

The New Castle Community School Board of Trustees met in the Boardroom at the Community Education Center located at 322 Elliott Avenue, New Castle, IN 47362 on November 12, 2018.

Board Members Present: Travis Callaway, Vice President; Jamey Marcum, President; Nannett Polk, Member; Elizabeth Whitmer, Member (via video); Kim Williamson, Secretary

Central Office Administrators Present: Dr. Matthew Shoemaker, Superintendent; Lisa Smith, Assistant Superintendent; Dr. Greg Crider, Attorney; Megan Bell, Director of Finance; Sherri Bergum, Curriculum Director; Jena Schmidt, HR Specialist

Absent: None

Also Present: Approximately 17 staff and community members.

- I. **Call to Order by President Marcum** – the meeting was called to order at 7:00 p.m.
 - a. Roll Call – President Marcum stated all members were present – including Elizabeth Whitmer via video conference.
 - b. Approval of Minutes: October 22, 2018 – Kim Williamson moved to approve the minutes as presented with a second by Nannett Polk. With no discussion, motion carried 5-0.
 - c. Approval of Agenda – Dr. Matthew Shoemaker amended the agenda to include item III d. Recommend Approval to advertise board vacancy. Travis Callaway moved to approve the agenda as amended. Kim Williamson gave the second. With no discussion, motion carried 5-0.
- II. **Communications/Routine Consent Items/Regularly Recurring Reports/Other**
 - a. Public Questions and Comments on Agenda Items – No comments
 - b. Routine Consent Items: Approval of Reports: Travel; Monthly Personnel; Bill Lists #61752 through 61933; Payroll Claims and Donations; and Field Trip Requests – After some questions regarding travel report, Travis Callaway moved to approve the reports as presented with a second by Kim Williamson. With no further discussion, motion carried 5-0.
 - c. Submission on Monthly Corporation Extra-Curricular Receipts and Disbursements and Fund Reports – these do not require approval and no comments were made.
- III. **New Business**
 - a. Recommend Approval of Expenditure Category Goals (HEA 1006) – It was explained these goals are a part of the Annual Performance Report that is published each year in the newspaper. The goals are consistent with previously published goals. Kim Williamson moved to approve the Goals as presented with a second by Nannett Polk. With no discussion, motion carried 5-0.
 - b. Recommend Approval of Increases and/or Stipends for Certified and Support Staff – the Superintendent recommended the approval of increases and stipends for Administration and Support Staff. Documentation of the details is attached. Nannett Polk moved to approve the increases and stipends as presented. Travis Callaway gave the second. With no further discussion, motion carried 5-0.

- c. Approval of New Courses to the High School Curriculum for 2019-2020 – The superintendent and high school principal are recommending approval of five new courses for the 2019-2020 school year. These courses will include: AP Art History, AP German, Creative Writing, Theater Arts II, and Math 10. Dr. Shoemaker also stated other courses may be added in the upcoming months and the recommended courses will be filled by existing staff. Nannett Polk moved to approve the creation of new courses as presented with a second by Travis Callaway. After a brief discussion, motion carried 5-0.
- d. Recommend Approval to Advertise Board Vacancy – Dr. Shoemaker congratulated Cory Bennett on his election to the New Castle School Board. As a result of the elections, Travis Callaway will be resigning his inside seat as he was newly elected for a four year term on an outside seat being vacated by Jamey Marcum. The resignation is a result of Travis Callaway and his family moving outside New Castle city limits. The law states Travis Callaway could have held his position through the end of the term (December 2020) but chose to run for an outside position seat that is within the boundaries of his new home. According to counsel, Travis Callaway will need to resign his current seat effective December 31, 2018. The Board will need to appoint a new member to the board within thirty (30) days to fulfill the remainder of the inside seat. This new appointment will run through December 31, 2020. If the Board does not appoint within the time limits, a city judge will appoint the new member. The eligible candidate must live within the city limits of New Castle. Dr. Shoemaker recommended a process he received from the Indiana School Board Association and asked for permission to advertise the vacancy through January 8, 2019. Travis Callaway moved to approve the recommendation with a second by Nannett Polk. After some discussion regarding process and upcoming meeting dates, the motion carried 5-0.

