

CENTER GROVE COMMUNITY SCHOOL CORPORATION
BOARD OF SCHOOL TRUSTEES
March 20, 2014

MINUTES

Board of School Trustees of the Center Grove Community School Corporation met in regular session beginning at 7:03 p.m. on Thursday, March 20, 2014, in the Board Room at the Education Service Center, 4800 West Stones Crossing Road, Greenwood, Indiana.

Board members present:

Scott Alexander, President	<u>X</u>
Carol Tumey, Vice President	<u>X</u>
Adam Norman, Secretary	<u>X</u>
Rob Richards, Member	<u>X</u>
Jack Russell, Member	<u>X</u>

Also present:

Rich Arkanoff, Superintendent	<u>X</u>
Bill Long, Assistant Superintendent	<u>X</u>
Sally Hacker, Human Resources Director	<u>X</u>
Paul Gabriel, Chief Financial Officer	<u>Absent</u>

Wendy Kruger, Director of Curriculum	<u>X</u>
Jack Parker, Assistant Director CIASE	<u>X</u>
Dave Statler, Facilities Engineer	<u>X</u>
Jacob Short, High School Dean	<u>X</u>
Nora Hoover, MS Central Principal	<u>X</u>
Scott Johnson, MS North Principal	<u>X</u>

1. CALL TO ORDER

President Scott Alexander called the meeting to order at 7:03 p.m.

2. PLEDGE OF ALLEGIANCE

Center Grove Middle School Central student, Elena DeLuna, led the Pledge of Allegiance.

3. APPROVE AGENDA

It was recommended that the agenda for the March 20, 2014 Regular Meeting of the Board be approved as presented.

Motion by Norman seconded by Russell vote 5-0

4. RECOGNITION

This evening's In the Spotlight featured Center Grove Middle School Central (MSC). Principal Nora Hoover recognized eighth grade student Cameron Brooks for being such a positive role

model, science teacher Susan Porter for her extraordinary impact on students and head custodian Connie Mowery for her labors in making MSC an impeccable facility.

5. PUBLIC COMMENTS REGARDING AGENDA ITEMS

There were no public comments.

President Alexander noted Executive Session would reconvene at the end of the meeting.

6. CONSENT ITEMS

It was recommended that the following Consent Agenda items be approved as presented: Approval of Minutes (2/20/2014 Executive Session and Regular Meeting), Personnel Report, Claims (Accounts Payable and Payroll), Field Trip Report and Disposal of Equipment.

Motion by Russell seconded by Tumey vote 5-0

7. ACTION ITEMS

Adoption of World Language and Language Arts Textbooks and Materials

Superintendent's Recommendation: It is recommended the board approve the World Language and Language Arts textbooks and supplemental materials presented for adoption.

Dr. Jack Parker introduced World Language textbook adoption committee chair Jeanne Hodgins and Language Arts textbook adoption committee co-chairs Casey Tedrow and David Lawson and thanked them for their wonderful leadership during the adoption process. After a year-long process of identifying the textbooks/materials that will meet Center Grove's needs and careful consideration for cost, the committees (made up of teachers and parents) have provided their recommendations for elementary, middle school and high school textbooks and supplemental materials for adoption.

Dr. Parker also shared the adoption of middle school English materials and high school textbooks will be on hold until next year when the new standards will be defined by the Indiana Department of Education. The current materials appear as a re-adoption for 2014-2015.

Motion by Tumey seconded by Russell vote 5-0

Based on a survey of parents regarding new World Language class offerings at the high school, German and Chinese were the most popular. These new classes will be offered at the high school beginning 2014-2015; however, the recommended textbooks will not be purchased until teachers are secured.

Point of clarification for vice president Tumey: Students may check out textbooks as well as access them online when classroom sets are purchased.

Secretary Norman expressed his gratitude to everyone on the textbook adoption committees for their time and dedication.

Approve Textbook Rental Charges

Superintendent's Recommendation: It is recommended the board approve the elementary and middle school textbook rental charges for 2014-2015.

Dr. Parker presented the fees calculated for all consumable materials, textbooks, etc. He also shared that the high school textbooks fees will be brought to the board for approval in April.

Motion by Russell seconded by Richards vote 5-0

Point of clarification for vice president Tumey: Financial assistance is available through the Free and Reduced application process.

