

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

PTSC
BOARD APPROVED
DATE 8-10-2017

***The following is a partial transcript of the meeting. A recording of the actual meeting is available at the Administration Office and is 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 – 6:30 p.m.

A. Pledge of Allegiance

B. Welcome Visitors

Board members present: Ms. Johanna Williams, Mrs. Nichole Kovacik, Dr. Natalie Wargo and Mrs. Lilann Sgouros. Also present were: Superintendent, Dr. Stacey Schmidt; Assistant Superintendent, Ben Parrish; Board Attorney, Cheryl Zic; Business Manager, Aline Busse and Deputy Treasurer, Linda Bult. There were approximately two (2) patrons present in the audience.

2. **AGENDA ADJUSTMENT**: Dr. Schmidt added Business Item 5K. Election of Board Secretary to the agenda.

3. **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, June 8, 2017 at 6:30 p.m. and approval of the following items listed on the Personnel Report waiving the readings and pending clear background searches. Dr. Schmidt said that within the personnel report is the resignation of one of our board members, Mr. Tom Keevin. Dr. Schmidt reflected that Mr. Keevin has served on the board since 2006. It has always been his goal to serve the students and it was always important for him to see the kids in Porter Township get the highest quality education possible. Dr. Schmidt said she recalls he always wanted our district to be initiative and was always looking for ways that we can meet the needs of the kids. Dr. Schmidt said she is grateful for all of the years of service Mr. Keevin invested in helping make this district a greater district.

- Accept the resignation of Thomas Keevin as a member of the Board of School Trustees effective as of July 1, 2017.
- Accept the resignation of Omi Suiter, Director of Facilities Administrative Assistant/Data Manager, effective as of July 13, 2017.
- Approve Kimberly Sherwin as the Transportation Coordinator/Maintenance Clerk at \$10.44/hr. for 40 hours per week effective July 11, 2017.
- Approve Naomi Dobrowski as a Family and Consumer Sciences Teacher at Boone Grove High School at the beginning of the 2017-18 school year with compensation at the Bachelor Degree with zero (0) years of experience level.
- Approve Amanda Hurley as a 5th Grade Teacher at Boone Grove Elementary School at the beginning of the 2017-18 school year with compensation at the Bachelor Degree with zero (0) years of experience level.
- Approve Shannen Reynolds as an 8th Grade Social Studies Teacher at Boone Grove Middle School at the beginning of the 2017-18 school year with compensation at the Bachelor Degree with zero (0) years of experience level.
- Approve an increase in compensation of \$3.00 per hour for Linda Dusek, Administrative Assistant to the Superintendent, for assuming additional duties of state reporting effective as of July 13, 2017.
- Accept the resignation of Mary C. Korell, BGHS French teacher, effective August 14, 2017.
- Accept the resignation of Kylie Someson as the 7th Grade Girls Volleyball Coach for the 2017-18 school year.
- Approve Kylie Someson as the JV Boys Volleyball Coach at Boone Grove High School for the 2017-2018 school year with compensation based upon the 2017-18 ECA Salary Schedule.
- Approve Melissa Rippe as the Varsity Cheerleading Coach for the 2017-2018 school year with compensation based upon the 2017-18 ECA Salary Schedule.
- Approve Aimee Wentz as the BGMS 8th Grade Math Teacher at the beginning of the 2017-2018 school year with compensation at the Bachelor Degree with zero (0) years of experience level.

Mrs. Sgouros 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, June 8, 2017 at 6:30 p.m. and approval of the items listed on the Personnel Report waiving the readings and pending clear background searches; seconded by Dr. Wargo. Motion carried 4-0.

4. **FINANCIAL REPORT – Dr. Schmidt**

- A. Appropriation summary
- B. Fund Report
- C. Investments

Dr. Schmidt referred to the appropriation summary, the fund report and investment summary provided in the board packet and asked for questions from the board; no questions were heard.