IV. **Buildings/Grounds/Transportation/Support Services**

- a. Pre-K – A new slogan “Learn Everyday with Parker Pre-K” has been established and signs have been posted around town to advertise the creation of this new program that will begin second semester. The Pre-K class will cover all curriculum domains and it is expected to be a great program for our community. An instructor will be selected and communication will be sent out to prospective students by several different media forms. At this time, transportation will not be provided and twelve slots will be available. There was much discussion.
- b. School Safety Audit – A safety auditor has been assigned to our corporation and will be on-site Tuesday, November 13, 2018. They will look at a variety of areas designed to keep our students and staff safe. A checklist has been provided and the corporation Emergency Plans were well received. The Assistant Superintendent anticipates the audit to go smoothly and informed the Board that protocols must be in place and presented in an age appropriate manner that ensures the safety of our students and preparedness of our staff.
- c. Facilities and Transportation – The Assistant Superintendent stated winterization has been completed and equipment and supplies are available for possible inclement weather. A meeting has been held with personnel from these departments introducing new management and those meetings went well. The corporation is looking at potential software to assist with routing, fieldtrips and other transportation functions. As more information is gathered, details will be

shared with personnel and the School Board. The corporation is cognizant of the safety of our students and is working with the bus drivers to ensure the overall safety during transportation.

- d. Technology – The Board was given a progress report of the Technology Department and briefly discussed E-rate. Also information of upcoming projects was presented to the board. The Assistant Superintendent also stated plans are in place for E-Learning days should that be necessary this year.

V. **Superintendent Report**

- a. Next Regular Session of the School Board will be held on December 10, 2018 at the Danielson Center. This will be the final meeting for President Jamey Marcum and Member Elizabeth Whitmer. A reception will be held from 6:00-7:00 p.m. prior to the regular session which will begin at 7:00 p.m. All public are welcome.
- b. The Trojan Code will be expanded next year to include extra-curricular organizations and clubs. An updated code should be presented in April to become effective the fall of 2019.
- c. A reminder of the Long-Term Planning Task Force will meet tomorrow, November 13 at the Middle School Community Room beginning at 5:00 p.m.
- d. A big thank you to Lisa Smith for her assistance with the Collective Bargaining Agreement for 2018-2019. Dr. Shoemaker would also like to thank the Teacher Association's bargaining team, Jennifer McGowan, Mark Schlotterbeck and Ron Baker. Highlights of the contract were presented.
- e. Congratulations were given to the 2018-2019 Girls Volleyball team for their 2nd State Championship in a row. A student assembly will be held on November 16, 2018 at approximately 2:15 p.m.
- f. Dr. Shoemaker announced the birth of a new grandson and his appreciation to the Veteran's in our community for their service and sacrifice and a thank you to those schools that honored those men and women.

VI. **Budget**

- a. Recommend approval of 2019 Budget (Line 2) Resolution – Megan Bell indicated this is required for the new 2019 budget. Nannett Polk moved to approve the resolution with a second by Kim Williamson. After a brief discussion, motion carried 5-0.
- b. Recommend Approval to Establish Education Fund and Operations Fund – Megan Bell indicated this would become effective January 1, 2019. Kim Williamson moved to approve the recommendation as presented with a second by Nannett Polk. After a brief discussion, motion carried 5-0.
- c. Recommend Approval to Establish Initial Funding for Education Fund – Megan Bell stated the approval for initial funding is required for this newly created fund. This fund will take the place of the current general fund. Nannett Polk moved to approve the recommendation with a second by Kim Williamson. With no discussion, motion carried 5-0.
- d. Recommend Approval to Establish Initial Funding for Operations Fund – Megan Bell stated the approval for initial funding was required for this newly created fund. This fund will take the place

of the current CPF, Transportation and Bus Replacement funds. A motion was given by Kim Williamson with a second by Travis Callaway. With no discussion, motion carried 5-0.

- e. Recommend Approval of the 2018-2019 Collective Bargaining Agreement – Dr. Shoemaker stated the agreement was ratified by the NCEA by a vote of 95-4. He is recommending approval. Travis Callaway moved to approve the Collective Bargaining Agreement as presented with a second by Nannett Polk. After a brief discussion, motion carried 5-0.

VII. Public Questions and Comments

- a. Nancy Dickerson, Teacher – asked is stipends for all employees were included in the recommendation. Megan Bell will send details out to the buildings.
- b. Susan Delay, Teacher – announced a speech tournament will be hosted on Saturday and encouraged all to attend. She also stated the team has been named as part of the top 20% of all programs in the nation. Details will be given to Technology so it can be placed on the corporation web-site.
- c. Mary Brewington, Food Service Manager – thanked Dr. Shoemaker for the extra security in her kitchen and asked about mobile classrooms at Westwood. Dr. Shoemaker stated that the mobile classrooms are used for storage. Ms. Brewington also asked if stipends were included for food service employees. Megan Bell stated the department was included.
- d. Dr. Shoemaker wanted to publically thank Megan Bell and Jena Schmidt for their work in putting together a compensation plan for support staff.
- e. Cory Bennett, newly elected Board Member – expressed his eagerness to begin working with the board and hopefully providing a fresh set of eyes and great ideas.

VIII. Adjournment - With no further items, the meeting was adjourned at 8:08 p.m.

President: _____

Vice President: _____

Secretary: _____