

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 December 12, 2016 at 7:00 p.m. at Baugo Educational Service Center, 29125 County Road 22 West, Elkhart, IN. Board members present were Mr. Edward Collins, Mr. Caleb Pontius, Ms. Julie Phillips and Mr. Michael Showalter

1. Call to Order

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

2. Minutes

1. Approve November 14, 2016 Board Minutes and Executive Session Minutes.

Upon a motion by Mr. Pontius and seconded by Ms. Phillips, the November 14, 2016 Regular Board Meeting minutes and Executive Session minutes were approved. The motion carried 4-0.

3. Additions or Corrections to the Agenda

There was one addition to the agenda. Item #07 Approve Personnel/Human Resources. Add transfer of Larry Newland from substitute custodian to full time custodian.

4. Old Business

There was no old business.

5. Superintendent's Reports/Celebrations

1. Strategic Commitment #1, Financial Updates:

Mr. Perry:

- Fund balances for October 2016:

<u>Fund Balances:</u>	<u>October 2016</u>
General Fund	\$ 463,973
Debt Service	\$1,761,079
Capital Projects w/o tax warrants	\$ 338,848
Transportation w/o tax warrants	\$ -196,649
Bus Replacement Fund	\$ 213,990

- Working on 2016 year end

2. Strategic Commitment #2, Student Learning: (Director of Learning, Building Principals)
 - Mr. Deak, Jimtown Elementary Principal:
 - 2nd graders preparing for Christmas program
 - Mrs. Brubaker, Jimtown Intermediate Principal:
 - 3rd graders working on annual gingerbread houses
 - Mr. Stout, Jimtown Junior High Principal:
 - 1st year for holiday classroom door decorations
 - Preparing for choir and band concerts
 - Thanks to Mr. Stoner for his work with FCS (Fellowship of Christian Students)
 - Mr. Kovatch, Jimtown High School Principal (grades 9 & 10)
 - Mr. Ziegler, Jimtown High School Principal (grades 11 & 12)
 - Looking forward to Premier Arts coming to manage the Spring musical
 - Semester finals next week
 - Ms. Deak, Director of Learning:
 - Awarded Project Lead The Way, Bio-Medical Grant (high school level)
 - Working on Lily Grant for Counseling that encompasses early college, dual credit and career/college ready, service agencies for student in crisis
 - Mr. DuBois, Superintendent:
 - Introduced board member elect, Mr. Eric Ott
 - Thanks to Baugo Lions for another successful year for adopt-a-family/food drive
3. Strategic Commitment #3, Operations: (Mr. Dean, Mr. Southworth and Mr. Griffing)
 - Mr. Ziegler reported for Mr. Dean, Director of Athletics:
 - Placed 2nd at Memorial HS Wrestling Invitational. Congratulations to Kenny Kern, voted MVP for tournament
 - Mr. Southworth, Director of Facilities/Systems:
 - Snowplowing
 - Mr. Griffing, Director of Transportation/IT:
 - Reworking board policies and handbooks for bus drivers
 - Chromebooks roll out complete for all grades at Jimtown Intermediate School

6. Board Discussion Items

1. Strategic Commitment #1: No discussions at this time
2. Strategic Commitment #2: ISTEP - share data highlights
 - a. 2016 Corporation ISTEP Scores Baugo vs County
 - Mr. DuBois reported Baugo moved up from 4th place to 3rd place
 - b. 2016 Junior High - School Grade and ISTEP results summary
 - Mr. Stout explained change in ISTEP scoring to include student growth
 - A grade for school
 - c. 2016 High - School Grade and ISTEP results summary
 - Mr. Ziegler discussed ISTEP scores
 - B grade for school

- d. 2016 Elementary - School Grade and ISTEP results summary
 - Mr. Deak explained that while JES does not take ISTEP, students are being prepared for test taking with IReady test
- e. 2016 Intermediate - School Grade and ISTEP results summary
 - Mrs. Brubaker detailed positive JIS student growth
 - 3rd grade ELA 2nd highest in 36 schools
 - B grade for school (87.2% - highest score ever)
- 3. Strategic Commitment #3: Update on New Strategic Plan “Top Quartile by 2025”
 - Mr. DuBois distributed paperwork detailing Mission, Core Values and Vision Statements as well as Strategic Commitments and District Goals
- 4. Strategic Commitment #4: Employee Engagement Survey Update

7. New Business - Action Items

2016-12-12-01: Permission to Perform 2016 Permanent Transfers

Mr. Perry asked the board’s permission to perform permanent transfer of 2016 funds.

A motion was made by Mr. Pontius and seconded by Ms. Phillips to allow permanent transfer of 2016 funds. The motion carried 4-0.

2016-12-12-02: Permission to Perform 2017 Temporary Transfers

Mr. Perry asked the board’s permission to perform temporary 2017 transfers.

A motion was made by Ms. Phillips and seconded by Mr. Pontius to allow temporary transfer of 2017 funds. The motion carried 4-0.

2016-12-12-03: Approve 2017 Fuel (Hedge) Contract

Mr. Perry asked the board to approve 2017 fuel (hedge) contract with North Central Coop.

