

MINUTES OF THE BOARD OF SCHOOL TRUSTEES
BAUGO COMMUNITY SCHOOLS
BAUGO TOWNSHIP ELKHART, INDIANA

The Board of School Trustees of the Baugo Community Schools met in regular session on January 11, 2016 at 7:00 p.m. at Baugo Educational Service Center. Board members present were Mr. Edward Collins, Mr. Dwaine Crocker, Ms. Julie Phillips, Mr. Caleb Pontius and Mr. Michael Showalter.

1. Call to Order

The meeting was called to order at 7:00 p.m. by Mr. Collins, Board President.

2. Minutes

Upon a motion by Mr. Pontius and seconded by Ms. Phillips, minutes of the December 14, 2015 Regular Board Meeting were approved. The motion carried 5-0.

3. Additions or Corrections to the Agenda

There was one addition to the agenda, Action Item #02 Revised Salary Steps for Business Office Specialist/Administrative Assistant/Deputy Treasurer Positions. All remaining action items will be renumbered accordingly.

Mr. Perry asked the board to suspend the Regular Board Meeting to hold a Board of Finance Meeting.

A motion was made by Mr. Crocker and seconded by Mr. Pontius to suspend the Regular Board of School Trustees Meeting. The motion carried 5-0.

A motion was made by Mr. Crocker and seconded by Showalter to open the Board of Finance of Baugo Community Schools Meeting. The motion carried 5-0.

The Board of Finance Meeting for Baugo Community Schools was held. See Minutes of Meeting of Board of Finance for Baugo Community Schools dated January 11, 2016.

A motion was made by Mr. Crocker and seconded by Mr. Pontius to close the Board of Finance Meeting. The motion carried 5-0.

A motion was made by Mr. Crocker and seconded by Mr. Showalter to reopen the Regular Board of School Trustees Meeting.

4. Old Business

There was no old business.

5. Superintendent's Reports/Celebrations

- Jimtown Junior High School students involved in the Fluid Power Challenge, sponsored by Damon Industries, presented their working apparatus to the Board. Board and audience members were encouraged to operate the apparatus. One of the six teams representing JJHS won the Best Design award. Congratulations to all students, teachers, parents and volunteers involved in this worthwhile learning experience.
- Learning and Food Service: Ms. Deak reported that Baugo students ISTEP scores have decreased as expected. It is impossible to compare the new scores with previous years' scores due to the many changes in content tested, scoring and reporting changes. Ms. Phillips expressed that she would like to know how Baugo scores compare with other Indiana school districts. Ms. Deak stated that Baugo will continue testing with Pivot Inspect product. Data from these tests will help determine curriculum strengths and weaknesses.
- Financial Report: Mr. Perry informed the board that teacher contracts have been issued with new rates. Working to complete year end financials and issue W2s. Having completed their audit, the State Board of Accounts Auditors has scheduled an exit interview for Thursday, January 21, 2016. Mr. Perry reported the preliminary fund balances as follows:

<u>Fund Balances:</u>	<u>December 2015</u>
General Fund	\$ 492,381.01
Debt Service	\$1,778,915.91
Capital Projects w/o tax warrants	\$ 918,658.69
Transportation w/o tax warrants	\$ 191,197.30
Bus Replacement Fund	\$ 124,935.32

- Transportation/IT: Mr. Griffing stated that all buses were inspected over the holiday break.
- Facilities/Systems: Mr. Southworth stated that Baugo Community Schools passed the State Fire Marshall's inspection. Work continues in preparation of bad weather. Soil borings have been taken from the tennis courts and finalizing work to be done to Jimtown Elementary for general obligation bond. Problems with Well #2 being addressed. Many network updates were completed during winter break.
- Athletics: Mr. Dean informed the board that conditioning has started for spring sports. Congratulations to the Jimtown High School wrestling team and coaches on their 2nd place finish at Team State. Jimtown High School will host Boys Basketball sectionals on March 1, 4 & 5.
- Superintendent's Report: Mrs. DuBois reported that Monday, January 4, a teacher professional development day went well.

6. Board Discussion Items

There were no discussion items.

7. New Business - Action Items

2016-01-11-01: Reorganization of the Board

Mr. Collins stated that the Board must reorganize as required by Indiana School Laws and Rules at the first meeting annually. A motion was made by Mr. Showalter and seconded by Ms. Phillips to approve the Board reorganization as proposed. The motion carried 5-0, Officers and members were appointed as follows:

Mr. Edward Collins, President
Mr. Dwaine Crocker, Vice President
Mr. Caleb Pontius, Secretary
Ms. Julie Phillips, Member
Mr. Michael Showalter, Member

2016-01-11-02: Approve Revised Salary Steps for Business Office Specialist/Administrative Assistant/Deputy Treasurer Positions.

