

Board of School Trustees Meeting

NWCSD of Shelby County Board Room

Monday, January 6, 2020

7:00pm - 8:00pm

Present: Mr. Ken Polston, Board Member; Mrs. Kathy Cord, Administrative Assistant; Mr. Vince Sanders, Board President; Mr. Steve Steele, Board Vice-President; Mrs. Wendy Gearlds, Board Secretary; Mr. Todd Brandman, Board Member; Mr. Chris Hoke, Superintendent; Tammy Achenbach, Corporation Treasurer

Absent: Mr. Glenn Bass, Board Member; David Ploog, Board Member

1 Invocation and Pledge of Allegiance

Minutes:

High school student, Isabella Scott, offered the invocation prior to calling the regular school board session to order. Following the invocation, all recited the Pledge of Allegiance.

2 Regular Session

Mr. Chris Hoke, Superintendent

2.1 Call to Order

Minutes:

The regular board meeting session was called to order at 7:00 p.m. Five board members were present, with Messrs. Bass and Ploog being absent.

2.2 Additions or Revisions to the Agenda

Minutes:

Mr. Hoke reported additions to Agenda Item #4 Election of Board Legal Counsel, addition of Agenda Item #5 to set board meeting dates for 2020 and addition of January 6 claims to the Consent Agenda.

2.3 Consent Agenda (B.A.R.)

Mr. Chris Hoke, Superintendent

Minutes:

A motion was made by Mrs. Gearlds and seconded by Mr. Brandman to approve the consent agenda as revised to add January 6 claims. Motion passed 5 yes, 0 no.

Attachments:

[Board Minutes 12-11-19.pdf](#)

[Payroll Claims.pdf](#)

[12-31-2019 EOM Claims.pdf](#)

[1-6-2020 Claims.pdf](#)

3 Election of Board Officers (B.A.R.)

Mr. Chris Hoke, Superintendent

- Election of Board President
- Election of Board Vice President
- Election of Board Secretary
- Election of ISBA Legislative Liaison

Minutes:

A motion was made by Mr. Polston and seconded by Mr. Steele to retain the current Board elected officers of Vince Sanders as President, Steve Steele as Vice-President, Wendy Gearlds as Secretary and Wendy Gearlds as the ISBA Legislative Liaison. Motion passed 5 yes, 0 no.

4 Recommendation of Board Appointments

Newly-Elected Board President

- Corporation Treasurer
- Board Administrative Assistant
- Bank of Deposit
- Board Legal Counsel
- Board Policy Committee
- Board Personnel Committee
- Appointment of Blue River Career Center Representative
- Appointment of Northwest Shelby County Regional Sewer District Representative

Minutes:

A motion was made by Mr. Brandman and seconded by Mr. Polston to name Mrs. Tammy Achenbach as the Board Treasurer. Motion passed 5 yes, 0.

A motion was made by Mrs. Gearlds and seconded by Mr. Brandman to name Church Church Hittle & Antrim as the Board Legal Counsel, with Amy Matthews as the lead attorney. Motion passed 5 yes, 0 no.

A motion was made by Mr. Steele and seconded by Mr. Brandman to name the Board Personnel committee members as Ken Polston, Wendy Gearlds and Todd Brandman. Motion passed 5 yes, 0 no.

A motion was made by Mr. Steele and seconded by Mr. Polston to name the Board Policy committee members as Steve Steele, David Ploog and Glenn Bass. Motion passed 5 yes, 0 no.

A motion was made by Mrs. Gearlds and seconded by Mr. Polston to approve Kathy Cord as the Board Administrative Assistant, Key Bank as the Bank of Deposit, Vince Sanders as the Blue River Career Center Representative, Chris Hoke as the Blue River Career Center Representative Alternate, and Todd Brandman as the Northwest Shelby County Regional Sewer District Representative. Motion passed 5 yes, 0 no.

5 2020 Board School of Trustees Meeting Calendar (B.A.R.)

Board President

Minutes:

Mr. Sanders proposed a change to the regular Board meeting dates. He proposed the meetings be held on the third Monday of each month starting with the February, 2020, meeting. A motion was made by Mr. Steele and seconded by Mr. Brandman to adopt the proposed meeting calendar. Motion passed 5 yes, 0 no.

