

MSD OF NEW DURHAM TOWNSHIP

School Board Meeting

Minutes of January 15, 2020

Executive Session: **None**

Those in Attendance:

Board Members

Vickie Hannon
Wayne Hodge
Karen Jedrysek
Mark Parkman
Lynn Wilson

Staff

Sandra Wood, Superintendent

Absent:

None

BOARD OF FINANCE SESSION

1) Call to Order

Mrs. Jedrysek, Board President, called the meeting to order at 6 p.m.

2) Roll Call

3) Election of President and Secretary of Board of Finance

It was recommended that the President and Secretary of the Board of Finance be the same as the President and Secretary for the Board of Directors for 2020. The nominations included: Karen Jedrysek, President, and Lynn Wilson, Secretary.

A motion to approve the president and secretary of the Board of Finance, as presented, was made by Mrs. Hannon and seconded by Mr. Parkman. Motion carried.

4) Investment Report

Superintendent Wood reviewed the Investment Report, which covers all of the investments that were brought in 2019, primarily consisting of interest earned in the different accounts that we have broken down by the different funds and accounts. On the second page, there are totals broken down by month. The last page shows the total revenue, expenditures, and total fund balance.

A motion to accept the investment report, as presented, was made by Mrs. Hannon and seconded by Mrs. Wilson. Motion carried.

5) Review of Investment Policy

Annually we are required to review our investment policy, which included in the Board folder online. Policy 6144, Investment Income, which basically states that the school board authorizes the treasurer or superintendent to make investments of available monies from several funds of the district in bonds, bills, or notes of the United States, Certificates of Deposit, or any other financial instrument authorized by Indiana law. It is just a review unless it needs to be revised.

6) Review of Financial Condition of School Corporation

This is a new requirement beginning in 2020 to review the Distressed Unit Appeals Board (DUAB) financial indicators. Superintendent Wood reviewed each of the charts, which are available online, and provided a brief overview. Page 1 shows the average daily membership, which shows that we have steady enrollment. It shows enrollment trends through 2011-2019. On page 2 the financial charts show calendar year 2018, so it's important to note that it's a full year behind where we currently are, so this is a fund balance chart, which shows the fund balances at the end of calendar year 2018. It's broken down by funds, and in 2018 were still in the old system of funds, so it's not a very good comparison of where we are right now and the way that our funds are set up. Page 3 is the annual deficit surplus. The green column on this chart shows money that is coming in or the revenue, and the blue is the money going out or expenditures, then the yellow line shows the deficit surplus, where we want to see in the positive to show that we are bringing in more money than we are spending. That has been the case for the last two years, so we are in good shape there. Page 4 is fund balances as percent of expenditures, or the money that we have in our fund balances shown as a percentage of our annual expenditures totally that we are spending in all of the different funds. As you can see in 2018, we could carry 14.4% of our expenditures with no additional funding coming in. Again, we are in good shape in that regard. Page 5 shows comparison of tuition support per child as compared to the amount of money we were sending from the general fund per child. The green line is the money that we received per student. The orange is the money we spend per student, and that is only out of the general fund. The green line is higher than the orange, which shows that we are spending less than we're receiving, so we're keeping our account in the black. Page 6 is a revenue chart that shows total revenue by fund, so all funds are factored in, and it shows the comparison of where the revenue is going into each fund. The state revenue is the largest chunk of that graph, and that would be money that we receive from the state for the general fund and now for the education fund. Following that is the local tax dollars. Page 7 doesn't apply to us. It is a referendum chart, and since we do not have an operating referendum, we have no information there. The last page is the general fund salaries and benefits as a percent of the general fund expenditures, so it is the percentage of the general fund that we're spending only on salaries and benefits for employees. Keep in

mind that this really isn't relevant information anymore because we no longer have a general fund. When we see this chart next year, most likely they will show us this chart in relation to education fund, and you'll see that the percentage will likely be much higher because we are much more limited now with what we are able to spend out of the education fund. It was noted that Westville is not on the DUAB radar at all.

It is good to see that since 2016 the rainy-day fund has been increasing. Our deficit surplus is going in the right direction. It is apparent that a lot of time and energy has gone into managing our budget well.

REGULAR SESSION

1) Call to Order

The meeting was called to order at 6:08 p.m.

2) Pledge of Allegiance

3) Roll Call

4) Election of Officers

- 1) President – Karen Jedrysek**
- 2) Vice President – Vicki Hannon**
- 3) Secretary – Lynn Wilson**
- 4) Deputy Secretary – Mark Parkman**

A motion to approve the election of officers, as presented, was made by Mr. Hodge and seconded by Mrs. Wilson. Motion carried.