A motion was made by Ms. Phillips and seconded by Mr. Showalter to approve 2017 fuel (hedge) contract with North Central Coop. The motion carried 5-0.

2016-12-12-04: Approve Board Policy Updates

Mr. Perry asked the board to approve updates to the following board policies:

EDGAR (Education Department General Administrative Regulations) Updates:

- 0140 Membership
- 1130 Conflict of Interest (admin)
- 3113 Conflict of Interest (prof staff)
- 4113 Conflict of Interest (support staff)
- 6110 Grant Funds

- 6112 Cash Management of Grants (NEW)
- 6114 Cost Principles - Spending Federal Funds (NEW)
- 6116 Time and Effort Reporting (NEW)
- 6320 Purchasing
- 6325 Procurement - Federal Grants/Funds (NEW) - PENDING
- 6460 Conflicts of Interest and Vendor Relations
- 7300 Disposition of Real Property
- 7310 Disposition of Surplus Property
- 7450 Property Inventory
- 8500 Food Services

Volume 28, No. 2 Updates:

- 0120 Powers and Philosophy
- 2271 College and University Programs
- 2421 Career and Technical Education Program
- 2510 Adoption of Curricular Materials
- 5200 Attendance
- 5460 Graduation Requirements
- 5540 The Schools and Governmental Agencies
- 5840 Criminal and Organization and Criminal Organizations Activity
- 6111 Internal Control Standards and Procedures
- 6152 Student Fees and Charges

A motion was made by Mr. Pontius and seconded by Ms. Phillips to approve board policy updates. The motion carried 4-0.

2016-12-12-05 Approve Custodial Salary Range

Mr. Southworth asked the board to approve custodial wages range of \$12.67/Hr to \$16.67/Hr based on length of service and overall job performance. This change will only apply to new custodial hires.

A motion was made by Mr. Pontius and seconded by Mr. Showalter to approve the custodial salary range. The motion carried 4-0.

2016-12-12-06 Approve Facilities Use Requests

Mr. Southworth asked the board to approve the following facilities use requests:

Requesting Organization	Requesting Individual	Purpose of Request	Dates and Times	Facility
Halle's Life Fitness	Halle Hill (teacher)	Fitness Classes/Personal Training	January 5, 2017- May 25, 2017 - 7pm (Days of the week - as available.)	JHS Dance Room and Weight Room
Team Attack Basketball	Ben Pope	Basketball practices	January 10, 2017 - May 25, 2017, Tuesdays from 6pm - 7:30pm	JIS Gym

Faith Comm Church	Kathy Conrad (teacher)	Trivia Night	Saturday, January 28, 2016, 5:30pm - 10:00pm	JES Library or Cafeteria
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A motion was made by Mr. Pontius and seconded by Mr. Showalter to approve the the facilities use requests. The motion carried 4-0.

2016-12-12-07: Approve Personnel/Human Resources

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

Terminations:

Name	Position	School	Effective
Cody Koebel	Asst. Boys Wrestling Coach	JJHS	12.12.16
Pamela Grafton	CDL Bus Driver	BESC	11.18.16
Lexie Banks	Asst. Girls Volleyball Coach	JHS	12.12.16
Mark Miller	BESC Custodian assigned to JIS	JIS	12.29.16 (Retirement)

Hiring:

Name	Position	School	Effective
Todd Cook	6th Grade Boys Asst. Basketball Coach	JIS	12.12.16
Todd Cook	6th Grade Boys Basketball Camp Coordinator	JIS	12.12.16
Josh Miller	6th Grade Boys Basketball Coach	JIS	12.12.16
Brandy Eberhart	JHS Special Ed Aide	JHS	12.12.16
Carol Nichols	BESC Activity Vand Driver	JIS	12.12.16
Todd Cook	6th Grade Boys Asst. Basketball Coach	JIS	12.12.16

Transfers:

Employee Name	From	To	Effective
Larry Newland	Sub-Custodian	Full Time Custodian	12.19.16

FMLA:

There was 1-Certified and 3-Non-certified FMLAs.

Job Openings:

1. Jimtown High School:
Assistant Girls Volleyball Coach (2 Positions)
Winter Percussion Director
Winter Color Guard
Pep Band Director

2. Jimtown Junior High School:
Spell Bowl Coach
Asst. Wrestling Coach

A motion was made by Mr. Showalter and seconded by Mr. Pontius to approve Personnel/Human Resources. The motion carried 4-0.

8. Announcements

Mr. DuBois announced the following upcoming events:

1. Next Regular Board Meeting - Monday January 9, 2016, 7pm @ Baugo ESC.

9. Claims

Upon a motion made by Mr. Pontus and seconded by Ms. Phillips, the board approved the payment of total payroll claims in the amount of \$662,547.31 total regular claims in the amount of \$721,312.86, total clearing claims of \$200,953.74, total bank transfers in the amount of \$0.00 with a grand total claims in the amount of \$1,580,224.58. The motion carried 4-0.

10. Other Business

There was no other business to come before the board.

11. Adjournment

There being no other business to come before the board, Mr. Collins made a motion, seconded by Mr. Pontius to adjourn at 9:00 p.m. The motion carried 4-0.

Andrew Namenye, Secretary
