

NORTHWESTERN SCHOOL CORPORATION

June 8, 2017, 7:00 P.M.
NORTHWESTERN HIGH LIBRARY
3431 N 400 W, KOKOMO IN 46901

The Board of School Trustees met in regular session at 7:00 p.m. on June 8, 2017. All board members were in attendance (Ted Merrell via Skype), as well as Ryan Snoddy, Blake Betzner, Scott Simmons, Jamie Shepherd, and Sheila Lamb, and 12 interested parties. Ted Merrell opened the meeting with prayer. The minutes of the May 11, 2017 meeting were presented and unanimously approved following a motion made by Jonathan Underwood and seconded by Steve Jones. Mr. Snoddy requested permission to add 2 items to the Superintendent's Report – update from Mr. Simmons on the Technology Project, and Linda Wilson – highlights of the International Science Fair. With these additions, the agenda was unanimously approved on a motion made by Steve Jones and second by Janet Lovelace.

I. SUPERINTENDENT'S REPORT

- A. **International Science Fair Highlights:** Mrs. Linda Wilson shared a slide presentation of the International Science Fair. Amanda Wilson was a 1st place winner at this year's fair. Congratulations to Amanda!
- B. **Update on Pool Project:** Mr. Betzner updated the Board and had a slide presentation showing the progress of the pool renovations. He reports that the project is on schedule. He also reported that permits were received this week for the Turf Project and groundbreaking will be Saturday or Monday. The roofing project is scheduled to begin on June 23rd.
- C. **Technology Project:** Mr. Simmons reported that he received a final proposal from Apple today on updated I pads. Mr. Simmons reports that he feels very confident that the total bid will be at or below budget on the project and thanked the board for early approval of the project allowing him to negotiate the best device and pricing. Mrs. Lovelace thanked Mr. Simmons for his foresight in the project.
- D. **Treasurer's Report:** Ms. Shepherd submitted for the Board's review April reports, including
 1. April Appropriations Summary,
 2. April Fund Report

II. CLAIMS AND FINANCIAL

Janet Lovelace made the motion to approve claims in the amount of \$2,040,727.10 and 2 payroll claim listings totaling \$680,794.37. Jonathan Underwood seconded and motion passed unanimously.

III. PERSONNEL

Steve Jones made the motion to approve personnel recommendations. Jonathan Underwood seconded and the Board unanimously approved the following:

- A. Approve the employment of **Steve Disler** as high school PE teacher and head football coach, per the Master Agreement and Appendix B beginning the 2017-18 year at a salary of \$41,460 and 6 years' experience.
- B. Approve the employment of the following teachers, per the Master Agreement, contingent on receipt of satisfactory background check, and beginning the 2017-18 school year: **Kyle Schulz** –HS Science at a base salary of \$34,000; **Sheena Shoaff** – NES kindergarten at a base salary of \$34,000; **Madeline Chadwick** – NES 4th grade teacher at base salary of \$34,000;
- C. Approve the recommendation for adjustment on the salary schedule for **Amber Collins**, high school ECA Treasurer, crediting her with 8 years prior creditable service, effective the 2017-18 school year.
- D. Approve the recommendation to add 2 hours as Boost Instructional Assistant to the assignment of **Amiee Hale** at HES, beginning the 2017-18 year. Ms. Hale is ½ PE teacher at HES and the IA assignment is replacing Mr. Everetts who will be moving to the middle school.

- E. Approve Mrs. Garrison’s recommendation for extended school year duties for the following teachers to include: Joi Stites, Jordan Nelson and Kim Kame- 4 hours per week each, and Kim Maynard – 2 hours per week.
- F. Approve Mr. Owings recommendation to add Kim Maynard as a summer school instructor, per the Master Agreement.
- G. Approve HS extra-curricular assignments as recommended by Mrs. Bilkey and per Appendix B of the Master Agreement. Also, approve coaching assignments for the 2017-18 year as recommended by Mr. Armstrong.
- H. Grant the request of Wanda Bilodeau for ½ day unpaid personal leave on 5/23/17.

