

**MINUTES OF REGULAR SCHOOL BOARD MEETING
BOARD OF SCHOOL TRUSTEES
PORTER TOWNSHIP SCHOOL CORPORATION**

PTSC
BOARD APPROVED
DATE 5-12-2016

***The following is a partial transcript of the meeting. A recording of the actual meeting is available at the Administration Office and kept on file for approximately 5 months after the date of the meeting. Approval of this transcript as official minutes will be at the next regular meeting of the Board of School Trustees.

1. **CALL TO ORDER** – Ms. Johanna Williams, President – 6:33 p.m.

- A. Pledge of Allegiance
B. Welcome Visitors

Board members present: Ms. Johanna Williams, Mrs. Nichole Kovacik, Mr. Tom Keevin, Mrs. Lilann Sgouros and Dr. Natalie Wargo. Also present were: Superintendent, Dr. Stacey Schmidt; Assistant Superintendent, Ben Parrish; Deputy Treasurer, Linda Bult; Bryan Busse, Director of Facilities; Attorney Cheryl Zic and Secretary to the Superintendent, Linda Dusek. There were approximately 31 present in the audience.

2. **AGENDA ADJUSTMENT**: Dr. Schmidt removed from the agenda Business Item 6B Adopt Resolution #0416-148-Policy on Materiality and Process for Reporting Material Items.

3. **PRESENTATION**: Porter Lakes Elementary School Now Time Capsule Reading – Mr. Donnell

Mr. Donnell said that with the current building project at PLE, the staff and student body thought it would be fun to leave messages for future generations sharing about themselves and what they feel the future will hold. Several PLE students volunteered to share their messages with the board. There was a brief break for refreshments.

4. **CONSENT AGENDA – Dr. Schmidt**

- A. Personnel Report
B. Board Minutes
C. Claim Docket

Dr. Schmidt recommended approval of the consent agenda consisting of payroll claims and accounts payable vouchers, approval of the minutes of the regular school board meeting held on Thursday, March 10, 2016 at 6:30 p.m., and approval of the following item listed on the Personnel Report waiving the readings:

- Accept the resignation of Danyelle Vivian as a Mathematics Teacher at Boone Grove High School effective at the end of the 2015-16 school year.
- Accept the resignation of James Smith as the Study Hall/In-School Suspension Supervisor at Boone Grove Middle School effective as of March 17, 2016.
- Accept the maternity leave request of Jamie Coffin, PTSC Director of Nursing, beginning on April 1, 2016 until the end of the 2015-16 school year.
- Approve Laura Lawson and Kelly Rosinia as long-term nursing substitutes to share the maternity leave for the PTSC Director of Nursing beginning on April 1, 2016 until the end of the 2015-16 school year. Based upon their certification, Laura Lawson will be paid \$18.00 per hour and Kelly Rosinia will be paid \$10.00 per hour providing only one person to be scheduled for each school day.
- Approve Richard Gabey as the Junior Varsity Boys' Track Coach for the 2016 season. His rate of pay will be based upon the ECA Salary schedule at the zero (0) years of experience level.
- Approve Mark Zoll as a Volunteer Assistant Junior Varsity Softball Coach for the 2016 season.
- Approve Olivia Laviolette as a Volunteer Assistant High School Softball Coach for the 2016 season.
- Approve Daniel Stombaugh as a Volunteer High School Baseball Assistant Coach for the 2016 season.
- Approve Tony Stenulson as a Volunteer Intern for the Varsity Football Coaching Staff for the 2016-17 school year.
- Approve George Pate as a Volunteer Assistant Junior Varsity Softball Coach for the 2016 season.
- Approve Scott Sparks as a Volunteer Varsity Girls' Volleyball Assistant Coach for the 2016-17 season.

Mr. Keevin made a motion to approve the consent agenda consisting of payroll claims and accounts payable vouchers, approval of the minutes of the regular school board meeting held on Thursday, March 10, 2016 at 6:30 p.m., and approval of the items listed on the Personnel Report waiving the readings; seconded by Mrs. Sgouros. Motion carried 5-0.