Mr. Perry asked the board to approve revised salary steps for Business Office Specialist/Administrative Assistant/Deputy Treasurer Positions.

A motion was made by Mr. Crocker and seconded by Ms. Phillips to approve the revised salary steps. The motion carried 5-0.

2016-01-11-03: Appoint Baugo Community Schools Treasurer for 2016

Mr. DuBois asked the board to appoint Mr. Bruce Perry as Baugo Community Schools Treasurer for 2016.

A motion was made by Mr. Crocker and seconded by Ms. Phillips to approve Mr. Perry as Baugo Community Schools Treasurer for 2016. The motion carried 5-0.

2016-01-11-04: Appoint Baugo Community Schools Deputy Treasurer for 2016

Mr. Perry asked the board to appoint Ms. Nancy Winnicki as Baugo Community Schools Deputy Treasurer for 2016.

A motion was made by Mr. Pontius and seconded by Ms. Phillips to approve Ms. Winnicki as Baugo Community Schools Treasurer for 2016. The motion carried 5-0.

2016-01-11-05: Permission to Advertise the Annual Performance Report

Mr. Perry asked the board to for permission to advertise the Annual Performance Report. Annually, during the winter the state asks that the district provide specific information that is reported publicly.

A motion was made by Ms. Phillips and seconded by Mr. Showalter for permission to advertise the Annual Performance Report. The motion carried 5-0.

2016-01-11-06: Approve 2015 Year End Resolution for Expenditure Goals

Mr. Perry asked the board to adopt a Year End Resolution for expenditure Goals. The resolution is to adopt General Fund Expenditure Goals.

A motion was made by Mr. Pontius and seconded by Mr. Crocker to approve the 2015 Year End Resolution for expenditure goals. The motion carried 5-0.

2016-01-11-07: Permission to Perform 2015 Permanent Transfers

Mr. Perry asked the board for permission to perform 2015 permanent transfers for the 2015 budget.

A motion was made by Mr. Pontius and seconded by Ms. Phillips to approve 2015 permanent transfers. The motion carried 5-0.

2016-01-11-08: Permission to Perform 2016 Temporary Transfers

Mr. Perry asked the board to allow the treasurer permission to temporarily transfer monies between accounts within a fund. This provision will allow the corporation to pay unexpected and unforeseen expenditures in the 2016 budget. Baugo shall not transfer more than their total appropriations.

A motion was made by Ms. Phillips and seconded by Mr. Showalter for permission to allow the treasurer to perform 2016 temporary transfers. The motion carried 5-0.

2016-01-11-09: Approve Administrative Travel

Mr Perry asked the board to approve administrative travel and reimbursement for the 2016 budget year.

A motion was made by Mr. Crocker and seconded by Mr. Pontius to approve administrative travel and reimbursement for the 2016 budget year. The motion carried 5-0.

2016-01-11-10: Approve Change Orders for 2011-12 Sewer Project

Mr. Perry asked the board for approval of 2 change orders totalling \$8,220.75 regarding the 2011-12 sanitary sewer project.

A motion was made by Mr. Crocker and seconded by Mr. Showalter to approve the 2 changes to the 2011-12 sewer project. The motion carried 5-0.

2016-01-11-11: Approve 2016 List of Regular Board Meeting Dates

Mr. DuBois asked the board to approve 2016 list of regular Board meeting dates.

A motion was made by Mr. Pontius and seconded by Mr. Showalter to approve the 2016 list of regular Board meeting dates. The motion carried 5-0.

2016-01-11-12: Approve Field Trip

Mr. DuBois asked the board to approve the following field trip:

School	Start Date	End Date	Activity	Purpose
JJHS	June 9, 2016	June 14, 2016	Visit Gettysburg, PA / Baltimore, MD / Washington D.C.	Experience and learn about historical US sites.

A motion was made by Mr. Crocker and seconded by Mr. Showalter to approve the field trip. The motion carried 5-0.

2016-01-11-13: Approve Donations

Mr. Perry asked the board to approve the following donation:

Organization	Purpose/Type	Amount
Feed the Children	Children's Books / School Supplies	\$4,196.57

A motion was made by Mr. Showalter and seconded by Mr. Crocker to approve donations. The motion carried 5-0.

