

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

PTSC
BOARD APPROVED
DATE 12-10-15

***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 – 6:32 p.m.

- A. Pledge of Allegiance
- B. Welcome Visitors

Board members present: Ms. Johanna Williams, Mrs. Nichole Kovacik, Mr. Tom Keevin and Mrs. Lilann Sgouros. Also present were: Superintendent, Dr. Stacey Schmidt; Assistant Superintendent, Ben Parrish; Business Manager, Aline Busse; Attorney Cheryl Zic and Secretary to the Superintendent, Linda Dusek. There were approximately 13 present in the audience.

2. AGENDA ADJUSTMENT: None

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, October 8, 2015 at 6:30 p.m., approval of the minutes of the special school board meeting held on Wednesday, November 4, 2015 at 6:30 p.m., and approval of the following items listed on the Personnel Report waiving the readings and pending a clear background search:

- Accept the resignation of John Spangenberg as a member of the Board of School Trustees of Porter Township School Corporation effective as of October 24, 2015.
- Accept the resignation of Suzie Pate as the Secretary of Boone Grove Middle School effective as of Friday, October 23, 2015.
- Accept the resignation of Shawn Massa as an 8th Grade English Teacher at Boone Grove Middle School effective as of October 29, 2015.
- Accept the resignation of Cole Buchanan as Custodian at Boone Grove High School effective as of October 23, 2015.
- Accept the resignation of Lisa Tul as a Title One Aide at Boone Grove Elementary School effective as of October 23, 2015
- Accept the resignations of Sgt. Jeremy Chavez and Detective Matt Boone as School Resource Officers for Porter Township School Corporation effective as October 25, 2015.
- Accept the maternity leave request of Amanda McKee, 4th Grade Teacher at Boone Grove Elementary School, beginning approximately November 16, 2015 through December 18, 2015.
- Approve Steve Tafflinger as a temporary 4th Grade Teacher to fill a maternity leave beginning approximately on November 9, 2015 through December 18, 2015.
- Approve Terry Tafflinger as a temporary 4th Grade Teacher to fill a maternity leave beginning approximately on November 16, 2015 through December 18, 2015.
- Approve Rebecca LaFollette as a Part-Time Title I Aide at Boone Grove Elementary School beginning on November 10, 2015. Her hours will be Tuesday, Thursday and Friday from 9:00 a.m. 3:00 p.m. with a rate of pay of \$9.82 per hour.
- Approve Tamara McKee as an 8th Grade English Teacher at Boone Grove Middle School beginning on November 30, 2015. Her annual salary will be \$35,785 with a Master Degree and seven (7) years of experience.
- Approve Karen Krause as the Secretary at Boone Grove Middle School starting on Monday, November 9, 2015. Her rate of pay will be \$10.04 per hour/40 hours per week/approximately 10 months per year.
- Approve Nicole Garcia and Genna Noel as National Junior Honor Society Co-Sponsors for the 2015-16 school year. Their rate of pay will be based upon half of the ECA Salary Schedule at the zero (0) years of experience level.
- Approve Jessica Calipari and Ashley Stechly as Tutors at Porter Lakes Elementary School effective as of November 16, 2015. Their rate of pay will be \$13.79 per hour.
- Approve Glenn Adler as the Boys' 8th Grade Basketball Coach for the 2015-16 school year. His rate of pay will be based upon the ECA Salary Schedule at the zero (0) years of experience level.
- Approve Haley Clark as the Varsity Girls' Track and Field Coach for the 2015-16 school year. Her rate of pay will be based upon the ECA Salary Schedule at the zero (0) years of experience level.
- Approve Kelly Kraus as the Girls' 7th Grade Basketball Coach for the 2015-16 school year. Her rate of pay will be based upon the ECA Salary Schedule at the zero (0) years of experience level.

