

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 9, 2017 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, Mr. Michael Showalter and Mr. Eric Ott.

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 December 12, 2016 Board Minutes and Executive Session Minutes.

Upon a motion by Mr. Pontius and seconded by Mr. Showalter, the December 12, 2016 Regular Board Meeting minutes and Executive Session minutes were approved. The motion carried 5-0.

3. Additions or Corrections to the Agenda

There were no corrections or additions.

4. Old Business

There was no old business.

5. Superintendent's Reports/Celebrations

1. Strategic Commitment #1, Financial Updates:

Mr. Perry:

- Fund balances for November 2016:

<u>Fund Balances:</u>	<u>November 2016</u>
General Fund	\$ 609,827
Debt Service	\$1,666,526
Capital Projects w/o tax warrants	\$ 762,014
Transportation w/o tax warrants	\$ 69,891
Bus Replacement Fund	\$ 181,561

2. Strategic Commitment #2, Student Learning: (Director of Learning, Building Principals)

Ms. Deak, Director of Learning:

- WIDA testing opened today. Preparing for 2nd round of Accuplacer and ISTAR (Special Education ISTEP).
- Staff in-service/professional development day last Wednesday with Dr. Sandy Washburn from Indiana University, PBiS.

Mr. Deak, Jimtown Elementary Principal:

- Staff in-service day included a discussion on the employee engagement survey results and a presentation by speech pathologists regarding sensory motor issues versus behavior concerns
- iReady testing began today. Thanks to Dave Griffing as testing is moving along smoothly

Mrs. Brubaker, Jimtown Intermediate Principal:

- All teachers participated in the Google certification test for staff in-service day as well as gathered and discussed data from 1st and 2nd iReady to prep for interventions

Mr. Stout, Jimtown Junior High Principal:

- Lego teams in full swing
- Fluid power teams will attend workshop this week
- Sad news with the regard to the loss of 7th grade student, Tyler Baker McDaniel

Mr. Ziegler, Jimtown High School Principal (grades 11 & 12)

- Professional development went well with Dr. Washburn
- Mr. Kovatch, Jimtown High School Principal (grades 9 & 10)
- Echoed Mr. Ziegler's report that staff in-service day went well

Mr. DuBois, Superintendent:

- Knee deep in work with employee engagement survey results

3. Strategic Commitment #3, Operations: (Mr. Dean, Mr. Southworth and Mr. Griffing)

Mr. Southworth, Director of Facilities/Systems:

- Met with custodial/maintenance staff to discuss custodial expectations and updates to the department procedural handbook
- Smooth sailing with regard to the tech network

Mr. Griffing, Director of Transportation/IT:

- Purchase two new activity vans
- Semi-annual bus inspections this week

6. Board Discussion Items

1. Overview and comments update to policies included in Volume 29, No. 1, Neola (hand out)

7. New Business - Action Items

2017-01-09-01: Board Member Oath of Office

Michele Mathewson, Notary Public, administered the Oath of Office to newly elected board members, Ms. Julie Phillips and Mr. Eric Ott.

#### 2017-01-09-02: Board Reorganization

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. Collins and seconded by Mr. Ott to approve the Board reorganization as proposed. The motion carried 5-0. Officers and members were appointed as follows:

Mr. Caleb Pontius, President  
Mr. Julie Phillips, Vice President  
Mr. Edward Collins, Secretary  
Mr. Michael Showalter, Member  
Mr. Eric Ott, Member

#### 2017-01-09-03: Board of Finance Meeting

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

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

A motion was made by Mr. Collins and seconded by Ms. Phillips 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 9, 2017.

A motion was made by Mr. Collins and seconded by Ms. Phillips to close the Board of Finance Meeting and reopen the Regular Board of School Trustees Meeting. The motion carried 5-0.

#### 2017-01-09-04: Permission to Advertise Annual Performance Report

Mr. Perry asked the board for permission to advertise the Annual Performance Report.

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.

#### 2017-01-09-05 Approve Year End Resolution for Expenditures

Mr. Perry asked the board to approve a Year End Resolution for Expenditures.

A motion was made by Ms. Phillips and seconded by Mr. Collins to approve Year End Resolution for Expenditures. The motion carried 5-0.

2017-01-09-06 Approve 2017 Corporation Treasurer

Mr. DuBois asked the board to approve Mr. Bruce Perry as 2017 Corporation Treasurer.

A motion was made by Mr. Collins and seconded by Mr. Showalter to approve Mr. Perry as 2017 Corporation Treasurer. The motion carried 5-0.

2017-01-09-07 Approve 2017 Corporation Deputy Treasurer

Mr. Perry asked the board to approve Mrs. Nancy Winnicki as 2017 Corporation Deputy Treasurer.

