

CENTER GROVE COMMUNITY SCHOOL CORPORATION
BOARD OF SCHOOL TRUSTEES
April 23, 2015

MINUTES

Board of School Trustees of the Center Grove Community School Corporation met in regular session beginning at 7:01 p.m. on Thursday, April 23, 2015, in the Board Room at the Education Service Center, 4800 West Stones Crossing Road, Greenwood, Indiana.

Board members present:

Carol Tumey, President	<u>X</u>
Adam Norman, Vice President	<u>X</u>
Rob Richards, Secretary	<u>X</u>
Scott Alexander, 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, Assistant Superintendent	<u>Absent</u>
Paul Gabriel, Chief Financial Officer	<u>X</u>

Doug Bird, High School Principal
Nora Hoover, Middle School Central Principal
Trael Kelly, Pleasant Grove Elementary Principal
Shannon Nesius, Director of Food Service
Jack Parker, Director of Curriculum
Dave Statler, Facilities Engineer
Marcy Szostak, Assistant Coordinator, Curriculum & Special Education
Jason Taylor, Chief Technology Officer

1. CALL TO ORDER / READING OF MISSION STATEMENT

President Carol Tumey called the meeting to order at 7:01 p.m. and read the corporation's mission statement.

2. PLEDGE OF ALLEGIANCE

Pleasant Grove Elementary student Hannah Corbin led the Pledge of Allegiance.

3. ADOPTION OF THE AGENDA

It was recommended that the agenda for the April 23, 2015 regular meeting of the board be adopted as presented.

Motion by Alexander seconded by Russell vote 5-0

4. RECOGNITION / PRESENTATIONS

In the Spotlight

This evening's In the Spotlight featured Pleasant Grove Elementary School (PGES). Principal Trael Kelly recognized fifth grade student Hannah Corbin for her tremendous character and warm heart. She is an amazing young lady with tremendous attributes. Principal Kelly also recognized special education assistant Jen Tracy for her unselfish concern for the welfare of others. Speech teacher Sara Milano was recognized for her tremendous work ethic, wonderful disposition and willingness to go above and beyond the call of duty.

President Tumey took this opportunity to recognize the family members of those recognized.

Armstrong Teacher Educator Award

Center Grove Middle School Central principal Nora Hoover recognized social studies teacher Matt Ehresman for being selected as Center Grove's designee. The Armstrong Teacher Educator Award recognizes educator excellence and provides financial support for top Indiana educators to work with current Indiana University faculty and undergraduates in the classroom, on research projects, and in early field experiences.

Board member Scott Alexander took this opportunity to congratulate Mr. Ehresman and wished him continued success. He also requested Mr. Ehresman provide the board with a report at the conclusion of the program.

2015 Daughters of the American Revolution Representative

Center Grove High School principal Doug Bird introduced senior Kaitlyn Whiteside who is the recipient of a scholarship award presented by the Mary Bryan Chapter of the National Society Daughters of the American Revolution.

National Merit Scholarship Winners

The high school has a total of three National Merit Finalists for this school year. The students receiving this designation include Olivia Perry, Austin Peters and Julie Simon. Principal Bird introduced the students who were present at the board meeting.

Foreign Exchange Students

Principal Bird and counselor Jean Welton introduced four international exchange students (Ryan Sunwoo Lee from South Korea, Roberto Rodino Rotiz from Spain, Isabel Schreiner from Germany and Ivana Cetina Viramontes from Mexico) who have been attending the high school during the 2014-2015 school year. The students introduced their host families and briefly shared their experiences at Center Grove.

Scholastic Art Award Winners

The high school has won a total of 70 awards in the Central/Southern Indiana Regional Scholastic Art Awards program - 25 Gold Keys, 18 Silver Keys and 27 Honorable Mentions were awarded to high school students. High school art teachers Rick Jones and Jackie Fowler presented a video displaying the winning artwork.

President Tumey took this opportunity to express her gratitude to Rick Jones for being an outstanding art teacher and applauded his dedication to the students.