- Approve Michael Slicker as the Boys' 7th Grade Basketball Coach for the 2015-16 school year. His rate of pay will be based upon the ECA Salary Schedule at the zero (0) years of experience level.
- Approve Kyle Isch as the Varsity Boys' Track and Field Coach for the 2015-16 school year. His rate of pay will be based upon the ECA Salary Schedule at the zero (0) years of experience level.
- Approve Jane LaFollette and Rebecca LaFollette as tutors at Porter Lakes Elementary School effective as of November 17, 2015. Their rate of pay will be \$13.79 per hour.
- Accept the maternity leave request for Helen Marie Dzomba, 6th Grade Social Studies Teacher at Boone Grove Middle School, from approximately November 11, 2015 until Friday, December 18, 2015.
- Approve Sharon Kimes as a Volunteer Varsity Gymnastics Coach for the 2015-16 school year.

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, October 8, 2015 at 6:30 p.m., approval of the minutes of the special school board meeting held on Wednesday, November 4, 2015 at 6:30 p.m., and approval of the items listed on the Personnel Report waiving the readings and pending a clear background search; seconded by Mrs. Kovacik. Motion carried 4-0.

4. **FINANCIAL REPORT – Dr. Schmidt**

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

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.

5. **BUSINESS**

A. Appointment to Fill Vacant Board Position (Residential District 2) - Ms. Williams

Ms. Williams reported that three excellent candidates were interviewed during a special school board meeting and that the decision has been difficult. Ms. Williams then asked for a motion from the board to fill the vacant board position in District 2. Mr. Keevin made a motion to appoint Natalie Wargo to fill the board vacancy in District 2; seconded by Mrs. Sgouros. Motion carried 4-0.

B. Election of Board Secretary – Ms. Williams

Ms. Williams said since Mr. Spangenberg served as the board secretary, a new board secretary needs to be elected and asked for a nomination from the board. Mrs. Kovacik nominated Tom Keevin as the board secretary; Mrs. Sgouros seconded the motion. Motion carried 4-0.

C. Approval of Amendment to Superintendent Contract - Ms. Williams

Ms. Williams reflected that during the past few months, Dr. Schmidt's contract has been discussed and a hearing was advertised and held during last month's meeting to allow the board to receive public comments. Ms. Williams then asked for a motion from the board in regard to the superintendent's contract amendment. Mr. Keevin made a motion to approve the amendment to the superintendent's contract as presented in the board packet; seconded by Mrs. Kovacik. Motion carried 4-0.

D. PLE Project Update – Schmidt Associates & Emcor

Mr. Ron Fischer from Schmidt Associates reported that 10 highly competitive bids were accepted at the bid meeting on Tuesday for the project renovation at PLE. The estimate on the base bid was \$2,394,000; the lowest bidder was submitted by Larson-Danielson at \$2,169,000. Mr. Fisher said that Larson-Danielson has been contacted to discuss requirements and answer questions on the project. Mr. Fisher recommended acceptance of the bid with Larson-Danielson adding alternate #3 for the modification to the current blackboards converting them to white marker boards with a base bid amount of \$29,612, which will bring the total contract amount to \$2,199,000. Mr. Fisher said upon acceptance of the bid from Larson-Danielson, a notice to proceed will be sent to Larson-Danielson and the construction contract will be prepared. Dr. Schmidt asked for a timeline for moving forward; Mr. Fisher said issuing the notice to proceed will allow the contractor to begin their submission process which includes preparing the submittals, lining up subcontractors and purchasing materials. A pre-construction meeting will be scheduled with Emcor and school staff. A schedule will be prepared and it is anticipated that staging could possibly begin within 30 days. Brian Walker from Emcor discussed a list of final estimates listing changes and upgrades.

E. Accept Bids – Ms. Williams

Ms. Williams asked for a motion from the board to approve the low bid received by the responsive and responsible bidder Larson-Danielson. Mr. Keevin made the motion to accept the Larson-Danielson bid and to submit a notice to proceed; Ms. Sgouros seconded the motion. Motion carried 4-0.

F. Adoption of Revised Bylaws and Policies: Policy #0130.1-Functions; Policy #5540 – The Schools and Governmental Agencies; Policy #5771 – Search and Seizure; and Policy #8400 – School Safety – Dr. Schmidt

Dr. Schmidt discussed revisions to the following bylaws and policies: The revision to policy #0130.1 will allow a recommendation to revise a board policy to be adopted by the board upon the first reading. Revision to Policy #5540 specifies that if an agency removes a student from school, the parent should be notified before they arrive

home. Revisions to Policies #5771 and #8400 involve restructuring the role and training of the school resource officers. Dr. Schmidt said these revisions are needed to allow the school resource officers to do their job successfully and recommended the adoption of the revised bylaws and policies listed as presented in the board packet. Mrs. Kovacik made a motion to approve the revisions to Policy #0130.1-Functions; Policy #5540 – The Schools and Governmental Agencies; Policy #5771 – Search and Seizure; and Policy #8400 – School Safety as recommended by Dr. Schmidt; seconded by Ms. Williams. Motion carried 4-0.

