Director of Transportation. 2. Employee must be regularly parked on property owned by the employee bus driver. 3. Reimbursement is to be used to purchase gravel/stone for an area in which a corporation-owned bus regularly parks. 4. Employee must submit receipts and appropriate approval to the Director of Business Affairs in order to obtain reimbursement. This section does not guarantee an employee reimbursement every year. (Estimated annual cost = \$8,200 [41 x \$200.00])." The estimated annual cost was based on the number of drivers who do park corporation-owned buses on their personal property.

Superintendent Tucker noted that it had been difficult to make a recommendation because there had been situations that had made it ticklish, such as drivers who opt to park a bus on other people's property. It was felt that the corporation needed to have some internal control over that situation, so if that is something the board would still like to consider and is willing to accept that language, Superintendent Tucker would recommend approval.

Under discussion, Mrs. Adams stated that it had come to her attention that some bus drivers have concrete or asphalt drives. She would not recommend that they receive a reimbursement because that is not a consumable item. She pointed out that gravel gets carried away with bus tires and it sinks into the ground, and additional gravel is purchased out of the pocket of the bus driver. However, concrete or asphalt is not going to go away.

Mr. Scherb's question: Is this really a problem? Do we have buses that become stuck in driveways? Mr. Misner's response was that some drivers probably do put gravel in on their own, but he doesn't think it is a problem. Superintendent Tucker added that occasionally there will be a turnaround that needs additional gravel and the corporation will put gravel on a county road, but the school corporation can't go out and dump gravel on someone else's property that is not the bus driver's property. Mr. Misner pointed out that the school corporation has a pile of gravel at the county garage that the county uses when gravel is needed for bus routes.

Dr. Buell asked if the corporation would be committed to provide a reimbursement to a driver who needs a second reimbursement. The reply: It would be a case by case situation and the corporation would have the right to refuse to reimburse if it was felt it was excessive or unnecessary.

Superintendent Tucker pointed out that, if approved, this would not be corporation policy, but it would be added to the handbook language for the transportation department.

Mrs. Adams stated that her reason for bringing this up was that she did not think bus drivers should have to take money out of their own pockets and their own households to supply a pad for them to park their bus. As Polly Sullivan had noted at the previous meeting, there are already provisions for the electricity they use from their homes and the washings, so in Mrs. Adams' opinion it would only make sense that they would be compensated for their gravel.

Mr. Misner commented that he thought annual reimbursement was a little excessive. He added that his budget could not afford to spend an additional \$8,000 per year.

Mr. Miller suggested a one-time reimbursement per driver for a tri-axle load at \$200 per load. Mrs. Adams suggested doing something this year without putting it in the handbook. Superintendent Tucker proposed coming back in the spring with a recommendation after seeing if it really was an issue. Mrs. Adams pointed out that she wasn't suggesting tabling the issue. Mr. Fowler suggested approving the proposed language with an expiration date of June 30, 2012. Mrs. Heffner shared her opinion that drivers should contact Frank Misner before ordering gravel to be reimbursed.

Mr. Misner believes it would be best for drivers to make a request to him. He would then go out to the property and they would show him where they want to put the gravel. He would make a determination as to whether not it would be done. Mr. Misner would next contact Mr. Fowler to let him know if a driver was eligible for a reimbursement. As noted by Mr. Fowler, the contract with the gravel provided is with the bus driver; the school corporation will just allow it as a reimbursable expense. The bus driver could choose the vendor or haul it themselves.

To clarify, Mr. Fowler reiterated the intent to add 6/30/2012 to the language as an expiration date and there would be a limit of one request during this time. Mr. Miller pointed out that this would be for new gravel only, not gravel that had been purchased in the past. Superintendent Tucker then amended her recommendation to say that this language, if approved by the board, would serve as a provision to allow pre-approval to pay drivers for reimbursement of the gravel one driver requests during this year. This language would be in place effective until 6/30/2012.

Mrs. Adams moved to reimburse bus drivers up to \$200 only until 6/30/2012, at one request until that time, only with the prior approval of Director of Transportation Frank Misner. Mr. Scherb seconded, and the motion was approved by a 7-0 vote. Mrs. Adams concluded this item by noting that drivers who had previously parked a bus on someone else's property might now be able to afford to put a pad on their own property if the purchase of gravel had been the reason for not parking on their property.

