

**Scott County School District 2
School Board of Education Meeting
Administration Office Board Room
375 East McClain Avenue
Scottsburg, IN 47170**

**Board Minutes
August 25, 2015**

Executive Session - 5:00 p.m.

- I. IC 5-14-1.5-6.1 (2) For discussion of strategy with respect to: (C) The implementation of security systems; (3) For discussion of the assessment, design, and implementation of school safety measures, plans and systems; (6) with respect to any individual over whom the governing body has jurisdiction; (9) To discuss a job performance evaluation of an individual employee. This subdivision does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process.

The Executive Session began at 5:00 p.m. with all members present along with Dr. Slaton and Ms. Sparkman. There was no subject discussed other than that specified on the agenda. The Executive Session adjourned at approximately 6:13 p.m.

Regular Board Meeting - 6:00 p.m.

- I. Call to Order
President Kendall called the meeting to order at 6:15 p.m.

- II. Pledge of Allegiance

- III. Recognition of Visitors
None

- IV. Superintendent's Report

A. [Enrollment Update](#)

Enrollment is currently at 2,610, which is up 30 students from the end of the year, but still down from
count
day one year ago.

- B. End of Year Survey Results
Dr. Slaton shared the End of Year Survey results, noting that the question regarding the “School’s Expectation For Their Student’s Behavior” had to be voided due to an error in the options for answers. His plan is to send the survey out earlier next year and to advertise it to try to get more participation.
 - 1. [Parent Survey](#)
 - 2. [Student Survey](#)
- C. [Virtual School Update](#)
The Virtual School Update was provided for Board review.
- D. [Staff Exit Surveys](#)
Recent staff exit surveys were shared for review.

Dr. Slaton took a moment to thank Scott Borden and the IT Team for their hard work with the server issues that occurred last Friday.

- V. Consideration of Modification to the Agenda and Approval
Dr. Slaton asked permission to add the following items to the agenda:
 - 1) [Five Star Quote to Repair Server \\$15,650](#)
 - 2) Transfer of Mary Wickey to the 6 hour SHS Assistant Cafe Manager Position
 - 3) Resignation of Helen Seal as SMS 5.5 Hour Custodian
 - 4) Resignation of Michael Seal as SMS 5.5 Hour Custodian
 - 5) Posting for two SMS 5.5 Hour Custodians
 - 6) Posting for SHS 5 Hour Cook
 - 7) Permission to Apply for Indiana Division of Mental Health & Addiction Grant
 - 8) Consideration of Naming Tennis Courts
 - 9) Discussion of Background Check PolicyMr. Mays made a motion to approve modifications, seconded by Mrs. Soloe. Motion carried 5-0.

- VI. Consideration of Board Minutes
Mrs. Roberts made a motion to approve minutes from the [August 11, 2015](#) Board meeting as presented. Mr. Mays seconded and motion carried 5-0.

- VII. Financial Considerations
 - A. [Expenditure Summary](#)
 - B. Payroll Claims
 - 1. [August 13, 2015](#)
 - 2. [August 17, 2015](#)
 - C. Regular Claims
 - 1. [August 1 - 7, 2015](#)
 - 2. [August 10 - 14, 2015](#)
 - 3. [August 25, 2015](#)Mrs. Roberts made a motion to approve all claims. Mr. Mays seconded and motion carried 5-0.

- D. Permission to Purchase/Renew
1. [Close Education Renewal \\$3,480](#)
 2. [Learn 360 Subscription Renewal \\$3,750](#)
 3. [Logic Key Harmony Renewal \\$16,676](#)
 4. Raptor Program \$9,600
[Raptor Quote](#)
[Raptor Summary](#)
[Raptor Catalog](#)
[Raptor White Paper](#)
 5. [Five Star Quote to Repair Server \\$15,650 - added 8-25-15](#)

Mrs. Roberts made a motion to approve all purchases and renewals. Mr. Mays seconded and motion carried 5-0.

- E. Permission to Accept/Award Quotes for SHS Chemical Room Clean-up
1. [Midwest \\$9,078.95](#)
 2. [Heritage Environmental \\$4,690.62](#)

Mr. Mays made a motion to accept the quotes to clean up the chemical room at SHS. Mrs. Roberts seconded and motion carried 5-0.

