

Minutes of Public Meeting

July 15, 2019

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 July 15, 2019.

Board Members Present: Cory Bennett, Member; Jennifer Blackford, Member; Nannett Polk, Secretary; Kim Williamson, Vice President

Central Office Administrators Present: Dr. Matthew Shoemaker, Superintendent; Lisa Smith, Assistant Superintendent; Dr. Greg Crider, Attorney; Megan Bell, Chief Financial Officer; Sherri Bergum, Curriculum Director; Jena Schmidt, HR Compliance Officer

Also Present: Approximately 27 community members

- I. Call to Order by Vice President Kim Williamson at 7:00 p.m.
 - A. Roll Call – Four members present – Travis Callaway was not in attendance.
 - B. Approval of Minutes: Regular Session - June 10, 2019 – Cory Bennett moved to approve the minutes as presented with a second by Jennifer Blackford. With no discussion, motion carried 4-0.
 - C. Approval of Agenda – Dr. Shoemaker stated one change had been made to the posted agenda. Item “j” – Approval of Pre-K Student Handbook – under New Business, changes to the Personnel Report and moving item III D to III. C. Nan Polk moved to approve the agenda as amended with a second by Jennifer Blackford. With no discussion, 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 – Cory Bennett moved to approve the routine consent agenda items as presented with a second by Nan Polk. With no discussion motion carried 4-0.
 - C. Submission of Monthly Corporation Extra-Curricular Receipts and Disbursements and Fund Reports - no action necessary - No comments

- III. New Business

Dr. Shoemaker took a few minutes to introduce some newly hired staff: Andy Carter, coach; Brad Pearson, Health and PE; and the transfer of Kelley Cox from the Middle School to Principal at Westwood Elementary School. He also thanked Ms. Cox for her leadership and announced a meet and greet to be held on Sunday, July 28, 2019 at Westwood Elementary School.

 - A. Trojan Award of Excellence – Jacob White – Region 6 Principal of the Year – Jacob White and his family were presented the award. Dr. Shoemaker stated great leaders have tremendous impact and Ms. Bergum shared some of the comments from his nomination. A big thank you was expressed for his continued leadership.
 - B. Career Center Early College Endorsement from University of Indianapolis (CELL) – Sandy Hillman from Ivy Tech presented a banner and endorsement to the New Castle Career Center for their dedication and efforts in achieving this prestigious award. Ms. Hillman stated

this was a major achievement for the career center. She also stated that NCCC is one of 4 endorsed in the state. Congratulations were given.

- C. *Approve Meal Lunch Prices – Megan Bell stated a small increase was necessary to adult meal prices for the upcoming school year. These are based on calculations given to us from the Indiana Department of Education. Cory Bennett moved to approve the increase as presented with a second by Jennifer Blackford. Motion carried 4-0.
- D. Recognize Henry Community Health – Ms. Bergum stated lots of work has been completed to work toward this endeavor for our students. This tele-health program will be a large benefit to our students. Brian Ring from the hospital was in attendance for this presentation. This program will assist in providing both social, emotional and health services to our students at Eastwood Elementary. The goal will be to expand to other elementary schools in the near future. A grant was obtained to purchase the necessary equipment, and the hospital is committed to assisting the corporation in the growth of this program. A mission statement has been developed and shared with the Board. All participants are excited and the hospital is totally invested. This is a wonderful opportunity for our students.
- E. *Approve Support Staff Salary Scale – Megan Bell explained this is a compilation of meeting throughout the school year and presented for approval each year. The Compensation Committee meets with various stakeholders each year to bring a recommendation to the Board for approval. After a few questions Nan Polk moved to approve the salary schedule as presented with a second by Jennifer Blackford. Motion carried 4-0. Dr. Shoemaker expressed his gratitude to the committee and to Jena Schmidt and Megan Bell for their hard work.
- F. *Approval of Support Staff Handbook - Jena Schmidt presented the handbook and stated this is a revision and update. The handbook is a compilation for all support staff and encompasses all employee groups. After a brief discussion, Jennifer Blackford moved to approve the Support Staff Handbook as presented with a second by Cory Bennett. Motion carried 4-0.
- G. *Approval of Transportation Handbook – Lisa Smith stated the Transportation Department is a part of the support staff, however due to their positions and responsibilities; those individuals receive their own handbook. This is done on an annual basis. Some of the items that were updated include: training, procedures and lots of Indiana Code updates. After some discussion regarding Board Policies and Neola (policy administrator), Nan Polk moved to approve the handbook as presented with a second by Jennifer Blackford. Motion carried 4-0.
- H. *Establish Community Foundation Field House Fund – Dr. Shoemaker explained the rationale for this pass-through fund and its capabilities to give the community an opportunity to donate money for various projects related to the Field House. Dr. Shoemaker said that he has been contacted by potential donors for Field House related projects. Dr. Shoemaker once the Field House fund has been established, he would like to establish additional funds through the foundation to support other special interests such as; performing arts, safety, athletic initiatives, and possibly a fund to support the addition of additional gymnasium space to the south of the Field House.
- I. stated the Field House is currently closed for renovations and the corporation has saved up to \$92,000 by securing a grant from East Indiana Works. The grant will pay students from the New Castle Career Center to work on restoration efforts. New flooring has been placed in the

