

OREGON-DAVIS SCHOOL CORPORATION

**Monday, June 11, 2018
Regular School Board Meeting, 6:30 PM**

Susan G. Rowles Board Room, Administration Building, Oregon-Davis School Corporation, 5998 North 750 East, Hamlet, IN 46532

The Board of School Trustees of the Oregon-Davis School Corporation met in Regular Session on Monday evening, June 11, 2018 at 6:30 PM in the Susan G. Rowles Board Room of the Administration Building, pursuant to the rules of the Board.

1.0 Call to Order

1.01 Welcome - by Andrea McIntosh. In attendance: Andrea McIntosh, Kurt Hayes, Shirley Budka, Chris Lawrence, Annette Ferch, Dr. Harman, Tim Pletcher, Bill Bennett, Nikki Salazar, John Kohles, Mr. Kaminsky, school attorney, Brenda Miller, Lee Nagai, Julie McLiver, recording secretary.

1.02 Pledge of Allegiance

1.03 Recognition of Visitors - no visitors

Mrs. McIntosh asked for a motion to add Addendum Items 2.10 Leave Requests and 2.12 Fund Raisers/Donations to the Consent Agenda. Mr. Hayes made that motion and Mrs. Budka seconded that motion. Motion passed 5-0.

2.0 Consent Agenda

2.01 Agenda - June 11, 2018

2.02 Minutes - May 14, 2018

2.03 Financial Reports - Appropriations, Fund, Revenue, Deduction Checks Posting Reports

2.04 Vendor Claims - \$277,705.63

2.05 Payroll Claims - \$270,532.59

2.06 Programs

2.07 Resignations and Non-Renewals - Nick Dance, Jr/Sr High English; Greg Estok, Athletic Director/Dean of Students; Amanda Lester, K-12 Band/Music; John Phillips, Jr/Sr High Math

2.08 Retirement

2.09 Employment and Transfers - Bianca Ash, Pep Club Sponsor; Alivia Jensen, Jr. High English Teacher; Beth Byers SCYC Food Service; Anthony Hutchinson, Social Studies; Kris Hinds, Heather Quinn, Katie Miller, Amy Budka, Academic Enrichment Coaches for the 2018-2019 school year.

2.10 Leave Requests - June 14, 2018 - Jesiah Clemons, Dustin DeSabatine, Apple Event at Portage High School

2.11 Use of Facilities - Autistic Camp, June 11-July 12, classroom and swimming pool, Elementary

2.12 Fund Raisers / Donations - 7/9 & 7/13/18, Lemon Shake-up Booth at Starke County Fair for FFA; 7/10/18 Lemon Shake-up Booth at Starke County Fair for National Honor Society

Motion to accept Consent Agenda by Mrs. Ferch, second by Mr. Lawrence. Recommendation for Mrs. Ash will be corrected to read Ms. Barbknecht was terminated. Fund Raisers and Donations will be on the Consent Agenda as Item 2.12. Dr. Harman has met with Ms. Jensen and Mr. Hutchinson and they are both excited to be coming on board. Beth Byers will be helping Mr. Messer in the kitchen. This is the same as last year with two people working the summer food service.

Motion passed 5-0.

3.0 Discussion/Action Items

3.01 Recommendation to approve the Administrative Handbook. Motion to approve by Mr. Hayes, second by Mrs. Budka. Most of the language in this handbook mirrors the teacher contract. This will be brought to the Board each June. Motion passed 5-0.

3.02 Recommendation to approve the Classified Handbook. Motion to approve by Mrs. Budka, second by Mrs. Ferch. This handbook will help the central office and will help classified staff know what benefits apply to them. On bus routes Dr. Harman added the line that pay may be adjusted by the Superintendent based on time and distance traveled and the adjusted pay must be approved by the School Board. This handbook also includes an evaluation piece and at the back the employee must sign to acknowledge that they have received a handbook. This will also be brought to the Board each June. Motion passed 5-0.