Dr. Slaton and Mr. Riley recommended awarding the quote to Heritage Environmental for \$4,690.62.

Mrs.

Soloe made a motion to approve seconded by Mrs. Roberts. Motion carried 5-0.

- F. [Bank Reconciliation Summary](#)

Ms. Sparkman presented the bank reconciliation summary for July 2015 for Board members' signatures.

- G. 2016 Budget Report

Ms. Sparkman presented the 2016 Budget for the General Fund stating that it is a transparent status quo budget from last year which continues to implement our current path of finding any possible cost savings as well as building a cash balance in a financially prudent way. The main driver of the success of this budget is our ADM and unfortunately, enrollment is also the largest unknown factor going forward. This budget was built on keeping tax rates within 3-5%, so no major changes in the property tax rate is anticipated. If we get what we are asking for in CPF we will be able to do 2-3 projects in the \$25-\$50,000 range. Projects we are considering are replacing the cafeteria/gym floor at SES and resurfacing the parking lot at SHS. Other funds (such as Debt Service, School Transportation and Bus Replacement) are also status quo with the goal to get us through the next fiscal year.

Mr. Moore asked for a breakdown of middle school and high school department budgets for the current year. He would like to see the proposed budgets for each department, what they were actually allotted and the previous budget for each department. When asked about the amount for elementary art and music, Ms. Sparkman advised that it was included under elementary but not listed separately on this report.

Ms. Sparkman asked for permission to advertise the 2016 budget. Mrs. Roberts made a motion to approve seconded by Mr. Mays. Motion carried 5-0.

- H. [Financial Report](#)

Ms. Sparkman shared the financial report. Mr. Kendall said that he wanted to publicly state that Scott 2 is

in
hard
out
I.
that
as

the best financial position we can be in considering the past few years. He thanked everyone for their work to accomplish this and went on to say that it is nice to be moving in the right direction while digging of a hole that none of the current stakeholders were responsible for creating.

[School Lunch Fund Budget Report](#)

Mrs. Peterson was in attendance to share the School Lunch Fund Budget that she had prepared, noting there did not appear to be a specific financial plan in place for the program when she took over. She added that two employees were paid out last year which accounted for the large amount under personnel costs. The budget also allocates funds for the addition of a 3 hour staff member at Johnson Elementary numbers and meals served show the need for another staff member. Other expenses included in the planned budget are: groceries/milk/sanitation services, nutrislice menus, staff uniform shirts, mileage reimbursement (staff delivering bank deposit), and ISNA Dues/Conference.

Before the end of last school year, each cafeteria manager was asked to provide a 'wish-list' with all of their needs and wants pertaining to their kitchen. Many of the items were small wares or issues that could be fixed by Maintenance. Some of those items remain to be purchased and a plan was created that included: refrigerator unit, salad bar, bun rack (SHS), terminals (SHS/SMS), glove holder (SMS), and other small wares for the remaining schools. Mrs. Peterson stated that the Maintenance department was a great help this summer and were able to tackle all of the repairs/upkeep requested.

The DOE recommends that school nutrition programs have a cash balance of no more than three months operating expenses. With this plan, there will be an excess of \$36,232. We are required to use those funds for program improvement: equipment, small-wares, nutrition education, staff professional development, etc.

Mr. Kendall questioned the \$60,000 loss reflected in the budget adding that this fund had always had a large cash balance and asking how we went from that to a loss. Ms. Sparkman answered that it appeared that in the past there had been a lot of "transfers" made with no explanation and a lot of funds appeared to have been moved around. She is trying to find details about those transactions to bring to the Board.

Mrs. Roberts asked if grants showed up in this budget and Mrs. Peterson stated that they did not because the funding windows would not be open until October or November. Mrs. Roberts recalled that obtaining grants was part of the job description for Mrs. Peterson and asked for a report on how much was received in grants last year and how much is targeted for the coming year. Mr. Mays agreed that the Board realized the salary for the Food Service Director would come out of those funds, but part of the expectations for that position was to increase revenue and obtain grants. Mrs. Peterson will get that information for the Board.

