

Board of School Trustees Meeting

NWCSD of Shelby County Board Room

Monday, June 15, 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. Sanders offered the invocation prior to calling the board meeting to order. Following the invocation, all present stood and recited the Pledge of Allegiance.

2 Regular Session

Mr. Vince Sanders, Board President

2.1 Call to Order

Minutes:

The regular board meeting was called to order at 7:00 p.m. 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. Brandman and seconded by Mr. Ploog to approve all consent agenda items including board meeting minutes of May 18, 2020, payroll and vendor claims and revisions to policies C300, C275 and D500. Motion passed 7 yes, 0 no.

Attachments:

[Board Minutes 5-18-20.pdf](#)

[Payroll Deductions.pdf](#)

[AP Claims.pdf](#)

[5901262-C300 Programs for Students with Disabilities and Least Restrictive Environment.pdf](#)

[5901181-C275 Test Security Provisions for Statewide Assessments.pdf](#)

[5901504-D500 Employee Benefits.pdf](#)

3 Superintendent's Report

Mr. Chris Hoke, Superintendent

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

Minutes:

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

- Donald Helmick - hire as 6th Grade Teacher
- Emily Dunn - hire as TCHS English Teacher
- Fall Coaches
 - Tim Able - rehire as Head Football Coach
 - Tim Kegley - rehire as TCHS Assistant Football Coach
 - Randy Crouch - rehire as TCHS Assistant Football Coach
 - Steve Kermode - rehire as TCHS Assistant Football Coach
 - Jarod Hughes - rehire as TCHS Volunteer Assistant Football Coach
 - Joey Titus - rehire as TCHS Volunteer Assistant Football Coach
 - John Stafford - rehire as TCHS Volunteer Assistant Football Coach
 - Austin Hall - rehire as TCHS Boys Tennis Coach
 - Ray Basile - rehire as Head Volleyball Coach
 - Breanna Levings - rehire as TCHS Assistant Volleyball Coach
 - Allysen Williams - rehire as TCHS Volunteer Assistant Volleyball Coach
 - Eric Fink - rehire as Head Coed Cross Country Coach
 - Matthew Roberts - rehire as Girls Soccer Coach
 - Nate Foley - hire as Assistant Girls Soccer Coach (new position)
 - Jay Robinson - rehire as Volunteer Assistant Soccer Coach
 - Karen O'Neill - hire as Girls Golf Coach (new coach)
 - Erin Needham - rehire as TCHS Cheerleading Coach
 - Gabrielle Needham - rehire as TCHS Assistant Cheerleading Coach
 - Brooke Lockett - rehire as Volunteer TCHS Cheerleading Coach
 - Sara Yeoman - rehire as TCMS Cheerleading Coach
 - Caylie Almond - rehire as TCMS Cheerleading Volunteer
 - Chase Garrett - rehire as TCMS Football Coach
 - Erica Holden - rehire as 7th Grade Volleyball Coach

- Joseph Talhelm - rehire as TCMS Cross Country Coach
- Alicia Harper - rehire as TCMS Volunteer Cross Country Coach
- Josh Harper - rehire as TCMS Volunteer Cross Country Coach

Attachments:

[June Personnel Recommendations.pdf](#)

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

Minutes:

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

- \$50.00 from Psi Iota Xi Sorority in Shelbyville donated to TCES to be used to purchase books
- \$569.48 from Kroger Community Rewards Program donated to TCES will be used for student needs

Attachments:

[June Donations.docx](#)

3.3 Recommendation to Approve 2020-2021 Corporation Capacity Statement (B.A.R.)

Minutes:

Mr. Hoke presented the previously-reviewed corporation capacity statement for 2020-21. The district will accept enrollment applications for transfer students up to September 18, 2020, and grade level capacity will remain at 150 students per grade. A motion was made by Mr. Ploog and seconded by Mrs. Rund to approve the district capacity statement for school year 2020-2021. Motion passed 7 yes, 0 no.

Attachments:

[2020 Capacity Statement.pdf](#)

3.4 2020-21 Reopening Plan Update (I.O.)

Minutes:

Mr. Hoke reported that the re-opening team met today to begin planning for reopening school in August. A timeline was set for creating a plan with a goal of presenting it to the Board of Trustees on June 24, finalizing by June 30 and releasing it to the public on July 6.