5. **FINANCIAL REPORT – Dr. Schmidt**

- A. Appropriation Summary
B. Fund Report
C. Investments
D. Financial Moment

Dr. Schmidt referred to the financial report provided in the board packet, which provides the appropriation summary, fund report, and investment report and asked for questions from the board; none were heard. Dr. Schmidt announced that the ESCRFT Presentation will replace her Financial Moment.

6. BUSINESS

A. ESCRFT Presentation – Ryan Doyle

Ryan Doyle gave a presentation on insurance coverage options provided by ESCRFT for the board's consideration and answered questions from the board.

~~B. AGENDA ADJUSTMENT: Removed from the agenda: Adopt Resolution #0416-148 Policy on Materiality and Process for Reporting Material Items – Dr. Schmidt~~

C. Adopt Resolution #0416-149-Resolution Approving Public Hearing and Selecting Members of Financing Team - Dr. Schmidt

Dr. Schmidt explained that the next step in working toward the roof project at PLE is approving a public hearing during a special meeting on May 2, 2016 and also includes the selection of City Securities as our underwriter and Shanahan and Shanahan as our Bond Counsel. Dr. Schmidt recommended adoption of #0416-149-Resolution Approving Public Hearing and Selecting Members of Financing Team. Dr. Wargo made a motion to adopt Resolution #0416-149 as recommended by Dr. Schmidt; seconded by Mr. Keevin. Motion carried 5-0.

D. Adopt Resolution #0416-150-Resolution Authorizing Sale of Real Estate to Porter Township High School Building Corporation – Dr. Schmidt

Dr. Schmidt recommended adoption of Resolution #0416-150-Resolution Authorizing Sale of Real Estate to Porter Township High School Building Corporation. Mrs. Kovacik made a motion to adopt Resolution #0416-150 authorizing sale of real estate to Porter Township High School Building Corporation as recommended by Dr. Schmidt; seconded by Ms. Williams. Motion carried 5-0.

E. Permission to Apply for a Common School Fund Advancement – Dr. Schmidt

Dr. Schmidt explained that in order to advance in technology for the district, there is a primary need for teacher laptops replacements at PLE, BGE and BGMS and work is needed for mobile device management. Dr. Schmidt requested permission to apply for a Common School Fund advancement to provide needed technology. Mrs. Sgouros made a motion to grant permission to apply for a Common School Fund advancement as requested by Dr. Schmidt; seconded by Dr. Wargo. Motion carried 5-0.

F. Approval of the Second Reading and Adoption of Revisions to the following Board Bylaws/Policies: Bylaw #0100-Definitions; Bylaw #0130-Functions; Bylaw #0140-Membership; Policy #1130-Administration-Private Practice; Policy #1214-Administration-Staff Gifts; Policy #1411-Administration-Required Reports and Protection of Whistleblowers; Policy #1422-Administration-Nondiscrimination and Equal Employment Opportunity; Policy #1521-Administration-Personal Background Checks and Mandatory Reporting of Convictions and Arrest; Policy #1543-Administration-Non-Renewal of Administrative Contracts; Policy #1662 - Administration-Anti-Harassment; Policy #2221-Program-Mandatory Curriculum; Policy #2260-Program-Nondiscrimination and Access to Equal Educational Opportunity; Policy #2411-Program-Guidance & Counseling; Policy #2430-Program-Corporation Sponsored Clubs and Activities; Policy #2510-Program-Adoption of Textbooks; Policy #2700-Program-Annual Performance Report; Policy #3120.06-Selecting Student Teachers/Administrative Interns; Policy #3120.08- Professional Staff-Employment of Personnel For Extra-Curricular Activities; Policy #3121-Professional Staff-Personal Background Check and Mandatory Reporting of Convictions and Arrests; Policy #3122-Professional Staff-Nondiscrimination and Equal Employment Opportunity; Policy #3124-Professional Staff-Employment Contracts with Professional Employees; Policy #3140-Professional Staff-Resignation; Policy #3142-Professional Staff-Cancellation of a Teaching Contract; Policy #3211-Professional Staff-Required Reports and Protection of Whistleblowers; Policy #3362-Professional Staff-Anti-Harassment; Policy #4121-Support Staff - Personal Background Check; Policy #4122-Support Staff-Nondiscrimination and Equal Employment Opportunity and two New Policies/Deleted Policies: Policy #3113-Professional Staff-Conflict of Interest replaces deleted Policy #3231-Professional Staff-Staff Conflict of Interest-Private Practice and Policy #4113-Support Staff-Conflict of Interest replaces deleted Policy #4231-Support Staff- Staff Conflict of Interest-Private Practice