Dr. Watkins asked if more money was being spent since portion sizes have been increased and there has been an effort to provide fresher, healthier foods. Mrs. Peterson stated that there was an increase in groceries since we had to double portion sizes because she found that we were only serving half of the required amount. Dr. Watkins also noted that we are operating below the state's suggested charge for meals and that raising the meal charge by ten cents would help reduce the deficit. Mr. Kendall stated that the Board was not aware of the deficit situation when they were discussing meal costs. Ms. Sparkman stated that they will look at the past 2-3 years history and try to develop a budget without a deficit.

Mr. Moore asked if plastic utensils were used, which would also be a cost. Mrs. Peterson stated that they metal utensils are being used. Mr. Moore added that he had been to the high school and asked Mrs. Waters how they cleaned the dishwasher. He said it was quite a job and hoped that it could be done once a week instead of 2-3 times a week and that if the cleaning product was part of the problem, it should be addressed. Mrs. Peterson said that she would check into it but they should not have to clean the dishwasher that often. Mr. Moore also said that he had spoken to the Kenway representative twice and he did not think they were planning to pick up the leftover product so we should be able to use it. Mrs. Peterson related that she was not told the same thing by the representative. Mr. Moore asked if Mrs. Peterson was going to require two staff members to be absent before a sub could be brought in to work for food services. Mrs. Peterson said that was not the case, that she asked managers to first offer extra hours to Scott 2 staff but if they need a sub that is fine. She just asks that they let her know. Mr. Moore does not think the staff understands that. Dr. Slaton asked Mrs. Peterson to send an email making that clear to the staff and to copy the email to him to prevent further misunderstanding. Mr. Moore stated that two people at the high school did have to change their hours during the 6 week time period when Mrs. Waters will adjust her hours in the spring. Mrs. Peterson agreed that she realized after the previous Board meeting that a couple of the staff members would change their hours by a few minutes and apologized for answering Mr. Moore incorrectly.

Mrs. Roberts asked that when Mrs. Peterson and Ms. Sparkman look at the food service costs over the last 3 years that they calculate how much has been saved or brought in (grant money, savings, etc.).

VIII. Operations

A. Personnel Recommendations

1. Resignation(s)

- a. [Jacqueline Morguelan - SHS Drama Club Sponsor](#)
- b. [Shari Whitehead - LES 5.5 Hour Cook](#)
- c. [Helen Seal - SMS 5.5 Hour Custodian](#) - added 8-25-15
- d. [Michael Seal - SMS 5.5 Hour Custodian](#) - added 8-25-15

2. Support Staff Recommendation(s)

- a. [Amy Rone - SES 5.5 Hour Title One Instructional Assistant](#)
- b. [Phyllis Lytle - SES 5.5 Hour Title One Instructional Assistant](#)
- c. [Debra Morgan - SES 5.5 Hour Title One Instructional Assistant](#)
- d. [Reva Dial - SES 5.75 Hour Duty Aide](#)
- e. [Tiwila Hess - SES 5.75 Hour 3rd Grade Aide](#)

- f. [Lishia Wells - SES 5.75 Hour Special Education Aide](#)
- g. [Wanda Aldridge - SHS 5.5 Hour Custodian](#)
- h. [Kelsi Sandlin - SMS 5.75 Hour Instructional Aide](#)
- i. [Scott McDill - VFES 5.75 Hour Special Ed Aide](#)

