

**EAST ALLEN COUNTY SCHOOLS
SCHOOL BOARD
MINUTES OF REGULAR MEETING
NOVEMBER 18, 2008**

At a meeting held in the Library at New Haven Middle School, 900 Prospect Avenue, New Haven, Indiana, the Board of School Trustees of East Allen County Schools met at approximately 6:30 p.m. on November 18, 2008, with the following members present:

Stephen L. Terry, Sr., President
Janice A. Kelly, Vice President
Leland L. Etzler, Secretary
William D. Hartman
Alyssa Lewandowski
Richard A. Allgeier (arrived at 6:50 p.m.)

The following EACS Administrators were in attendance: Dr. M. Kay Novotny, Superintendent; Dr. Janet MacLean, Deputy Superintendent; Mr. Kirby Stahly, Chief Financial Officer; Mr. J. Timothy McCaulay, General Counsel; Mrs. Connie DeLong, Executive Director of Special Services; Dr. Jeanne Zehr, Title I Area Administrator; Mrs. Peggy J. Rohrbacher, Director of Human Resources; Dr. James Hendrix, Title I Program Area Assistant Administrator; Mrs. Juanita Tolbert, Director of Early Intervention; Mrs. Lois Goeglein, Manager of Financial Services; and Mrs. Tamyra L. Kelly, Public Relations Liaison. Also present were Mr. Pete Downey, Principal, New Haven Middle School; Mr. Gregory M. Geise, President of EAEA; and approximately 20 people representing employees, students, patrons and the media.

President Stephen Terry called the meeting to order.

The minutes of the November 3, 2008 Regular Board Meeting were approved as presented.
The minutes of the November 3, 2008 Executive Session were approved as presented.
The minutes of the November 11, 2008 Work Session were approved as presented.

The Agenda was approved with the addition of addendums to 6.3 Donations, Gifts, and Extracurricular Expenditures, 6.4 Personnel Report, 6.5 Meetings and Conferences, and the addition of 4.2 Information Item – EACS and The School Improvement Partnership, Inc. Agreement; 5.8 Board Non-Economic Proposal #1; and 6.14 EACS and IKON Professional Services; and the deletion of 5.4 Revised Board Compact.

Recognitions:

- Cedarville Elementary School sponsored a Hat Day when anyone wishing to wear a hat to school could do so for only \$1.00. Proceeds from Hat Day were donated to Carley Hoffman's family to help offset the medical expenses she has incurred. Cedarville students raised \$525.00. Leo Elementary School also held a Hat Day raising \$725.35 for the family.

(Currently, 3-year old Carley Hoffman is battling Stage 4 Neuroblastoma cancer. Carley's family has a long history of service to East Allen County Schools. Sharon

Smith, Carley's cousin, is a Special Education teacher at Paul Harding High School. Carley's grandfather, Carl Berry, is Head Custodian at New Haven High School. Her great-uncle, Ben Berry, is a Custodian at Leo Elementary School. Al Berry, Carley's great-grandfather was a long time custodian for EACS, and her great-grandmother, Rhea Berry, was a cafeteria worker at Southwick Elementary School for many years.)

- Two Leo Elementary School teachers – Ms. Danielle Newman and Mr. Eric Reynolds - were recently awarded a 2008 ITT Excellence in Education award. They will receive \$2,000 for their project - "K'NEX – Kids Navigating Extraordinary eXpectations" by ITT Industries and the Allen County Education Partnership. They will be presented a certificate at a later date.

Spotlight on Education:

The Title I team provided an overview of how these federal dollars assist four East Allen County Schools to meet academic needs. A PowerPoint presentation was given and handouts were provided for the Board.

Section 2.0 Discussion Items

2.1 Administrative Contracts

The Board began discussion regarding moving all Administrators to one year contracts in light of the Strategic Planning process moving forward and to give the incoming Superintendent flexibility in making personnel changes. If this change is made, Board Policy will need to be changed. Further discussion will be held at a future Board meeting. Mr. Allgeier stated he would support this change but would like to see the Board reinstate the practice of offering 2-year contracts to Administrators once the new Superintendent is onboard and settled.

2.2 Revised Board Policy – Appendix H - Meet and Confer Timeline

The Board requested that this Appendix be revised at the November 3rd Board meeting as a result of the Secretaries' group request that the Board move their deadline for holding Meet and Confer, relating to economic issues, to May prior to the end of the school year. They believe this would facilitate better communication and attendance. Management concurs with the proposed change.