5) Treasurer and Purchasing Agent

- a. Recommendation to Approve Terri Stachowiak as Treasurer and Purchasing Agent**

A motion to approve Terri Stachowiak as Treasurer and Purchasing Agent was made by Mrs. Hannon and seconded by Mr. Parkman. Motion carried.

6) Deputy Treasurer

- a. Recommendation to Approve Kathy Riffett as Deputy Treasurer**

A motion to approve Kathy Riffett as Deputy Treasurer was made by Mrs. Wilson and seconded by Mrs. Jedrysek. Motion carried.

7) Board Attorney

a. Recommendation to approve William Kaminski of Newby Lewis Kaminski and Jones as Board Attorney

A motion to approve William Kaminski of Newby Lewis Kaminski and Jones as board attorney was made by Mr. Hodge and seconded by Mrs. Wilson. Motion carried.

5) 2020 Meeting Dates and Times

a. Recommendation to Continue Monthly Board Meetings on the Second Wednesday of the Month at 6:00 p.m.

A motion to approve continue monthly boards meetings on the second Wednesday of the month at 6:00 p.m. was made by Mrs. Wilson and seconded by Mrs. Wilson. Motion carried.

6) Community Input – Persons wishing to make the board aware of suggestions, ideas, and/or comments may address the board at this time. Comments that involve personnel or students must be discussed in private.

There was no community input.

7) Superintendent's Report

Middle/High School Good News Report

Mrs. Schnick introduced Trevor Henkel, who provided the Good News Report for the middle and high schools. After Trevor's report Mrs. Grismer will discuss her AP Biology class.

Good evening. My name is Trevor Henckel and I am here tonight to present the Good News Report for the middle and high school. I am here on behalf of the science department.

I want to begin by wishing everyone a happy new year! I hope that you all had a wonderful break.

Since the last meeting, we had homecoming. It was a very fun day with a pep session, followed by the game and dance. Mr. Smith and the student council did a wonderful job on the theme, "The Nightmare Before Christmas." We also had finals and hosted a present wrapping fundraiser.

Since coming back from break, we started a new semester. Every Tuesday and Thursday we now have a program called the After School Assistance Program where students in grades K-12 can attend for after school help and collaboration. We have had a great turn out so far and look forward to continuing this program throughout the rest of the year.

This past Friday Mrs. Wagner was recognized as Westville's first ever *Teacher of the Month!* Dr. Wood, Mrs. Schnick, and Mr. Dean surprised Mrs. Wagner during first hour with a trophy! We are so thankful for Mrs. Wagner and all that she does for our school. We appreciate her willingness to always go above and beyond for our students and her contagious laugh that can often be heard down the hall.

Last weekend the Science Olympiad team competed. Congratulations to students Devon Holmes and Julia Kozub who took home first in Food Science. Students Kylie Currin and Ryan Lipsett also got third place in Elastic Launch Glider. DECA also competed last weekend. We had 31 out of 41 students place. Congratulations to both clubs!

Also, congratulations to John Pavolka for advancing from sectionals to regionals in bowling. He will compete this Saturday. The boys bowling team finished the season fourth out of 12 teams.

We would like to invite you to girls' senior night for basketball this Thursday. The JV game begins at 5:30 p.m. We're having a pep session Friday for PCC. The dance and cheer contest is Saturday at 10:00 a.m. at Boone Grove, and the games are next week with the girls playing Monday at Morgan at 7:30 p.m. and the boys play Thursday at Hebron at 7:30 p.m. We hope to see you there!

Thank you for listening to all of the great things happening in our school. I would now like to introduce Mrs. Grismer who is going to talk about our science program.

Mrs. Grismer presented to the board about what is happening in AP Bio. She shared a project that was recently completed. AP Biology is an intense class that covers a lot of material. Students will be tested rigorously in a couple of months. One of the things covered in extensive detail is cellular respiration and photosynthesis. In previous years we would cover in great detail the structures involved with the processes. This year the AP exam has changed, and it's not quite as involved, but the students still get to experience some of that and see some of the processes occurring. Students need more of an overview of the processes. As a way to wrap that together, the students created children's books about photosynthesis, and the students presented them to a 4th grade class that was just finishing up their section on photosynthesis. The students did a great job!

Mrs. Emily Wagner was recognized and honored as the first Blackhawk Teacher of the Month for the month of January. The individuals were brought to all of the teachers for peer nominations. Mrs. Wagner was nominated, and her nomination was read out loud.

Teachers and students were dismissed from the meeting.