#### **H. Kocolene Corporation Request for Letter of Waiver**

Kocolene Corporation requested a letter of waiver from Clay Community Schools to permit them to construct a Fast Max gas station and convenience store with a carryout liquor permit under the legal footage of 200 feet (187 feet) from East Side Elementary School. Superintendent Tucker recommended denying the request.

Under discussion, Mrs. Adams stated that she assumes this is either a State ordinance or county ordinance. Mr. Intermill, attorney for Kocolene Corporation, confirmed that it was a State law. She then asked if the school board was really in the position of waiving or allowing the violation of State law. Mr. Intermill replied that it would not be a violation of State law; there is a specific provision in the law that allows school corporations to waive the 200-foot requirement and consent to having the permit inside that 200-foot radius. Mrs. Adams then asked, if the school board denies that waiver, how it would affect the progress in Kocolene's building. Mr. Intermill stated that Kocolene would have to look at the site plan and look at where they are with the building and evaluate whether they would need to adjust the footprint of that building so it would be outside of the 200 feet and not need the consent. He would rather not have to go through that exercise. He pointed out the limited selection of alcohol and the orientation of the school with Highway 40 and the fact that it is not a place where kids hang out. He reiterated the fact that Kocolene is a family-owned company and has been for four generations. Their reputation as a company and in this community is important, and they wouldn't ask for this waiver if they felt there was a chance that would cause an issue with kids at school or the community. Their loyal customers are asking for this and it is something they would like to provide.

Mr. Scherb asked Mr. Intermill if he had talked to the church that is next door to the East Side school. Mr. Intermill replied that the church was not within the 200 foot radius and neither he nor Mr. Steele has talked to them.

Mrs. Adams moved to deny the request for a letter of waiver for Kocolene. Mr. Scherb seconded, and the motion was approved by a 7-0 vote.

### **I. Consideration to Purchase and Renovate Legion Property**

As authorized by the board, Superintendent Tucker negotiated an offer for purchase of the American Legion at a cost of \$277,500. The purchase agreement and a resolution to approve and purchase was included in the board packet. Approval was recommended. Lori Dalton, realtor with Century 21, was present at the meeting to answer questions, and she had put together the document for pre-approval pending board approval.

Mr. Fowler pointed out that money for the building would come out of the Rainy Day Fund. Mr. Scherb stated that having the money in a savings account was what really got his attention. The corporation would not have to borrow money to solve a long-term need.

Mr. Scherb then moved to purchase the American Legion building for the use of a central office with the restriction that there would be no renovations to the building without school board approval. Superintendent Tucker confirmed that recommendations for renovations, with itemized costs, would be brought back for board approval. She asked Mr. Fowler to confirm that some of the renovation costs will be allocated out of the Capital Projects Fund as well as the Rainy Day Fund. Mr. Fowler stated that the way the resolution is written, it stops at the purchase. However, the board has two options: They can either take it out of Rainy Day or they can declare an

emergency and take money for renovations out of emergency allocations in Capital Projects, which has between \$300,000 and \$350,000 allocated. Mrs. Adams seconded.

Before the vote, Dr. Buell asked if the balance on the renovations of the elementary schools would conflict with the purchase of the American Legion building. Superintendent Tucker replied that it would not conflict with the elementary project, which is separate and part of a loan that was taken out for that purpose. The money for the cost of purchase for the American Legion building is sitting in the Rainy Day Fund. Funds allocated in the Capital Projects Fund that are not associated with the elementary building projects were just discussed for use with renovations. Mr. Fowler commented that the key point of the resolution for him is that the board is authorizing him to cut a check for this purchase. State law dictates that he has to get board approval and then cut the check, but if the board gives him the authority on specific things to go do, then he can.

Mr. Scherb asked Lori Dalton if this property was clear of any other liens. She replied that there are absolutely no liens or judgments against this property. It is owned free and clear by the two owners who currently own the property. There is no lease option, no liens, and no mortgage on this property.

It was clarified that the motion included granting authority to Mike Fowler to issue a check in the amount necessary to purchase the property.