5. **BUSINESS**

- A. **Approval of the First and Final Readings of the Following Board Policy Revisions: Revision to Administration-Policy #1521–Personal Background Checks and Mandatory Reporting of Convictions and Arrests; Revision to Professional Staff-Policy #3121–Personal Background Checks and Mandatory Reporting of Convictions and Arrests; Revision to Classified Staff-Policy #4121–Personal Background Checks and Mandatory Reporting of Convictions and Arrests; Revision to Operations-Policy #8121–Personal Background Check–Contracted Services–Mr. Parrish**

Ms. Williams asked for a motion from the board for approval of the first and final readings of board policies #1521, #3121, #4121 and #8121 which reflect revisions to personal background checks and mandatory reporting of convictions and arrests. Dr. Wargo made a motion to approve the first and final readings of board policies #1521, #3121, #4121 and #8121 which reflect changes to personal background searches and mandatory reporting of convictions and arrests waiving all readings; seconded by Mr. Kovacik. Motion carried 4-0.

- B. **Approval of the First Readings of the Following Board Policy Revisions or New Board Policies: Revision to Bylaws-Policy #0120-Powers and Philosophy; Revision to Bylaws-Policy #0140-Membership; Revision to Administration-Policy #1130–Conflict of Interest; Revision to Program-Policy #2271-College and University Programs; New Policy-Program-Policy#2421-Career and Technical Education Program; Revision to Program-Policy #2510-Adoption of Curricular Materials; Revision to Support Staff-Policy #4113-Conflict of Interest; Revision to Students-Policy #5200-Attendance; Revision to Students-Policy #5460-Graduation Requirements; Revision to Students-Policy #5461-Credit for Courses Completed Before Students Enter Grade 9; Revision to Students-Policy #5540-The Schools and Governmental Agencies; Revision to Finances-Policy #6110-Grant Funds; New Policy-Finances-Policy #6111-Internal Control Standards and Procedures; New Policy-Finances-Policy #6112-Cash Management of Grants; New Policy-Finances-Policy #6114-Cost Principles-Spending Federal Funds; New Policy-Finances-Policy #6116-Time and Effort Reporting; Revision to Finances-Policy #6152-Student Fees and Charges; Revision to Finances-Policy #6320-Purchasing; Revision to Finances-Policy #6460-Conflicts of Interest and Vendor Relations; New Policy-Finances-Policy #6550-Travel Payment and Reimbursement; New Policy-Property-Policy #7310-Disposition of Surplus Property; Revision to Property-Policy #7450-Property Inventory; Revision to Operations-Policy #8500-Food Services; Revision to Operations-Policy #8510-Wellness; New Policy-Operations-Policy #8531-Free and Reduced-Price Meals; Revision to Operations-Policy #8540-Vending Machines; New Policy-Operations-Policy #8606-Bus Drivers and Cellular Telephone Use–Mr. Parrish**

Ms. Williams asked for a motion from the board for approval of the first readings of revisions or new board policies as listed on the agenda for the following board policies: #0120, #0140, #1130, #2271, #2421, #2510, #4113, #5200, #5460, #5461, #5540, #6110, #6111, #6112, #6114, #6116, #6152, #6320, #6460, #6550, #7310, #7450, #8500, #8510, #8531, #8540 and #8606. Mrs. Sgouros made a motion to approve the first reading of the revisions or new board policies as listed on the agenda and to waive all readings; seconded by Dr. Wargo. Motion carried 4-0.

- C. **Approval of the Milk and Dairy Products Bid for the 2017-18 School Year – Dr. Schmidt**

Dr. Schmidt said Mrs. Holmquest, Director of Food Service, has provided information in the board packet regarding bids and her recommendation of the chosen bid. Dr. Schmidt recommended approval of the Milk and Dairy Products bid for the 2017-18 school year as provided in the board packet. Mrs. Kovacik made a motion to approve the Milk and Dairy Products bid as requested by Dr. Schmidt and to waive the reading; seconded by Dr. Wargo. Motion carried 4-0.