Points of clarification for secretary Norman: The increase in fees for grades 3-5 are primarily due to the full implementation of Middlebury Interactive Language program. Middle school fees decreased because the adoption of middle school English materials is on hold until next year. Middle school textbook fees reflect differences for students who rent an iPad and for those students who bring their own. Insurance is included in all iPad rental fees.

Approve Contract with Lancer & Beebe, LLC for Technology Center Project

Superintendent's Recommendation: It is recommended the board approve entering into a contract with Lancer & Beebe, LLC for work on the Technology Center Project.

Dr. Long shared that this project has come out of recent discussions on the future plans of the old maintenance and transportation centers and the need to relocate the Technology department out of the high school. In an effort to best utilize the facilities that we have and keep costs down, we are looking at the possibility of wrapping a new Technology Center around three (3) sides of the old transportation center.

Dr. Long reported the Technology department currently occupies three (3) classrooms in the high school. A Technology Center would provide a central facility for the Technology department and include space for staff and professional development as well as free up valuable classroom space in the high school for upcoming renovations and future growth. The proposed completion date is mid-November of 2014.

Lancer & Beebe representative Terry Lancer presented an overview of the proposed plans and expressed his excitement at the prospect of working with Center Grove on this project. The plans were co-developed with the assistance of Dr. Long, Dave Statler and Technology department staff Julie Bohnenkamp, Josh Hale and Todd Norcross.

Motion by Richards seconded by Russell vote 5-0

Points of clarification for president Alexander: The main data center will be housed in this new facility. Concerns with noise from maintenance equipment and salt storage have been addressed.

Points of clarification for vice president Tumey: The scope of work includes repaving the existing parking area and adding new sidewalks. The proposed location lends itself to heightened security measures, which will be addressed. The fuel tanks previously utilized by the Transportation department were removed last year.

Board member Richards shared that he is proud of the Technology department and sees the conference room (able to accommodate a large group) as a draw to bring outside groups into the facility.

Point of clarification for board member Russell: The next step is to finalize drawings/develop drawings for final cost estimates to get ready to bid. It is estimated that bids will be brought to the board for acceptance in June 2014.

Accept Bid for PRC Phase II Day Care Center Renovations

Superintendent's Recommendation: It is recommended the board accept the bid from J.M. Rowland for the Phase II renovation of the PRC Day Care Center in the amount of \$1,288,000.

Dr. Long reported that on March 13, 2014, we opened eight (8) bids for the Phase II renovation of the PRC Day Care Center which will include the renovation of classrooms allowing us to move the pre-school speech program from Pleasant Grove Elementary, as well as renovate classrooms to create an infant room for an employee day care center. After a thorough analysis of the bids by CSO Architects and facilities engineer Dave Statler, they recommend accepting the bid from J.M. Rowland. This bid was the lowest and most responsive base bid for the project.

Motion by Russell seconded by Norman vote 5-0

Superintendent Arkanoff expressed his gratitude to Dr. Long and Dave Statler for their vision on this project; all without raising taxes.

Vice president Tumey commended those involved with the project. This is a great example of using what we have and retooling it to meet our needs.

Point of clarification for board member Russell: This bid does not include playground equipment or the cost to repair the parking lot.

Accept Bid for Partial Reroofing of the PRC/Day Care Center

Superintendent's Recommendation: It is recommended the board accept the bid from R. Adams Roofing for the partial reroofing of the PRC/Day Center Center in the amount of \$276,480.

Dr. Long reported that on March 13, 2014, we opened six (6) bids for the partial reroofing of the PRC/Day Care Center. After a thorough analysis of the bids by Moisture Management and facilities engineer Dave Statler, they recommend accepting the bid from R. Adams Roofing. This bid (reflecting the base bid and Alternate #1) was the lowest bid for the project. This will complete the roofing work on the PRC.

Motion by Tumey seconded by Russell vote 5-0

Accept Bids for High School Auditorium Light and Sound Renovations

Superintendent's Recommendation: It is recommended the board accept the bid from Clear Sound Design, Inc. for the audio and visual portion (Bid Group #1) of the high school auditorium renovation in the amount of \$142,000 and the bid from Cassady Electrical Contractors, Inc. for

the electrical, lighting and general construction portion (Bid Group #2) in the amount of \$304,000.

