

OREGON-DAVIS SCHOOL CORPORATION

**Monday, July 16, 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, July 16, 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, Shirley Budka, Annette Ferch, Chris Lawrence, Ed Volk, attorney, Dr. Harman, Kerry Bradway, Lee Nagai and daughters, Ron Henigsmith, Brenda Miller, Julie McLiver.

1.02 Pledge of Allegiance - led by Annette Ferch

1.03 Recognition of Visitors - No visitors to recognize

2.0 Consent Agenda

2.01 Agenda - July 16, 2018

2.02 Minutes - Work Session 6/11/18, Regular Meeting 6/11/18

2.03 Financial Reports - Appropriations, Fund, Revenue, Deduction Checks Posting, ECA Year-End fund Report

2.04 Vendor Claims - \$783,520.78

2.05 Payroll Claims - \$192,378.58

2.06 Programs

2.07 Resignations and Non-Renewals - Margarita Bope, Spanish; Amy Budka, Jr/Sr HS English, Katie Miller, Jr/Sr High Special Education; Jacob Hogan, Jr/Sr HS Science; Francisca Clark, Jr/Sr HS English/Publications

2.08 Retirement

2.09 Employment and Transfers - Kerry Bradway, English; Kathleen Roberts, FACS; Chris Matthys, Jr/Sr High Assistant Principal/Athletic Director; Sarah Haddad, Spanish; Kendra Ohime, Band/Music

2.10 Leave Requests and Field Trip Requests - 7/23-7/27/18, Jeff Messer, Culinary Skills Workshop, Michigan City; 8/2/18 Jeff Messer, Staff Training, Wawasee High School, Syracuse; Aubrey Lady 2018-2019 school year maternity leave.

2.11 Use of Facilities

Motion made by Mrs. Ferch, second by Mrs. Budka. Dr. Harman recognized the teachers that have resigned and moved on to other positions. Dr. Harman introduced Kerry Bradway, our new English teach. Kerry comes from Plymouth and Dr. Harman said he is excited to have her on board. Kathleen Roberts will be our new FACS teacher and comes from Mishawaka Schools. She is an OD grad and is excited to return. Chris Matthys will be the Asst. Principal/Athletic Director and lives in the South Bend/North Liberty area. Chris had been Athletic Director at South Bend Washington and he does have his administrative license. Sarah Haddad is our Spanish teacher. Sarah comes from Highland and is extremely excited to start. Kendra Ohime will be our new band and music teacher. She comes from Wisconsin and is originally from the northern Indiana area and is moving back to the area. She taught in a small school setting and will be bringing three children. Her husband is a pastor at the Wesleyan Church and they will be living in the parsonage. Dr. Harman also noted that Aubrey Lady has requested maternity leave for the school year, so there are adjustments that are being made at the elementary school. Mrs. McIntosh asked for more clarification on the Admin/Athletic Director position. Dr. Harman stressed that Mr. Matthys does have his Administrators License that will allow him to complete state reports, evaluate teachers, complete paperwork on suspensions and expulsions and conduct case conferences. In the past when we just had a dean of students and athletic director, a dean of students could not do those functions. Discipline needs to be addressed in the Jr/Sr High School and with his administrators license he will be able to handle discipline in that school. He will have additional roles that the previous dean of students did not have.

Motion passed 4-0.

3.0 Discussion/Action Items

3.01 Recommendation to approve 2018-2019 Student Lunch Price

Motion made by Mr. Lawrence, second by Mrs. Budka. The state every year makes a report and recommends lunch prices. Dr. Harman is recommending a 10 cent increase across the board. Sixth graders do get a larger portion of food as do the 7-8 and 9-12 grades.

Motion passed 4-0.

3.02 Recommendation to approve 2018-2019 Staff (Adult) Breakfast Price

Motion made by Mrs. Ferch, second by Mr. Lawrence. This is for adult breakfast to be \$2.10. This recommendation comes from Mr. Messer after evaluating food costs. Staff lunch price will remain at \$3.25.

Motion passed 4-0.

3.03 Recommendation to approve 2018-2019 Food Bids

Motion made by Mrs. Ferch, second by Mrs. Budka. This recommendation is based on the recommendation of the Northern Indiana Education Service Center (NIESC). They secure the bids for area schools. Bakery will be Alpha, dairy will be Deans, Food/Commodities will be Gordon's and produce will be Piazza. The question was asked what was meant by commodities if it was government food. That is the case and Gordon's handles those products for the schools.

