

**CENTER GROVE COMMUNITY SCHOOL CORPORATION**  
**BOARD OF SCHOOL TRUSTEES**  
**November 20, 2014**

**MINUTES**

Board of School Trustees of the Center Grove Community School Corporation met in regular session beginning at 7:02 p.m. on Thursday, November 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>X</u> |

Doug Bird, High School Principal  
Stacy Conrad, Communication Specialist  
Scott Johnson, Middle School North Principal  
Wendy Kruger, Director of Curriculum  
Terry Lancer, Lancer+Beebe LLC  
Jack Parker, Assistant Director, CIASE  
Dave Statler, Facilities Engineer  
Matt Taylor, Middle School North Assistant Principal  
Jason Taylor, Chief Technology Officer

**1. CALL TO ORDER**

President Scott Alexander called the meeting to order at 7:02 p.m.

**2. PLEDGE OF ALLEGIANCE**

Center Grove Middle School North student Rachel Taylor led the Pledge of Allegiance.

President Alexander took this opportunity to thank Rachel for being one of the student guides during a recent board tour at Middle School North and expressed his satisfaction at how clean the building appeared.

**3. APPROVE AGENDA**

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

Motion by Norman seconded by Russell vote 5-0

Superintendent Rich Arkanoff requested the following amendments:

1. Add "Declaration of Surplus Equipment" under Consent Items
2. Change "Approve School Calendars for 2015-16, 2016-17 and 2017-18" to read "Approve School Calendars for 2015-16 and 2016-17"
3. Add "Update on Johnson County Special Services" under Other Business

#### **4. RECOGNITION / PRESENTATIONS**

##### **In the Spotlight**

This evening's In the Spotlight featured Center Grove Middle School North (MSN). Principal Scott Johnson recognized seventh grade student council member Dylan Godsave for being a giving young man, a leader and a go-getter. Mr. Johnson also recognized IMC paraprofessional Vicki Ortega for going above and beyond on a daily basis to do what is best for MSN students and staff. Eighth grade language arts teacher Chrissy Harmon represented the language arts department at MSN who were recognized for developing initiatives that helped MSN's ISTEP scores.

Vice president Carol Tumey took this opportunity to thank Mr. Johnson for the outstanding Veterans Day program at MSN. She also commended other school administrators for their initiative to honor military personnel during Veterans Day programs throughout the corporation.

#### **5. PUBLIC COMMENTS REGARDING AGENDA ITEMS**

There were no public comments.

#### **6. CONSENT ITEMS**

It was recommended that the following Consent Agenda items be approved as presented: Approval of Minutes (10/7/2014 Executive Session/Regular Meeting), Personnel Report, Claims (Accounts Payable and Payroll), Field Trip Report, Proposed Camp/Program Report, Purchase of Equipment and Declaration of Surplus Equipment.

Motion by Norman seconded by Tumey vote 5-0

After the consent items were approved, director of human resources Sally Hacker introduced the new high school dean, Tracy McMahan. Mrs. McMahan is a graduate of Franklin College and has been employed with Center Grove since 2000. Her new assignment will begin January 5, 2015.

#### **7. ACTION ITEMS**

##### **Approve New High School Course Catalog Descriptions**

Superintendent's Recommendation: It is recommended the board approve the new high school course descriptions as presented.

Director of curriculum Dr. Wendy Kruger provided additional information on the course descriptions. Each year the high school makes course descriptions of possible courses available to students for scheduling. This year the high school would like to add seven (7) course descriptions (Early Childhood I, Chinese 2, Integrated Chemistry-Physics, AP Human Geography, ACP/AP Macroeconomics, AP European History and Modern Fitness).

Motion by Richards seconded by Norman vote 5-0

Point of clarification for board member Jack Russell: A decision on whether to offer these courses or not will be determined at a later date by the high school administration based on staffing, student need/choice and instructor availability.

Point of clarification for vice president Tumey: There are currently 20 students enrolled in Chinese I who may or may not choose to enroll in Chinese 2.