2.3 Proposed Revised Mission and Vision Statements

Mr. Allgeier stated that he prefers the current Mission statement, but he will not oppose the new version.

2.4 Revised Board Compact

The formal vote was tabled until the December 2nd Board meeting.

2.5 MLK Montessori School Lease Continuation

To better serve their staff and students, Village Elementary School needs to utilize the space that MLK Montessori School is currently occupying. The Superintendent recommends that this lease be terminated at the end of the 2008-09 school year. The relationship between EACS and MLK Montessori School has been a wonderfully positive and collaborative relationship.

2.6 Meet and Confer 2008 Update – Non-Economic Issues

This information was originally given to the Board at the November 3rd Work Session. Also up for discussion are two proposals from the Paraprofessional group concerning non-economic issues (Section 19) which addresses the filling of vacancies. Management opposes both proposals. These proposals are presented as Action Items (5.6 and 5.7) later in this meeting.

2.7 Framework for Strategic Planning Process

Dr. Novotny gave a PowerPoint presentation regarding the Strategic Planning Process and a tentative timeline.

Section 3.0 Public Expressions

None

Section 4.0 Information Items

4.2 Incidental Information

- EACS Community Leadership Academy - Mrs. Tamyra Kelly, Public Relations Liaison, provided details of the new 7-week EACS Leadership Academy that will begin in February.
- Promulgation of Revised Administrative Policy 3560 - Public Records Retention/Disposition (see Exhibit A, incorporated herein).
- Promulgation of New Administrative Policy 3570 - E-Mail Retention, Preservation, and Storage Policy (see Exhibit B, incorporated herein).
- Promulgation of Revised Administrative Policy 6108 - Acceptable Use Policy - Access to Electronic Information, Services and Networks (New Section 4 and Exhibit A) (see Exhibit C, incorporated herein).

The following information was given to the Board as information, with formal action recommended at the December 2, 2008 Board meeting:

- Apply For and Receive Response to Intervention (RTI) Funds
- Architect Recommendation – Leo Elementary School HVAC Project
- Architect Recommendation – Feasibility Study
- EACS and The School Improvement Partnership, Inc. Agreement

The monthly Financial Status Report of the General Fund and Transportation Fund, along with the Financial Report, and the Food Service Activity Report were provided to the Board.

Section 5.0 Action Item

- 5.1 Authorization for Superintendent to Issue Preliminary Notice of Non-Renewal of Certain Administrators Contracts.

Mr. Allgeier made a motion to authorize the Superintendent to issue written preliminary notice of the Board's consideration of nonrenewal to those administrators in the School Corporation whose administrative contracts may not be renewed as recommended by the Superintendent. Vice President Kelly seconded the motion and it was unanimously approved.

- 5.2 Approval of Revised Board Policy – Appendix H – Meet and Confer Timeline (see Exhibit D, incorporated herein).

Vice President Kelly moved to approve as presented. Mr. Etzler seconded the motion and it was unanimously approved.

- 5.3 Approval of Revised Mission and Vision Statements (see Exhibit E, incorporated herein).

Vice President Kelly moved to approve as presented. Mr. Hartman seconded the motion and it was unanimously approved.

- 5.4 Approval of Resolution Re: MLK Montessori School Lease Continuation (see Exhibit F, incorporated herein).

Vice President Kelly moved to approve as presented. Secretary Etzler seconded the motion and it was unanimously approved.

- 5.6 Meet and Confer Area of Disagreement - Paraprofessional Non-Economic Proposal #1

Open discussion was held with Board members, Mrs. Marsha Sherwood (representing the Paraprofessionals Group), and General Counsel Mr. Tim McCaulay regarding the Paraprofessional's Proposal #1 and Proposal #2. Board consensus was to strike the last sentence of Proposal #1, creating Action Item 5.8 Board Non-Economic Proposal #1.

President Terry asked for a motion to accept the Paraprofessional Non-Economic Proposal #1. The proposal died for lack of a motion.

5.7 Meet and Confer Area of Disagreement - Paraprofessional Non-Economic Proposal #2

Proposal #2 died for lack of a motion.

5.8 Board Non-Economic Proposal #1 (see Exhibit G, incorporated herein).

Discussion occurred. Vice President Kelly moved to accept this Proposal as presented. Ms. Lewandowski seconded the motion. The motion failed 3-3, with President Terry, Vice President Kelly, and Ms. Lewandowski voting for the Proposal, and Mr. Etzler, Mr. Hartman, and Mr. Allgeier opposed.