Dr. Long reported that on March 13, 2014, we opened four (4) bids for the high school auditorium light and sound renovations. After a thorough analysis of the bids by Stair Associates and facilities engineer Dave Statler, they recommend accepting the bids from Clear Sound Design, Inc. and Cassady Electrical Contractors, Inc. These bids were the lowest bids for Bid Group #1 and Bid Group #2. Work will begin on June 11 with substantial completion on or before July 24, 2014.

Motion by Russell seconded by Norman vote 5-0

Point of clarification for president Alexander: The new high school auditorium manager was involved in the design and is comfortable with the plans for renovations.

Vice president Tumey shared that this is a positive move in order to enhance productions and attract outside productions.

Point of clarification for board member Richards: Everything is being designed as a "plug and play" for future phases of renovation (house lights and sound board).

Points of clarification for board member Russell: Plans include taking out the last two (2) rows of auditorium seats and includes a new lighting panel with circuit breaker.

Accept Bids for Geothermal Well Packages

Superintendent's Recommendation: It is recommended the board accept the bid from Ortman Drilling & Water Service for the geothermal well package at North Grove Elementary in the amount of \$507,800 and the bid from Bertram Drilling for Center Grove Elementary and the PRC/Day Care Center in the amount of \$725,580.

Dr. Long reported that on March 13, 2014, we opened three (3) bids for the geothermal well packages for North Grove Elementary (NGES), Center Grove Elementary (CGES) and the PRC/Day Care Center. After a thorough analysis of the bids by CSO Architects, Stair Associates, Hunt Construction and facilities engineer Dave Statler, they recommend accepting the bids from Ortman Drilling & Water Service and Bertram Drilling. Work at the PRC will begin immediately with substantial completion on or before July 25, 2014. Work is scheduled to begin at CGES and NGES on or around June 3, 2014 with completion by September 1, 2014.

Motion by Tumey seconded by Richards vote 5-0

First Reading of Proposed Policy Revisions

Superintendent's Recommendation: It is recommended the board accept the changes to the policies as presented as a first reading.

Dr. Long shared information regarding recommended changes to Board Bylaws and Policies recommended by NEOLA.

December 2013 Summary of Changes:

0151.1	Revised Bylaw – Organization Revised to include additional information from the State Board of Accounts’ (“SBoA”) School Manual. The SBoA sees a role for the local Board of Finance in each school corporation independent of a public school corporation’s school board. As a result, there should be a meeting of the local Board of Finance in every school corporation every January and that board of Finance should use the form in the SBoA manual for its work. This revision reflects the current state of the law and should be adopted to have accurate policies.
1130	Revised Policy – Conflict of Interest – Private Practice Revised policy to define more clearly a “conflict of interest” and the professional relationship while employed with the School Corporation. Also revised to state more clearly that a private lesson cannot result in the condition of receiving preferential treatment in a school related activity.
1630.01	New Policy – Family & Medical Leaves of Absence (“FMLA”) New policy added to the administration section to comply with the Department of Labor’s recently released Final Rules, which implement 2008 and 2010 FMLA Amendments that expand military-related leave entitlements. In particular, the final regulations expand from five to fifteen days the amount of “Rest and Recuperation” FMLA leave an eligible employee is able to take to spend with the covered family member. The regulation also creates a new qualifying exigency leave category for parental care (i.e., care for a military member’s parent when the parent is incapable of self-care). Additionally, the 2010 FMLA Amendments extend military caregiver FMLA leave to include care for certain veterans in addition to active members of the Armed Forces. These changes reflect the current state of law and should be adopted to maintain accurate policies.
1662	New Policy – Anti-Harassment New policy added to the administration section in response to a review by the Office for Civil Rights (OCR). During a complaint investigation in various school corporations, OCR has required that Corporation Compliance Officers be identified in policy along with their contact information. Language was added to make it clear that investigations of alleged bullying that appear to rise to the level of harassment based on protected right shall be referred to the Corporation Compliance Officer(s). It should be noted that language concerning sexual orientation and transgender identify is no longer presented as an option. Moving forward, NEOLA’s policies and guidelines will reflect this language as a standard part of its templates. These revisions reflect specific provisions that OCR will expect to find in Corporation policies during an investigation of a complaint or at the time of an audit.
3231	Revised Policy – Outside Activities of Staff Revised policy to add that all staff members must receive prior written permission from the Superintendent annually to use school property or school time to solicit or accept customers for private enterprises.
3242	New Policy – Professional Growth Requirements