Point of clarification for secretary Adam Norman: The capital equipment estimate of \$4,000 for Integrated Chemistry-Physics will not be part of the student fee to take the course. The corporation would purchase the needed physics equipment; therefore, the economic impact will be taken into consideration before the course is offered.

#### **Accept Bid for Sale of iPads**

Superintendent's Recommendation: It is recommended the board accept the bid from IT Assets, Inc. in the amount of \$120.50 per iPad 2, \$0.25 per charging cable and \$1.25 per charging block.

Chief technology officer Jason Taylor provided additional information on the sale. On Monday, November 3, 2014, we opened five (5) bids for purchase of surplus equipment - Apple iPads. IT Assets, Inc. provided the best and highest bid to purchase the equipment. The proceeds from this sale will be used toward future technology purchases.

Motion by Tumey seconded by Russell vote 5-0

Point of clarification for board member Russell: We are not required to accept the highest bid. The best and most responsible bid was chosen.

Point of clarification for secretary Norman: Even though some bidders offered a higher price in one category (price per charging cable), their price in another category was less. Even so, IT Assets' total offer (for all categories) was higher. The total amount anticipated resulting from this sale will be \$170,500.

#### **Approve Change Orders for North Grove Elementary Renovation Project**

Superintendent's Recommendation: It is recommended the board approve two (2) change orders. The first change order is for \$30,544 to J.M. Rowland Construction. The second change order is for \$58,361 - \$49,907 to J.M. Rowland Construction, \$6,656 to Greiner Brothers, Inc. and \$1,798 to Banta Electrical Contractors, Inc. The total of the two change orders is \$88,905.

Assistant superintendent Dr. Bill Long provided additional information on the change orders. The first change order covers the cost of extra work resulting from the discovery of unsuitable soils in the new bus lot and the replacement of two (2) light-duty storm structures in the bus lot with one (1) rated for road use. The second change order covers the cost to renovate six (6) classroom restrooms. These renovations were identified in the original scope of the project but were held to ensure the project would not exceed the budget. Since the project was well under estimated costs, the renovations will be made.

Motion by Russell seconded by Norman vote 5-0

**Approve Resolution for Disposition of Land via Exchange**

Superintendent's Recommendation: It is recommended the board approve a resolution for the disposition of land via an exchange.

Dr. Long provided additional information on the disposition of land. On October 7, 2014 a public hearing was held regarding the disposition of land owned by the corporation. On October 8, 2014 and October 15, 2014 a Notice of Disposition of Real Estate was published stating bids for exchange of property would be received on October 22, 2014. One bid, meeting the criteria established by the corporation and Indiana law, was received.

Approximately 57 acres located at North 450 West and North 500 West in Bargersville will be exchanged for approximately 50 acres located at 4321 North 400 West in Bargersville owned by the corporation.

Motion by Norman seconded by Russell vote 5-0

President Alexander expressed his gratitude to Dr. Long for his hard work.

**Second Reading of Proposed Policy Revisions**

Superintendent's Recommendation: It is recommended the board accept the second reading and approve the policies as presented.

The following policy revisions were presented for a first reading on October 7, 2014; therefore, tonight's meeting will be considered as a second reading.

Motion by Norman seconded by Russell vote 5-0

|        |                                                                           |
|--------|---------------------------------------------------------------------------|
| 0142.3 | Filling a Board Vacancy (Revised Bylaw)                                   |
| 0110   | Official Description (Revised Bylaw)                                      |
| 1220   | Employment of the Superintendent (Revised Policy)                         |
| 1240   | Evaluation of the Superintendent (Revised Policy)                         |
| 1241   | Non-Reemployment of the Superintendent (New Policy)                       |
| 1543   | Non-Renewal of Administrative Contracts (New Policy)                      |
| 1615   | Use of Tobacco by Administrators (Revised Policy)                         |
| 1617   | Weapons (Administrators) (New Policy)                                     |
| 2221   | Mandatory Curriculum (Revised Policy)                                     |
| 2461   | Suspension and Expulsion of Disabled Students (Policy Renumbered to 5605) |