3.03 Recommendation to approve purchase of one school bus. Motion to approve made by Mr. Lawrence, second by Mr. Hayes. This bus is a Bluebird 72 passenger very similar to what was purchased last year with the exception that the camera will be Angel Track camera system. Last year's bus had the 24/7 camera system which is web based. Most of our buses have the old 24/7 system but we have written a grant we hope to receive to secure Angel Track in all of our buses. We will be trading in Bus #13 which is a 1999 bus. This is a gasoline bus. Motion passed 5-0.

3.04 Recommendation to approve donation to paint Athletic Restrooms (Paint, supplies and painting). Motion made by Mr. Lawrence and second by Mrs. Ferch. Mrs. Ailes has volunteered to get the paint and do the work along with Mrs. Dawn Lawrence. She will be in contact with Mr. Pletcher and Mr. Taylor. Motion passed 5-0.

3.05 Recommendation to approve the Jr. Class donation for caps and gowns next year. Motion to approve by Mr. Hayes, second by Mrs. Budka. The amount donated would be \$802.25. Motion passed 5-0.

3.06 Recommendation to approve revised 2018-2019 and 2019-2020 calendars. Motion made by Mr. Lawrence, second by Mrs. Ferch. This recommendation would eliminate the planned e-learning days as well as three flex elearning days. The two planned elearning days would be replaced by two regular school days, the three flex days would be replaced by three snow make up days. This recommendation is based on input from parents, teachers, staff, administrators and School Board members. Motion passed 5-0.

3.07 Reduction in Force. Motion made by Mrs. Budka, second by Mrs. Ferch. Based on projected enrollment and projected revenue and expenditure concerns, one employee will be reduced. Motion made by Mrs. Budka, second by Mrs. Ferch. Motion passed 5-0.

4.0 Other Business Items

Time was turned over to Mr. Kaminsky regarding the board reorganization. First, Mr. Kaminsky commended the Board for the Work Session and he thinks it is great that they are at the front of school safety and said we were very blessed to have the SRO on board. Plan changes on shifting the voting districts. First he will have to find out what the name of the corporation truly is, whether it is MSD of Oregon-Davis or the Oregon-Davis School Corporation. He will get with the Department of Education to find the correct name. This is a lengthy process that will probably take about a year to finish. The first thing that would be done would be adopt a resolution explaining what it is to be changed. A ten day notice has to be published about what is to be changed and then we have to stay silent for 120 days. The patrons who object or have another plan have the right to do that during that 120 days. After the 120 days expire within 30 days we have to send the plan to the Department of Education. The DOE at that point will publish their own notification that they have received the plan change. The DOE then has the right to say we approve of the change, we don't approve of the change or we want you to change your change. If there is a patron that comes in and files their own that process has to be considered. The DOE has 60 days to let you know what they think needs to be changed, affirm or disapprove. If no one comes forth it is done. If there is another plan brought forth by the DOE or a patron there would probably be a special election. His suggestion is to bring a resolution to the Board in July, and the process will get started. For the next election we will still have the same districts that now exist.

4.01 Crisis Plan - first reading. Mr. Bennett, it has been in process for over a year. The biggest changes are items that were discussed in the work session. In the last few weeks the corporation has received information on changes to fire drills with the delay on unplanned drills. Fire maps have been updated with alternative exits and primary exits and tornado locations have been updated for both buildings. Mr. Pletcher said Scott is working on a document for procedures for any of the major equipment shut downs, so there will be photos and directions on how to do shut downs properly. Dr. Harman said the corporation is looking at a badge machine so all staff will be wearing identification. Another plan is to have a go bag in each classroom in case of emergency evacuation which would include water, bandages, rosters, etc. This document will be sent to the Board later this week. Mr. Kohles added that he would like to have a short video for substitute teachers so they would be more familiar with what to do in emergency situations.

4.02 Student Handbook revisions - first reading. Mr. Bennett - elementary has minor changes, semantics or different people in different rolls, pulling out elearning days, updating textbook and lunch prices after they are approved. Format is very similar with the high school handbook. Mr. Pletcher - changes will be highlighted with notes on the side, such as daily schedule. The cell phone issue is another item that will have changes in offense consequences. Mr. Pletcher is adding links to graduation pathways so that parents will have information as that develops.