Academic Achievements & Highlights

Superintendent Dr. Rich Arkanoff highlighted the following academic achievements:

High School

- Central Nine students of the month: Amanda Dugan, Carolyn Hall, Luke Helvie, Taylor Houpt, Alyssa King and Jordan Sturm.
- Varsity FRC robotics team is traveling to the FIRST World Championship April 22-25 to compete. The FRC team secured its berth by accumulating points during district qualifying events as well as at the Indiana District Championship.
- Sophomore Rachel Chan competed at the Central Indiana State Science & Engineering Fair held at IUPUI on March 21. She is one of just 23 students chosen to attend the national science fair as an observer in early May.

Sugar Grove Elementary

- Thirty three (33) fourth and fifth grade students competed in the science fair. Overall winners: Jack Forrest (Grand Champion), Chayleigh Swartz (1st Place) and Eliya Mood (2nd Place).

5. PUBLIC COMMENTS REGARDING AGENDA ITEMS

There were no public comments.

6. CONSENT ITEMS

It was recommended that the following Consent Items be approved as presented:

Approval of Minutes (3/19/2015 Executive Session/Regular Meeting), Personnel Report, Payroll Claims, Field Trip Report, Purchase of Equipment, and Correction to Board Reorganization Document.

Motion by Alexander seconded by Norman vote 5-0

7. ACTION ITEMS

Approve School Meal Prices for 2015-2016

Superintendent's Recommendation: It is recommended the board approve the proposed school meal prices for the 2015-2016 school year.

Director of food and nutrition services Shannon Nesius provided additional information on meal prices and her recommendation to increase student breakfast and lunch prices as follows:

- Elementary paid lunch price: \$2.30 (\$0.15 increase)
- Secondary paid lunch price: \$2.50 (\$0.20 increase)
- Student paid breakfast price: \$1.50 (\$0.20 increase)
- Adult lunch price: \$3.00 (\$0.25 increase)
- Adult breakfast price: \$1.75 (\$0.25 increase)

These increases will hopefully set us up so that we will not have to increase prices for the 2016-2017 school year; however, we will not know that for sure until USDA guidance comes out next year.

Motion by Alexander seconded by Norman vote 5-0

Point of clarification for board member Alexander: One of the reasons why we must increase prices is due to produce prices substantially increasing over the past couple years. As of the 2014-2015 school year, students must now select a fruit serving at breakfast and a fruit or vegetable serving at lunch to be counted as a reimbursable meal. Therefore, students are selecting more fruit and vegetable offerings.

Approve 2015-2016 Board Goals

Superintendent's Recommendation: It is recommended the board approve the 2015-2016 Board Goals.

Superintendent Arkanoff provided additional information on the board goals. Over the past few months the board has been working on new board goals for 2015-2016. The following goals were adopted:

- Goal 1: The Board of School Trustees will recognize and promote excellence and achievement at all levels of the Center Grove school community through formal board recognition and media releases.
- Goal 2: The Board of School Trustees will continue to learn about and support best practices in Curriculum, Instruction and Assessment.
- Goal 3: The Board of School Trustees will increase its collaboration with all stakeholders by participating in community outreach and attending civic and philanthropic meetings.
- Goal 4: The Board of School Trustees will ensure that STEM education is a priority for the school corporation.

Motion by Norman seconded by Russell vote 5-0

Board member Jack Russell pointed out that the board has also identified strategies and activities to meet each objective.

Reject Bids for Pleasant Grove Elementary Renovation

Superintendent's Recommendation: It is recommended the board reject all bids received for the renovation of Pleasant Grove Elementary.

Assistant superintendent Dr. Bill Long provided additional information on the bids. On April 9, 2015, bids were opened for the renovation project at Pleasant Grove Elementary. No bids came in within the corporation's budget for the project.

Motion by Norman seconded by Alexander vote 5-0

Point of clarification for board member Alexander: Estimates were based on the corporation trying to get as much out of the project as possible. Rebidding will take place after scaling back the project. Dr. Long will bring bids back before the board in May.

Approve Secondary Student Handbooks

Superintendent's Recommendation: It is recommended the board approve the proposed changes and updates to the 2015-2016 student handbooks for the high school and both middle schools.

Dr. Long presented the proposed changes to the secondary handbooks. Representatives from all three (3) schools met to ensure conformity and continuity among the buildings.

Motion by Norman seconded by Alexander vote 3-2

In favor - Alexander, Norman and Tumey

Opposed - Richards and Russell

Point of clarification for board member Alexander: The high school is proposing the plagiarism policy language change to "...plagiarism offenses are per school year..." from "...per semester..." The administration feels this change makes the policy more stringent.

