

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 January 14, 2019.

Board Members Present: Travis Callaway, Vice President; Nannett Polk, Member; Kim Williamson, Secretary

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

Also Present: Approximately 16 community members

- I. Call to Order by Vice President Travis Callaway at 6:57 p.m.
 - A. Roll Call - All members were present.
 - B. Swear In Cory Bennett & Travis Callaway - Joel Harvey, Attorney administered the Oath of Office to Cory Bennett and Travis Callaway. Cory Bennett then assumed his official seat on the Board of Trustees.
 - C. Approval of Minutes: December 10, 2018 – Kim Williamson moved to approve the minutes as presented with a second by Nannett Polk. With no discussion, motion carried 4-0.
 - D. Approval of Agenda – Dr. Shoemaker amended the agenda to include items I.c.- Swear In-Cory Bennett and Travis Callaway; and III. B.-Acknowledge Rex Peckinpaugh. Kim Williamson moved to approve the amended agenda with a second by Cory Bennett. Motion carried 4-0.

- II. Communications/Routine Consent Items/Regularly Recurring Reports/Other
 - A. Public Questions and Comments on Agenda Items - No comments
 - B. Routine Consent – Kim Williamson moved to approve routine consent items as previously submitted with a second by Nannett Polk. With no discussion motion carried 4-0. One field trip was included: High School Band to Kings Island on May 4, 2019.
 - C. Submission of Monthly Corporation Extra-Curricular Receipts and Disbursements and Fund Reports - no action necessary - No comments

- II. New Business
 - A. Parker 6th grade students, Makenzie Foga and Madison Johnson shared a holiday writing assignment. Students were from Mrs. Durham’s class.
 - B. Acknowledge Rex Peckinpaugh on 1000 career wrestling team wins. Kim Williamson presented a certificate of recognition and spoke of his coaching accomplishments and congratulated him on his efforts. Rex Peckinpaugh then stated

- his first win came during the 1981-1982 season and he is honored to have been able to coach for a corporation that has always focused on giving opportunities to kids.
- C. The meeting was turned over to Joel Harvey to begin the reorganization process.
1. President – Kim Williamson nominated Travis Callaway for President with a second by Cory Bennett. With no further nominations, Travis Callaway was elected President 4-0.
 2. The meeting was turned over to the newly elected President and he opened the floor for nominations for Vice President. Travis Callaway nominated Kim Williamson for Vice President with a second from Cory Bennett. With no further nominations, Kim Williamson was elected Vice President 4-0.
 3. Secretary – Travis Callaway nominated Nannett Polk for Secretary with a second by Kim Williamson. With no further nominations, Nannett Polk was nominated Secretary 4-0.
 4. Date and Time of Regular Session: Nannett Polk moved to set Regular Session Board Meetings on the 2nd Monday of each month beginning at 7:00 p.m. Cory Bennett gave the second and motion carried 4-0.
 5. Board Appointments: Kim Williamson moved to appoint Nannett Polk as Legislative Liaison with a second by Cory Bennett. Dr. Shoemaker stated this appointment received lots of information through the Indiana State School Board Association. With no further discussion, motion carried 4-0. Kim Williamson moved to appoint Travis Callaway to the Area Career Vocational Board with a second by Cory Bennett. With little discussion, motion carried 4-0.
 6. Nannett Polk moved to appoint Megan Bell as the Corporation Treasurer with a second by Kim Williamson. Motion carried 4-0.
 7. Nannett Polk moved to appoint Leah Melton as the Deputy Treasurer with a second by Kim Williamson. Motion carried 4-0.
- D. Conflict of Interest – Joel Harvey explained the statute as it pertains to Conflict of Interest and stated if a Board Member need to declare a conflict the forms are located in the Human Resource Department and should be completed as necessary.
- E. Approve New Daily Rate for Long-Term Substitutes: Dr. Shoemaker stated this was a compliance issue with Indiana Code. The amount a licensed Indiana teacher would receive as a long-term substitute would increase to \$195 per day. Unlicensed substitutes would remain at \$150 per day. Nannett Polk moved to approve as presented with a second by Kim Williamson. After little discussion, motion carried 4-0.
- F. Addendum to Head Start Contract: Dr. Shoemaker indicated the addendum in necessary as the number of classes has increased and therefore, the amount charged to Head Start will increase accordingly. Kim Williamson moved to approve the