3. ECA Recommendation(s)
 - a. [Ted Richey - 7th Grade Boys' B Team Basketball Coach](#)
 - b. [Ted Richey - 8th Grade Boys' B Team Basketball Coach](#)
 - c. [Jeremy Zeigenbein - SMS Explorer Team Leader](#)
 - d. [Carrie Carter - SMS Dream Team Leader](#)
 - e. [Lisa Burns - SMS Pride Team Leader](#)
 - f. [Daniel McDonald - SHS Volunteer Asst. Football Coach](#)
4. Transfer(s)
 - a. [John Napier, Jr. from 5.5 Hour SES Custodian to 5.5 Hour JES Custodian](#)
 - b. [Sheila Kenninger from LES 5.75 Hour Duty Aide to VFES 5.75 Hour Duty Aide](#)
 - c. [Mary Wickey from SHS 5 Hr Cook to SHS 6 Hr Asst. Cafe Manager - added 8-25-15](#)
5. Professional Leave Request(s)
 - a. [Marc Slaton, Kevin Smith, Tiffany Barrett, Charles Bottorff & Greg Hammons - Indiana School Safety Training Conference, Indianapolis, IN, Sept. 30-Oct. 1](#)
 - b. [Marc Slaton - Indiana Association of School Superintendent's Fall Conference, Indianapolis IN, Sept. 28-29](#)
 - c. [Kandace Spaulding - Indiana School Counselor Conference, Indianapolis, IN, Nov. 12-13](#)
 - d. [Jordan Warner - Indiana School Safety Specialist Academy, Indianapolis, IN, Nov.](#)
 - e. [Ondra Couch - EF's Training Tour, Berlin, Germany, Oct. 8-9](#)
 - f. [Ahunuar Huerta - 2 Week Unpaid Leave Request September 2015](#)
 - g. [Kristin Nass - eLearning State Cadre Mtg - Indianapolis, IN, Sept. 10-11](#)
6. Field Trip Request(s)
 - a. [SES 3rd Grade - Frazier History Museum, Louisville, KY, Dec. 10](#)
7. [Permission to Post](#)
 - a. VFES 5.75 Hour 3rd Grade Aide (8-13-15)
 - b. SES 5.75 Hour 3rd Grade Aide (8-13-15)
 - c. SES 5.5 Hour Custodian
 - d. SHS Drama Club Sponsor
 - f. LES 5.5 Hour Cook
 - g. SHS 5 Hour Cook - **added 8-25-15**
 - h. SMS 5.5 Hour Custodian (2) - **added 8-25-15**

Mrs. Roberts asked Mrs. Peterson if she lets other candidates know that they did not get the job when she hires someone and Mrs. Peterson stated that she does communicate with the other candidates before it is announced publicly. Mrs. Roberts also asked if years of service are taken into consideration when hiring internally. Mrs. Peterson stated that years of service are considered along with other factors such as attendance and the opinions of their cafeteria manager. Mr. Moore asked if the SHS 6 hour Assistant Cafeteria manager's hours would change during the 6 weeks Mrs. Waters changes her hours in the spring. Mrs. Peterson stated that they will not change. Mrs. Roberts made a motion to approve, seconded by Mr. Mays. Motion carried 5-0.

IX. Facilities

A. Permission to Waive Rental Fees

1. [YGC Austin vs Scottsburg Alumni Game](#)

The Youth Grantmaking Council has asked permission to host an Austin vs Scottsburg alumni basketball game at Meyer Gym on November 23 and to have rental fees waived. Dr. Slaton remarked that the YGC is made up of many of our students and benefits our kids and our community in many ways. Mr. Kendall asked if this would be a problem for either varsity basketball

coach and Dr. Slaton stated that it would not.

2. [ISBA Fall Legal Workshop](#)

The Indiana School Boards Association has asked once again to host a workshop at SMS on November 9 and to have rental fees waived. This allows our administrators to attend a local workshop and it does not result in extra expenses for the District.

3. [Scott County Soil & Water Conservation District Annual Meeting](#)

The annual meeting for the Scott County SWCD is another event that we waive the rental fees for since it is a non-profit government organization.

4. [Scott County Democrats Jefferson Jackson Dinner](#)

The Scott County Democrats have asked to have their annual Jefferson Jackson Dinner at the middle school and to have rental fees waived.

Dr. Slaton recommended waiving rental fees for all of these events. Mrs. Roberts made a motion to approve, seconded by Mr. Mays. Motion carried 5-0.

X. Curriculum, Instruction & Grants

A. Permission to Apply - FY16 Safe & Secured Schools Grant

[Safety Grant Consideration- FY15 & FY16](#)

Dr. Slaton asked permission to apply for the FY16 Grant which can be used for employing a school resource

officer, conducting a threat assessment, or purchasing equipment to restrict access to the schools or expedite the notification of first responders. There was some discussion regarding how to use the FY16 grant. Negatives to using the grant for a resource officer included having six buildings and only one officer;

that when the grant ran out you would lose the officer and have nothing whereas if you purchased other equipment it would be long term; and that VES, LES and JES are county territory and SES, SMS and

SHS

are under the city police. It was also noted that State Police officers are now being paid by the State to walk

through schools when possible during their work day. Dr. Slaton stated that it would be best to finalize

last

year's grant money before asking for additional funds. Dr. Watkins noted that last year's grant funds

must

be out of our account by March.

