

**Board of School Trustees Regular Meeting Minutes  
Hamilton Community Schools  
903 South Wayne Street  
Hamilton, IN 46742**

**Date Posted:** February 10, 2020

**Meeting Date:** February 17, 2020

**Meeting Time:** 6:30 p.m.

**Location:** Board Room, Hamilton Jr./Sr. High School

**\*MEMORANDUM OF MEETING**

**Those present representing the Hamilton Community Schools Board of School Trustees:**  
President, Mark Gould; Vice President, Jeremy Hill; Secretary, Stacy Shull; and  
Members: Jamy Merritt and Lee Stoy

**Absent:** None

**Representing the administration:** Superintendent, Anthony Cassel; K-6 Principal, Kristyn Watkins;  
7-12 Principal, Greg Piatt; and Business Manager/Treasurer, Brittany Taylor

**Visitors in attendance were:** Kathryn Bassett, KPC News and Colleen Karas.

| <u>Motion<br/>made<br/>by</u> | <u>Second</u> | <u>Vote</u> |  |
|-------------------------------|---------------|-------------|--|
|                               |               |             | 1. CALL TO ORDER by President Mr. Gould at 6:30 p.m.<br><b>MISSION: Engaging today's learners to be tomorrow's leaders.<br/>VISION: Small school, small town, BIG dreams!</b>  |
|                               |               |             | 2. PLEDGE OF ALLEGIANCE – Led by Mrs. Kristyn Watkins  |
|                               |               |             | 3. STUDENT OF THE MONTH –<br>Honored students for the month of February are Sam Lockwood grade 6, Chase Olson grade 8, and Heath Getts grade 12.   |
| JH                            | SS            | 5-0         | 4. APPROVAL OF CONSENT AGENDA ( <i>Motion Needed</i> ) <b>Revised</b>  |
|                               |               |             | 5. PATRON PARTICIPATION: None.   |
| JH<br>JH                      | SS<br>SS      | 5-0<br>5-0  | 6. CONSENT AGENDA ( <i>Motion Needed</i> ) <b>Revised</b><br>a. Claims Docket – <b>Two additional claims</b><br>b. Approval of Minutes<br>i. Regular Meeting, January 20, 2020 minutes<br>c. Personnel Report:<br><b>New Hire:</b> |

|    |     |                  |   |
|----|-----|------------------|---|
| JH | SS  | 5-0              | <ul style="list-style-type: none"> <li>i. Brandy McNamara, Applied Skills Instructional Aide, Effective January 27, 2020 (reimbursed by CO-OP).</li> </ul>  |
| JH | SS  | 4-0<br>LS        | <ul style="list-style-type: none"> <li>i. Renee Stoy, Kitchen staff, increase time from 4 to 5 hours per day to assist with adequate help in the morning.</li> </ul>  |
| JH | 5-0 | Abstained<br>5-0 | <ul style="list-style-type: none"> <li>d. Receipt of Funds: <ul style="list-style-type: none"> <li>i. \$1,505 donation for the Donald Johnson Memorial ECA Fund</li> <li>ii. <b>\$25 donation for the Donald Johnson Memorial ECA Fund</b></li> </ul> </li> </ul>   |
| JH | SS  | 5-0              | <p>7. NEW BUSINESS (<i>Action Items</i>) – Mr. Anthony Cassell</p> <ul style="list-style-type: none"> <li>a. Second Reading NEOLA Volume 32 No. 1<br/>It is recommended that the Board accept the NEOLA Volume 32 No. 1 as presented in the first reading on January 20, 2020.</li> <li>b. Hamilton Preschool Presentation –<br/>Mrs. Kristyn Watkins and Mr. Anthony Cassel<br/><u>Presentation summary:</u> Preschool will be available to children who have reached the age of 4 by August 1 or 5-year-old students who were not eligible to enter kindergarten. Students will be charges \$5 per day and funds will be used to offset supply and snack expenses.<br/>Two preschool classes, morning class 8:15-11:00 and afternoon class 12:15 – 3:00. There is a maximum of 16 students per session with 1 teacher and 1 assistant.<br/>It is recommended that Hamilton Community Schools begin the process of implementing a preschool at the beginning of the 2020-2021 school year.</li> <li>c. Hamilton Community 2020-2021 School Calendar<br/>Aligned the calendar with MSD of Steuben County, add one week fall break in October and added two pre-planned Professional Development/ eLearning days to the schedule. These Professional Development days will be used to share what staff members learned at the upcoming Model School Convention this June. It is recommended the Board approve the 2020-2021 School Calendar as presented.</li> <li>d. <b>Administrative contract Proposal</b> <ul style="list-style-type: none"> <li>• It is proposed that Mr. Greg Piatt switch roles from Assistant Principal to Co-Principal of Hamilton Jr./Sr. High School. Mr. Piatt will handle the day to day operations and will consult Mr. Cassel on decisions regarding curriculum, staffing, and scheduling.</li> <li>• Mr. Piatt and Mrs. Watkins will be on 2-year contract beginning with 2020-2021 school year, and will roll over each year with an evaluation of Effective or Highly Effective on their yearly Summative Evaluation.</li> </ul> </li> </ul> |
| JH | SS  | 5-0              |   |
| LS | JH  | 5-0              |   |
| JH | SS  | 5-0              |   |