Dr. Buell then asked how much acreage was in the whole unit. Superintendent Tucker replied that it is 1.34 acres.

The motion was approved by a 7- 0 vote.

#### **J. 2011-2012 Pay Raise Recommendation**

It was recommended that all non-certified employees would receive a 1.5% increase in their hourly rate. This raise is effective July 1, 2011. Also, all currently employed non-certified employees, including those on an approved medical leave of absence, would receive a one-time check based upon 2% of their hourly rate times the number of currently anticipated base hours to be worked during the 2011-2012 school year. This amount, if approved, would be paid out on the September 16, 2011 paycheck.

For bus drivers, it was recommended that bus drivers' 2011-2012 base pay per day would be increased 1.5% to \$60.01 (currently at \$59.12). Also, all currently employed full-time bus drivers would receive 2% of their final 2011-2012 contract as a one-time check. This amount would be paid out on the September 16, 2011 paycheck. In addition, the hourly rate for additional driving would be increased from \$9.65 to \$9.80 starting with trips on/after September 1, 2011. Approval was recommended.

Mrs. Adams moved to approve the 2011-2012 pay raise recommendation for non-certified employees and bus drivers as presented. Mr. Scherb seconded, and the motion was approved by a 7-0 vote.

## **K. Public Relations Recommendations**

As requested by board member Ron Scherb, Dr. Tim Rayle presented recommendations for improving public relations of the school board. He noted that research indicates there are four major image drivers in public school relations. Those four are student achievement, high school quality, the superintendent's reputation, and the school board's reputation. To summarize, these were his suggestions for improving public relations:

- 1) Marketing: Increase awareness with the public; change negative perceptions and attitudes based on rumors; spur positive action and behaviors.
- 2) Transparency: Both in the classroom and corporation-wide.
- 3) Vision and Mission: Focus in and narrow down.
- 4) Effective Communication: Communicate at the public's level. Make use of digital-oriented media such as Facebook, Twitter, YouTube, and Skype.
- 5) Accentuate positive, eliminate negative: Every school has positive stories to tell; achievements need to be celebrated and shared.
- 6) Keep employees informed
- 7) Maintain proactive media relations

Based on Dr. Rayle's experiences as principal of Northview High School, he also recommended that instead of having pictures of the buildings, there needs to be pictures of what is going on inside of the buildings. Also, he noted that "less is more", and he recommended thirty seconds of "Wow" when presenting information. In addition, he recommended going directly to the people by using digital technologies and social networks.

Under discussion, Dr. Buell asked if there was any way to relate to the public so they feel like they are part of the educational process, perhaps through public committees. Dr. Rayle responded by referring to the use of digital communication, such as Skype, in order to have large group discussions. Also, forums to include a large number of school patrons can be set up on Facebook.

## **L. Conflict of Interest**

A Conflict of Interest Statement declaring partial interest in the American Legion property was presented by Charles Reberger, a school employee. Superintendent Tucker recommended accepting the declaration.

Mrs. Heffner moved to accept that declaration. Mrs. Adams seconded, and the motion was approved by a 7- 0 vote.

At this time, Superintendent Tucker recommended approval of the following:

### **II. Consent Agenda**

#### **D. Personnel**

##### **A. Leaves of Absence**

##### **1. Certified**

a. Maternity Leave (FMLA)

NCMS

Sarah Goda

b. Maternity Leave (FMLA)