women's and men's restrooms, boys and girls locker rooms, and the training room. A meeting will be held with the architect this week to establish timelines for other projects. Kim Williamson thanked Dr. Shoemaker for his tireless work on this important project. Dr. Shoemaker wanted to thank Mrs. Smith, Mr. Broyles and the maintenance team. They have all worked so hard to get this work completed. Cory Bennett moved to approve the pass-through Fund Agreement with Henry County Community Foundation for the Field House Fund as presented. Nan Polk agreed with the notion to establish Community Foundation Funds for other initiatives such as the performing arts and suggested a fund for our career center. Mrs. Polk gave the second to the motion. After a brief discussion, motion carried 4-0.

- J. First Reading of School Board Policies – Dr. Shoemaker stated two policies were presented to the Board for a first reading. No action is necessary at this time. The policies were: #2623.01- Testing Security Provisions for Statewide Assessments and #4162-Drug and Alcohol Testing of CDL Holders and other Employees who Perform Safety-Sensitive Functions. These policies will be recommended for approval of second reading in August.
- K. *Approval of Pre-K Student Handbook - Mrs. Smith stated Mrs. Wilson developed a handbook for pre-k students based on her elementary handbook. It is the recommendation to approve this for the upcoming school year. Nan Polk move to approve the Pre-K handbook as presented with a second by Jennifer Blackford. Motion carried 4-0.

IV. Buildings & Grounds – Lisa Smith, Assistant Superintendent gave a report on the following:

- A. Wilbur Wright – renovations are on-going and scheduled to be completed before the start of school.
- B. Maintenance and custodial staff are working very hard during renovations as well as completing their regular summer duties.
- C. Transportation – Our mechanic is working hard to ensure our bus fleet and corporation vehicles are operational and ready for inspections and the start of school.

V. Superintendent Report – Updates presented by Superintendent.

- A. Thank you to Dick Myers family for donating a life shelter pavilion for the football field. This will be built south of home stands and provide shelter during events.
- B. Dr. Shoemaker stated a petition was not filed against the 20-year bond project. Renovations will begin after a timeline has been established with the architect.
- C. Pre-negotiation meetings have started and per new legislation a public hearing was held on July 8, 2019. Dr. Shoemaker stated a couple additional meetings may be necessary to ratify recommendations if a Memorandum of Understanding was achieved. Regular negotiations will begin on September 15, 2019.
- D. Dr. Shoemaker also stated that for the first time in several years enrollment in elementary increased from the beginning of the year to the end of the year. This is a positive sign.
- E. Dr. Shoemaker stated teachers will return on August 6 and students on August 7. A welcome back breakfast will be held on August 6 beginning at 7:30 am. Door prizes will be furnished by local businesses and will be distributed like last year. He wanted to thank local business, as they are very supportive of our schools and provide the door prizes for this event. This is a

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fun activity and enjoyed by all who attend and he encouraged business donors and the School Board to attend if their schedule permits.

- VI. Budget – Megan Bell, Chief Financial Officer, gave information relating to budget items.
- A. June 2019 Transfer from Education Fund to the Operations Fund – Ms. Bell stated that this was approved last month, however wanted to report the exact amount of the transfer. The transfer consisted of \$130,078.00 which is a total of 14.58%.
 - B. Budget Calendar for 2020 – Ms. Bell stated this is for informational purposes only. This calendar will keep the Board informed of important dates in the budget process.
- VII. Public Questions & Comments – The meeting is open for comments.
- A. Jessika Feltz, parent – had three items - what are you doing to market the positive things happening? A compliment in providing an opportunity for the community to give to various corporation projects. Finally, think about conducting internal audits on the various training items that are required from employees. It was discussed that many positive Tweets are going out regarding the current initiatives. Discussions of a creating a promotional video has also taken place.
 - B. Jaci Hadsell, former administrator – Wanted to announce the Back to School Festival will be held on July 29 at the Arts Park from 10:00-2:00. There will also be school supplies and backpacks distributed from the Christian Love Center. It was also reiterated that the middle school and high school may keep backpacks in their lockers during the day.
 - C. Nan Polk, Board Member – Asked who facilitated testing protocols. Dr. Shoemaker stated that Jacob White is our corporation Test Coordinator.
 - D. Chris Lamb, Vocational Director – Announced the Habitat for Humanity approved a building site in the 1600 block of D Avenue for the 2019/2020 project for our Building Trades class.
- VIII. Adjournment – With no further business, the meeting was adjourned at 8:22 p.m.

President: _____

Vice President: _____

Secretary: _____