- addendum as presented with a second by Nannett Polk. After some discussion regarding the amount of space that is utilized by Head Start compared to the corporation and what other services the corporation supplies (custodian), motion carried 4-0.
- G. E-Rate: Dustin Chew, Technology Director, explained the process and cost savings associated with E-Rate. He is recommending approval of the quote received by Network Solutions, Inc. for internet services. Nannett Polk moved to approve as presented with a second by Cory Bennett. After much discussion regarding specific items in the quote, motion carried 4-0.
- III. Buildings & Grounds – Updates presented by Assistant Superintendent.
- A. Transportation: Ms. Smith indicated the corporation will be partnering with Transfinder to assist in creating a more efficient process in our Transportation Department. This system will help create routes, increase student safety and overall efficiency in placing students on routes. The corporation is hoping to get things in place for an August start with Transfinder. Ms. Smith also indicated a bid process was not necessary as the contract falls within the limits set by board policy.
- B. Building and Grounds: The maintenance department has been painting, worked on outside lighting and snow removal. There have been upgrades and repairs done in some of our kitchens.
- C. Pre-K: Plans are progressing for our February 4, 2019 start date. The instructor is completing her certification process and the program has received a donation from HOPE Initiative for the curriculum that will be used. A parent meeting will be held on January 31, 2019 and will be open to the public. There was some discussion regarding donations that may still be needed as well as progress toward receiving money from Path to Equality. Ms. Smith indicated the corporation is checking criteria and working to get the credentials necessary for our instructor.
- D. Curriculum Director stated she will be sponsoring a film for all school employees on January 28, 2019 in Bundy Auditorium entitled Paper Tigers. This film follows a year in the life of a high school that has radically changed its approach to disciplining students, becoming a model for how to break the cycles of poverty, violence and disease that affect families.
- IV. Superintendent Report – Updates presented by Dr. Matthew Shoemaker.
- A. Bus Drivers: Reported our bus drivers have been proactive in recognizing unsafe stops and taken the initiative to make sure our kids are safer.
- B. Safety: Stated a quarterly meeting is held with key staff members and our SRO staff. These meetings focus on areas where improvement might be needed in our buildings. Some key changes include reducing the number of open entrances, keys available for our SRO's as well as best practices for visitors and traffic patterns.

- C. Latch Key: Some safety concerns were discussed during Latch Key and a process has been put in place to assist in the security of our buildings during this time.
- D. Secure Entrances: An architect will be presenting during a work session on January 24 regarding this issue. Dr. Shoemaker stated if we want this work to begin in May we need to start the bidding process.
- E. NC News: Dr. Shoemaker asked the community to check the corporation web-site under NC News for upcoming events and meetings. Some include: January 17-Long Term Planning Task Force; January 24-Work Session; February 11-Task Force Presentation to the Board; February 25-Fanning & Howey follow-up presentation; March 4-8-Funding sources work session.
- F. E-Learning: He reminded the community the corporation has one additional weather make-up day (February 18) before e-learning will be utilized.

Nannett Polk stated she recently attended a School Safety Seminar and feels the corporation is being proactive in our efforts. She thanked the corporation for their continued efforts.

- VI. Budget – Corporation Treasurer gave information relating to budget items.
 - A. Recommend Approval of Resolution to Transfer Appropriations: Ms. Bell indicated it was necessary to move funds from two accounts, Technology and CEC, and this may be required twice per year. Nannett Polk moved to approve as presented with a second by Kim Williamson. After little discussion, motion carried 4-0.
 - B. Request Authorization to Void Outstanding and Unpaid Checks: Ms. Bell stated at the end of two years, the corporation requests permission to cancel those checks. A listing was provided. Nannett Polk moved to approve as requested with a second by Kim Williamson. With no discussion, motion carried 4-0.
 - C. Recommend Approval for Balance Transfers: Ms. Bell indicated with the creation of two funds, it is necessary to transfer funds to these accounts. Cory Bennett moved to approve the recommendation with a second by Nannett Polk. With no discussion, motion carried 4-0.
- VII. Public Questions & Comments – The meeting is open for comments.
 - A. Tim Neely, Substitute Teacher: Mr. Neely read a letter he sent to Dr. Shoemaker. He is proposing a preference of substitute assignments to veterans and substitutes who hold a degree. He stated he is retired from the Army with a bachelor degree in history. Travis Callaway thanked him for his service and stated substitute teachers are outsourced, however contact can be made to ask how this may be taken into consideration. Mr. Neely asked that the corporation be fair. Dr. Shoemaker stated his letter would be forwarded to the outsourced company for consideration.

VIII. Adjournment – With no further business, meeting was adjourned at 7:54 p.m.

President: _____

Vice President: _____

Secretary: _____