

**NORTHWESTERN SCHOOL CORPORATION**

**BOARD OF FINANCE MEETING**

JANUARY 11, 2018

7:00 P.M.

NORTHWESTERN HIGH SCHOOL LIBRARY

**BOARD OF FINANCE MEETING – 7:00**

The Board of Finance met at 7:00 pm on January 11, 2018 at the Northwestern High School Library. All board members were present except Ted Merrell who joins the meeting via facetime. President Steve Jones called the meeting to order and announced that the Board need to elect officers for 2018, receive and approve the Investment report and appoint a depository.

- I. **Election of Officers:** Mr. Jones opened the meeting for nomination of officers and nominated Janet Lovelace as President. Bryan Alexander seconded and motion passed unanimously. Mrs. Lovelace then asked for nominations for secretary. Jonathan Underwood nominated Bryan Alexander as Secretary; Steve Jones seconded and motion passed unanimously.
- II. **Investment Report:** Mrs. Shepherd will presented the [Investment Report](#) from 2017. She also recommended retaining BMO Harris as the corporation's depository. Jonathan Underwood made the motion to approve the Investment Report and the depository recommendation. Bryan Alexander seconded; motion passed unanimously.

Steve Jones made the motion to adjourn the Board of Finance Meeting. Jonathan Underwood seconded; motion passed unanimously at 7:05 p.m.

January 11, 2018, 7:05 P.M.  
NORTHWESTERN HIGH SCHOOL LIBRARY  
3431 N 400 W, KOKOMO IN 46901

The Board of School Trustees met in regular session at 7:05 P.M. on January 11, 2018 at the Northwestern High School Library. All Board members were present except Ted Merrell, who joined the meeting via facetime. Also present were Ryan Snoddy, Scott Simmons, Jamie Shepherd and Sheila Lamb, and approximately 103 interested parties. Bryan Alexander called the meeting to order and Jonathan Underwood opened with prayer. The minutes of the December 12, 2017 meeting were presented and unanimously approved following a motion made by Janet Lovelace and seconded by Jonathan Underwood. Mr. Snoddy requested the addition of an emergency item – request permission to advertise for e-rate financing for projected technology project. Bryan Alexander made the motion to approve the agenda with this addition; Jonathan Underwood seconded and motion passed unanimously.

**SCHOOL BOARD REORGANIZATION – JANUARY, 2018**

- a. Election of Officers - The gavel was turned over to the Superintendent for the purpose of electing the board president. Bryan Alexander nominated Steve Jones; Jonathan Underwood seconded; Mr. Jones elected unanimously. Mr. Jones then presided, accepting nomination for other offices. Bryan Alexander nominated Jonathan Underwood as Vice President; Janet Lovelace seconded and motion passed unanimously. Bryan Alexander then nominated Janet Lovelace as secretary. Jonathan Underwood seconded and motion passed unanimously.
- b. Establishment of Board Meeting Dates and Times – by consensus, the Board agreed to meet the second Thursday of the month unless otherwise noted. **It was noted that the February meeting will be postponed until Monday, February 12, 2018.**
- c. Establishment of Compensation for Board Members – The Board agreed to compensation of \$2,000.00 per year, with no stipend per meeting.
- d. Appointment of Corporation Treasurer and Assistant Treasurer - Jamie Shepherd was appointed treasurer, and Mindy Hughes assistant treasurer.
- e. Appointment of School Physician –Dr. Stuart Devaul has agreed to continue serving as school

- physician and was appointed to the position.
- f. Appointment of School Attorney - Mr. James McIntyre was appointed the school attorney on an as-needed basis.
  - g. Appointment of Legislative Liaison Member - Mr. Alexander will continue serving in this position.
  - h. Appointment of Curriculum Council Board/Technology Committee Representative - Last year Mr. Underwood and Mrs. Lovelace serve in these positions.
  - i. Appointment of Corporation Insurance Committee Board Representative - Mr. Merrell will served in this capacity.
  - j. Appointment of Strategic Planning Committee Representative - Mrs. Lovelace will serve in this position.
  - k. Designation of Newspaper for Advertising - The Kokomo Tribune and The Herald were designated as the newspapers for advertising.
  - l. Appointment of Insurance Trust Trustees - Steve Wilson and the superintendent were appointed to serve in this capacity.
  - m. Appointment of Corporation Compliance Officer – Mr. Armstrong was appointed as compliance officer.
  - n. Appointment of Calendar Committee Representative – Mr. Alexander was appointed to the Calendar Committee.