4 Board Policy Revisions - 1st Reading & Approval (B.A.R.)

Mr. Steve Steele, Board Vice-President

Minutes:

Mr. Steele reviewed the Board's process of how policy revisions and new policies will be presented to the Board for adoption: 1) simple revisions will be approved with the consent agenda; 2) basic revisions will be reviewed and adopted in same meeting; 3) complex revisions and new policies will be read at one meeting, then voted on at the next meeting. The following policies were presented for review and adoption:

C125 - Admission to the District - the policy is revised to state that transfer students who are children of current employees are exempt from the capacity statement rules if the employee has an annual salary of at least \$8,000, or \$3,000 if employed in the extracurricular program. A motion was made by Mrs. Gearlds and seconded by Mr. Brandman to adopt the revisions to policy C125. Motion passed 7 yes, 0 no.

C175 - Student Attendance - revisions define what specific events qualify as excused student absences, and grants the Superintendent authority to develop administrative guidelines for eLearning, student attendance and truancy. A motion was made by Mr. Ploog and seconded by Mrs. Rund to adopt the revisions to policy C175. Motion passed 7 yes, 0 no.

C450 - Drug Prevention and Testing - revisions include an update to the age that tobacco may legally be purchased in Indiana, and states that the Superintendent shall make an annual written report to the Board on results of implementation of this policy. A motion was made by Mrs. Rund and seconded by Mrs. Gearlds to adopt revisions to policy C450. Motion passed 7 yes, 0 no.

D150 - Board - Superintendent Relationship - the revision defines events where the Superintendent has authority to close schools. A motion was made by Mr. Polston and seconded by Mr. Ploog to adopt the revisions to policy D150. Motion passed 7 yes, 0 no.

D300 - Alcohol and Controlled Substance Policy for Commercial Driver's License (CDL) and Safety Sensitive Positions - the revision states that the corporation will report drug and alcohol testing results to a clearinghouse created for any future employer to access. A motion was made by Mrs. Rund and seconded by Mrs. Gearlds to adopt the revision to policy D300. Motion passed 7 yes, 0 no.

D325 - Personal Background Checks - the revisions state that references will be contacted when conducting pre-employment background checks, and employees should not be hired if there has been an incident where the State has revoked licensure. Also, employee expanded background checks must be conducted every 5 years. A motion was made by Mr. Ploog and seconded by Mr. Brandman to adopt the revisions to policy D325. Motion passed 7 yes, 0 no.

D525 - Standard of Care and Supervision of Students - this policy is renumbered from C325 because it is more appropriate as a personnel policy rather than a student policy, and the revisions made are updates regarding appropriate interaction of staff with students. A motion was made by Mrs. Gearlds and seconded by Mrs. Rund to adopt revisions to policy D525. Motion passed 7 yes, 0 no.

G300 - Latchkey Program - revisions apply to a contracted latchkey program if the corporation were to use an outside provider, and sets liability insurance requirements at \$1,000,000 for a contracted latchkey program provider. A motion was made by Mrs. Rund and seconded by Mr. Ploog to adopt revisions to policy G300. Motion passed 7 yes, 0 no.

Attachments:

[5901158-C125 Admission to the District.pdf](#)

[58Y5799-C175 Attendance with proposed revisions April 2020.pdf](#)

[5901346-D150 Board-Superintendent Relationship.pdf](#)

[5901478-D300 Alcohol and Controlled Substance Policy for CDL and Safety Sensitive Positions.pdf](#)

[5901498-D325 Personal Background Checks and Mandatory Reporting.pdf](#)

[5901451-D525 Standard of Care and Supervision of Students.pdf](#)

[5901326-C450 Drug Prevention Drug Testing.pdf](#)

[5970512-G300 Latch-Key Programs revised .pdf](#)

5 Board Policy Revisions - 1st Reading (I.O.)

Mr. Steve Steele, Board Vice-President

Minutes:

The following policy revisions will be reviewed at this meeting and recommended for adoption at the July meeting.

A325 - Communicable Disease - This is a new policy, and it sets guidelines for how the district will protect the health and safety of students and employees during a public health emergency/pandemic.

C525 - Medical Needs at School - revisions state the school does not have a legal obligation to dispense any medication that is not FDA approved, the nurse may require additional information prior to administering certain medications, and, if a student or staff member has Do Not Resuscitate Order, the school nurse and staff will

follow normal emergency procedures and will not adhere to the DNR order.

G275 - Animals on School Property - revisions clarify definitions of service animals and therapy animals and states we will allow service animals on campus, but not therapy animals. Also, this policy authorizes the Superintendent or a designee to develop administrative guidelines.

H100 - Family Engagement & Visitor Policy - revisions add verbiage that virtual visitors will follow the same rules as a physically-present visitor including maintaining confidentiality, and states that instructional services are not to be recorded unless permission is given by the principal and the instructor.