Motion passed 4-0.

3.04 Recommendation to approve 2018-2019 Instructional Fees

Motion made by Mrs. Budka, second by Mrs. Ferch. These fees have been evaluated by the principals, central office and technology to make sure fees are consistent. The fees for grades seven thru twelve are just for the core classes. One to one devices are included in all fees.

Motion passed 4-0.

3.05 Recommendation to approve 2018-2019 School Emergency & Crisis Response Plan

Motion made by Mrs. Ferch, second by Mr. Lawrence. In June the building principals and Mr. Kohles talked to the Board about the crisis plan. Dr. Harman noted that we are the only school in the county with a full-time resource officer. We take crisis and emergency very seriously. Some training and professional development will be led by Mr. Kohles for all staff on August 8th. Part of this training is the ALICE protocol, hunker, fight or flee with the teacher having the opportunity to make that decision. Part of that emergency plan also includes a badge maker so that all staff will be wearing that identification. Mrs. McIntosh asked about how much time the staff will have on training. Mr. Kohles will train on August 8th and also will be training each month in the building staff meetings. Time will also be dedicated to training custodians and bus drivers. Dr. Harman will keep the board updated on the progress of this training.

Motion passed 4-0.

3.06 Recommendation to approve 2018-2019 Student Handbooks

Motion made by Mrs. Budka, second by Mrs. Ferch. Handbooks were shared in June. The major change was eliminating the e-learning information. Mr. Pletcher and Mr. Bennett have worked to make the format very similar.

Motion passed 4-0.

3.07 Recommendation to approve Transfer Student Limits Policy

Motion made by Mr. Lawrence, second by Mrs. Ferch. This is standard language. If we would have a large enrollment that would affect staffing we could limit that.

Motion passed 4-0.

3.08 Recommendation to approve 2019 Budget Deadlines (publish, hearing, adoption)

Motion made by Mrs. Budka, second by Mrs. Ferch. The Board Meetings in August, September and October are extremely important for us to have at least three board members in attendance to meet deadlines.

Motion passed 4-0.

3.09 Recommendation to approve 2018-2019 Event Ticket Price

Motion made by Mr. Lawrence, second by Mrs. Budka. After reviewing last year with the principals and Mr. Estok, the decision was made to recommend increasing the price of a single ticket admission to \$5.00. There is still a season pass that is not increasing. Dr. Harman would also recommend that preschoolers be admitted free and that families be limited to a max of \$20.00. This discussion will take place after Mr. Matthys starts.

Motion passed 4-0.

3.10 Recommendation to approve 2018-2019 Student Resource Officer

Motion made by Mrs. Ferch, second by Mrs. Budka. Upon approval of the Board, Dr. Harman will contact Hamlet Police Dept. to notify them that we would like to continue with Mr. Kohles as our resource officer. Mrs. McIntosh added that Mr. Kohles is a huge asset to our school.

Motion passed 4-0.

3.11 Recommendation to approve 2018-2019 Wellness Policy

Motion by Mr. Lawrence, second by Mrs. Ferch. Last year the Board approved our Wellness Policy. Nothing has changed. Dr. Harman will meet with Mr. Messer and Mrs. Huitt periodically thru the year and bring any changes if necessary to the Board next year.

Motion passed 4-0.

Mr. Hayes was able to join the meeting at this time.

3.12 Recommendation to approve Retirement Incentive

Motion was made by Mr. Lawrence, second by Mrs. Budka. In the 2017-2018 Master Teacher Agreement there was a provision for a retirement incentive. We had three teachers that were eligible for this and we had two teachers, Mrs. Anderson and Mr. Marsh that did retire. The incentive was that upon retirement, the school corporation will agree to pay the entire cost of a single health insurance policy until the bargaining unit member reaches the age of 65. At this time Dr. Harman asked that the Board approve this incentive for Mrs. Anderson and Mr. Marsh.

Motion passed 5-0.