	New policy added to outline the professional growth requirements for the professional staff.
3362	Revised Policy – Anti-Harassment Revised policy to the professional staff section in response to a review by the Office for Civil Rights (OCR). During a complaint investigation in various school corporations, OCR has required that Corporation Compliance Officers be identified in policy along with their contact information. Language was added to make it clear that investigations of alleged bullying that appear to rise to the level of harassment based on protected right shall be referred to the Corporation Compliance Officer(s). It should be noted that language concerning sexual orientation and transgender identify is no longer presented as an option. Moving forward, NEOLA’s policies and guidelines will reflect this language as a standard part of its templates. These revisions reflect specific provisions that OCR will expect to find in Corporation policies during an investigation of a complaint or at the time of an audit.
3419.01	Revised Policy – Privacy Protections of Self-Funded Group Health Plans Revised policy to the professional staff section in response to the new regulations by the Department of Health and Human Services as it relates to the Final HIPAA Omnibus Rule. The “Final Rule” made a number of modifications to “HIPAA” designed to strengthen the privacy and security of health information and to give individuals new rights with regard to their health information. NEOLA relies on the professional expertise of Bose McKinney & Evans for developing the general Board policies and guidelines that appear in this update.
3419.02	Revised Policy – Privacy Protections of Fully Insured Group Health Plans Same as above.
3430.01	Revised Policy – Family & Medical Leaves of Absence (“FMLA”) Revised policy to the professional staff section to comply with the Department of Labor’s recently released Final Rules, which implement 2008 and 2010 FMLA Amendments that expand military-related leave entitlements. In particular, the final regulations expand from five to fifteen days the amount of “Rest and Recuperation” FMLA leave an eligible employee is able to take to spend with the covered family member. The regulation also creates a new qualifying exigency leave category for parental care (i.e., care for a military member’s parent when the parent is incapable of self-care). Additionally, the 2010 FMLA Amendments extend military caregiver FMLA leave to include care for certain veterans in addition to active members of the Armed Forces. These changes reflect the current state of law and should be adopted to maintain accurate policies.
4362	Revised Policy – Anti-Harassment Revised policy to the support staff section in response to a review by the Office for Civil Rights (OCR). During a complaint investigation in various school corporations, OCR has required that Corporation Compliance Officers be identified in policy along with their contact information. Language was added to make it clear that investigations of alleged bullying that appear to rise to the level of harassment based on protected right shall be referred to the Corporation Compliance Officer(s). It should be noted that language

	concerning sexual orientation and transgender identify is no longer presented as an option. Moving forward, NEOLA's policies and guidelines will reflect this language as a standard part of its templates. These revisions reflect specific provisions that OCR will expect to find in Corporation policies during an investigation of a complaint or at the time of an audit.
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5111	Revised Policy – Determination of Legal Settlement and Eligibility for Enrollment of Students Without Legal Settlement in the Corporation After the release of this policy in the last update, a number of questions arose about the wording of Option 2 on pages 4 and 5 of the policy. As a result, revised wording has been provided.
5340	Revised Policy – Student Concussions Revised policy to include language for all student concussions protocol instead of just student athletes.
5517	Revised Policy – Anti-Harassment Revised policy to the student section in response to a review by the Office for Civil Rights (OCR). During a complaint investigation in various school corporations, OCR has required that Corporation Compliance Officers be identified in policy along with their contact information. Language was added to make it clear that investigations of alleged bullying that appear to rise to the level of harassment based on protected right shall be referred to the Corporation Compliance Officer(s). It should be noted that language concerning sexual orientation and transgender identify is no longer presented as an option. Moving forward, NEOLA's policies and guidelines will reflect

