

NORTHWESTERN SCHOOL CORPORATION

DECEMBER 10, 2015, 7:00 P.M.
NORTHWESTERN HIGH LIBRARY
3431 N 400 W, KOKOMO IN 46901

The Board of School Trustees met in regular session at 7:00 p.m. on December 10, 2015. All board members were in attendance, as well as Ryan Snoddy, Harold Seamon, Jamie Shepherd-Bryant, Michele Short, and 18 interested parties. President Steve Jones called the meeting to order and Jonathan Underwood opened with prayer. The minutes of the November 12, 2015 meeting were reviewed and unanimously approved on a motion made by Todd Moser and seconded by Ted Merrell. The agenda was unanimously approved on a motion made by Bryan Alexander and second by Todd Moser.

STUDENT OF THE MONTH

The following students were recognized as December Students of the Month:

- Howard Elem School – **Anna Schultz-Finkler**, daughter of Amy Schultz and Michael Finkler. Anna is in Mr. Lutterman's fifth-grade class.
- Northwestern Elementary - **Abigail Keeney**, Daughter of Daniel and Paula Keeney. Abigail is a second grader in Mrs. Griner's class.
- Northwestern Middle School- **Nikolas Weidner**, son of Chris and Andrea Weidner. Nikolas is an eighth grader.
- Northwestern High School - **Kaley Hopper**, daughter of Michael and Jenifer Hopper. Kaley is a senior at the high school.

I. SUPERINTENDENT'S REPORT

- A. **STEM Teacher Recruitment Fund Grant:** Mr. Snoddy announced that the STEM Teacher Recruitment Fund Grant was approved. These grant funds will enable AP Science, English, and Math teachers to attend summer institute.
- B. **Results of Parent Survey:** Mr. Snoddy reported to the board with regard to a recent survey regarding dates and times of parent-teacher conferences. He reported that both parents and teachers prefer evening hours for conferences, and approximately 70% of parents and teachers preferred the week of fall break.
- C. **Fog Make-Up Date:** The teacher's association has agreed to utilize Martin Luther King Day (Jan. 18th) as a make-up date for this week's fog cancellation. School WILL BE in session on January 18, 2016.
- D. **Distinguished Alumni Hall of Fame:** The committee has chosen 3 recipients for the 2015 class of inductees. Induction ceremonies will be held January 22, 2016.

II. CLAIMS AND FINANCIAL

Bryan Alexander made the motion to approve claims in the amount of \$1,621,493.62 and 2 payroll claim listings totaling \$688,264.11. The board unanimously approved following a second from Ted Merrell.

III. PERSONNEL

Jonathan Underwood made a motion to approve personnel recommendations. Ted Merrell seconded and the following recommendations were unanimously approved:

- A. Accept the letter of intent to retire from **Janet Lovelace**, effective July 29, 2016.
- B. Approve the employment of Rebecca Batis, Jennifer Grzegorski, Bethany Girard, and Rita Cotton as part-time instructional assistants for 2 ½ hours per day for the remainder of the

2015-16 school year, working with first grade classrooms, per the current support staff salary and benefits schedule.

- C. Grant the request of **Jennifer Longgood** for five (5) days of unpaid personal leave on Jan. 5 and Feb. 23-26, 2016.
- D. Grant the request of **Amiee Hale** for three (3) days of unpaid personal leave on Feb. 24-26, 2016.
- E. Approve the extra-curricular assignment for Jacob Everetts, per Appendix B to include elementary drama sponsor.
- F. Approve the recommendation of Mr. Snoddy to distribute Performance Pay Grant funds to teachers who completed the 2014-15 year rated as Highly Effective and Effective, with HE teachers receiving \$1 more than Effective teachers.
- G. Approve Terry Sullivan as a substitute bus driver for the 2015-16 school year:

Ted Merrell recognized and congratulated Janet Lovelace for her years of service to Northwestern.

IV. CONSIDER ACTION WITH REGARD TO TREASURER'S REPORT

Mrs. Shepherd-Bryant presented several resolutions for the Board's consideration and action including:

- **RESOLUTION #1512-1 REGARDING PURCHASE OF GIFT CARDS**
This resolution regarding the purchase of gift cards for incentives and rewards for students and employees is to assure compliance with State Board of Accounts.
- **RESOLUTION #1512-2 TO TRANSFER APPROPRIATION AT YEAR END**
This is an annual procedure whereby the corporation treasurer balances the individual appropriation budget lines.
- **RESOLUTION #1512-3 FOR A TEMPORARY-EMERGENCY TRANSFER OF DEPLETED FUNDS**
Resolution 1512-3 is for a temporary transfer from the Rainy Day fund to any depleted funds in amounts necessary to bring the fund balances to zero for calendar year-end financial reporting
- **RESOLUTION #1512-4 ADDITIONAL APPROPRIATIONS RESOLUTION**
Resolution 1512-4 is for an additional appropriation of \$225,000 from the general fund to Personal Services.

Todd Moser made the motion to adopt all 4 Resolutions as presented. The board unanimously approved following a second from Jonathan Underwood.

IV. CONSIDER ACTION TO ACCEPT A DONATION(s)

Tod Moser made the motion to graciously accept several donations including \$200 for the choir program from Merrell Brothers. Also, \$200 from CJMR designated to the Robotics program, \$250 to athletics hospitality from Ashley Furniture Homestore, and \$4800 Robotics grant from First in Michigan. Bryan Alexander seconded and motion passed unanimously.

V. CONSIDER ACTION WITH REGARD TO A REQUEST TO CONDUCT A SPORTS CAMP/CLINIC

Susie Gabriel requested permission for the cheerleaders to conduct a cheer clinic on January 29, 2016. Participants will perform at half-time of the varsity game that evening. Ted Merrell made the motion to approve and Jonathan Underwood seconded; motion passed unanimously.

VI. CONSIDER ACTION TO ACCEPT AND AWARD BIDS FOR SUMMER ROOFING PROJECT

Mr. Seamon submits 3 bids received for the advertised 2016 summer roofing project. Mr. Seamon has worked with Moisture Management and recommends that the bids be accepted. Bryan Alexander made the motion to accept the bids as recommended. Todd Moser seconded and motion passed unanimously.

Mr. Seamon then recommended that the bid for the high school/middle project be awarded to McGuff for a contract base bid of \$245,650. The board unanimously approved his bid award recommendation on a motion from Ted Merrell and second from Bryan Alexander.

VII. PUBLIC COMMENTS

David Inskeep, NHS teacher, expressed appreciation to administration with regard to the recent newspaper article and ISTEP testing.

VIII. BOARD COMMENTS

Steve Jones also thanked Mr. Snoddy and the Kokomo Tribune for the positive newspaper article.

There being no further business, Todd Moser made a motion to adjourn. Ted Merrell seconded, and the board unanimously adjourned at 7:40 p.m.

President

Vice President

Secretary

Next Meeting – Jan. 14, 2016 – Northwestern High School Library – 7:00 P.M.

EXECUTIVE SESSION – 7:45 PM

The Board of School Trustees met in executive session at 7:45 p.m. on December 10, 2015. All board members were in attendance, as well as Ryan Snoddy. Discussion was limited to the advertised agenda of discussion with regard to a job performance evaluation of an individual employee.

President

Vice President

Secretary