Ms. Williams asked for a motion from the board regarding the second reading of board policy revisions, two new board policy additions and two board policy deletions. Mr. Keevin made a motion to approve and adopt the second reading of the revisions of the board policies, the addition of two new board policies and the deletion of two board policies as listed on the agenda and to waive the readings; seconded by Mrs. Sgouros. Motion carried 5-0.

G. Approval of the First Reading of Revisions to the following Board Policies: Policy #4140-Support Staff-Termination and Resignation; Policy #4211-Support Staff-Required Reports and Protection of Whistleblowers; Policy #4362-Support Staff-Anti-Harassment; Policy #5111-Students-Determination of Legal Settlement and Eligibility for Enrollment of Students Without Legal Settlement in the Corporation; Policy 5112-Students-Entrance Requirements; Policy #5130-Students-Withdrawal from School; Policy #5200-Students-Attendance; Policy #5320-Students-Immunization; Policy #5460-Students-Graduation Requirements; Policy #5517-Students-Anti-Harassment; Policy #5530-Students-Drug Prevention; Policy #5540-Students-The Schools and Governmental Agencies; Policy #5610-Students-Suspension and Expulsion of Students; Policy #5610.02-Students-In-School Discipline; Policy

#6152-Finances-Student Fees and Charges; Policy #6320-Finances-Purchasing; Policy #6460-Finances-Conflicts of Interest and Vendor Relations; Policy #6520-Finances-Payroll Deductions; Policy #7510.01-Property-Use of Corporation Physical Fitness Facilities; Policy #8121-Operations-Personal Background Check-Contracted Services; Policy #8330-Operations-Student Records; Policy #8390-Operations-Animals on School Corporation Property; Policy #8400-Operations-School Safety; Policy #8420-Operations-Emergency Preparedness Plans and Drills; Policy #8500-Operations-Food Services; Policy #8600-Operations-Transportation and New Policy: 8470-Operations-Registered Sex or Violent Offenders

Ms. Williams asked for a motion from the board regarding the first reading of board policy revisions and the addition of one new board policy. Dr. Wargo made a motion to approve the first reading of the revisions of the board policies and the addition of one new policy as listed on the agenda and to waive the readings; seconded by Mrs. Sgouros. Motion carried 5-0.

H. Approval of the First Reading of the 2016-17 Student Handbook – Dr. Schmidt

Dr. Schmidt recommended approval of the first reading of the 2016-17 student handbook as provided in the board packet. Mrs. Kovacik made a motion to approve the first reading of the 2016-17 student handbook and to waive the readings; seconded by Mrs. Sgouros. Ms. Williams shared appreciation for those who worked on this process. Motion carried 5-0.

I. Approval of ENA Services Agreement – Dr. Schmidt

Dr. Schmidt explained ENA is the provider of our phone services and internet access and recommended approval of the renewal of the ENA Services Agreement as provided in the board packet. Mr. Keevin made a motion to approve the renewal of the ENA Services Agreement as requested by Dr. Schmidt; seconded by Dr. Wargo. Motion carried 5-0.