- D. **Approval of the Bread and Bakery Bid for the 2017-18 School Year – Dr. Schmidt**

Dr. Schmidt said Mrs. Holmquest, Director of Food Service, has provided information in the board packet regarding bids and recommended acceptance of the Alpha Baking bid noting that even though it is not the lowest bid it provides the quality of the product needed. Dr. Schmidt requested approval of Alpha Baking for the Milk and Dairy Products bid for the 2017-18 school year as provided in the board packet. Mrs. Kovacik made a motion to approve the Bread and Bakery bid as requested by Dr. Schmidt and to waive the readings; seconded by Dr. Wargo. Motion carried 4-0.

E. Accept Transfer Students - Dr. Schmidt

Dr. Schmidt referred to the list of four (4) new transfer students who have applied during the recent application period and recommended acceptance of these transfer students for the 2017-18 school year. Dr. Wargo made a motion to accept the new transfer students for the 2017-18 as recommended by Dr. Schmidt; seconded by Mrs. Kovacik. Motion carried 4-0.

F. Approval of School Resource Officer (SRO) Assignments/Pay Rate under Interlocal Cooperation Agreement- Mr. Parrish

Mr. Parrish said that PTSC has an interlocal cooperation agreement with Porter County Sheriff's Department which employs three (3) officers as SROs to serve throughout the district as independent contractors. Mr. Parrish said the expected rate while working outside of their regular sheriff's department duties as independent contractors is \$30.00 per hour and our SROs are currently being paid \$27.50 per hour. Mr. Parrish feels we have absolutely the finest SROs in the state and he would like to ensure they are compensated accordingly. Mr. Parrish said provided in the board packet is a request to increase the SRO pay rate to \$30.00 effective August 1, 2017. Mr. Parrish explained that this is an increase of \$2.50 per hour and noted that half of their salary is paid by the School Safety Grant which leaves an increase to the district of \$1.25 per hour. Secondly, Mr. Parrish recommended naming Jeremy Chavez as the primary SRO, Matt Boone as an alternate SRO and Mike Steige as an alternate SRO effective retroactively to January 1, 2017. Dr. Wargo made a motion to approve the pay rate increase to \$30.00 per hour for the SROs and to assign Jeremy Chavez as the primary SRO, Matt Boone as an alternate SRO and Mike Steige as an alternate SRO; seconded by Mrs. Sgouros. Motion carried 4-0. Ms. Williams and Mrs. Kovacik agreed that we do have the finest SROs.

G. Approval of BGHS iPad Lease - Dr. Schmidt

Dr. Schmidt said the iPad lease for the high school has come to a conclusion and a three (3) year lease with a reduced cost is being considered. Dr. Schmidt recommended approval for a three (3) year lease for iPads at the high school. Mrs. Sgouros made the motion to approve Dr. Schmidt's recommendation for approval of a three (3) year iPad lease at the high school as presented; seconded by Mrs. Kovacik. Motion carried 4-0.

H. Approval of Updated BGHS Textbook Fees - Dr. Schmidt

Dr. Schmidt said with the new iPad lease, the iPad fee needs to be updated for the high school and recommended approval of the updated BGHS Textbook Fees of \$98.00 per student noting that the previous iPad fee was \$115.00 per student. Dr. Wargo made a motion to approve the updated textbook fees for Boone Grove High School; seconded by Mrs. Kovacik. Motion carried 4-0.

I. Approval of Agreement for Provision of Child Care Program with Boys & Girls Clubs - Dr. Schmidt

Dr. Schmidt said the district needs to provide before and after school child care which has been difficult in the past due to not enough families interested in the services offered. Dr. Schmidt said she is excited about offering a program with the Boys and Girls Club which is more flexible and beneficial for the families as it allows for families to utilize the program as needed. Mrs. Sgouros made a motion to approve the agreement for provision of child care program with the Boys & Girls Club as recommended by Dr. Schmidt; seconded by Dr. Wargo. Motion carried 4-0.