Section 6.0 Consent Items

Vice President Kelly moved to approve the consent items with addendums as presented. Mr. Etzler seconded the motion and it passed unanimously. The following consent items were approved:

6.1 Approval of payroll claims for the payroll period ending October 10, 2008 in the amount of \$2,073,236.93; and for the payroll period ending October 24, 2008 in the amount of \$2,071,075.05.

6.2 Approval of vendor claims: 248528-248811, 247818-247838, 248480-248492; manual checks 5422-5433, 17566-17575; and electronic transfers 100108, 100808, 101508, 102208, 102908, 103008, 000847-000873, totaling \$3,666,778.10.

6.3 Approval to New Haven Middle School to accept a donation in the amount of \$30.89, from Target's "Take Charge of Education" for their Student Activities fund.

Approval to the Title I Department to accept a donation in the amount of \$500.00, from International Truck and Engine Corporation. Monies are to be used towards the purchase of materials for early intervention childcare providers.

Approval to Highland Terrace Elementary School to accept a donation in the amount of \$1,500.00 from the Dollar General Corporation, to support their youth literacy program. Classroom books will be purchased based on the needs of HIEL's ENL and struggling/reluctant readers.

Approval to Cedarville Elementary School to accept a donation in the amount of \$7,800.00 from Leo Elementary School PTO. Funds are to be used for the purchase of two (2) Smart Boards, the projectors, and the installation in the classrooms.

Approval to New Haven High School to accept a donation in the amount of \$2,000.00, from Mr. Kevin Gerbers, for a one-time scholarship.

- 6.4 Approval to extend offer of employment to Ms. Tanya VanBrocklin, as a temporary elementary teacher to fill the FMLA/child rearing leave of absence for Mrs. Tracey Mull at Harlan Elementary School, for the remainder of the 2008-09 school year.

Approval to extend offer of employment to Ms. Kara Venderley, as a full time ESL teacher at Southwick Elementary School, for the remainder of the 2008-09 school year.

Approval to extend offer of employment to Ms. Nicole Knott, as a full time elementary teacher at Village Elementary School, for the remainder of the 2008-09 school year.

Acceptance of resignation of Mr. Anthony Harper, paraprofessional at Paul Harding High School, effective October 31, 2008.

Approval of rescindment of medical leave of absence for Mrs. Sandra Moore, food service employee at New Haven Elementary School, which was approved on November 3, 2008.

- 6.5 Approval of Meetings and Conferences (see Exhibit H, incorporated herein).
- 6.6 Approval to Apply For and Receive 2009 Lilly Endowment Teacher Creativity Fellowship Program Grant (see Exhibit I, incorporated herein).
- 6.7 Approval to Apply For and Receive 2008-09 Refugee Children School Impact Program Grant (see Exhibit J, incorporated herein).
- 6.8 Approval to Pay Year-End Claims (see Exhibit K, incorporated herein).
- 6.9 Approval of Revised Administrative Policy 4212.5 - Food Service Employees (Sections 7 and 8) (see Exhibit L, incorporated herein).
- 6.10 Approval of Revised Administrative Policy 4215 – Secretaries (Sections 15 and 18) (see Exhibit M, incorporated herein).
- 6.11 Approval of Revised Administrative Policy 4215.5 – Paraprofessionals (Sections 19 and 23) (see Exhibit N, incorporated herein).
- 6.12 Approval of ACELINK Memorandum of Understanding (see Exhibit O, incorporated herein).
- 6.13 Approval of Resolution Re: Bid for Purchase of Gasoline and Diesel Fuel (see Exhibit P, incorporated herein).
- 6.14 Approval of EACS and IKON Professional Services Agreement (see Exhibit Q, incorporated herein).

Section 7.0 Reports and Comments

The second trimester has started for our secondary schools.

Mr. Allgeier asked that consideration be given to moving the start time of Board meetings to 7:30 p.m. versus 6:30 p.m.

Ms. Lewandowski praised the food service staffs at our schools for taking pride in their work.

The Board thanked New Haven Middle School Principal Downey and his staff for hosting tonight's Board meeting.

Section 8.0 Public Expressions

Mr. Luther Mock, a Heritage Jr./Sr. High School graduate and founder of Four Square Solutions, asked that his company be considered for the Feasibility Study.

Section 9.0 Adjournment

There being no further business, the meeting was adjourned at approximately 8:35 p.m.

These minutes were approved and adopted by the East Allen County Schools Board of School Trustees on December 2, 2008.

EAST ALLEN COUNTY SCHOOLS
BOARD OF SCHOOL TRUSTEES

Secretary