Board member Russell voiced his concern with the high school's proposed plagiarism policy language change from "...fail the assignment..." to "...student may fail the assignment..." He feels making this change may lead to inconsistencies in how the policy is enforced. Dr. Long agreed to provide the board with rationale for this change.

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.

April 2015 Summary of Changes:

Policy # or Bylaw #	Description
0100 – REVISED	DEFINITIONS The revisions to this policy establish that the Indiana Department of Education is the author of the reports and the Corporation is to provide the data that the department needs for the reports. The deletions in the section for “Additional Information Requirements for Title I Purposes” are recommended because federal law no longer requires the elements deleted. The revisions to this policy reflect the requirements set forth in current federal and state law.
0140 – REVISED	MEMBERSHIP The revisions to this policy are merely corrections to the statutory citations. The deletions are proposed because these statutes have been repealed or the statute cited does not apply. The revisions to this policy reflect appropriate citations to current.
0167.3 – REVISED	PUBLIC PARTICIPATION AT BOARD MEETINGS The revision to this policy eliminates the misperception that the Superintendent and Board President <u>must</u> approve all public requests to add an item to the agenda.
2221 – REVISED	MANDATORY CURRICULUM The revisions to this policy add additional components of instruction that are required to be a part of the Corporation’s curriculum, pursuant to either state or federal law. We are encouraged to add these requirements and also reduce to writing in curriculum documents

	the goals and objectives being taught that address these curriculum elements. The revisions to this policy reflect the requirements set forth in current federal and state law.
3120 – REVISED 4120 – REVISED	EMPLOYMENT OF PROFESSIONAL STAFF/SUPPORT STAFF The revisions to these policies are to incorporate the provision that a certified candidate's previous teaching experience shall be reviewed when determining his/her position on the salary scale. The revisions to these policies incorporate qualifications when hiring Title I Paraprofessionals. The revisions to this policy reflect the requirements set forth in the current state law.
3120.04 – REVISED	EMPLOYMENT OF SUBSTITUTES The revisions to this policy is proposed to be more consistent with the requirements set forth in the Indiana Code regarding the employment of substitutes including (but not limited to) employing persons with a substitute license/permit when licensed teachers are available as well as provisions of compensation for substitutes. The revisions to this policy reflect the requirements set forth in the current state law.
3120.08 – REVISED 4120.08 – NEW	EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES The revisions to these policies are to incorporate the requirements of state law that all coaches and athletic activity sponsors receive training about concussions and sudden cardiac arrest, and that football coaches complete a training course approved by the Indiana Department of Education that includes the content required by law and pass a test on this content at least every two (2) years. Adoption of these policies is recommended to be legally correct as well as informative to its staff and constituents.
3122.01 – REVISED 4122.01 – REVISED	DRUG-FREE WORKPLACE The revisions to these policies are primarily a result of questions brought to NEOLA regarding staff members reporting to work or a school function under the influence of a controlled substance or after having consumed alcohol. Other minor edits were made so that the policy is consistent with the requirements of the Federal Drug-Free Workplace Act. The revisions to these policies reflect the requirements set forth in the current federal and state law.
3140 – REVISED 4140 – NEW	TERMINATION AND RESIGNATION The revisions/additions of these policies are to clarify, pursuant to Indiana Code, once a resignation has been submitted, it cannot be withdrawn. The revisions also establish that the Board is not obligated to accept a resignation, but may deny it or take other employment action such as suspension, termination or cancellation of the employee's contract. The revisions to this policy reflect the requirements set forth in the current state law.
3170 – REVISED 4170 – NEW	SUBSTANCE ABUSE The revisions/additions of these policies were made to include a reference to Policy 3122.01 and Policy 4122.01. Adoption of these policies is recommended to be legally correct as well as informative to its staff and constituents.
3170.01 – REVISED 4170.01 – REVISED	EMPLOYEE ASSISTANCE PROGRAM (EAP) The revisions to these policies were made to include a reference to Policy 3122.01 and Policy 4122.01. Adoption of these policies is recommended to be legally correct as well as informative to its staff and constituents
5111 – REVISED	DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY FOR ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION The revisions to this policy are intended to clarify that the Board chooses to not charge students to enroll without legal settlement in the Corporation. Adoption of these policies is recommended to be legally correct as well as informative to its staff and constituents.
5200 – REVISED	ATTENDANCE The revisions to this policy incorporate the provision in state law that a student in good academic standing may be given five (5) days of excused absence to attend the Indiana State