VBE

Megan Mapes

2. Non-Certified			
a. Extended Medical Leave	JTE		James R. Guinther
B. Retirements			
1. Certified	None		
2. Non-Certified			
a. Custodian (185 days) Waiver	JTE		Harriet Guinther
3. Place on Retirement Index	NHS		Martha Jo Barrett
C. Resignations			
1. Certified	None		
2. Non-Certified			
a. Instructional Assistant (Sp Serv)	FPE		Samantha Salinetto
b. Food Services (6 hours)	CCHS		Donna Sullivan
c. Instructional Assistant	FPE		Chuck Fry
d. Food Services (4 hours)	NHS		Tammy Stearley
3. ECA Resignations			
a. Volleyball – 8 <sup>th</sup> grade	CCHS		Chandra Burns
D. Transfers			
1. Certified			
a. Teacher Title I from ME to FPE			Deborah Swearingen
2. Non-Certified			
a. Custodian (185 day evening)	from SE to VBE		Kelly Horsley
b. Instructional Assistant	from VBE to NHS		Glenda Brunett
c. Instructional Assistant	from ESE to JTE		Lecia Brown
E. Employment			
1. Certified			
a. Assistant Principal	NHS		Debra Zimmerman
b. Teacher – Art	CCHS		Kara Jeffers
c. Teacher – Math 1.5 periods	CCHS		Rachel McCleary
d. Teacher – German, Study Skills (3/5 contract)	CCHS		Silvia Weir
e. Teacher – Social Studies, Psych/Sociology	CCHS		Rebecca Mayfield
f. Teacher – Preschool Special Services LEAAP			Linzy Raley
g. Teacher – Art (80%)	JTE/FPE		Lauren Latta
2. Non-Certified			
a. Instructional Assistant (Sp Serv)	FPE		Karen Morris
b. Instructional Assistant (Sp Serv)	NCMS		Barbara Lynch
c. Instructional Assistant (Sp Serv)	NHS		Emily Wells
d. Instructional Assistant (Title I)	ME		Kristen Beasley
e. Instructional Assistant (Sp Serv)	NCMS		Jody Newton
f. Custodian (185 days – 2 <sup>nd</sup> shift)	JTE		Chris Drake
g. Instructional Assistant (Sp Serv)	CCE		Kim Chalos
h. Instructional Assistant	CCE		Chelsee Gerber
i. Instructional Assistant	CCE		Brenda Shaw

j. Instructional Assistant	FPE	Arrah Jean Harris
F. Extra-Curricular		
1. Extra-Curricular Certified		
a. Volleyball – 9 <sup>th</sup> Grade	NHS	Jennifer Smith
2. Extra-Curricular Non-Certified	None	
3. Extra-Curricular Lay Coach		
a. Volleyball Assistant (JV)	CCHS	Courtney Dayhuff
b. Cross Country – Girls High School	CCHS	Darby Sindors
c. Assistant Band Director	CCHS	Ryan Weber
d. Drill Team Director (Fall)	CCHS	Chelsea Bryan
e. Jr. High Cross Country	CCHS	Kevin Cook
G. Changes		
1. Certified	None	
2. Non-Certified		
a. Glen Williams would be moved from 185-day cleaning to 260-day custodian at Van Buren Elementary.		
b. Kelly Horsley is currently a 6-hour custodian. Her transfer to VBE would increase her to 8 hours/day.		
c. Evening Cleaning Positions at Meridian and East Side are to be increased from 6-hour positions to 8-hour positions.		
H. Termination		
1. Certified	None	
2. Non-Certified	None	
I. Information Only	None	
J. Volunteers		
1. Athletic	None	
2. Classroom		
a. Kim Chalos	LEAAP Center	

Mrs. Heffner moved to accept the personnel items. Mrs. Adams seconded, and the motion was approved by a 7-0 vote.

## **VII. Board Member Comments**

**Amy Burke Adams** offered her congratulations to Tim Rayle, Lynn Romas, and Debbie Zimmerman and thanked them for accepting the positions. She is looking forward to another good school year.

**Tammy Beasley** stated that she is looking forward to the upcoming school year.

**Forrest Buell** commented that it had been a good evening and he feels the board has accomplished things.

**Rob Miller** commented on the start of school and the good reports that had been received.

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

**Rob Miller** would like to put the fuel pre-purchase program on the agenda for next month. Also, he would like to have information and estimates for the renovation of the American Legion building.

**Ron Scherb** also would like to bring the fuel purchase program to the next meeting. He added that the Clay County Commissioners would like to learn about that program also, and he would like to invite them to attend the September school board meeting and he would like to prepare a packet of information regarding that program for the three commissioners. In addition, Mr. Scherb would like for Kathy Knust to present a report regarding the vocational program. He wants to invite all vocational teachers to the meeting as well.

### **IX. Adjournment**

Having exhausted all agenda items, the meeting was adjourned at 9:35 p.m.

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