

**NORTHWESTERN SCHOOL CORPORATION
BOARD OF SCHOOL TRUSTEES**

JANUARY 16, 2020, 7:00 P.M.
NORTHWESTERN HS LEARNING COMMONS
3431 N 400 W, KOKOMO IN 46901

The Board of School Trustees met in regular session at 7:00 P.M. All Board members were present, as well as corporation administrative staff including Kristen Bilkey, Scott Simmons, Jamie Bolser, and Sheila Lamb, and 44 interested parties and 1 canine. Mrs. Bilkey called the meeting to order and called on Mrs. Lanie, Howard Elem Principal to share comments with regard to the Buddy Bag program. Mrs. Lanie shared that Howard Elementary was notified before Christmas that Kokomo Urban Outreach would no longer be funding the Buddy Bag program. She shared that the outpouring of support of the community to fill this void has been tremendous and she is pleased that over 60 HES students will continue to receive these services.

STUDENT OF THE MONTH

The following students were recognized as Students of the Month:

Howard Elem School – **Brian Jameson**, son of Brian and Elizabeth Jameson. Brian is in Mrs. Murphy's 4th grade class.

Northwestern Elementary –Dec - **Caden Bennett**, son of Joey and Darcy Bennett. Caden is a second grader in Ms. Griner's class.

Jan – **Shelby Chase**, daughter of Jamie Chase. Shelby is in Mrs. Gish's 4th grade class.

Northwestern Middle School- **Karson Griggs** – son of Stephanie Griggs and a 7th grader at the middle school.

Northwestern High School – **Kate Miller**, daughter of Todd and Amy Miller. Kate is a senior at the high school.

TOP TIGER – Pam Miller – Northwestern Middle School Teacher

I. SUPERINTENDENT'S REPORT

- A. Recognition of Staff Member(s) In June 2018 the board approved the acquisition of a service dog for Northwestern Middle School. Mr. Davis introduced Rocky to the Board along with his handler, Mrs. Paula Davis. Mr. Davis and Mrs. Davis shared recent experiences with student engagement with the therapy dog and demonstrated some of the skills utilized with Rocky while calming students.
- B. CFO Report: Mrs. Bolser submitted the following for the Board's review and approval:
 - 1. November 2019 Fund Report
 - 2. November 2019 Appropriations Report
 - 3. December 2019 Fund Report
 - 4. December 2019 Appropriations Report
 - 5. Cash Balance Trend Report
 - 6. 2019 Property Tax Settlement Report
- C. February Board Meeting Date: Mrs. Bilkey will be attending the national superintendent's conference on the regular date in February. It was agreed by consensus that the February meeting be moved to Feb. 20th.

BOARD OF FINANCE MEETING

JANUARY 16, 2020

7:00 P.M.

NORTHWESTERN HIGH SCHOOL LEARNING COMMONS

- I. **Election of Officers**: Mrs. Bilkey opened the Board of Finance meeting, calling for a nomination for President. Jonathan Underwood nominated Jonathan Eller and Janet Lovelace seconded. Ted Merrell made the motion to close nominations and appoint Mr. Eller as President. Jonathan Underwood seconded and motion passed unanimously. Mr. Eller then took nominations for Secretary. Jonathan Underwood nominated Janet Lovelace as secretary and Ted Merrell seconded. Ted Merrell made the motion to close nominations and Jonathan Underwood seconded and motion passed unanimously.
- II. **Investment Report**: Mrs. Bolser presented the Annual Investment Report from 2019, as well as a Fiscal & Qualitative Indicators Annual Report, concluding that she is very pleased that Northwestern School Corporation's financial condition is stable and solvent.

Ted Merrell then made the motion to adjourn the Board of Finance meeting. The motion passed unanimously following a second from Jonathan Underwood.

SCHOOL BOARD MEETING

OATH OF OFFICE: Mrs. Bilkey administered the Oath of Office to Board Members.

