

CENTER GROVE COMMUNITY SCHOOL CORPORATION
BOARD OF SCHOOL TRUSTEES
June 16, 2015

MINUTES

Board of School Trustees of the Center Grove Community School Corporation met in regular session beginning at 7:03 p.m. on Tuesday, June 16, 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>X</u>
Paul Gabriel, Chief Financial Officer	<u>X</u>

Nora Hoover, Center Grove Middle School Central Principal
Shannon Nesius, Director of Food & Nutrition Services
Jack Parker, Director of Curriculum
Rick Pederson, Director of Transportation
Dave Statler, Facilities Engineer
William Payne, CEO Fanning Howey Associates

1. CALL TO ORDER / READING OF MISSION STATEMENT

President Carol Tumey called the meeting to order at 7:03 p.m. and read the corporation's mission statement.

2. PLEDGE OF ALLEGIANCE

President Tumey led the Pledge of Allegiance.

3. ADOPTION OF THE AGENDA

It was recommended that the agenda for the June 16, 2015 regular meeting of the board be adopted as presented.

Motion by Alexander seconded by Russell vote 5-0

4. RECOGNITION / PRESENTATIONS

Academic Achievements & Highlights

Assistant superintendent Sally Hacker highlighted the following academic achievement:

High School

- Marching Band: The band is a recipient of the Indiana State School Music Association All-Music Award for 2014-2015.

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 (5/21/2015 Executive Session/Regular Meeting), Personnel Report, Payroll Claims, Field Trip Report, and Declaration of Surplus Equipment.

Motion by Russell seconded by Richards vote 5-0

Point of clarification for board member Scott Alexander: The field trip report includes a request for Show Choir Nationals in 2017. High school choir director Jennifer Dice confirmed she is requesting a two-year cycle for Show Choir Nationals.

7. ACTION ITEMS

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 \$95.00 per iPad 2, \$0.50 per charging cable and \$1.50 per charging block.

Chief technology officer Jason Taylor provided additional information on the sale. On Monday, June 8, 2015, 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 Richards seconded by Alexander vote 5-0

Point of clarification for board member Jack Russell: These iPads were originally purchased using a General Obligation (GO) Bond. Any proceeds received from their sale are required to go into the Capital Projects Fund; therefore, students/parents are not able to purchase the iPads.

Approve Resolution for Purchase of Property

Superintendent's Recommendation: It is recommended the board approve a resolution for the purchase of property.

Assistant superintendent Dr. Bill Long provided additional information on the sale. A year or so ago, property owners James and Jerri Peters approached the administration to gauge the corporation's interest in purchasing their property located at 2798 South Morgantown Road, Greenwood, Indiana (just across from Center Grove High School). At that time, it was not in our best interest. Recently, the owners once again approached the administration. At this time, the

administration feels this property fits nicely into the corporation's long range facilities plan. Therefore, as required by law, two appraisals have been completed on the property. One appraisal came in at \$400,000 and the other at \$310,000. A purchase price of \$298,000 has been agreed upon.

Motion by Alexander seconded by Russell vote 5-0

Approve Architectural Services

Superintendent's Recommendation: It is recommended the board approve architectural services with Fanning Howey Associates, Inc. and authorize the superintendent (or designee) to sign an agreement on behalf of the school corporation.

Dr. Long provided additional information on the agreement. Based on input received after the long range planning community forum on facilities, it is recommended Fanning Howey develop concepts and cost estimates for a new student activities center connected to the high school.

Motion by Alexander seconded by Norman vote 5-0

Point of clarification for board member Alexander: Fanning Howey Associates' chief executive officer William Payne will serve as principal architect on the project.

Accept Bid for Pleasant Grove Elementary Addition/Renovation

Superintendent's Recommendation: It is recommended the board accept the bid from J.M. Rowland Construction LLC for the Pleasant Grove Elementary addition and renovation project in the amount of \$1,821,000, including the base bid and alternate bids 1, 2 and 6.

Dr. Long provided additional information on the project. On June 8, 2015, a total of five (5) bids were opened for the addition/renovation of Pleasant Grove Elementary. Six (6) bids were also received and opened for alternate projects. After a thorough analysis of the bids by CSO Architects and facilities engineer Dave Statler, they recommend accepting the bid from J.M. Rowland Construction LLC.

After consulting with Pleasant Grove Elementary principal Trael Kelly, it was determined that accepting alternate bid 1 (renovation of four classrooms to create space for music, art, staff lounge and workroom), alternate bid 2 (renovation of space near media center for world language classroom and LGI space) and alternate bid 6 (expansion of gymnasium and renovations to mechanical room) addressed the most pressing needs in the building.