Superintendent Wood advised of recent publicity in the newspaper. First the 2019 graduation rate was released by the state right before the new year. This year both the state and federal rate was the same at 91.46%. The graduation rate is calculated with the 9th grade cohort, so a lot of people tend to think that the graduation rate is just the number of seniors that you had that year that actually walked on graduation. Our graduation rate is actually calculated according to the group of students who enter our school as freshmen and how many of those students graduate four years later. It can be misleading if we lose students who move out of state or if they go to home school and we don't receive information back from those families.

Superintendent Wood shared the federal report card. It is not the state accountability report where we receive a letter grade, which is what the state uses for accountability purposes and what we utilize for our teacher evaluations. The federal report card is required by the, Every Student Succeeds Act (ESSA). The calculations for this report card are different from what the state looks at, but we are required by ESSA to also comply with it. Instead of having a letter grade, you get a distinction on how close you are to expectations. We are in the category of, approaching expectations. It is a detailed report, and Superintendent Wood included a sheet at the end that breaks down all of the different categories. If there are questions, please contact Superintendent Wood.

The next document provided by Superintendent Wood was information that was released by the state that breaks down expenditures according to federal and state or local money that comes in, so you can see where we are spending our money based on school building. In the federal column, we spend more money at the elementary and that's due to the Title I programs, and then at the state level we are spending slightly more money at the high school, and that would be attributed to the more specialized programs that we offer at that level. Our spending is in line with what we expect to see in most school corporations throughout the state.

The last item in the folder is information regarding gas and electric expenditures as we are monitoring with our solar panels. Having completed the 2019 calendar year, a breakdown was provided from 2017, 2018, and 2019 and what was spent on gas, electric, and total bill. Next month Performance Services will be here to give a presentation on our actual solar that was generated and how much money in savings we received from that and how that effected the projections they had originally given us in 2017 when this project was started.

8) Presentation by Pooja Shrethsa of Bakertilly Regarding Financing Options for Construction Project

Superintendent Wood introduced Pooja Shrethsa of Bakertilly who reviewed the financial presentation regarding the tax impact of the construction project. As we approach the point of the selling of the bonds, we will need to make the decision between the two options and how those payments are paid back. The two options, Scenario A and B, that have been discussed in the past, were available for review as well as the pros and cons of each option.

A question and answer period followed with Ms. Shrethsa. Superintendent Wood noted that the decision on which scenario to go with would need to be solidified by mid-February before the offering documents are sent out for the bonds.

9) Approval of December 11, 2019 School Board Meeting Minutes

A motion to approve the minutes of the December 11, 2019, School Board meeting was made by Mr. Hodge and seconded by Mrs. Jedrysek. Motion carried. Mrs. Wilson abstained from the motion.

10) Personnel

A. Resignations

1. There were no resignations to report.

B. Recommendations

1. 5th and 6th Grade Girls Basketball Coach/Kenneth Pepper
2. Part-Time Custodian/Jamie Bowers
3. Elementary IA – Media Center/Jill McEwan
4. Strength Coordinator (Winter)/Molly Ochall

The strength coordinator is for the students and staff at this time. At this time, it has not been opened up to the public. There is not a time frame set yet for rolling out to the public.

A motion to accept all personnel recommendations as slated above was made by Mr. Parkman and seconded by Mr. Hodge. Motion carried.

11) Professional Leave Requests

1. Professional Learning Communities at Work Institute/Alissa Schnick, Kyle Dean, Brian Ton

2. **IMEA Professional Development Conference/Erin Sharpe, Candace Archer**
3. **Winter Institute-HR/Kathy Riffett**
4. **School Safety Conference Part 2/Kyle Dean, Andrew Eubank**
5. **Indiana Principal Leadership Institute/Alissa Schnick**

A motion to approve the professional leave requests as presented above was made by Mrs. Wilson, seconded by Mrs. Hannon. Motion carried.

12)Donations

- 1) **Desila Rosetti with Organizational Development Solutions/\$1,000 MS/HS**
- 2) **Westville Tri Kappa/\$450 Secondary Arts Program**
- 3) **WV Elementary PTO-The School Store Organization/\$3,755.00 WV Elementary Teachers**

A motion to approve the donations as listed above was made by Mr. Parkman, seconded by Mrs. Wilson. Motion carried.

13)Approval of 2020 Mileage Rate

A motion to approve the 2020 mileage rate for business travel at \$.57.5 was made by Mrs. Wilson and seconded by Mr. Parkman. Motion carried.

14)Approval of Non-Athletic Bus Trip Pay Rates

This item will be tabled to the February board meeting.

15)Approval of 2020 Non-Certified Pay Rates

State Board of Accounts requires approval of non-certified pay rates each year. The document shows a breakdown of every non-certified employee and the rate of pay they receive. This is after all increases that were approved last month. This is approving the pay rates for the 2020 calendar year.