G. Approval of the Interlocal Cooperation Agreement with the Porter County Sheriff's Office – Mr. Parrish

Mr. Parrish referred to the agreement provided in the board packet, which captures the roles and duties and responsibilities of our school resource officers (SRO). The corporation's financial commitment does not change and the School Safety Grant will fund half of the SRO program once again this year. Mr. Parrish recommended approval of the Interlocal Cooperation Agreement with the Porter County Sheriff's Office as it formalizes the agreement with the Porter County Sheriff's Department and provides the legal language required to be aligned with state statute. Mrs. Sgouros made a motion to approve the Interlocal Cooperation Agreement with the Porter County Sheriff's Office; seconded by Mrs. Kovacik. Motion carried 4-0.

H. Approval of School Guard Contract – Mr. Parrish

Mr. Parrish said he feels fortunate to bring this opportunity for a contract with School Guard. This contract will provide an app that can be placed on all school staff cell phones and I-pads which is essentially a panic button that can be used in the event of a life threatening emergency. Using this app can immediately access 911 and is tied into the Hero 911 network of current law enforcement officers who utilize this app within a 20 mile radius of where it is activated. Other benefits include a 911 button which can be used in the event of an injury and also a teacher assist button for non-life threatening emergencies inside the school building. Mr. Parrish publicly thanked Sheriff Reynolds for providing the activation and setup fees for each school district in Porter County. Mr. Parrish said our district will be responsible for a \$300 monthly fee noting that half of these funds will come from the school safety grant. Mr. Parrish also noted that the active shooter app can only be activated and used within the school buildings; therefore, it cannot be activated at home accidentally. Mr. Parrish recommended approval of the School Guard contract. Mr. Keevin made a motion to approve the School Guard contract as presented by Mr. Parrish; seconded by Mrs. Sgouros. Mrs. Sgouros commented that she hopes we will not ever need to use it. Ms. Williams asked if this is for on duty and off duty officers; Mr. Parrish responded that it is for all officers who have the app, both on duty and off duty. Mrs. Kovacik said good job on the Safety Grant again this year. Motion carried 4-0.

I. Approval of Memorandum of Understanding with the Porter County Juvenile Detention Center (JDC) – Dr. Schmidt

Dr. Schmidt said our district works closely with the Juvenile Detention Center (JDC) and has established a great relationship and open lines of communication with the administrators and guidance office while working with the A+ credit recovery system. JDC has received new standards from the state and has established a memorandum of understanding with all school districts they serve to outline how standards will be met. Dr. Schmidt thanked Alison Cox from the JDC for all she has done with the JDC and building that strong relationship with the Porter County school districts. Dr. Schmidt recommended approval of the Memorandum of Understanding with the Porter County Juvenile Detention Center (JDC). Ms. Sgouros made a motion to approve the Memorandum of Understanding with the Porter County Juvenile Detention Center (JDC); seconded by Mr. Keevin. Motion carried 4-0.

J. Permission to Advertise for Tax Anticipation Warrant (TAW) – Dr. Schmidt

Dr. Schmidt asked for permission to advertise for tax anticipation warrant (TAW) to ensure the funds are available for required payments. Mrs. Kovacik made a motion to grant permission to advertise for the tax anticipation warrant (TAW) as requested by Dr. Schmidt; seconded by Mrs. Sgouros. Motion carried 4-0.

K. Adoption of Resolution #1115-141 - Destruction of Records – Dr. Schmidt

Dr. Schmidt said legally we need to maintain our records and we have records which now need to be destroyed. Dr. Schmidt recommended adoption of Resolution #1115-141 to allow destruction of records. Mr. Keevin made a motion to adopt Resolution #1115-141 – Destruction of Records and to waive the reading; seconded by Mrs. Sgouros. Motion carried 4-0.

