

Board of School Trustees Meeting

Due to the current COVID-19 restrictions, this meeting will be held virtually. Details will be posted on the District's website.

Monday, May 18, 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; David Ploog, Board Member; Tammy Achenbach, Corporation Treasurer; Mrs. Cressa Rund, Board Member

1 Invocation and Pledge of Allegiance

Minutes:

Mr. Steele 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. Vince Sanders, Board President

2.1 Call to Order

Minutes:

The regular board meeting session was called to order at 7:04 p.m. Due to the coronavirus pandemic, this meeting was held via Zoom virtual meeting format. All Board members were present.

2.2 Additions or Revisions to the Agenda

Minutes:

There were no additions or revisions to the agenda.

2.3 Consent Agenda (B.A.R.)

Minutes:

A motion was made by Mr. Polston and seconded by Mr. Steele to approve minutes of the April 20, 2020 board meeting and all claims as presented. Motion passed 7 yes, 0 no.

Attachments:

[May Board Claims.pdf](#)

[May Board Payroll.pdf](#)

[Board Minutes 4-20-20.pdf](#)

3 Superintendent's Report

Mr. Chris Hoke, Superintendent

3.1 Recommendation of Personnel (B.A.R.)

Minutes:

A motion was made by Mr. Brandman and seconded by Mr. Ploog to approve the following personnel recommendations. Motion passed 7 yes, 0 no.

- Lindsay Cortelyou - hire as TCMS Art Teacher
- Makayla Herbert - hire as TCMS 8th Grade Math Teacher
- Ryan McCartney - hire as TCHS English Teacher
- Gerry Carpenter - terminate as TCMS Custodian effective 6/2/20
- Linda Parrish - terminate as TCHS Custodian effective 6/2/20
- Christine Wright - terminate as TCHS Custodian effective 6/2/20

Attachments:

[May Personnel Recommendations.pdf](#)

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

Minutes:

A motion was made by Mr. Steele and seconded by Mrs. Gearlds to accept the following donations. Motion passed 7 yes, 0 no.

- \$500.00 grant given to TCMS by Lauren Ruble via Blue River Community Foundation to be used for teacher morale activities.
- \$1,200.00 donated to NWCSD anonymously to be used for the school lunch distribution program during the coronavirus school shut-down.

Attachments:

[May Donations.docx](#)

3.3 2020-21 Food Service Management Contract Renewal (B.A.R.)

Minutes:

Mr. Hoke presented a proposal for a one-year renewal of the Chartwells' food service contract. This is the first renewal of four possible renewals for this contract. The proposal includes a 2.6% increase in management and administrative fees for Chartwells to manage the campus food service program during the 2020-2021 school year. Mr. Sanders asked how the lunch distribution program during April and May was financed. Mr. Hoke responded that the labor was paid for from the School Lunch Fund and the food and supplies are eligible for reimbursement from the federal government. A motion was made by Mrs. Rund and seconded by Mr. Ploog to renew the food service contract for one year. Motion passed 7 yes, 0 no.

Attachments:

[20-21 Chartwells Renewal.pdf](#)

3.4 2020-21 Food Service Meal Pricing (B.A.R.)

Minutes:

Mr. Hoke presented a recommendation for 2020-21 school meal prices according to requirements of the Healthy Hunger Free Kids Act. The recommendation is to increase student meal prices by 10 to 15 cents, which is the minimum amount allowed. The updated cost of elementary student meals will be \$1.60 for breakfast and \$2.90 for lunch. The updated cost of middle and high school student lunches will be \$1.75 for breakfast and \$3.00 for lunch. Milk prices will remain at \$.50. Adult prices will increase to \$2.50 for breakfast and \$3.75 for lunch. Mr. Steele asked if we have a plan for the excess money in the School Lunch Fund. Mr. Hoke replied that there are purchase orders written for approximately \$70,000 in equipment waiting to be processed after the food distribution program is completed. There is also an order for lunch tables costing \$20,000 also waiting to be ordered. A motion was made by Todd and seconded by Steve to accept the recommendation to adjust school lunch prices. Motion passed 7 yes, 0 no.

Attachments:

[2020-2021 Lunch Price Increase.pdf](#)

3.5 2020-21 Capacity Statement (I.O.)