A motion was made by Ms. Phillips and seconded by Mr. Collins to approve Mrs. Winnicki as 2017 Corporation Deputy Treasurer. The motion carried 5-0.

2017-01-09-08 Approve 2017 Administrative Travel

Mr. Perry asked the board to approve administrative travel for 2017.

A motion was made by Mr. Collins and seconded by Ms. Phillips to approve 2017 administrative travel. The motion carried 5-0.

2017-01-09-09 Approve 2016 Change Order for Jimtown HS Tennis Court Renovation

Mr. Perry asked the board to approve change order totalling \$5,345.00 regarding the 2016 tennis court renovation project. Total project cost of \$646,795.00. A \$40,855.00 reduction from original bid award.

A motion was made by Mr. Showalter and seconded by Mr. Collins to approve the 2016 change order for Jimtown HS tennis court renovation. The motion carried 5-0.

2017-01-09-10 Approve 2016 Change Order for Jimtown Elementary School Renovation

Mr. Perry asked the board to approve Change order #2 totalling \$25,755.94 regarding the 2016 Jimtown Elementary School project. With consideration of contingency allowance and hinge project allowance the total project cost came in at \$738,698.94. \$19,360.06 less than approved.

A motion was made by Mr. Collins and seconded by Mr. Showalter to approve the 2016 change order for Jimtown Elementary School renovation. The motion carried 5-0.

2017-01-09-11 Approve Purchase of Two Activity Vans

Mr. Perry asked the board to approve the purchase of two activity vans.

A motion was made by Mr. Showalter and seconded by Mr. Ott to approve the purchase two activity vans. The motion carried 5-0.

2017-01-09-12 Approve Project Lead the Way Courses

Ms. Deak asked the board to approve the following Project Lead the Way courses for Jimtown HS:

- Introduction to Engineering Design
- Principles of Engineering
- Engineering Design and Development
- Principles of Biomedical Science
- Human Body System
- Medical Invention
- Biomedical Innovation

A motion was made by Mr. Collins and seconded by Ms. Phillips to approve the Project Lead the Way courses for Jimtown HS. The motion carried 5-0.

2017-01-09-13 Approve Donation

Mr. Perry asked the board to approve a donation from Feed the Children in the amount of \$1,104.26.

A motion was made by Mr. Showalter and seconded by Ms. Phillips to approve the donation. The motion carried 5-0.

2017-01-09-14: Approve Fundraiser

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

<b>Organization</b>	<b>School</b>	<b>Start Date</b>	<b>End Date</b>	<b>Activity</b>	<b>Purpose</b>
JJHS Yearbook	JJHS	January 11, 2017	January 24, 2017	Sale of magazines and cookie dough.	Lower cost of books sale price and replace cameras.

A motion was made by Mr. Collins and seconded by Mr. Showalter to approve the fundraiser. The motion carried 5-0.

2016-01-09-15: Approve Personnel/Human Resources

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

**Hiring:**

<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Effective</b>
Kathy Baughman	Pep Band Director	JHS	01.09.17
Kristin Tobias	Winter Color Guard Director	JHS	01.09.17
Jessica Ake	CDL Bus Driver	BESC	01.09.17
William Moyer	Asst. Wrestling Coach	JJHS	01.09.17

**Conference Leave:**

<b>Employee Name</b>	<b>Conference Activity</b>	<b>Dates</b>	<b>Destination</b>
Rebecca Snider	IN Musics Educators Assoc. PD Conference	January 13 & 14, 2017	Ft. Wayne, IN
Shaunte Williams, Gene Johnson	P/E Health Textbook Caravan	January 24, 2017	Swan Lake, Plymouth, IN

**Other:**

All certified administrators, Director of Finance, and 12 month Administrative Assistants are eligible for \$1,000.00 or "step up" pay increase if rated as effective or highly effective.

**Job Openings:**

1. Jimtown High School:  
Assistant Girls Volleyball Coach (2 Positions)  
Winter Percussion Director
2. Jimtown Junior High School:  
Spell Bowl Coach

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

8. Announcements

Mr. DuBois announced the following upcoming events:

1. Next Regular Board Meeting - Monday January 23, 2017, 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 \$641,476.04 total regular claims in the amount of \$3,278,126.89, total clearing claims of \$179,330.86, total bank transfers in the amount of \$0.00 with a grand total claims in the amount of \$4,098,933.79. The motion carried 5-0.

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. Pontius made a motion, seconded by Mr. Collins to adjourn at 8:07 p.m. The motion carried 5-0.

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Edward Collins, Secretary

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