Mr. Snoddy then recommended the position of Jamie Shepherd be re-titled to Business Manager with fringe benefits per the administrative addendum. He also recommended the re-assignment of Jeaniene Garrison to full-time Director of Special Education at a salary of \$76,260 for 195 days, and other benefits per the administrative addendum. Janet Lovelace made the motion to approve; Steve Jones seconded and motion passed unanimously.

IV. CONSIDER ACTION WITH REGARD TO ADMINISTRATIVE AND SUPPORT STAFF SALARY AND BENEFITS FOR THE 2017-18 SCHOOL YEAR

Mr. Snoddy recommended the following administrator’s 2-year contracts be extended through June 30, 2019 and recommended the following salaries: Scott Simmons - \$83,640, Blake Betzner - \$81,000, Kristen Bilkey - \$93,585, , Brett Davis- \$82,500, Ron Owings – \$79, 050, Tim Shoaff - \$72,000, Jim Gish – \$70,500, Dan Armstrong - \$72,624, Geana Moore - \$66,500, Jamie Shepherd - \$68,000, and Jeaniene Garrison - \$76,250.

Ms. Shepherd, Mr. Betzner and Mr. Snoddy recommended the following support staff wage and benefit increases to include:

- 2% salary increase for all support staff employees (unless noted below) with corresponding insurance stipends:

Description	2016-17 Stipend	2017-18 Stipend
IA (30+ hours) / Bus Driver	\$4,300	\$4,700
Building Secretary	\$5,130	\$5,500
Food Service	\$5,600	\$6,000
11-Month Employees	\$6,800	\$7,400
12-Month Employees	\$8,350	\$9,000

- Re-classification of secretarial positions to include:

Description	2016-17 Hourly Rate*	2017-18 Hourly Rate*
Class V		No Change
Corp. Office Receptionist Secretary	No Change	
Corp. Office Transport/Curric Sect	(Move this position from Class IV to V)	
Class VI	\$13.68 \$15.40 \$17.12 \$18.84	\$14.00 \$16.00 \$18.00 \$21.00
Corp. Office Executive Secretary		
Corp. Office Assistant Treasurer	\$13.93 \$15.65 \$17.37 \$19.09	\$45,000 salary

- Increase the \$0.25/hour premium to elementary and secondary Treasurers to \$1.00/hour to align with special certifications in other job categories. (CLD, Phone mgmt, etc). Also, pay a \$1,000 annual stipend to the Claims Specialist (insurance, delinquent claims, and small claims collection). And, it is recommended to approve a Certification Program Compensation Plan.

- Increase substitute teacher pay as follows:

Description	2016-17 Daily Rate	2017-18 Daily Rate
Non-Certified Teacher Substitute	\$65.00	\$70.00
Certified Teacher Substitute	\$75.00	\$80.00
Retired NW Teacher Substitute (non-content area & expired license)	\$75.00	\$80.00
Retired NW Teacher Substitute (in content area with active license)	\$110.00	\$110.00

- Increase sub custodian rate to \$11.00 per hour.

Jonathan Underwood made the motion to approve all administrative and support staff salary and benefit increases beginning the 2017-18 year as recommended. Janet Lovelace seconded; motion passed unanimously.

V. CONSIDER ACTION TO ADOPT RESOLUTION 1706-1 FOR FUND TRANSFER

Ms. Shepherd presented Resolution 1706-1 for a transfer of funds in the amount of \$3,512. The board unanimously approved the transfer following a motion from Steve Jones and second from Jonathan Underwood.

VI. CONSIDER ACTION TO ACCEPT A DONATION(S)

Numerous donations were received supporting the Class of 2018 for this year's Prom. Also, several donations were received for Carnival For A Cause, benefitting the Guidance Help Fund. Jonathan Underwood made a motion to graciously accept all donations. The board unanimously approved following a second from Janet Lovelace.

VII. CONSIDER ACTION WITH REGARD TO SCHOOL LUNCH PRICES FOR THE 2017-18 SCHOOL YEAR

Ms. Hullinger recommended the increase of lunch prices to be compliant with National School Lunch Program guidelines. A 10¢ lunch increase is recommended, with elementary being \$2.50 and middle/high school lunch \$2.75. The board unanimously approved following a motion from Janet Lovelace and second from Jonathan Underwood.