Attachments:

[2020 Proposed School Board Meetings.pdf](#)

6 Superintendent's Report

Mr. Chris Hoke, Superintendent

6.1 Recommendation to Accept Donations (B.A.R.)

Minutes:

Mr. Hoke presented the following donations:

- \$500.00 to TCES Robotics from Makuta Technics, Inc.
- \$1,048.30 to TCES for Katie Prather's 4th grade classroom supplies from Kerry and Cindy Prather
- \$500.00 to TCES from Shelby County Shrine Club to be used for student lunch accounts

Formal acceptance of donations is noted in Agenda Item 6.2.

Attachments:

[January Donations.docx](#)

6.2 Recommendation to Approve Out of State Field Trip (B.A.R.)

Minutes:

Mr. Hoke presented a request for an overnight out of state field trip for 8th grade students and chaperons to travel to Washington, D.C., Philadelphia and Gettysburg, Pennsylvania, and Mt. Vernon, Virginia, from May 17-22, 2020.

A motion was made by Mr. Polston and seconded by Mr. Steele to formally accept all donations and approve the out of state field trip. Motion passed 5 yes, 0 no.

Attachments:

[Field Trip - MS Washington DC.pdf](#)

7 Project Update

Minutes:

Mr. Hoke reported that the bid process for the Fieldhouse renovation project has been extended due to a change in drawings. Bids for the flooring will be done separate from the General Contractor contract. Bids will be opened on February 13 and will be officially awarded at the February 17 board meeting. The project is on schedule with the new timeline.

Mr. Hoke also reported on the exterior door conversion. Doors that were initially secured with a low-tech reader system are being upgraded to work with our current S2 security system. The conversion will be done by the end of January.

8 Input from Board Members and Administration

Board President

Minutes:

Mr. Brandman thanked everyone for their expressions of sympathy for his family.

Mr. Steele offered thanks for the donations.

9 Adjournment of Regular Meeting (B.A.R.)

Board President

Minutes:

There being no further business to come before the Board, a motion was made by Mrs. Gearlds and seconded by Mr. Steele to adjourn the meeting at 7:27 p.m. Motion passed 5 yes, 0 no.

10 Board of Finance Annual Meeting (immediately following adjournment of the Regular Session)

Board President

10.1 Call to Order

Minutes:

Mr. Sanders called the Board of Finance meeting to order at 7:27 p.m. Five board members were present, with Messrs. Ploog and Bass being absent.

10.2 Organization of the Board of Finance (B.A.R.)

- Election of President of Board of Finance
- Election of Secretary of Board of Finance

Minutes:

A motion was made by Mr. Polston and seconded by Mr. Brandman to retain the current officers for the Board of Finance of Vince Sanders, President and Wendy Gearlds, Secretary. Motion passed 5 yes, 0 no.

10.3 2019 Investment Report

Mrs. Tammy Achenbach, Corporation Treasurer

Minutes:

Mrs. Achenbach reported that the interest earned in 2019 increased approximately \$29,000 over 2018. Our bank of service is Key Bank and the current interest rate is .25%.

Attachments:

[2019 Interest Earned Report.pdf](#)

10.4 2019 Financial Report

Mr. Chris Hoke, Superintendent

Minutes:

Mr. Hoke reported that the Education Fund showed a \$1,267,329.00 balance at the beginning of 2019. The balance at the end of 2019 was \$1,623,607.04. Debt Service Fund balance in January of 2019 was \$952,571.99, and the ending balance was \$901,283.13. Revenue and expenses for 2019 in the Operations Fund were at 100% of the benchmark for the year. The cash balance is above the benchmark by a planned amount in order to use the funds for the 2020 middle school bus lot project. There was no activity in the Rainy Day Fund for the calendar year. The month-end balance in the School Lunch Fund looks high due to not receiving an invoice from Chartwells. The balance in this fund is higher than allowed by the State, and plans are being made to reduce the balance with equipment purchases.

Mr. Hoke presented information to the Board on the district's financial condition as newly required by the State.

Attachments:

[2019 Fund Reports.pdf](#)

10.5 Adjournment of the Board of Finance Annual Meeting (B.A.R.)

Board President

Minutes:

There being no further business to come before the Board of Finance, a motion was made by Mr. Steele and seconded by Mrs. Gearlds to adjourn at 8:12 p.m. Motion passed 5 yes, 0 no.

Approved:



Vince Sanders, Board President



Steve Steele, Board Vice President



Wendy Gearlds, Board Vice President



Ken Polston, Board Member



Todd Brandman, Board Member

Glenn Bass, Board Member

David Ploog, Board Member