SCHOOL BOARD REORGANIZATION – JANUARY, 2020

1. **Election of Officers** - The gavel was turned over to the Superintendent for the purpose of electing the board president. Ted Merrell nominated Jonathan Underwood as President and Janet Lovelace seconded; motion passed unanimously. Ted Merrell then nominated Janet Lovelace as Vice President; Steve Jones seconded and motion unanimously passed. Then, Janet Lovelace nominated Jonathan Eller as secretary. Ted Merrell seconded and motion passed unanimously. President Jonathan Underwood then conducted the remainder of the election and school board meeting.
2. **Establishment of Board Meeting Dates and Times** – Regular school board meetings will be held on the second Tuesday of every month at 7:00 P.M. in the High School Learning Commons unless otherwise noted.
3. **Establishment of Compensation for Board Members** - Board member compensation shall be \$2,000.00 per year.
4. **Appointment of Corporation Treasurer and Assistant Treasurer** - Jamie Bolser was appointed treasurer, and Mindy Hughes as assistant treasurer.
5. **Appointment of School Physician** - Dr. Stuart Devaul will continue to serve as school physician.
6. **Appointment of School Attorney** - Mr. James McIntyre was appointed the school attorney on an as-needed basis.
7. **Appointment of Legislative Liaison Member** - Mr. Eller was appointed to this position.
8. **Appointment of Curriculum Council Board/Technology Committee Representative** - Mr. Eller and Mrs. Lovelace were appointed.
9. **Appointment of Corporation Insurance Committee Board Representative** - Mr. Merrell was appointed.
10. **Appointment of Strategic Planning Committee Representative** - Mr. Merrell will serve this position.
11. **Designation of Newspaper for Advertising** - The Kokomo Tribune shall be the newspaper for advertising.

12. Appointment of Insurance Trust Trustees – Mrs. Bilkey as superintendent was appointed to serve in this capacity. Steve Wilson serves as the teacher's association representative.
13. Appointment of Corporation Compliance Officer – Mr. Armstrong was appointed as compliance officer.
14. Appointment of Calendar Committee Representative – Mr. Eller will serve in this position.

President Jonathan Underwood then called the regular meeting to order and Steve Jones opened with prayer. The minutes of the Dec 12, 2019 meeting were presented and reviewed. Jonathan Eller made the motion to approve minutes as presented. Janet Lovelace seconded; motion passed. The agenda was then presented. Janet Lovelace made the motion to approve the agenda; Steve Jones seconded and motion passed unanimously.

II. CLAIMS AND FINANCIAL

Claim vouchers in the amount of \$2,276,602.42 and 2 payroll claim listings totaling \$799,025.04 were unanimously approved for payment on a motion made by Steve Jones and seconded by Janet Lovelace.

III. PERSONNEL

Janet Lovelace made the motion to approve personnel recommendations. Steve Jones seconded and the following were approved unanimously.

- A. Accept the resignations of **Valerie Keller**, HS Kitchen Manager, effective Dec. 20, 2019 and bus driver **Drake Clark**, effective January 17, 2020. Also, grant authority of administrative appointment to Mrs. Bilkey to fill these two positions prior to the next board meeting.
- B. Approve the employment of **Bailey Eldridge** as elementary teacher at NES, effective January 6, 2020 and per the Master Agreement at Lane B, \$37,100.
- C. Approve the employment of **Lisa Copeland**, 'B' Custodian at 10 yrs. experience on the current salary schedule and yr. 7 on the benefits schedule.
- D. Grant the request of **Rachel Cardwell** for 3 days unpaid personal leave on March 4-6, 2020.
- E. Approve coaching recommendations from Mr. Armstrong, per Appendix B to include: Joel Downey – MS Baseball, Bruce Smith – MS Assist Baseball, David Stevens – Boys Track, Brian Schieffer – Boys Asst Track, Erica Schieffer – Boys MS Track, Brady Henry – ½ Asst Wrestling, Ryan Elson – Softball Asst, and Bill Graves – Softball JV.
- F. Approve the following individuals as substitute teachers for the 2019-20 school year: Amber Powell, Jennifer Grzegorski

IV. CONSIDER ACTION TO ADOPT A RESOLUTION TO APPROVE DEFENSE, INDEMNIFICATION, AND HOLD HARMLESS OF CERTAIN BOARD MEMBERS AND EMPLOYEES

A Hold Harmless Resolution was presented to the Board for adoption with regard to the court case filed in Howard County Superior Court cause number 34D02-1904-CT-001095, Steven M. Jones & Kristy K. Jones v Northwestern School Corporation, Kristen Bilkey & Jeff Layden. This resolution protects those serving in the best interest of the school corporation from liability and financial losses and damages. It approves in part but not limited to, defense, indemnification and hold harmless to Jonathan Underwood, Janet Lovelace, Jonathan Eller, and Ted Merrell serving as School Board Members and employees Kristen Bilkey, Jeff Layden and Jamie Bolser serving as Superintendent, Director of Operations and Chief Financial Officer respectively. Jonathan Eller made the motion to approve the Hold Harmless Resolution as presented and Janet Lovelace seconded. The motion passed 4-0 with Steve Jones abstaining.