L. Adoption of Resolution #1115-142 - Budget Transfers 2015 – Dr. Schmidt

Dr. Schmidt recommended adoption of Resolution #1115-142 – Budget Transfers 2015 to allow Mrs. Busse to close the books and complete budget transfers. Mrs. Kovacik made a motion to adopt Resolution #1115-142 – Budget Transfers 2015; seconded by Mrs. Sgouros. Motion carried 4-0.

M. Accept Donation – Dr. Schmidt

Dr. Schmidt said Project Care was in desperate need of another refrigerator and a generous donation of a used refrigerator for the Project Care room was provided. Dr. Schmidt recommended that the board accept this generous donation for the Project Care Project. Mrs. Sgouros made a motion to accept the donation of a used refrigerator for the Project Care project; seconded by Mr. Keevin. Motion carried 4-0.

N. Accept Transfer Students – Dr. Schmidt

Dr. Schmidt said one student applied to be a transfer student in the 9th grade and recommended approval of this transfer student. Mrs. Kovacik made a motion to approve the transfer student; seconded by Mrs. Sgouros. Dr. Schmidt overlooked another transfer student in the 8th grade and then recommended the transfer of two transfer students; one in the 9th grade and one in the 8th grade. Mrs. Kovacik amended her motion to accept two transfer students as recommended by Dr. Schmidt; Mrs. Sgouros seconded the amended motion. Motion carried 4-0.

6. SUPERINTENDENT REPORT

- Dr. Schmidt commended Mr. Busse for taking time during his vacation to review the bids which shows his commitment and dedication as an extremely good member of the team. Dr. Schmidt continued that Mr. Parrish is very helpful and is doing a great job specifically in school safety and ensuring we are moving forward. Dr. Schmidt also noted that our district is so fortunate to have an outstanding administrative team who are moving forwarding with 1-1, virtual days, and leading by example while working with teachers. Dr. Schmidt also shared that the Athletic Booster Club is hosting a Snow Fest Craft Show on Saturday from 9:00-3:00 at the high school; Thanksgiving Break break is coming up; and wished a Happy Birthday to Nichole Kovacik whose birthday is in December.

7. BOARD COMMUNICATIONS - None**8. SCHOOL ANNOUNCEMENTS**

- Mr. Donnell reported that PLE had 96% attendance during parent teacher conference and congratulated the teachers and the students for a good job.
 - Mr. Lichtenberger thanked Dr. Schmidt for words of praise and reported on the following events:
 - Tomorrow is the Fun Fair at BGE at 6:00
 - Spell Bowl is on the 19th at 6:00 at North Judson
 - The BGMS undefeated football team will be recognized at the Boys JV/Varsity Basketball game for finishing their season 8-0 Conference Champions; we are very proud of them.
 - 5th Grade Choir Concert on December 8th at 7:00 p.m. at BGHS
 - Next Wednesday BGE will have their first virtual online day (just like a snow day) and the teachers are working very hard in preparation.
 - Mr. Corman reported on the following events and accomplishments:
 - BGHS fall sports season was very successful
 - Madrigal Concert is December 5 and 6
 - Mr. Corman echoed Dr. Schmidt that our staff, parents and community coupled together are awesome and he feels extremely fortunate for this wonderful community as a whole.
 - Softball team made it to the State finals and Mr. Corman then presented Dr. Schmidt's state ring.
- Ms. Williams thanked Mr. Corman for sharing his presentation and congratulated the Softball team for a great year!
- Mr. Parrish reported that the Alternative School is experiencing success and will have four new students next week which will increase enrollment to 31 students with a total of 91 credits earned. Mr. Parrish said he feels that success and good attendance is a direct reflection of the two alternative school teachers and building relationships with the kids. Ms. Williams asked how many students have now graduated; Mr. Parrish answered three students have graduated so far.

9. PUBLIC PARTICIPATION - None**10. ADJOURNMENT – 7:15 p.m.**

Mr. Keevin made a motion to adjourn the meeting; seconded by Mrs. Kovacik. Motion carried 4-0. The meeting adjourned at 7:15 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.