J. Accept Donations – Dr. Schmidt

Dr. Schmidt recommended acceptance of several generous donations made to Boone Grove High School: \$500 to Boys' Track Team, \$250 to Natural Helpers, \$250 to the Athletic Department and \$200 to Academic Competition and Tennis Team. Dr. Schmidt and the board shared appreciation for these generous donations. Mrs. Kovacik made a motion to accept the donations to Boone Grove High School as presented by Dr. Schmidt; seconded by Dr. Wargo. Motion carried 5-0.

K. Approval of Summer Maintenance Helpers – Dr. Schmidt

Dr. Schmidt recommended approval of three (3) summer maintenance helpers to assist the maintenance/grounds keepers as in the past. Dr. Wargo made a motion to approve three summer maintenance helpers for the summer as requested by Dr. Schmidt; seconded by Mrs. Sgouros. Motion carried 5-0.

L. Approval of Summer Hours – Dr. Schmidt

Dr. Schmidt recommended reduced summer hours of operation for all PTSC buildings operating Monday through Thursday from 6:00 a.m. to 6:00 p.m. beginning the week of June 6th and returning to regular hours on August 1st. Dr. Schmidt noted that either Bryan Busse, the Director of Facilities, or Nick Cain, the Assistant Director of Facilities, will be available on Fridays to supervise any construction activities if needed. Mr. Keevin made a motion to approve summer hours as presented by Dr. Schmidt; seconded by Mrs. Kovacik. Motion carried 5-0.

7. DIRECTOR OF FACILITY SERVICES REPORT

Bryan Busse referred to his report provided in the board packet. Mr. Busse said they are preparing for the big task of packing and moving the PLE classrooms into storage. Mr. Busse asked for questions from the board and heard none.

8. SUPERINTENDENT REPORT

Dr. Schmidt congratulated Mike Skoda on a job well done by exceeding his job expectations and creating an app to assist the teachers in blocking student access while testing. Dr. Schmidt shared that there has been a great deal of discussion about the possibility of freight trains which would have an impact our school district. Dr. Schmidt wished a Happy Birthday to Ms. Williams, Jeremy Chavez, Linda Bult, Nick Cain, Aline Busse and Adam Metzger, all who have upcoming birthdays.

9. BOARD COMMUNICATIONS

Mrs. Sgouros wished a Happy Birthday to retired teachers Ginger Boys and Carolyn Wiltfang who are celebrating their birthdays today. Mrs. Sgouros also congratulated a 2011 Boone Grove graduate, Jordan Chester, who was the 2011 Salutatorian, participated in four sports, participated in the school plays, a member of Student Council and went on to Grand Valley State on a full ride scholarship. She also graduated as a four-time Division 2 All American, a five-time Conference champion, very proud of her. Mrs. Sgouros commented that she is very impressed by Mike Skoda who continues to exceed his expectations. Mrs. Sgouros shared that the Andean High School musical, The Beauty and the Beast, is directed by a former Boone Grove student, Stephen Grabek.

10. SCHOOL ANNOUNCEMENTS

Mr. Corman announced that there is a baseball game and Mr. BGHS tomorrow night, National Honor Society Induction is on April 21 and the spring play is on April 29 and 30.

Mr. Lichtenberger reported that ISTEP testing starts again next week for three weeks. Mr. Lichtenberger proudly reported that many of his BGE/BGMS staff will be giving up their Tuesday workday to help at PLE in moving classrooms to storage during the construction this summer.

Mr. Donnell reported that the building project is coming along and they will be working on the big task of moving everything out of the classrooms. He appreciates his staff's continued cooperation and the help of others during this project.

Mr. Parrish reported that the Alternative School currently has 40 students enrolled and three students have finished this month.

11. PUBLIC PARTICIPATION - None

12. ADJOURNMENT – 7:39 p.m.

Mr. Keevin made a motion to adjourn the meeting; seconded by Mrs. Kovacik. Motion carried 5-0. The meeting adjourned at 7:39 p.m.

This meeting is a meeting of the School Board for the purpose of conducting the School Corporation's business and is not to be considered a public community meeting. There will be a time for public participation, as indicated by the agenda. The meeting site is fully accessible. Any person requiring further accommodation should contact the superintendent.