	this language as a standard part of its templates. These revisions reflect specific provisions that OCR will expect to find in Corporation policies during an investigation of a complaint or at the time of an audit.
5517.01	Revised Policy – Bullying This policy was revised in the last set of updates in June 2013. At the time of the release, the legislation was passed (HEA 1423), but the model policy from the IDOE had not yet been released. The additional changes in this update reflect additional components from the model policy.
5630.01	Revised Policy – Use of Seclusion and Restraint With Students The revisions to this policy reflect the components from the Indiana Restraint and Seclusion Committee’s release of the <i>Model Restraint and Seclusion Plan</i> . All elements required by I.C. 20-20-40-13(a)(2) have been included.
6144	Revised Policy – Investment Income A paragraph has been added to the end of his policy to provide additional investing opportunities available to School Boards.
6151	Revised Policy – Bad Checks and Uncollectable Debts Chapter 9 of the SBoA <i>Public School Corporations Manual</i> indicates that the governing body of a governmental unit should have a written policy concerning a procedure for making any adjustments to record balances such as bad debts and uncollectable accounts receivable. The <i>Manual</i> also indicates that documentation should exist for efforts made by that governmental unit to collect any amounts prior to write-off. Undocumented transactions which are not documented or warranted may result in the officials or employees involved being held personally responsible. This policy should be adopted as per the directive of the SBoA.
6152	Revised Policy – Student Fees and Charges Revised policy to add that the Corporation may use the services of a collection agency to collect funds due for student fees and charges.
7217	Revised Policy – Possession of Firearms and Weapons By Visitors This revision to this policy reflects multiple Indiana statues. Schools can prohibit employees from possessing firearms and they can tell visitors that they commit a felony by possessing a firearm on school property (even if they have a concealed carry permit). Signs can be posted telling visitors of the felony. These policy revisions reflect the current statue of the law and should be adopted to maintain accurate policies.
7510	Revised Policy – Use of School Facilities Revised policy to add that any use of school facilities by a staff member must have prior approval by the Superintendent on an annual basis.
7510.01	Revised Policy – Use of Corporation Physical Fitness Facilities If a school board charges community members for use of the fitness facilities, specific written waiver language set out in statute must be included in 14-point bold type in a written agreement between the board and the community member and a sign with the waiver language in one inch letters must be posted in the fitness facility where community participants are likely to see it. This policy is available for those corporations that have a physical fitness facility used by community members.
8510	Revised Policy – Wellness

	This policy is revised to include goals pertaining to nutrition promotion, which is a mandated component of Wellness Policies pursuant to the Healthy, Hunger-Free Kids Act. These revisions reflect the current state of the laws and should be adopted to maintain accurate policies.
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Secretary Norman expressed his gratitude to Dr. Long and secretary to the assistant superintendent Ms. Lynn Williams for their work in preparing this information for his review.

Board member Richards complimented Dr. Long and is excited about the administrative guidelines. He is very interested in looking at the guidelines and how they map to the policies.

Accept Conflict of Interest Disclosure Statements

Superintendent's Recommendation: It is recommended the board accept Conflict of Interest Disclosre Statements received by employees.

Motion by Richards seconded by Russell vote 5-0

Board member Richards shared that Indy Family Farms currently rents land from the corporation. Since they went through a competitive bid process, there is no need for him to complete a Conflict of Interest form.

8. REPORTS

Dr. Long, high school dean Jacob Short, middle school central principal Nora Hoover and middle school north principal Scott Johnson presented a report on the Climate Survey Action Plan. This report was previously scheduled for the February board meeting. President Alexander expressed his gratitude to Mrs. Hoover, Mr. Johnson and Mr. Short for coming back this month (after delaying this report last month due to bad weather) and for their work on the action plans.

9. OTHER BUSINESS

Vice president Tumey provided the following updates:

- Activities at Central Nine - Dr. David Eads hired as new director; going through Technology at Work this spring; Awards Day May 8.
- Wellness Committee Update - 5K run tentatively planned for September 16.
- Athletic Booster Club Update - New discount card available; golf outing scheduled for June.

10. ANNOUNCEMENTS

Parents and interested patrons are reminded that Center Grove schools will be closed Monday, March 24, 2014 through Friday, April 4 for Spring Break.

President Alexander shared that board members and administrators will be presenting at the National School Boards Association (NSBA) annual conference April 4-7, 2014.

The next regular board meeting is scheduled for April 17, 2014.

11. ADJOURNMENT

There being no further business to bring before the board, the meeting was adjourned at 9:15 p.m.