|      |                                                                                      |
|------|--------------------------------------------------------------------------------------|
| 2700 | Annual Performance Report (Revised Policy)                                           |
| 3124 | Employment Contracts with Professional Employees (Revised Policy)                    |
| 3131 | Reduction in Force ("RIF") in Certificated Staff (Revised Policy)                    |
| 3215 | Use of Tobacco by Professional Staff (Revised Policy)                                |
| 3217 | Weapons (Professional Staff) (New Policy)                                            |
| 3242 | Professional Growth Requirements (Revised Policy)                                    |
| 4215 | Use of Tobacco by Support Staff (Revised Policy)                                     |
| 4217 | Weapons (Support Staff) (New Policy)                                                 |
| 5114 | Students and Foreign Exchange Programs (Revised Policy)                              |
| 5320 | Immunization of Students in School (Revised Policy)                                  |
| 5512 | Use of Tobacco by Students (Revised Policy)                                          |
| 5605 | Suspension and Expulsion of Students with Disabilities (Policy Renumbered from 2461) |
| 5772 | Weapons (Students) (New Policy)                                                      |
| 5830 | Student Fund Raising (Revised Policy)                                                |
| 7217 | Possession of Firearms and Weapons by Visitors (Revised Policy)                      |
| 7434 | Use of Tobacco by Visitors (Revised Policy)                                          |
| 8311 | Public Access to Employee Contracts (New Policy)                                     |
| 8432 | Pest Control and Use of Pesticides (Revised Policy)                                  |
| 8500 | Food Services (Revised Policy)                                                       |
| 8510 | Wellness (Revised Policy)                                                            |
| 8540 | Vending Machines (Revised Policy)                                                    |
| 9210 | Parent Organizations (Revised Policy)                                                |
| 9211 | Corporation Support Organizations (Revised Policy)                                   |

#### **Approve Indiana Secured School Safety Grant Agreement**

Superintendent's Recommendation: It is recommended the board approve the Indiana Secured School Safety Grant Agreement.

Dr. Long provided additional information on the grant. For the second year in a row, Center Grove was selected to receive a \$50,000 matching school safety grant. This grant will be used to offset the costs of our school resource officers.

Motion by Richards seconded by Tumey vote 5-0

Point of clarification for board member Russell: Superintendent Arkanoff believes the main reason we received this grant for a second year is because of the excellent work Dr. Long has done. Dr. Long added he believes it is in recognition of what Center Grove has done with its police department and what we have in place.

Vice president Tumey feels our police department helps deter crime and is a great educational tool for students.

#### **Approve School Calendars for 2015-16 and 2016-17**

Superintendent's Recommendation: It is recommended the board approve the school calendars for 2015-16 and 2016-17.

Dr. Long provided additional information on the school calendars. For the past year and a half, Center Grove has operated on a balanced calendar. The calendars presented are based on survey feedback from parents and staff, input from superintendent Arkanoff's meeting with the presidents group, much discussion from UTACG and input from the board.

Motion by Russell seconded by Richards vote 5-0

Dr. Long took this opportunity to express his gratitude to UTACG representatives Katie Hoffmann and Terry West, communication specialist Stacy Conrad and secretary Lynn Williams for all their hard work.

In response to the board's concerns regarding a date for graduation, Dr. Long asked the board to allow the administration to work with the high school to come up with a date for graduation that would be as firm as possible from this point forward - not impacted by snow days, etc. He plans to bring a recommendation to the board in January.

Secretary Norman expressed his gratitude to everyone who worked on the calendars and urged the administration to consider making graduation an "untouchable" day. He believes graduation is the whole reason we are here and feels moving dates on the calendar without justification does not benefit students.

#### **Approve End of Year Transfer Request**

Superintendent's Recommendation: It is recommended the board adopt a resolution giving the Business Office authority to pay claims and make transfers as needed to close 2014.

Chief financial officer Dr. Paul Gabriel provided additional information on the resolution. The business office is requesting approval to pay outstanding claims and to transfer appropriations as needed within selected 2014 funds. An appropriation transfer report and claim list dated December 31, 2014 will be prepared and presented to the board for approval in February.