3.13 Recommendation to approve Jump Start Program and Staffing

Motion made by Mrs. Ferch, second by Mr. Hayes. In the recommendation, Jump Start is in two portions. Jump Start is for grades 1-8 and we have Mrs. Hinds, Ms. Quinn, Mrs. Schwenk

recommended as teachers with Ms. Deb Wringer as aide. For Kindergarten the recommendation is for Ms. Manns, Mrs. Cooper and aide Mrs. Lawrence. Much of this depends on numbers. The Kindergarten Jump Start is funded through a grant from the Community Foundation. Dr. Harman asked for approval of the program and the staffing, staffing being based on need.

Motion passed 5-0.

3.14 Recommendation to accept donation form Starke County Farm Bureau for FFA

Motion made by Mrs. Budka, second by Mr. Hayes. The corporation appreciates this donation to the FFA.

Motion passed 5-0.

4.0 Other Business Items

5.0 Curriculum

5.01 Report on Jump Start Program - At this point we have 26 students interested, 24 elementary, 2 junior high. Just today we received a call from a father interested in enrolling his children. More information was sent out today. Final numbers are needed by Wednesday to finalize transportation and lunch. Dr. Harman anticipates having one class at the lower elementary level and another class at the 5-6-7 level. One avenue is to help students learn how to organize and how to study. Jump Start will begin Monday, July 23.

6.0 Informational Agenda Items

6.01 Superintendent/Principal Reports - Dr. Harman passed out the financial snapshot to the Board Members. He pointed out that this report is thru June so the 8% per month should be about 48% in expenditures. Most funds are close to that, transportation is a little higher due to bus repairs. He also noted that Food Service has been added to the report and that the numbers in the board packet are not correct. A CD that was held for the Food Service Dept. has been cashed in and added to the balance of that account.

Summer Updates: SCYC and Autism camp have completed. The concrete steps to the athletic entrance have been quoted and work is scheduled for 3-4 weeks out. The gym floor at the Jr/Sr High has been resurfaced and will be restricted while it dries. The work to install the fire panels has begun now that students are out of the buildings. In technology the backup server has been delivered. The roof on the Administration Building was completed last week and reports from Mr. Quail indicated that it could not have waited, he was surprised we did not have any water damage. One to one devices have been delivered and technology is working to have those ready for the start of school. The 2 doors that were scheduled to be replaced have been ordered and we are waiting to hear when those will be delivered and installed.

In the last two weeks the corporation has received a matching safety grant of \$34,725.95 to update 6 bus cameras and 8 building cameras affecting both buildings. Also the state and the governor announced they will provide handheld metal detectors to schools, one device for every 250 students, so two devices have been ordered for the district. He will be conferring with Mr.

Kaminski to see if there are any legal policies that need to be in place for the use of those. The 2018 fair was an exciting time for everyone. OD had at least 2 employees in the booth all week. Many patrons stopped by and received information. We also had a form for out of district students wanting to come to OD. August Board meeting will be August 20th at 6pm.

Success Stories: Mr. Kohles was at the fair and that is just a great relationship for the kids. Our wood shop was combined with welding which is not a good combination. Knox has wood shop equipment they have donated to our corporation and we have donated a lot of our welding equipment to the Scill Center. Dr. Harman also praised Ron Henigsmith and Scott Taylor for all the work they have been doing to make the wood shop look like a wood shop. Dr. Harman also recognized Mr. Matthys in the crowd. He spent time at the fair last Friday and he will soon be busy building relationships with our students and community.

6.02 Board Member Reports - Mrs. McIntosh thanked the staff that helped with the fair.

6.03 Staff Member Reports - none

6.04 Requested Visitor Participation - Mr. Henigsmith thanked Mrs. McIntosh and her husband for the donation of scrap wood which will help a great deal with projects.

Mr. Nagai questioned about starting a PTA/PTO and will be meeting with Dr. Harman later this week. He also said there is a new business coming to town that needs a couple of employees (gamers). If anyone knows someone interested in this please contact Mr. Nagai. Mr. Nagai's daughter had a question for the board, whether enrichment will be offered again this year. The answer was an emphatic Yes! She is excited to have that program start again.

6.04 Adjournment - Mrs. McIntosh asked for a motion of adjournment. Motion made by Mrs. Budka, second by Mr. Lawrence.

Motion passed 5-0. Meeting adjourned at 7:23 P.M.

Shirley Budka, Secretary

Minutes recorded by Julie McLiver