2016-01-11-14: Approve Facilities Use Request

Mr. Southworth asked the board to approve facilities use request as follows:

Requesting Organization	Purpose of Request	Dates/Times	Facility
Elkhart County Election Board	Polling Site	May 2 & 3, 2016, 5am - 7 pm and November 7 & 8, 5am -7pm	JHS Gym

A motion was made by Mr. Crocker and seconded by Mr. Showalter to approve the facilities use requests. The motion carried 5-0.

2016-01-11-15: Approve Personnel/Human Resources

Mr. DuBois asked the board to approve the following personnel/human resources:

Terminations:

Name	Position	School	Effective
Edith Mitchell	Head Start Bus Monitor	BESC	01.11.16

Hirings:

Name	Position	School	Effective
Dan White	El Instructional Aide	JJHS/JHS	01.11.16
Elizabeth McDonald	2.0 Hour Food Service Employee	JHS	01.11.16
Ashley Chancellor	3.0 Food Service Employee	JIS	01.11.16
Andrea Loft	Head Start Bus Monitor	BESC	01.11.16

Conference Leaves:

Attendees	Conference Information	Dates	Location
Stefani DeSchepper & Rick Marvin	SEP UP Lab Training	01.25.16	ETHOS, Elkhart
Kathy Baughman & Becky Snider	Indiana Music Educators Conference	01.15 & 16.2016	Ft. Wayne, IN
Ryan Gingerich	HEA PBL Training the Trainer	01.14 & 15.2016	Goshen College

Other Personnel Items:

Name	Salary Change	Effective Date
Carol Deak	Annual salary increase of \$1,000.	1/1/2016
Scott Kovatch	Annual salary increase of \$1,000.	1/1/2016
Marci Brubaker	Annual salary increase of \$1,000.	1/1/2016
Jeff Deak	Annual salary increase of \$1,000.	1/1/2016
Jeff Ziegler	One-time stipend of \$1,000.	1/1/2016
Mike Stout	One-time stipend of \$1,000.	1/1/2016
Nathan Dean	One-time stipend of \$1,000.	1/1/2016
Lorie Simon	One-time stipend of \$1,000.	1/1/2016
Bruce Perry	Annual salary increase of \$2,000.	1/1/2016
Jan Dean	Annual salary increase of \$1,000.	1/1/2016
Tami Dean	Annual salary increase of \$1,000.	1/1/2016
Daphne Maciejewski	Annual salary increase of \$1,000.	1/1/2016
Nancy Winnicki	Step 14 of Admin. Asst. Salary Step Schedule	1/1/2016
Michele Mathewson	Advance to Step 9 of Admin. Asst. Salary Step Schedule.	1/1/2016
Amy Nicholls	Advance to Step 7 of Admin. Asst. Salary Step Schedule	1/1/2016
Celinda Shafer	Advance to Step 6 of Admin. Asst. Salary Step Schedule	1/1/2016
Marsha Robinson	Align to Step 6 of Admin. Asst. Salary Step Schedule	1/1/2016
Gina Freel	Align to Step 3 of Admin. Asst. Salary Step Schedule	1/1/2016
Doug Cox	Salary increase from \$2,560/annually. To bring salary into alignment with other maintenance personnel.	1/1/2016

Job Openings:

1. Jimtown High School:
JHS Cheer Coach
2. Jimtown Junior High School:
7th Grade Boys Track Coach

A motion was made by Ms. Phillips and seconded by Mr. Pontius to approve Personnel/Human Resources. The motion carried 5-0.

8. Announcements

Mr. DuBois announced the following:

1. The next regularly scheduled board meeting is Monday, January 25, 2016 at 7:00 p.m. at the **Baugo Educational Service Center**.
2. Congratulations to David Wolford for his achievement of the title Google Administrator and Michele Mathewson for her certification as a School Business Office Specialist by the Indiana Association of School Business Professionals.

9. Claims

Upon a motion made by Mr. Crocker and seconded by Mr. Showalter, the board approved the payment of total payroll claims in the amount of \$626,282,24, total regular claims in the amount of \$3,059,535.08 total clearing claims of \$181,485,16, total bank transfers in the amount of \$0.00 with a grand total claims in the amount of \$3,867,294.28. The motion carried 5-0.

10. Other Business

There was no other business.

11. Adjournment

There being no other business to come before the board, Mr. Collins made a motion, seconded by Mr. Crocker to adjourn at 8:25 p.m. The motion carried 5-0.

Caleb Pontius, Secretary