## STUDENT OF THE MONTH

The following students were recognized as January Students of the Month:

Howard Elem School – **Van Warner**, son of Robert and Heather Warner. Van is in Mrs. Warner's fourth-grade class.

Northwestern Elementary – Dec: **Paxton Power**, son of Sean and Jennifer Power. Paxton is in Mrs. Dill's second-grade class.

Jan: **Naomi Short**, daughter of Nathan and Ashley Short. Naomi is a fourth-grader in Mrs. Hardin's class.

Northwestern Middle School-**Wesley Miller**, son of Todd and Amy Miller. Wesley is an eighth grader.

Northwestern High School - **Aubrey Neuzerling**, daughter of Andrew and Hope Neuzerling. Aubrey is a senior at the high school.

## TOP TIGER

Michele Short – Corporation Office Secretary/Receptionist

### I. SUPERINTENDENT'S REPORT

A. Crop Judging Team: **Carl Gingerich** was recognized for recently competing in the state FFA Crop Judging contest, placing 6<sup>th</sup> as an individual. Congratulations to Carl and sponsor, Mr. Roger Berry.

B. High School Band: The high school band was also recognized for their performance at the ISSMA State Marching Band contest in October. The band was State Runners-Up – a first for the Northwestern Band! Congratulations to the Tiger Pride band, and band staff including directors Jeremy Snyder and Jon Rodgers.

B. Treasurer's Report: Ms. Shepherd submitted for the board's review the following reports:

A. November Appropriations Report

B. November Fund Report

Mr. Snoddy and Mrs. Shepherd advised that a second meeting at the end of January may be necessary in order to close the financial year-end reporting and finalize state Form 9.

### II. CLAIMS AND FINANCIAL

Bryan Alexander made the motion to approve claim vouchers in the amount \$ 960,234.13 and 2 payroll claim listings totaling \$693,309.42. Janet Lovelace seconded; motion passed unanimously.

### **III. PERSONNEL**

The following personnel recommendations were unanimously approved following a motion from Janet Lovelace and second from Jonathan Underwood:

- A.** Accept the intent to retire letter from **Brian Shone**, custodian. Brian will retire May 31, 2018. Mr. Snoddy thanked Brian for his years of service to Northwestern.
- B.** Grant the request of **Brian Shone** for FMLA medical leave of absence from Jan. 25-Apr. 20, 2018.
- C.** Grant requests for unpaid personal leave from the following: **Darrell Cockrell** – 5 days May 18-25, 2018 and, **Janelle Robinson** – 8 days during January 2018, and **Dianne Taylor** – 3 days unpaid personal leave May 2-7, 2018. Also approve **Jan New** for 6 weeks unpaid non-FMLA leave beginning January 22, 2018.
- D.** Approve the following individuals as substitute teachers for the 2016-17 school: Leah Michel, Suzanne Sellers, Christine Dewhurst

### **V. CONSIDER ACTION WITH REGARD TO AN OVERNIGHT OR OUT-OF-STATE FIELD TRIP REQUEST**

Mr. Armstrong requests permission for the softball staff to hold a team overnigher on March 2-3, 2018. The Board unanimously approved following a motion from Jonathan Underwood and second from Bryan Alexander.

### **VI. CONSIDER ACTION TO ADOPT NEOLA UPDATES VOL 30 NO 1 ON SECOND READING**

Vol 30 No 1 updates were reviewed approved on first reading at the December meeting. Bryan Alexander made the motion to adopt the updates on second reading. The board unanimously approved following a second from Janet Lovelace.

### **VII. CONDUCT A PUBLIC HEARING WITH REGARD TO A PROPOSED AMENDMENT TO LEASE**

President Steve Jones opened a public hearing to hear public comments and questions with regard to the proposed amendment to lease and the proposed renovations to schools. Mr. Erik Long from Ice Miller, LLC was also present to address questions. As there were no public questions or comments, Janet Lovelace made the motion to close the public hearing. Jonathan Underwood seconded and the hearing was closed.

### **VIII. CONSIDER ACTION TO:**

Three resolutions were presented for the Board's adoption in moving forward on the project.