Motion by Richards seconded by Norman vote 5-0

#### **Adopt 2014-15 Board Finance Goal**

Superintendent's Recommendation: It is recommended the board adopt the following finance goal as required by Indiana Code 20-42.5-3-6:

"For the 2014-15 school year, the Center Grove Community School Corporation will strive to increase the school corporation's allocation of taxpayer resources directly to student instruction and learning, in light of the unique circumstances in the district."

Dr. Gabriel provided additional information on the board finance goal. Indiana law requires school districts to establish goals for each category of expenditures that will increase the corporation's allocation of taxpayer resources directly to student instruction and learning, in light of unique circumstances present in the school corporation.

Motion by Norman seconded by Russell vote 5-0

### **Authorize 2015 Tax Anticipation Warrants**

Superintendent's Recommendation: It is recommended the board approve a resolution to borrow money from the Indiana Bond Bank in anticipation of property taxes.

Dr. Gabriel provided additional information on the warrants. For the calendar year 2015 we will again participate in the Indiana Bond Bank Advance Funding Program for issuance of temporary loans in anticipation of property tax revenues. Since property taxes are normally distributed in June and December, cash flow deficits are typically experienced in April, May, October and November. The anticipated total amount to be borrowed is \$1,852,032. These amounts will be paid when property tax revenues are received.

Motion by Richards seconded by Tumey vote 5-0

### **Approve Resolution for Transfer of Funds from Transportation Fund to Rainy Day Fund**

Superintendent's Recommendation: It is recommended the board approve a resolution to transfer funds from the Transportation Fund to the Rainy Day Fund.

Dr. Gabriel provided additional information on the transfer. The Transportation Fund currently has an available cash balance of \$600,000. This available cash balance will be transferred from the Transportation Fund into the Rainy Day Fund to be used for two (2) purposes: 1) \$200,000 will be used for professional development, and 2) \$400,000 will be used to support the General Fund, resulting in an increase in the General Fund cash balance.

Motion by Russell seconded by Tumey vote 5-0

Board member Rob Richards voiced his concern that while other school districts' transportation funds are suffering due to property tax caps (causing them to notify the state that in three years they may have to eliminate transportation services), he wants to make certain that we won't find ourselves in the same situation. Dr. Gabriel feels confident we have set aside significant dollars in the Transportation Fund and planned appropriately for contingencies.

### **Approve Additional Appropriations (Hearing & Resolution)**

Superintendent's Recommendation: It is recommended the board conduct a public hearing for additional appropriations.

This evening's meeting had been appropriately advertised as a hearing on additional appropriations. As part of the hearing, Dr. Gabriel shared it is necessary to appropriate more money than was appropriated in the annual budget:

- General Fund - \$900,000 to cover expenses that may occur before the end of the year
- Capital Projects Fund - \$350,000 to be used to remodel existing space (proposed STEM lab)
- Transportation Fund - \$600,000 to be transferred into the Rainy Day Fund (details provided in previous board action "Approve Resolution for Transfer of Funds from Transportation Fund to Rainy Day Fund")

- Rainy Day Fund - \$686,665 to be used for professional development (\$200,000), to support the cash balance in the General Fund (\$400,000), and to be held for future construction needs or land purchases (\$86,665)

Following, president Alexander opened a hearing for the purpose of receiving public comments. There were no public comments, and the hearing was closed.

Motion by Tumey seconded by Norman vote 5-0

**Approve Capital Projects Fund Plan Amendment (Hearing & Resolution)**

Superintendent's Recommendation: It is recommended the board conduct a public hearing for the Capital Projects Fund plan amendment.

This evening's meeting had been appropriately advertised as a hearing on an amendment to the 2014 Capital Projects Fund. As part of the hearing, Dr. Gabriel shared there is a need to make adjustments in the 2014 Capital Projects Fund for additional remodeling of existing building space - \$350,000 for a proposed STEM lab. Following, president Alexander opened a hearing for the purpose of receiving public comments. Elise Horne addressed the board, expressing her gratitude to Dr. Gabriel for all his hard work, and the hearing was closed.

Motion by Norman seconded by Russell vote 5-0

**Approve Leases of Farm Land**

Superintendent's Recommendation: It is recommended the board approve leases of parcels of bare ground owned by Center Grove Community School Corporation for farming purposes.