The project will be funded from a GO Bond issue budgeted for this purpose. Work will begin as soon as possible with substantial completion on or before February 29, 2016.

Motion by Alexander seconded by Russell vote 5-0

Point of clarification for board member Russell: After construction is complete at all of the elementary schools, it is not likely all schools will have the same number of kindergarten classrooms. This is due to overall building size and enrollment.

Accept Bid for Center Grove High School Baseball Facility

Superintendent's Recommendation: It is recommended the board accept the bid from J.M. Rowland Construction LLC for the construction of the baseball concessions/restroom facility in the amount of \$414,000.

Dr. Long provided additional information on the project. On June 8, 2015, a total of eight (8) bids were opened for this project. After a thorough analysis of the bids by CSO Architects and Mr. Statler, they recommend accepting the bid from J.M. Rowland Construction LLC. The 2,150 square foot structure will include restrooms, a concession stand, ticket booth, and storage space for both the varsity and junior varsity fields. The project will be funded from remaining funds from the large high school bond issue. Work will begin on or around July 1, 2015 with substantial completion on or before February 29, 2016.

Motion by Alexander seconded by Russell vote 5-0

Approve Change Order for Professional Resource Center Phase II Renovation Project

Superintendent's Recommendation: It is recommended the board approve the Change Order with J.M. Rowland Construction LLC in the amount of \$191,144.

Dr. Long provided additional information on the project. The change order reflects the cost for two (2) playground areas at the Professional Resource Center. They will be age specific with one for infants and toddlers (serving the Bright Beginnings employee childcare center) and the second for preschool and 4-5 year olds. Playground development, equipment, ADA surface, and fencing are included.

Motion by Richards seconded by Alexander vote 5-0

Approve Food Service Salary/Wage Schedule

Superintendent's Recommendation: It is recommended the board approve the salary/wage schedule for food service employees effective 2016-2017 school year.

Director of food and nutrition services Shannon Nesius provided additional information on the new salary/wage schedule. After a review of the existing salary/wage schedule and a comparison of surrounding school corporation pay for food service employees, a new salary/wage schedule is proposed for the 2016-2017 school year. An increase for cafeteria monitors (to \$10.52 per hour) is proposed for the 2015-2016 school year.

Motion by Russell seconded by Alexander vote 5-0

Points of clarification for board member Alexander: The food service department loses approximately 15-20 employees each year; mainly cafeteria monitors. Because these monitor positions are hard to retain and make less an hour than food service subs, a rate increase to \$10.52 will go into effect for the 2015-2016 school year. The food service budget for personnel comes from a separate fund (parent fees and reimburseable meals) not the General Fund. It is not known what impact, if any, the new salary/wage schedule will have on those employees who hold two (2) positions within the corporation. This will be researched in more detail.

Points of clarification for vice president Adam Norman: There are approximately 90 food service employees. Turnover in the food service department is inevitable; however, these pay increases will allow Center Grove to be more competitive with other districts as well as boost employee morale. The new pay schedule for hourly employees includes eight (8) levels (with a \$0.35 difference between each step). The new pay schedule for management includes six (6) levels (with a 3% difference between each step). Using a new staff evaluation rubric, employees must receive a Highly Effective or Effective rating to be eligible for the step increase.

Approve 2015-2016 Support Staff Handbook

Superintendent's Recommendation: It is recommended the board approve the updates and changes to the 2015-2016 Support Staff Handbook. It is also recommended a general disclaimer be added addressing conflicting provisions contained in departmental handbooks.

Mrs. Hacker provided additional information on the revisions. A committee of support staff employees met to discuss the recommended revisions to the handbook. The new handbook will be available online and several paper copies will be placed in each building for easy access. New support staff employees will review the handbook at an orientation meeting prior to employment.

Motion by Richards seconded by Alexander vote 5-0

Point of clarification for board member Russell: Directors from each department as well as central office administrators met to review the handbook; however, there were no additional support staff employees involved in the process. Mrs. Hacker will be creating a support staff advisory group to meet on a regular basis throughout the year to address concerns, discuss policies, etc.

The additional recommendation to add a general disclaimer to the handbook came about from a concern voiced by vice president Norman that the support staff handbook may have a more broad policy than a departmental handbook (e.g., transportation). For example, the support staff handbook states immediate dismissal or other disciplinary actions "may" result from texting/cell phone use while operating a school vehicle. However, director of transportation Rick Pederson confirmed that the bus driver handbook has a more narrow policy. Therefore, a general disclaimer will be added notifying employees that if there is a conflict between language in the support staff handbook and language in a departmental handbook the more stringent policy or any applicable law shall apply.

