

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

Date Posted: May 11, 2020

Meeting Date: May 18, 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; Secretary, Stacy Shull; and

Members: Lee Stoy

Absent: Vice President, Jeremy Hill and Members, Jamy Merritt.

Representing the administration: Superintendent, Anthony Cassel and Treasure, Brittany Taylor.

Visitors in attendance were:

<u>Motion made by</u>	<u>Second</u>	<u>Vote</u>	
			1. Welcome and call to Order – Mr. Mark Gould at 6:30 p.m.
			2. Pledge of Allegiance – Mr. Anthony Cassel
SS	LS	3-0	3. Approval of the Agenda – <i>MOTION NEEDED</i>
			4. Patron Participation – Mr. Mark Gould, President None
SS	LS	3-0	5. Consent Agenda – <i>MOTION NEEDED</i> <ul style="list-style-type: none">a. Claims Docket April and May, 2020b. Approval Minutes<ul style="list-style-type: none">i. Regular Meeting, March 16, 2020c. Personnel Report<ul style="list-style-type: none">Resignations: effective May 28, 2020<ul style="list-style-type: none">i. Jr. High Math Teacher, Jennifer Hartii. Grade 6 Teacher, Deb Headleyiii. ½ time English Teacher, Gloria White.d. Receipt of Fund: It is recommended that the Board accept the following generous donations. This donation and grant was given to assist in offsetting the cost of our school lunch program during the COVID-19 pandemic.<ul style="list-style-type: none">i. Donation of \$2,000 from Angola Fire Department

			ii. Grant of \$1,000 from the Indiana Toll Road – School Relief Fund.
LS	SS	3-0	6. New Business – <i>ACTION ITEMS</i>
			a. Recommendation moving ½ Time English to Full-Time English position – Mr. Anthony Cassel There will be a significant savings through retirements, attrition, and fiscal management to support a fulltime English Jr/Sr. High position. This will allow us to expand our curricular offerings and provide the academic support and programming to strengthen our students’ knowledge and achievement levels.
SS	LS	3-0	b. Recommendation for Main Gym Flooring – Mr. Anthony Cassel -- The main gym floor was installed 9 years ago and not been refinished since. There are many portions of the floor where bubbles appeared in the cracks, due to a water-based finish used on the initial coat. A new marine logo design will added to the floor. I recommend that the Board approval to proceed with the project and allow Foster Specialty Flooring to complete the project (\$24,965.00) using an oil based finish and maintain the yearly maintenance (\$3,200.00 per year).
SS	LS	3-0	c. Recommendation for Part-Time Cashier Cafeteria – Mr. Anthony Cassel – Cafeteria Manager, Aubrey Gough has request a part-time cashier to help make lunch service more efficient. It is recommended the Board approve a part-time cashier position to work 3 hours per day/5 days per week allowing the kitchen to continual cook throughout the lunch periods.
SS	LS	3-0	d. Recommendation for Move to Smart System Kitchen Cleaning Products – Mr. Anthony Cassel –Cafeteria Manager, Aubrey Gough has researched and requested quotes from multiple suppliers for cleaning chemicals. Smart System did an inventory of needs for the kitchen and provided a quote of \$2,600.00 yearly. This is a savings of over \$1.600.00 from our previous provider. I recommend entering into a 2-year agreement with Smart Systems as our cleaning chemical provider.
SS	LS	3-0	e. Summer School – Mr. Anthony Cassel Summer school recommendation if for it to run June 1 – June 26 online using Conexus. Teachers will operate as advisors/tutors for the students via virtual meetings, emails, and phone calls. Classes will run from 8:00 a.m. – 12:00 p.m. at a rate of \$25.00 per hour for a total cost of \$2,000.00. The state does offer partial reimbursement for summer school. It is recommended the Board approve the following individual to work 5 days out of the 20 summer school days:

SS	LS	3-0	<p>Paige Hook, Mindy McConnell, Andrew Baker, and Bryan Iddings.</p> <p>f. Model Schools-Professional Development – Mr. Anthony Cassel – Due to the onsite cancellation of the Model Schools Conference in Orlando, the unappropriated grant funds will be used to provide onsite professional development, August 10 and September 25, with a presentation from ICLE (Model Schools). This will allow for whole school professional development. The cost for the initial 2 days is \$13,000 which includes travel and lodging.</p>
SS	LS	3-0	<p>g. Summer Maintenance and Technology Help – Mr. Anthony Cassel – It is recommended to approve hiring summer maintenance and technology help. Summer maintenance/painting – Chloe Cassel @ 20 hours per week for up to 8 weeks @ \$12.00 per hour and Summer technology – Lucy Shafer @ 30 hours per week for up to 8 weeks at \$12.00 per hour.</p>
			<p>7. SUPERINTENDENT’S REPORT – Mr. Anthony Cassel</p> <ul style="list-style-type: none"> • Interesting Great, Frustrating times right now during the COVID-19 pandemic the past 10 weeks. • Added grade 6 to our Jr. High school. Moved grades 6, 7, & 8 classes and lockers to the Science and Music hallway. This will centralize the Jr. High classes in one area of the building. In addition, Jr. High and Sr. High lunch times. • A team is forming to discuss next school year pending State guidance in July (best/worst case scenario). Team members will be Build Maintenance, Brad Hennessey; School Nurse, Shawn Ray; Superintendent, Anthony Cassel; 6-12 Principal, Greg Piatt; PK-5 Principal, Kristyn Watkins; Treasurer, Brittany Taylor; and several Elementary and High School teachers. Meeting will begin in June. • eLearning ends Thursday, May 21, 2020 <ul style="list-style-type: none"> i. Has been a challenge so far for both student and teacher ii. Kids have until May 26 to complete and turn in work iii. BASE program has been a huge help for one on one needs of elementary students iv. Computer drop off will begin May 26. • High School students will be able to collect their locker items next week. • Mrs. Watkins maternity leave will begin on Thursday, May 20 but she will continue working from home. • Graduation is on Friday, May 29, 2020. Videotaping of welcome, scholarship acknowledgements, Valedictorian and

			<p>Salutatorian speeches. Students will arrive in the main parking at 6:00 p.m. for the parade through town ending at the school at 7:00 p.m. to receive their diploma. A stage will be set up in front of the main entrance, graduate car will stop, student will get out, walk across stage, take pictures, and park on the south side of building. Ending with Graduates, tossing their graduation caps and use social distancing</p> <ul style="list-style-type: none"> • Interviews began today for teacher openings. • Maintenance Director, Mr. Brad Hennessey reported: HVAC completed by mid-June. HVAC team walked through the building to find other areas needing repaired. •
			<p>8. TREASURER'S REPORT</p> <p>Continue to monitor expenses. Due to the pandemic, recognized savings in utilities up to \$7,000 and fuel costs up to \$8,000. Ready to prepare the 2021 Budget.</p>
LS	SS	3-0	9. ADJOURNMENT by Mr. Gould at 7:19 p.m.

Upcoming Events:
Monday, June 15, 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.