Dr. Gabriel provided additional information on the leases. On October 28, 2014, an auction was held for two parcels of bare ground the corporation owns. Five (5) bidders attended the auction. The successful bidders are Indy Family Farms (34 acres at \$140/acre) and Jim Martin (78 acres at \$325/acre).

Motion by Russell seconded by Norman vote 5-0

Point of clarification for secretary Norman: Money generated from these leases will go into the General Fund as miscellaneous revenue.

Board member Richards took this opportunity to disclose he is the owner of Indy Family Farms. Since his company went through an open bid process, there is no conflict of interest.

**Approve Revisions to Statement of Benefits and Compensation**

Superintendent's Recommendation: It is recommended the board approve revisions to the Statement of Benefits and Compensation for all non-teaching staff.

Dr. Gabriel provided additional information on the revisions. These revisions include minor adjustments previously approved by the board.

Motion by Russell seconded by Richards vote 5-0

## **8. REPORTS**

Dr. Gabriel presented a report on Cash Balance. Superintendent Arkanoff presented a report on Special Services Johnson County and Surrounding Schools. Drs. Long and Kruger presented a report on the proposed STEM lab.

## **9. OTHER BUSINESS**

Board members provided the following updates:

### President Alexander

- Insurance Committee - Committee met on November 19 - new Castlight mobile app and health insurance renewal were discussed.

### Vice President Tumey

- Central Nine Career Center - A packet of information was distributed; the National Technical Honor Society was hosted.
- Athletic Booster Club - Booster club members will sell programs at winter sporting events.
- Wellness Committee - Committee met on November 5 - minutes were distributed.

### Secretary Norman

- Policies - Attended ISBA Legal Workshop on November 18 - there may be some policies to look at based on the information received.

### Board Member Russell

- Center Grove Alternative Academy - Graduation scheduled for December 17 - 15 students will be graduating; Southside Times recently published an article on the CARE Pantry; the CARE Pantry has served more than 16,000 since October 2009; new website is live.
- Center Grove Education Foundation - Board met on November 18; Gala for the Grove scheduled for February 28, 2015 - look for dancing couples to participate in hashtag contest; several thank you notes were received from students who attended the REACH program; Pacers fundraiser successful.

### Board Member Richards

- Bargsville Planning Commission - No update shared.
- Greenwood Chamber of Commerce - No update shared.

### Legislative Update

Superintendent Arkanoff shared progress on the Fix-It Coalition. He has been/will be presenting to PTO groups and parent organizations to get volunteers for a letter writing campaign.

Board member Richards took this opportunity to thank the community for attending the Indianapolis Symphony Orchestra's 317 Series. The event was held at Center Grove High School on November 2 - 447 were in attendance. The high school will host another performance on June 7, 2015.

Superintendent Arkanoff took this opportunity to congratulate Sugar Grove Elementary for being 2014 Spell Bowl champs.

Vice president Tumey took this opportunity to congratulate fellow board members Norman and Russell for being reelected - she looks forward to continuing to work with them.

## **10. ANNOUNCEMENTS**

President Alexander made the following announcements:

- November 21-23 - Fall Musical "Unsinkable Molly Brown" (7:30 p.m. Friday and Saturday; 2:30 p.m. Sunday, HS Auditorium)
- November 26-28 - Thanksgiving Break (No School)
- December 2 - Strategic Planning Committee Meeting (6:00 p.m., ESC Board Room)
- December 10 - Executive Committee (Noon-5:00 p.m., CG Operations Center)
- December 16 - Coffee Chat with Superintendent (7:30-9:00 a.m., McDonalds at Stones Crossing)

The next regular board meeting is scheduled for Monday, January 12, 2015.

## **11. ADJOURNMENT**

There being no further business to bring before the board, the meeting was adjourned at 9:10 p.m.

Immediately following the regular board meeting, board members entered into a work session for a presentation on Principles of Vision and Mission facilitated by assistant director of curriculum, instruction and special education Dr. Jack Parker. The work session ended at 10:01 p.m.