	Fair if that student or a member of his/her household has an exhibit at the fair. The revisions to this policy reflect the requirements set forth in the current state law.
5330 – REVISED	USE OF MEDICATIONS The revisions to this policy provide the Corporation with language that enables the administration to fill a prescription, store the EpiPens, and have the nurse administer the EpiPen if needed. State law enables Corporations to purchase, store and administer EpiPens if a health care provider licensed in Indiana writes a prescription for the Corporation. The revisions also provide an optional statement authorizing other school employees who have been trained to administer EpiPens if and when necessary. The revisions to this policy are recommended to exercise its discretionary authority to fill a prescription for, store and administer auto-injectable epinephrine that is provided by state law.
5340.01 – REVISED	STUDENT CONCUSSIONS AND SUDDEN CARDIAC ARREST The revisions to this policy incorporate the requirement of state law for a student athlete and his/her parents or legal guardians to sign and return a form acknowledging receipt of the information from the Indiana Department of Education. Adoption of these policies is recommended to be legally correct as well as informative to its staff and constituents.
5530 – REVISED	DRUG PREVENTION The revisions to this policy address the requirement in the Indiana Code that a Drug Free Schools committee be established in each school in the Corporation. The proposed language sets forth the requirements regarding membership of these committees and enumerates their duties. The revisions to this policy reflect the requirements set forth in the current state law.
5830 – REVISED	STUDENT FUNDRAISING The revisions to this policy are to provide options by state law with regard to games of chance as fundraisers in the Corporation. The revisions to this policy are recommended to keep the policy legally correct as well as informative to staff and constituents.
6150 – DELETED	ASSESSMENT OF TRANSFER TUITION FOR STUDENTS ENROLLED ON A CASH TRANSFER TUITION BASIS This policy has been deleted due to the fact the Board chooses to not charge students to enroll without legal settlement in the Corporation.
8330 – REVISED	STUDENT RECORDS The revisions to this policy explain in greater detail the meaning of “school official” as set forth in the Federal Family Educational Rights and Privacy Act (FERPA). The revisions also provide an option for boards to designate school-assigned email accounts as directory information so the Corporation can require those email accounts be used to log on to websites and apps for instructional purposes as well as require those email accounts be used for electronic communication with faculty members or their corporation staff. The revisions to this policy reflect provisions set forth in FERPA. The website provisions provide the Corporation with a means to enable access to websites and apps that support the Corporation’s instructional program without exposing students to unwanted and unwelcome emails. Adoption of these policies is recommended to protect the students.
8451 – NEW	PEDICULOSIS (HEAD LICE) This newly adopted policy enables the Board to determine how the Corporation will identify and respond when a student is found to have head lice. Adoption of this policy is recommended to be legally correct as well as informative to its staff and constituents.
8455 – NEW	COACH TRAINING This newly adopted policy sets forth the requirements regarding the training state law prescribes for coaches and athletic activity sponsors. It gives boards the option of requiring an education course for all coaches and athletic activity sponsors similar to (but slightly different from) the course the statutes require for football coaches. Adoption of this policy is recommended to be legally correct as well as informative to its staff and constituents.

Approve New Positions

Superintendent's Recommendation: It is recommended the board approve the creation and posting of two new positions - Systems Administrator I and Human Resources Specialist.

Superintendent Arkanoff presented drafts of the job descriptions for both positions.

Motion by Alexander seconded by Norman vote 5-9

Point of clarification for vice president Adam Norman: The Systems Administrator I position is being created in lieu of filling two (2) vacant technology specialist positions. Chief technology officer Jason Taylor feels there is a greater need to have someone who will provide server/networking and security support.

Point of clarification for board member Alexander: Based on the job description for the Systems Administrator I position, Mr. Taylor feels the proposed salary is sufficient.

Adoption of Textbooks and Materials

Superintendent's Recommendation: It is recommended the board approve the 2015-2016 textbooks and supplemental materials presented for adoption.