5.0 Curriculum

5.01 Professional Development Plans for 2018-2019. Dr. Harman is planning for professional development on July 30 and 31 for teachers. The first day would target our new teachers. Half a day for technology and half a day for curriculum is what is planned. Teachers will receive a stipend for this and we do have the RLIS grant to cover that. We are also looking at professional development for all staff on school safety on August 8th. Professional development for next year will be handled differently. We are looking at teachers receiving professional development once a quarter in one of their prep hours and then having time out of school that they will have to complete what they are working on and have their time documented and signed by their principal to receive a stipend for their efforts.

There is also some professional development working with our school improvement plans. We also have four teachers that will be taking the lead on STEM and working with students.

Both buildings will have teacher meetings on the same day so we are hoping to have Mr. Kohles review safety items at those teacher meetings for 10-15 minutes.

6.0 Informational Agenda Items

6.01 Superintendent/Principal Reports - Dr. Harman passed out the budget snapshot to the Board. He also met with Escrft on casualty insurance. They will be giving the corporation a quote. We continue to look for ways to cut expenses. Dr. Harman thanked all the teachers and staff for a productive and enjoyable school year. On our last teacher workday our retirees, Mrs. Anderson, Mrs. Hinton and Mr. Marsh were recognized.

Autism Camp started today and Youth Club is going on at the elementary.
July Board meeting will be July 16th at 6:30.

Success stories: We have had several students receive their lifeguarding certification and are now employed as lifeguards. Relay for life was a big success and we thank Bert Salyer and all the other staff for all the work they put in to make that a success. Next year we may be tying it in with the high school. Lastly, Dr. Harman gave a big thank you to Mr. Pletcher for his leadership for graduation, along with Kim Berg, Bianca Ash, Deb Ecker, Kay Marsh, Scott Taylor and others that helped put that event together.

Mr. Pletcher thanked the Board for participating in graduation. He thanked Scott and the custodial staff for all of their work. The last few weeks he has been meeting with candidates and getting background checks completed. Student Handbooks are done and Mr. Pletcher will now be working on staff handbooks and will work with the new person on their discipline matrix.

The seventh grade orientation is being planned and Mr. Pletcher feels the need to add a ninth grade orientation, to get parents in and talk about graduation options.

Mr. Bennett thanked the Board for attending the 6th grade celebration. He also thanked Mrs. Hayes, Mrs. Awald, Mrs. Huitt and Mrs. Good for their help. This year more staff attended. Mr. Briles and Mr. Corey had their classes write letters of appreciation to teachers and Mr. Bennett felt that helped with having more staff attend. Mr. Bennett is also working on his staff handbook and schedule for next year. The first day of Youth Club and Autism Camp went well.

6.02 Board Member Reports - Mrs. Ferch reported on the Alumni Banquet this past weekend. There were between 150 and 160 in attendance. The oldest class represented was the 75th year and 3 members attended. Mr. Hayes questioned the insurance with Anthem and St. Joseph. We have contacted our representative concerning this and will send information out when we receive it. Mrs. Budka thanked the principals for both graduations, she felt it was very professional and laid out very well. Mrs. McIntosh also thought both graduations were very professional. She loved the idea of the parents standing up and also receiving some recognition. Mrs. McIntosh also spoke about the staff breakfast that Mrs. Hinton said she would like to see the teachers get raises. She does not know if the teachers know that is driven by enrollment and with enrollment down that affects the money. She asked the principals how they handle calls from parents that want to transfer here. Mr. Bennett and Mr. Pletcher explained they have them complete paperwork and try to get them to come in to give them a tour. Mrs. McIntosh asked about transportation if that is an issue. In situations when the principals have questions about transportation they send those to Dr. Harman and they are handled on a case by case basis. Mrs. Budka asked about the fair if there are teachers signed up to work yet. This process has been started in planning for fair week. Dr. Harman mentioned that he will be visiting with WKVI on Tuesday in looking at promotional spots for the corporation. The Leader will allow Oregon-Davis to have an article in each month. An upcoming article will feature our school resource officer.

6.03 Staff Member Reports - none

6.04 Requested Visitor Participation - none

6.04 Adjournment - Mrs. McIntosh asked for a motion to adjourn. Motion made by Mrs. Budka, second by Mr. Hayes. Motion passed 5-0. Meeting adjourned at 7:48 PM.