|    |    |     |   |
|----|----|-----|---|
| JH | SS | 5-0 | <p>It is recommended the Board approve the Title change for Mr. Piatt and Administrative Two-year Contract Proposals beginning 2020-2021 for Mr. Piatt and Mrs. Watkins as presented.</p> <p>e. <b>Administrative Stipends</b></p> <p>It is recommended that the Board approve the administrative stipends as presented below.</p> <p>As discussed and recommended by the School Board in December of 2019, it is my recommendation that the administrators' receive the following stipends;</p> <p>Mr. Greg Piatt - \$1,500.00 and Mrs. Watkins \$2,500.00.</p> <p>Administrators would not be eligible for any potential increase in salary until the 2020-2022 School Year.</p>  |
|    |    |     | <p>8. SUPERINTENDENT'S REPORT – Mr. Anthony Cassel</p> <ul style="list-style-type: none"> <li>• Working on the state testing schedule for Spring of 2020.</li> <li>• Will start early conversations with teachers about what to expect from the Model School Convention is June.</li> <li>• Came in under budget on the EMCOR Group heating project and waiting on final scope of the gym EMCOR Group main gym air conditioning project. Goal is to have this project completed in time for graduation evening on May 9, 2020.</li> <li>• May also be able to modifying the duct work in the Central Office and put in new controls for back half of school with the priority over Central Office.</li> </ul>   |
|    |    |     | <p>9. ADMINISTRATORS' REPORT –</p> <p>Mrs. Kristyn Watkins shared the elementary has three new elementary enrollments since last board meeting, mid-year assessment testing is complete, meeting with teachers to discuss testing results, and Valentine's Dance was well attended with over 225 in attendance. 5<sup>th</sup>/6<sup>th</sup> Grade Elementary girls' basketball team is doing well and having fun.</p> <p>Mr. Greg Piatt, 7-12 Principal reported last week was Homecoming week, semi-formal dance on Saturday, Cameron Hospital will share "Sexual Assault Education" presentation with our High School girls on March 6, Bowen Center will present to 7-12 students information about "Social Interactions and Bullying" on March 9. High School staff has looked at electives that they would love to teach and which classes can be offered our students next school year, also teachers were able to quantify NWEA assessment results to better assist the students class. Excited that several staff members will be attending the Model School Conference and work hard to make Hamilton Community Schools model schools.</p> |

|    |    |     |  |
|----|----|-----|--|
|    |    |     | 10. TREASURER’S REPORT – Mrs. Brittany Taylor<br>Completed the July-December Form 9, working on the CO-OP MOE report, attending a four-day Budget Conference and following week attending a two-day Treasurer’s Workshop.  |
|    |    |     | 11. SCHOOL BOARD MEMBER COMMENTS<br>Mr. Jeremy Hill commented he is excited about teaching potential new electives are awesome, The Varsity Boys Basketball team handled themselves well in a rough ballgame last Friday night with the lack sportsmanship conduct by the other team.<br>Mrs. Stacy Shull thanked Mr. Cassel and Mrs. Watkins for getting the preschool program prep work started and thinks it’s something this community has needed for a long time. |
| JH | SS | 5-0 | 12. ADJOURNMENT by Mr. Gould at 7:43 p.m.  |

**Upcoming Events:**  
**March 16, 2020 Meeting at 6:30 p.m.**

Respectfully submitted,

Hamilton Community Schools  
Board of School Trustees

\_\_\_\_\_  
Mark Gould, President

\_\_\_\_\_  
Jeremy Hill, Vice President

\_\_\_\_\_  
Stacy Shull, Secretary

\_\_\_\_\_  
Jamy Merritt, Member

\_\_\_\_\_  
Lee Stoy, Member

\*Memorandum of Meeting reflects date, time and location of meeting; members of the governing body recorded as either present or absent; general substance of all matters discussed, proposed, decided; record of all votes taken, by individual members if there is a roll call.