A motion to approve the 2020 non-certified pay rates, as presented, was made by Mrs. Hannon and seconded by Mrs. Wilson. Motion carried.

16)Approval of Ice Miller Engagement Letter

Ice Miller is the legal firm that the corporation works with through any bond issues that helps to oversee the bond process. We work with them on several things, so the engagement letter is not specific to this particular project, but we will be utilizing their

services quite a bit as we move forward with the process of issuing these bonds, but this is something they send out to all of their clients for approval as we move forward with our engagement with them. This covers any work that we would require them to help us with that may come up throughout the course of a school year.

A motion to approve the Ice Miller engagement letter, as presented, was made by Mr. Parkman and seconded by Mrs. Jedrysek. Motion carried.

17)Approval of Owner-Contract Agreement with Moisture Management for 2020 Roof Project

This portion of the project, managed through Moisture Management, which is separate from Schmidt & Associates, who is overseeing the other components of this project that will happen next summer, and the bids that were sent out back then, we were able to retain that bid with an increase of just 5% from what the original bid was that we received in 2017. This is the owner contract agreement to officially move forward with the re-roofing project for this summer, which includes roof sections 2 and 4, and note in Article IV, the total cost of the actual roof work is \$902,375.

A motion to approve the Owner-Contract Agreement with Moisture Management for 2020 Roof Project, as presented, was made by Mrs. Hannon and seconded by Mr. Parkman. Motion carried.

18)Adopt Resolution Determining Need for Project

The next three are resolutions related to the project that we are moving forward with for this summer. The Board needs to consider the financing for the renovation and improvements for Westville Elementary and Westville Middle/High School. The Board should adopt this resolution, which is the resolution determining the need for the project. They were posted last week.

A motion to adopt resolution determining the need for project was made by Mr. Hodge and seconded by Mrs. Jedrysek. Motion carried. Mr. Parkman abstained from the motion.

19)Adopt Resolution Approving Preliminary Plans, Form of Amendment to Lease and Authorizing Publication of Notice of Hearing in Lease

The Metropolitan School District of New Durham Township School Building Corporation has approved and submitted to the school corporation a proposed form of sixth amendment to lease, which proposed form of sixty amendment was examined by all the members of the Board. If there is any discussion on this proposed form of sixth amendment, then Dr. Wood recommends approving the resolution and the publication of the Notice for the Hearing.

A motion to adopt resolution approving preliminary plans, form of amendment to lease and authorizing publication of notice of hearing in lease, as presented, was made by Mrs. Wilson and seconded by Mrs. Hannon. Motion carried.

20) Adopt Resolution Reapproving Formation of Building Corporation

The Metropolitan School District of New Durham Township School Building Corporation was previously formed to assist the school corporation in the financing of certain projects. Dr. Wood asked for discussion of the proposed building corporation and then proposed approval of resolution reapproving the formation of the building corporation.

A motion to adopt resolution reapproving formation of building corporation, as presented, was made by Mrs. Hannon and seconded by Mrs. Wilson. Motion carried.

21) Resolution Authorizing Inter-Fund Transfers and Fund Cleanup

Dr. Wood reported that in December 2019 we received notification from the State Board of Accounts that there are several funds that we had been utilizing that no longer are able to be used. In order to fix and clean up, we need to move the money from the old fund numbers into new funds, so we will be transferring some funds into new funds even though it's not a change of money from one fund to another. This includes a total of nine funds.

A motion authorizing inter-fund transfers and fund cleanup, as presented, was made by Mrs. Wilson and seconded by Mrs. Hannon. Motion carried.

22) Financial Report

A motion to approve the financial report, as presented, was made by Mrs. Wilson and seconded by Mr. Parkman. Motion carried.

23) Correspondence

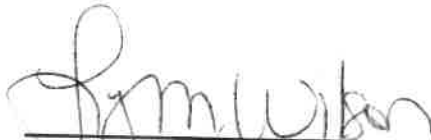
There were two letters of correspondence. One was to the Board of Trustees thanking them for remembering the staff at Christmas time, for the Blackhawk thermal mug from Terri. The other was a thank you from Westville Middle/High School thanking Desila Rosetti with Organizational Development Solutions for the very generous donation to our school. The funds will be used to support our students and provide them with new opportunities. That was from Alissa Schnick to middle school, high school staff and students.

24)Adjournment

Mrs. Jedrysek adjourned the meeting at 7:14 p.m.

Next Regular Meeting Date:

Wednesday, February 12, 2020 – 6:00 p.m. in the Media Center



Lynn Wilson, Secretary



Date