Attachments:

[5901143-A325 Communicable Diseases.pdf](#)

[5901508-G275 Animals on School Corporation Property.pdf](#)

[5901540-H100 Family Engagement and Visitor Policy.pdf](#)

[5901338-C525 Medical Needs at School.pdf](#)

6 Project Update

Mr. Bill Klennert

Minutes:

Mr. Klennert reported that work on the fieldhouse remodel has been all in the ground for this month. The scheduling is still on time. The change order that extended the completion date by three weeks has been signed. The pre-engineered building supplies are on site, but the foundations are not set yet. The interior steel delivery has been delayed approximately two weeks.

7 Financial Report

Mrs. Tammy Achenbach, Corporation Treasurer

Minutes:

Mrs. Achenbach reported that expenses and revenue are on track in the Education Fund. We have received some of the non-property tax funds in the Debt Service Fund and are expecting the property tax funds soon. The revenue in the Operations Fund is the monthly transfer, and expenses are normal for this time of year. There was no activity in the Rainy Day Fund. The School Lunch Fund shows the expenditure for the monthly bill from Chartwells, but we have not received our revenue from the State for the month. Mrs. Achenbach is working with Shannon White to investigate the lack of receipt of the revenue. Mr. Hoke stated additionally that there is anticipation of a revenue cut from the State at some point, so we are intentionally watching expenses and preserving balances in the Education and Operations funds. Mr. Steele asked about the future plan for the excess cafeteria funds. Mr. Hoke responded that we have equipment purchase orders ready to process as soon as approval is received from the State level school lunch program.

Mrs. Achenbach reported there was not a lot of activity for the month in the TCHS Athletics Fund. Mr. Graham reported that expenditures for the month included refurbishing the weight room equipment, purchase of footballs, basketballs and volleyballs, and uniforms have been ordered. They have not been receiving vendor invoices in recent months. Mr. Hoke stated that the possibility of not having fall sports and the financial impact on the sports programs has been investigated in light of the pandemic, so purchases have been scaled back. Mr. Graham reported on the recent wind damage to the softball fence, greenhouse and video board. Repairs have been made to the property. Balance in this fund as of May 31, 2020, was \$51,378.37.

Mrs. Achenbach reported there was not much activity in the FTA fund. Refunds for baseball have been sent out. Mr. Graham stated that football and cheerleading sign-ups are in process, but they are not collecting fees at this time. Fees will be collected in July and uniforms will be ordered then. Balance in this fund as of May 31, 2020, was \$36,751.83.

Attachments:

[May 2020 Athletics FTA Reports.pdf](#)

[May 2020 Fund Report.pdf](#)

8 Input from Board Members and Administration

Mr. Vince Sanders, Board President

Minutes:

- Mr. Brandman offered thanks for the donations. He also congratulated Mrs. Dunn and welcome her to the staff. He thanked the administrators for all they are doing.
- Mr. Steele commented it was nice to be physically present for a meeting. He welcomed Mrs. Dunn. He also offered thanks to Mr. Klennert for his work on the fieldhouse project and to Mr. Hoke for his help with the policy revisions.
- Mrs. Gearlds welcomed Mrs. Dunn and offered thanks to everyone for their behind-the-scenes work.
- Mr. Ploog welcomed Mrs. Dunn and offered thanks for the donations.
- Mrs. Rund offered thanks to everyone working on the re-opening plan, and she welcomed Mrs. Dunn.
- Mr. Hoke welcomed Mrs. Dunn. He also extended appreciation for the members of the re-opening task force.
- Mr. Sanders echoed all the previous sentiments. He offered thanks to the re-opening task force, thanks to the policy committee and welcomed Mrs. Dunn.

9 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 8:20 p.m. on a motion made by Mr. Brandman and seconded by Mr. Steele. Motion passed 7 yes, 0 no.

Approved:

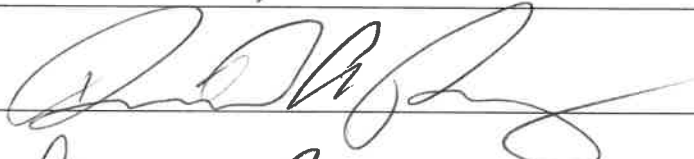
_____ Mr. Vince Sanders, Board President

 _____ Mr. Steve Steele, Board Vice President

 _____ Mrs. Wendy Gearlds, Board Secretary

_____ Mr. Ken Polston, Board Member

 _____ Mr. Todd Brandman, Board Member

 _____ Mr. David Ploog, Board Member

 _____ Mrs. Cressa Rund, Board Member