- A. ADOPT RESOLUTION AUTHORIZING EXECUTION OF AMENDMENT TO LEASE** – approved unanimously. Motion made by Jonathan Underwood and seconded by Bryan Alexander.
- B. ADOPT RESOLUTION ASSIGNING CONSTRUCTION CONTRACT TO BUILDING CORPORATION, ONCE RECEIVED** – approved unanimously following a motion from Janet Lovelace and second from Jonathan Underwood.
- C. ADOPT RESOLUTION TO APPROVE MASTER CONTINUING DISCLOSURE UNDERTAKING AND APPROVING ISSUANCE OF BONDS** – approved unanimously on a motion from Bryan Alexander and second by Janet Lovelace.

### **IX. CONSIDER ACTION TO ADVERTISE FOR E-RATE FOR POTENTIAL TECHNOLOGY PROJECT**

Mr. Simmons address the Board with regard to an upcoming Technology Project and requested permission to advertise for E-Rate financing bids. Also speaking was Jonathan Underwood, Bryan Alexander and Steve Jones. Following discussion, Jonathan Underwood made the motion to approve advertising to receive bids. Bryan Alexander seconded; motion passed unanimously.

### **X. PUBLIC COMMENTS - none**

**XI. BOARD COMMENTS** – Bryan Alexander congratulated Howard Elementary on the great year they are having.

There being no further business, Jonathan Underwood made a motion to adjourn. Janet Lovelace seconded and the board adjourned 8:04 p.m.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary

Next Meeting – **Monday, February 12, 2018** – Northwestern High School Library – 7:00 P.M.

DRAFT

**EXCERPTS FROM MINUTES OF A MEETING  
OF THE BOARD OF SCHOOL TRUSTEES  
OF NORTHWESTERN SCHOOL CORPORATION**

A meeting of the Board of School Trustees (the "Board") of Northwestern School Corporation (the "School Corporation") was held at Northwestern High School Library, 3431 N 400 W, Kokomo, Indiana, on January 11, 2018, at the hour of 7:05 p.m. (Local Time), pursuant to notice duly given in accordance with the rules of the Board.

The meeting was called to order by the President of the Board.

On call of the roll, the members of the Board were shown to be present or absent as follows:

Present: Bryan Alexander, Steve Jones, Janet Lovelace and Jonathan Underwood

Absent: Ted Merrell

(Among other proceedings had and actions taken were the following:)

The President presided over the meeting and stated that notice of this meeting had been published in *The Kokomo Tribune* and the *Kokomo Herald* on December 7, 2017. The proofs of publication were presented to the meeting, and upon examination were found to be in due form of law. On motion duly made, seconded and unanimously carried, said notice and proofs of publication thereof were approved and ordered filed.

The Secretary further stated that the proposed Amendment to Lease, drawings, plans, specifications and estimates for the school building to be renovated and improved by the Northwestern School Building Corporation (the "Building Corporation") had been on file from the date of publication of said notice until today, in the Administration Building of the School Corporation. Copies of the same were presented to this meeting for the inspection of the members of the Board. The Secretary said that it was not necessary to review in detail all of the procedures to date since the Board was familiar with all steps heretofore taken, including the proposed Amendment to Lease, drawings, plans, specifications and estimates just submitted, but that if any persons present, other than members of this Board had any questions concerning these documents or the previous actions of this Board, or other steps taken looking towards the renovation of said school buildings, he would be glad to answer the same.

The meeting was then open for questions and for the hearing of all persons interested. After hearing all persons interested, and following discussion by members of

the Board, on motion duly made and seconded, the resolution attached as Exhibit A was adopted by a vote of 4-0.

It was then explained that a portion of the construction bids or contracts for renovation of and improvement to Northwestern High School, including improvements to the athletic complex and site improvements (the "High School Project"), and the renovation of and improvement to Northwestern Elementary School (the "Elementary Project" and collectively, the "Projects") would need to be assigned to the Building Corporation, once they are received. The Building Corporation will use bond proceeds to fund such contracts and complete the Projects. On motion duly made, the resolution attached as Exhibit B was adopted by a vote of 4-0.

The President further advised the Board that it needed to approve the form of First Supplement to Master Continuing Disclosure Undertaking. The Board adopted the resolution attached as Exhibit C by a vote of 4-0 and 4-0, respectively.

There being no further business to come before the meeting, the meeting was thereupon adjourned.

---

Secretary, Board of School Trustees

APPROVED:

---

President, Board of School Trustees