Request to Rescind Retirement Letter

Superintendent's Recommendation: It is recommended the board consider the written request submitted by Mrs. Terri Gomez to rescind her retirement letter.

Mrs. Hacker provided additional information on the request. The retirement letter submitted by Mrs. Gomez was accepted and approved by the board on May 21, 2015. On June 8, 2015, Mrs. Gomez requested her retirement be rescinded. Per board policy #3140, "It is the policy of the board to accept all resignations upon their submission to the superintendent, who shall so inform the board at its next meeting. A resignation, once submitted, may not then be rescinded unless the board agrees." This same policy is applied by the board to a request to rescind retirement letter.

A motion was made to deny the request by Mrs. Terri Gomez to rescind her retirement letter.

Motion by Richards seconded by Norman vote 5-0

Approve Blanket Position Bond

Superintendent's Recommendation: It is recommended the board approve the purchase of a blanket position bond to cover certain employees July 1, 2015 through June 30, 2016.

Chief financial officer Dr. Paul Gabriel provided additional information on the bond. We have always bonded those employees whose official duties include the handling of money. However, recently passed Senate Enrolled Act 393 now requires board approval for the purchase of all blanket position bonds.

Motion by Russell seconded by Norman vote 5-0

Point of clarification for secretary Rob Richards: The bond amount listed for each position/person does not represent a grant of authority. It is generally the amount of cash that position/person handles at any one time during the school year.

Approve Roll Over of Administrator/Director Contracts

Superintendent's Recommendation: It is recommended the board roll over administrative contracts, establishing two (2)-year contracts for administrators and directors.

Dr. Gabriel provided additional information on the contracts. This roll over will establish a two (2)-year contract for administrators and directors beginning July 1, 2015. No changes to salary or any other contract provisions are being made at this time.

Motion by Alexander seconded by Norman vote 5-0

Adoption of Strategic Planning Goals

Superintendent's Recommendation: It is recommended the board adopt the strategic planning goals approved by the Strategic Planning 2.0 committee.

Director of curriculum Dr. Jack Parker presented the goals. With the advice and direction of hundreds of citizens and staff members, the Strategic Planning 2.0 committee has identified seven (7) goals they believe will have the strongest impact on student learning. They include:

1. Character Education
2. STEM Integration
3. Funding Communication
4. Teacher Capacity Building
5. Cultural, Social, Emotional and Economic Differences
6. Connected Learning
7. Learning Needs of Diverse Student Body

Motion by Richards seconded by Norman vote 5-0

Point of clarification for secretary Richards and board member Russell: Next steps include the development of baselines for benchmark identification and goal achievement, and identifying powerful strategies that will move us toward achieving those goals. A lot of this work will be completed by those carrying out the strategies; however, the community will continue to be involved (via input through the Strategic Planning 2.0 committee).

8. REPORTS

Mrs. Hacker and Dr. Parker provided the board a report on their collaborative model and Goal Action Plan for increasing student performance. The report looked at recent student performance data showing that our corporation level combined ISTEP scores are not keeping pace with comparable school corporations. However, through collaborative efforts with teacher leaders and building administrators, they have implemented a corporation wide plan to increase student performance.

9. BOARD MEMBER REPORTS

President Tumey

- Central Nine Career Center - Board recently met on June 11.
- Athletic Booster Club - A successful Trojan Golf Classic was held on June 3.
- Wellness Committee - Committee recently met on June 15.

Vice President Norman

- Policies - New package from NEOLA being reviewed.
- Negotiations - Attended 2015 IEERB Updates session on June 15.

Secretary Richards

- Bargsville Redevelopment Commission - The Founders Fountain project is designed and being built to honor past and present community residents, town businesses, the Indiana National Guard and all five Military branches. This project will be fully funded by financial donations, the sale of paver bricks and grants.
- Greenwood Chamber of Commerce - Nothing to report.

Board Member Alexander

- Insurance Committee - Nothing to report.

Board Member Russell

- Greenwood City Council - Nothing to report.
- Center Grove Alternative Academy - Graduation ceremony on May 28 was great.
- Center Grove Education Foundation - New officers elected; Gala for the Grove will be held on April 16, 2016.

10. OTHER BUSINESS

There was no other business to report.

11. ANNOUNCEMENTS

President Tumey made the following announcements:

- June 29-July 5 - High School Moratorium Week

A regular board meeting is scheduled for Thursday, July 16, 2015.

12. ADJOURNMENT

There being no further business to bring before the Board, the meeting was adjourned at 8:53 p.m.

Motion by Alexander seconded by Norman vote 5-0