

Board of School Trustees Meeting

NWCSD of Shelby County Board Room

Wednesday, December 11, 2019

6:00pm - 8:00pm

Present: 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. Ken Polston, Board Member; Mr. Glenn Bass, Board Member; David Ploog, Board Member

1 Executive Session *(60 minutes)*

Mr. Vince Sanders, Board President

Pursuant to IC 5-14-1.5-6.1, the Board of School Trustees will meet in executive session to discuss a job performance evaluation of an individual employee and to train school board members with an outside consult about the performance of the role of the members as public officials.

Minutes:

The executive session was opened at 6:00 p.m. Four board members were present, with Messrs. Ploog, Bass and Polston being absent. Also attending the session was Attorney, Amy Matthews. Discussion was held to finalize the Superintendent's evaluation and to receive information regarding the role of the Board members. No other topics were discussed, and the session ended at 6:52 p.m.

2 Invocation and Pledge of Allegiance

Minutes:

High school student, Taylor Heath, offered the invocation prior to calling the regular board meeting to order. Following the invocation, all present stood and recited the Pledge of Allegiance.

3 Regular Session

Mr. Vince Sanders, Board President

3.1 Call to Order

Minutes:

Mr. Sanders called the regular board meeting session to order at 7:00 p.m. Four board members were present, with Messrs. Ploog, Bass and Polston being absent.

3.2 Additions or Revisions to the Agenda

Minutes:

Mr. Hoke reported there are three items added to the agenda. An Authorization for Year-end Procedures and an Annual List of Outstanding Checks were added to Agenda Item 3.3. A personnel recommendation to hire Kylie Kramer was added to Agenda Item 4.1.

3.3 Consent Agenda (B.A.R.)

Minutes:

A motion was made by Mr. Steele and seconded by Mrs. Gearlds to approve minutes of the November 13, 2019, board meeting, all claims presented, to grant authorization for year-end procedures and to grant permission to void the requested outstanding checks. Motion passed 4 yes, 0 no.

Attachments:

[Board Minutes 11-13-19.pdf](#)
[Payroll Claims.pdf](#)
[AP Claims.pdf](#)
[11-30-19 ED TO OPS Transfer.pdf](#)
[Year-End Authorizations Memo.pdf](#)
[Year-End Outstanding Checks Memo.pdf](#)

4 Superintendent's Report

Mr. Chris Hoke, Superintendent

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

Minutes:

A motion was made by Mr. Brandman and seconded by Mr. Steele to approve the following personnel recommendations. Motion passed 4 yes, 0 no.

- Megan Armstrong - resignation as TCHS Special Education Instructional Assistant
- Anthony Christian - hire as TCHS Special Education Instructional Assistant
- Misty Baldwin-Gale - hire as TCES Instructional Assistant
- Kylie Kramer - hire as TCES Instructional Assistant
- Aubrey Bush - resignation as TCMS Cheerleading Coach
- Karen O'Neill - resignation as TCMS Golf Coach
- Isaac Hilgert - hire as Volunteer 8th Grade Boys Basketball Coach
- Isaac Hilgert - hire as TCMS Golf Coach
- Sara Yeoman - hire as TCMS Cheerleading Coach
- Michele Martin - hire as TCHS Assistant Softball Coach

Attachments:

[December Personnel Recommendations.pdf](#)

4.2 Announcement of Special Called Meeting January 27, 2020, to Award Bid for General Contractor for Fieldhouse Project (I.O.)

Minutes:

Mr. Hoke announced a special meeting will be held on January 27, 2020, for the purpose of awarding bids for the general contractor for the fieldhouse renovation project

5 Set Date for January, 2020, Regular Board Meeting (B.A.R.)

Minutes:

Discussion was held and the decision was made to hold the organizational and Board of Finance meeting on January 6, 2020 at 7:00 p.m. Other regular monthly business will be conducted at the special meeting on January 27, 2020. A motion was made by Mr. Steele and seconded by Mrs. Gearlds to approve the meeting dates. Motion passed 4 yes, 0 no.

6 Project Update

Minutes:

Mr. Hoke reported that the bond closing will be December 19, 2019. The bonds were sold December 4, and sufficient funds were raised to cover the project. The timeline for the project is unchanged. Drawings and bids will be released on January 2, 2020, and bid opening will be held January 17, 2020. A recommendation will be made for the general contractor and a separate recommendation will be made for flooring at the special meeting on January 27, 2020. A liquidated damages clause will be included in the contract that indicates December 31, 2019 as the final date where additional costs will not be added. The projected completion date for the general contractor is November. The flooring will be put down last, which potentially puts the final completion in January.

Mr. Hoke also reported the Komputrol upgrade training began today. The new financial program is windows based.

7 Financial Report

Tammy Achenbach, Corporation Treasurer

Minutes:

Mrs. Achenbach reported that the month-end balance in the Education Fund is where it was expected to be, and there are large expenditures scheduled to be paid from the Education Fund in December. The ending balance should be the same or a little higher than the beginning of the month. There are bond payments to be paid in December from the Debt Service Fund. The balance in the Operations Fund is on track and the balance will potentially be higher at the end of the year. There was no activity in the Rainy Day Fund. The School Lunch Fund balance shows that the anticipated reimbursements have been received. She also reported that the November transfer of cafeteria funds was posted in December due to the Komputrol conversion. Mr. Sanders asked if there are any planned expenditures for the School Lunch funds. Mr. Hoke reported they may be looking into a change to a different point-of-sale company now and implementing that in the spring instead of waiting until summer. He also stated Chartwells has recommended a remodel at the middle school, but there has not been recent discussion with Chartwells, and this is not an immediate project. Equipment may need to be replaced before the remodel will be done. Excess funds in this account have to be spent down by the fall of 2020 according to State Board of Accounts.

TCHS Athletics - Mr. Hoke reported that there are some Nike bills that are outstanding, but we have not received invoices. Invoices for the wind screens are still pending waiting on receipt of the softball windscreens. Once the approximately \$20,000 for these invoices is paid, that will bring the balance down in this fund. Balance in this fund as of November 30, 2019, is \$63,272.23.

FTA - The balance in this account has decreased by approximately \$4,000 due to purchase of uniforms, and the balance is still healthy. Balance in this fund as of November 30, 2019, is \$34,922.80.

Attachments:

[November Athletic Report.pdf](#)

[November FTA Report.pdf](#)

[November Fund Report.pdf](#)

8 Input from Board Members and Administration

Mr. Vince Sanders, Board President

Minutes:

There were no final comments from the Board or Administration.

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 7:40 p.m. on a motion made by Mr. Brandman and seconded by Mr. Steele. Motion passed 4 yes, 0 no.

Approved:



Vince Sanders, Board President



Steve Steele, Board Vice-President



Wendy Gearlds, Board Secretary



Ken Polston, Board Member



Todd Brandman, Board Member

Glenn Bass, Board Member

David Ploog, Board Member