Minutes:

Mr. Hoke presented a draft of the 2020-21 district capacity statement. The draft reflects the same maximum enrollment numbers as the current statement, and the enrollment closing date matches the ADM count date. This will be brought back to the Board in June for approval.

Attachments:

[2020 Capacity Statement.pdf](#)

3.6 Update on Campus Operations (I.O.)

Minutes:

Mr. Hoke reported that on June 4, from 2:00-6:00 p.m. the seniors will receive their diplomas and return iPads curbside at the high school. Graduation has been scheduled for July 18 at 7:00 p.m. on the football field, weather permitting. The walk-through will be held on Friday at 9:00 a.m. - weather permitting. Mr. Ploog asked if there will be a guest capacity limit. Mr. Hoke replied they are still working through specifics of that according to the coronavirus re-opening plans. Staff was scheduled in the buildings last week to pack up their belongings and bag student personal items. A date in July will be planned to assign student grade levels to pick up their bags, assuming the State gets to stage 5 of the re-opening guidelines. Extracurricular activities are scheduled to resume in July assuming the State continues on the plan to reopen July 4.

4 Project Update

Mr. Bill Klennert

Minutes:

Mr. Klennert reported the County has released permitting for the project. The interior footings for structural steel for the mezzanine have been excavated and the initial concrete has been poured. The project is still moving smoothly. This week should transition outside with footings for the north expansion of the field house, weather permitting. Delivery dates for structural steel for the inside is scheduled for around June 10, and the pre-engineered building should be on site the week of June 8. There has been a change order due to Runnebohm asking for 23 more days because of delays in permitting and getting the contract signed, which moves the substantial completion date to January 23. Mr. Steele questioned what phase are we in with project. Mr. Klennert replied we are in the excavation and footings standpoint and will remain in this stage for the next

month. The electrician has done a little demolition but logistically can't do more at this time, and the mechanical contractor has started some of the underground piping.

5 Financial Report

Mrs. Tammy Achenbach, Corporation Treasurer

Minutes:

Mrs. Achenbach reported the Education Fund is on track with revenue and expenses. There was no activity in the Debt Service Fund. The Operations Fund is also on track with revenue and expenses. There was no activity in the Rainy Day Fund. The School Lunch account monthly revenue for April was only what was received from state since there was no student lunch income. The expenses reflect February and March invoices from Chartwells.

TCHS - Mrs. Achenbach reported there was little activity in this fund. The main activity was transportation reimbursements were received for the month. Balance in this fund as of April 30, 2020, was \$53,190.50.

FTA - Mrs. Achenbach reported there was no activity in this fund for the month. Mr. Sanders asked if baseball fees will be refunded. Mrs. Achenbach responded that they will be refunded and that activity will show up in May. Mr. Hoke also noted that football sign-ups are being taken without collecting fees at this time in the event of the season having to be canceled. Balance in this fund as of April 30, 2020, was \$39,201.83.

Attachments:

[April 2020 FTA.pdf](#)

[Athletic Report April 2020.pdf](#)

[Fund Report April 2020.pdf](#)

6 Input from Board Members and Administration

Mr. Vince Sanders, Board President

Minutes:

- Mrs. Rund thanked everyone for coming up with a solution for graduation and all who have help on the behind-the-scenes work.
- Mr. Steele offered thanks for the donations and to Mr. Hoke, Mrs. Achenbach and the administrative team for their work on all the contingency plans.
- Mrs. Gearlds echoed her thanks for the work on all the contingency plans.
- Mr. Polston offered thanks to Mr. Hoke and his team for their hard work.
- Mr. Hoke commented he is appreciative of the donations and appreciates Chartwells for their work on the lunch distribution program during April and May.
- Mr. Sanders thanked everyone for attending this virtual meeting.

7 Adjournment (B.A.R.)

Mr. Vince Sanders, Board President

Minutes:

There being no further business to come before the Board, the meeting was adjourned at 7:47 p.m. on a motion made by Mr. Steele and second by Mr. Ploog. Motion passed 7 yes, 0 no.

Approved:

Vince Sanders Vince Sanders, Board President

Steve Steele Steve Steele, Board Vice-President

Wendy Gearlds Wendy Gearlds, Board Secretary

Ken Polston Ken Polston, Board Member

Todd Brandman Todd Brandman, Board Member

David Ploog David Ploog, Board Member

Cressa Rund Cressa Rund, Board Member