VIII. CONSIDER ACTION WITH REGARD TO BAKERY AND DAIRY BIDS FOR THE 2017-18 SCHOOL YEAR

Ms. Hullinger recommended bids for bakery and dairy products be awarded through the Wabash Valley Education Cooperative and the Cass/Howard Nutrition Co-op. Aunt Millie's is the recommended bid for bakery and Prairie Farms for dairy products. Steve Jones made the motion to approve the recommendation; Jonathan Underwood seconded and motion passed unanimously.

IX. CONSIDER ACTION WITH REGARD TO STUDENT TEXTBOOK RENTAL AND FEES

Mr. Owings recommended the following textbook rental and fees for elementary: Kindergarten - \$180.86, 1st Grade - \$184.09, 2nd Grade - \$170.49, 3rd Grade - \$175.69, 4th Grade - \$163.54, 5th Grade - \$170.12, and 6th Grade - \$173.76. The board unanimously approved on a motion made by Jonathan Underwood and seconded by Steve Jones.

X. CONSIDER ACTION TO APPROVE BEFORE & AFTER SCHOOL CARE PROGRAM FOR THE 2017-18 SCHOOL YEAR

Steve Jones made a motion to continue our relationship with the YMCA to provide before and after school care services at Northwestern Elementary for the 2017-18 school year. Jonathan Underwood seconded; motion passed unanimously. Mr. Owings was thanked for facilitating this service.

XI. CONSIDER ACTION TO APPROVE FOREIGN EXCHANGE STUDENT REQUESTS FOR THE 2017-18 SCHOOL YEAR

Mrs. Bilkey recommended the approval of three foreign exchange students for enrollment at Northwestern High School of the 2017-18 year including: Miharu Orii from Japan and hosted by the Tharp family, Magdalena Ripoll-Nicolau from Spain and hosted by the Campbell family, and Caterina Pol Beltran from Spain and hosted by the Parry family. Janet Lovelace made a motion to approve the 3 requests; Steve Jones seconded and motion passed unanimously.

XII. CONSIDER ACTION TO DECLARE OLD CHECK VOID

Mrs. Bour submitted an outstanding check that is in excess of 2 years old and has not been presented for payment, recommending it be declared void and deposited back into the appropriate ECA fund. The Board unanimously approved following a motion and second from Steve Jones and Jonathan Underwood.

XIII. CONSIDER ACTION TO APPROVE STUDENT HANDBOOK(s)

The Board unanimously approved student handbooks for the high school, middle school and elementaries, as well as the Athletic Handbook. The motion was made by Jonathan Underwood and seconded by Steve Jones. Mr. Snoddy thanked Mr. Shoaff, Mr. Davis, Mr. Owings, Mrs. Garrison and Mr. Armstrong for their work in updating these documents.

XIV. CONSIDER ACTION TO DECLARE ITEMS AS SURPLUS

Mr. Betzner submitted a list of items requesting they be declared as surplus and given permission to dispose through either donation or sale to another school or charitable organization, public auction, or sell as scrap. The Board unanimously approved following a motion from Janet Lovelace and second from Steve Jones.

XV. PUBLIC COMMENTS - none

XVI. BOARD COMMENTS – Mr. Jones congratulated the Class of 2017 and commented that it was a very nice graduation ceremony.

There being no further business, Steve Jones made a motion to adjourn. Jonathan Underwood seconded and the board adjourned to Executive Session at 7:45 p.m.

President

Vice President

Secretary

Next Meeting – July 13, 2017 – Northwestern High School Library – 7:00 P.M.

8:00 PM EXECUTIVE SESSION for discussion of strategy with respect to Collective Bargaining

The Board of School Trustees met in regular session at 8:00 p.m. on May 11, 2017. All board members were in attendance (Ted Merrell via Skype). Discussion was limited to the advertised agenda of discussion of strategy with respect to Collective Bargaining.

President

Vice President

Secretary