V. CONSIDER ACTION TO ADOPT FINANCE/BUDGET RESOLUTIONS

Mrs. Bolser submitted the following resolutions for adoption:

- A. Resolution #2001-1: Resolution to Authorize Payments Prior to Board Approval
- B. Resolution #2001-2: Resolution to Transfer Appropriation
- C. Resolution #2001-3: Resolution to Transfer Funds to Rainy Day

- D. Resolution #2001-4: Resolution to Transfer Funds to Rainy Day Wind Turbine Reserve Fund
- E. Resolution #2001-5: Resolution to Carry Appropriations to 2020
- F. Resolution #2001-6: Resolution to Transfer Funds to Depleted Funds
- G. Resolution #2001-7: Resolution to Transfer Funds for Common School Fund Loan

Steve Jones made the motion to pass the 7 Resolutions as presented. The motion passed unanimously following a second made by Ted Merrell.

VI. CONSIDER ACTION TO DECLARE OLD CHECKS VOID

Mrs. Wallace, High School ECA Treasurer and Mrs. Bolser, CFO each submitted a list of checks that are in excess of two years old and have not been presented for payment. Jonathan Eller made the motion to declare the checks void and deposit funds back into the accounts from which they were written. Janet Lovelace seconded the motion; motion passed unanimously.

VII. CONSIDER ACTION TO APPROVE CONFLICT OF INTEREST DISCLOSURE STATEMENTS

Per Indiana Code 35-44-1-3, Uniform Conflict of Interest Disclosure Statements were presented for approval for the following: Janet Lovelace, Ted Merrell, Jonathan Underwood, Jonathan Eller, Jim Gish and Jeff Layden. They were unanimously approved following a motion made by Janet Lovelace and seconded by Jonathan Eller.

VIII. CONSIDER ACTION TO ACCEPT A DONATION(S)

The middle school received a donation of \$800 from Solidarity Community Federal Credit Union designated to the care and needs of Northwestern's therapy dog. The high school received donations to the FFA including: \$100 from Eriks Chevrolet, \$1000 from Kokomo Grain and \$125 from TTG Equipment. In addition, \$50 was received from Gary and Ruth Merrell designated to the Athletic Hall of Fame. Steve Jones made the motion to graciously accept all donations; Ted Merrell seconded and motion passed unanimously.

IX. CONSIDER ACTION WITH REGARD TO AN OVERNIGHT AND/OR OUT-OF-STATE TRIP REQUEST(S)

Softball Coach Chris Walker requested permission to hold a team overnight event at the high school on March 6, 2020. Mr. Shoaff requested permission for qualifying students and their sponsoring teacher to attend the International Science Fair in Anaheim, CA May 10-15, 2020. Mr. Shoaff also requested permission for the Robotics team to travel overnight to upcoming competitions including Penn High School on March 14-15, Columbus High School on March 20-21, and the World Championships in Detroit on Apr 29-May 2 if they qualify. In addition, Mr. Shoaff requested permission for the Tiger Pride Marching Band to travel to perform at Walt Disney World, Florida on March 26-31, 2020. Janet Lovelace made the motion to approve all trips and events as requested. The motion passed unanimously after a second was made by Steve Jones.

X. CONSIDER ACTION TO ADOPT THE PROPOSED 2020-21 MASTER CALENDAR

The calendar committee submitted the proposed 2020-21 master calendar for adoption. The calendar has the school year starting on Aug. 11 and ending on May 27 with a week of fall break in October, 2 weeks of Christmas break, and spring break the last week in March. President's Day will be a Make-Up day if needed. Mrs. Bilkey thanked Chairperson Linda Wilson and her committee of Tim Shoaff, Craig Williams, Jennifer Longgood, Scott Troyer, Angela Cannon, Kurt Koetter, Jeremy Leazenby-Bruce, Tiffany Myers, Nancy Mumaw, Rhonda Lanie, Diana Schaaf, Amiee Hale, and Jonathan Eller for their work in developing the calendar. The calendar was unanimously adopted by the Board after a motion was made by Janet Lovelace and seconded by Ted Merrell.

XI. CONSIDER ACTION TO ESTABLISH GRADUATION DATE FOR 2020

Mr. Shoaff recommended May 30th be established as the graduation date for the class of 2020. The ceremony will begin at 9:00 a.m. The Board unanimously approved on a motion from Steve Jones and second from Jonathan Eller.

XII. PUBLIC COMMENTS – Steve Wilson commented with regard to the insurance committee appointment.

XIII. BOARD COMMENTS - none

There being no further business, Ted Merrell made the motion to adjourn. Steve Jones seconded and the Board adjourned at 7:50 p.m.

President

Vice President

Secretary

Next Meeting – **Feb. 20**, 2020 –Northwestern High School Library – 7:00 P.M.