Director of curriculum Dr. Jack Parker provided additional information on the textbooks and materials to be adopted. These include: K-12 Social Studies, 6-8 English/Language Arts, 9-12 Family Consumer Sciences, and 9-12 miscellaneous materials.

Motion by Norman seconded by Russell vote 5-0

Point of clarification for vice president Norman: Three (3) separate committees (one for elementary, one for middle school and one for high school) for each subject sought out books from publishers. Each committee went through a review process to adopt books that meet the needs of our students as well as discern information regarding alignment to state standards.

Point of clarification for board member Russell: While our corporation is purchasing digital curriculum that replaces a textbook, classroom sets will still be available in each classroom.

Approve 2015-2016 Textbook Rental and Fees

Superintendent's Recommendation: It is recommended the board approve the textbook rental and fees for 2015-2016.

Dr. Parker provided additional information on textbook rental fees. Fees for sixth and seventh grade students will be increasing considerably due to the addition of a \$125 technology fee. The middle school fees also reflect a maintenance fee collection for the few students who use school owned musical instruments.

Motion by Russell seconded by Alexander vote 5-0

Board member Alexander took this opportunity to express his gratitude to Dr. Parker and Middle School Central language arts teacher Jeanne Schwartz for their efforts.

Point of clarification for board member Russell: High school fees will depend on what courses a student takes.

Point of clarification for vice president Norman: The middle school's \$125 technology fee will not apply if a student provides their own device (e.g., iPad). Also, the maintenance fee for band instruments will only apply if a middle school student plays a school owned instrument.

8. BOARD MEMBER REPORTS

President Tumey

- Central Nine Career Center - Minutes from April 9 board meeting distributed.
- Athletic Booster Club - Trojan Golf Classic will be held on June 4 at Dye's Walk.
- Wellness Committee - Nothing to report.

Vice President Norman

- Policies - Nothing to report.
- Negotiations - Nothing to report.

Secretary Richards

- Greenwood Chamber of Commerce - Business Matters Luncheon to be held on May 5 at Valle Vista Golf & Conference Center; Business After Hours to be held on May 21 at Indy Family Farms.
- Bargersville Town Council - Nothing to report.

Board Member Alexander

- Insurance Committee - Committee recently met on April 15; an RFP for supplemental insurance has been issued - the bid results will be reviewed in May or June.

Board Member Russell

- Greenwood City Council - Recently attended meeting. They are discussing changes to building codes for commercial buildings in our area.
- Center Grove Alternative Academy - Gleaners mobile food truck served 117 families on will April 17; graduation will be held on May 28 at the high school.
- Center Grove Education Foundation - Award sponsor for the Top 20 Banquet at the high school; 2015 spring teacher grants will be awarded on May 20; the third annual Sherrie's Ride coming up in June; professional development grants for the 2015-2016 school year will be awarded.
- Bargersville Planning Commission - Nothing to report.

Strategic Planning Committee Update

The committee's last meeting was held on April 21. The goals and strategies will be refined, sent out to the committee for review and then presented to the board for approval in June.

Superintendent Arkanoff took this opportunity to thank the committee as well as Dr. Parker for his leadership and facilitation and communication specialist Stacy Conrad for all her efforts.

9. OTHER BUSINESS

President Tumey announced Center Grove has been named a Top Workplace in Central Indiana for the third consecutive year.

Superintendent Arkanoff, president Tumey and board member Russell attended the ISBA Spring Board Academy April 9-10.

10. ANNOUNCEMENTS

President Tumey made the following announcements:

- April 26 - Pleasant Grove Elementary 25th Anniversary Celebration (2:00-4:00 p.m.; PGES)
- April 28 - Teacher Celebration Event (7:00 p.m.; HS Hall of Excellence/Auditorium)
- May 11 - Long Range Planning Community Forum (7:00 p.m.; HS Auditorium)
- May 12 - Bruce Haddix Retirement Reception (4:30-6:00 p.m.; ESC Board Room)
- May 13 - State of the Schools Board Dinner (6:00 p.m.; Dye's Walk)

A regular board meeting is scheduled for Thursday, May 21, 2015.

11. ADJOURNMENT

There being no further business to bring before the Board, the meeting was adjourned at 8:41 p.m.

Motion by Alexander seconded by Norman