J. Appointment of Board Member to Fill Vacancy (District 3) - Dr. Schmidt

Dr. Schmidt said upon accepting Mr. Tom Keevin's resignation as a board member, his vacant position on the board needs to be filled. Procedure and protocol has been followed to advertise for the board position and a high quality candidate has been found. Dr. Schmidt said Laura Chavez lives in the Lakes of the Four Seasons and has a daughter in the 5th grade. She has a desire to serve the community, she is interested in helping to guide the needs of the district and the needs of the students and she is a former PTSC student. Dr. Wargo made a motion to name Laura Chavez as a member of the Board of School Trustees to fill a vacancy within District 3; seconded by Mrs. Kovacik. Motion carried 4-0. Ms. Williams and the Board welcomed Laura Chavez to the Board of School Trustees.

1. Swearing in New Board Member

Laura Chavez was sworn in by Aline Busse and joined the table for purposes of voting.

K. AGENDA ADJUSTMENT: Election of Board Secretary - Dr. Schmidt

Ms. Williams said upon the resignation of the Board's Secretary, Mr. Tom Keevin, the board needs to elect a new Board Secretary. Mrs. Kovacik made a motion to elect Natalie Wargo as the Board Secretary; seconded by Mrs. Sgouros. Motion carried 5-0. Ms. Williams suggested appointment of an Alternate Board Secretary to act in the event that the Board Secretary is unavailable. Dr. Wargo made a motion to appoint Lilann Sgouros as the Alternate Board Secretary; seconded by Mrs. Kovacik. Motion carried 5-0.

6. SUPERINTENDENT REPORT - Dr. Schmidt

- Dr. Schmidt said it has been a busy summer and future needs within the district are being addressed:
 - BGE/BGMS needs HVAC, lighting and new roof
 - Boone Grove High School has lighting needs and a parking lot to pave.
 - The goals will be to remain tax neutral and will be scheduling meetings to work on these goals for next summer.

- The PLE project finished under budget and considerations for using these surplus funds are for a new sign, paving in the front, carpeting areas and shades in front office.
- Title IIA Grant estimates from the state indicate a decrease of \$10,000. This grant is used to pay for professional development.
- The district joined the Crossroads Chamber of Commerce in Lake County.
 - They are hosting a new teacher luncheon for all new teachers at the Lighthouse in August.
 - They provide a teacher appreciation program and provide student scholarships.
 - Dr. Schmidt is joining their Education Committee to get involved.

7. ASSISTANT SUPERINTENDENT REPORT – Mr. Parrish

- Mr. Parrish said the summer session for the alternative school is finished.
- Mr. Parrish reported that two kids were very close to finishing on the last day and his two alternative school teachers stayed to ensure the two students finished that day.
- Mr. Parrish said they are working with the new credit recovery program.
- Mr. Parrish said he was able to provide the new Classified Employees Handbook to all 52-week employees with positive feedback.
- From a school safety standpoint, all doors will be labeled not only at the outside but labeled on the inside as well in order to identify locations in the event of an emergency situation.
- The work on the BGHS Library redesigning is looking great and will provide an awesome space for kids to work and collaborate.

8 BOARD COMMUNICATIONS

Ms. Williams shared that she received a letter from the Indiana Department of Transportation providing notice of their project advancement for State Road 2 at County Road 100 South and County Road 300 West. The project is moving forward with the roundabout and advancing to the next stage of development which is acquiring real estate with the anticipation to begin construction in 2019.

9. SCHOOL ANNOUNCEMENTS - None

10. PUBLIC PARTICIPATION - None

11. ADJOURNMENT – 6:59 p.m.

Mrs. Chavez made a motion to adjourn the meeting; seconded by Dr. Wargo. Motion carried 5-0. Meeting adjourned at 6:59 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.