Revisiting the FY 15 grant, Dr. Watkins shared that Sgt. Jerry Goodin had offered to address the Board about the benefits of the keyless entry/slide card system. It was agreed that the Board would like to invite Sgt. Goodin to answer some of their questions and concerns. (It was noted that Austin and Crothersville both use this system.) Dr. Slaton noted that this grant could cover re-keying the exterior doors,

purchasing

the Raptor program for all buildings, and keyless entry/slide cards. The \$50,000 grant would be matched from FY13 bond monies (\$150,000 security upgrade grant). Other projects this money could go towards would be the SHS Chemical Room clean up, redesigning the front door at LES; office security features at VFES; and SHS Athletic complex air conditioning. Dr. Slaton stated that in looking ahead he would like to look into an auditory device that allows a very quick and effective notice for the lockdown of buildings, and purchasing more cameras.

Mr. Kendall said that he wanted to be sure there wasn't anything more crucial than the card slides that this

money should be used for and he was concerned about who would maintain the card slides. He stated that

he had not realized that this would come out of the bond issue, and that he would be more inclined to use that money, but is still concerned as to who would maintain and be in charge of the cards. He did not

want it to be a burden on the IT department. Dr. Slaton stated that Scott Borden was in favor of the card slides and stated that after the initial set-up he felt it was a good idea. Mr. Mays expressed concerns about

who would have the responsibility of controlling the system and how difficult it would be, how many readers

we would need and what would happen if the system was down as far as entering the building. Mr. Moore

didn't like the idea of students having access to the cards. Dr. Watkins stated that cards can be programmed for specific hours and can be disabled immediately if lost or stolen. He added that he had worked in a building that used cards and there was never an issue of not being able to get into the building.

He also mentioned looking into fingerprint access which could be used for all people on an acceptable list. Mr. Kendall stated that he would definitely like to look into that possibility. He asked for a plan for the remaining bond money be emailed to the Board and stated that he would like to revisit the card slides

after

hearing from Sgt. Goodin. He also suggested having the IT department and/or Mr. Riley to visit a school that uses the cards. Mrs. Roberts made a motion to approve permission to apply for the FY16 grant, seconded by Mr. Mays. Motion carried 5-0.

- B. Permission to Apply for Indiana Division of Mental Health & Addiction Grant - **added 8-25-15**
Mrs. Roberts made a motion to approve, seconded by Mr. Mays. Motion carried 5-0.

XI. Policy

- A. Revised Policies/Guidelines Volume 27, No. 2 - First Reading

[Policies](#)

[Guidelines](#)

Dr. Slaton presented proposed policy/guideline revisions for a first reading. He stated that these revisions have been sent to Discussion for review and asked that the Board let him know of any questions prior to

the

second reading which will be in late September.

During the discussion of the proposed revisions, Mr. Moore stated that he wanted it documented in the minutes that we have an administrator saying that it is a fireable offense for an employee to call a Board member and that this is not true. Dr. Slaton responded that while it is not a fireable offense, it is best practice to follow the chain of command, going to the Board only if a resolution is not found. Mr. Kendall stated that the District has come a long way to open up communications with students, teachers, and community members and he doesn't want to lose that openness by telling people that they are not allowed to contact the Board. He added that there were times in the past during previous administrations when the only information the Board received was what was passed down to them from the Superintendent and that there were times when the Board did not get a realistic perception of events. Dr. Watkins remarked that this is a delicate balance and there should not be times when someone comes to the Superintendent stating that they have already talked to three Board members and been told that something is going to happen. Mr. Kendall agreed that Board members are only one person until they meet together as a Board. Dr. Watkins added that there are times when issues go directly to the Board without the Superintendent ever being made aware of it and that makes it appear as though there is no need to even have to go through the administration. Dr. Slaton stated that as a professional courtesy he would appreciate getting a heads up when a Board member is contacted about something so that he has an opportunity to intervene. He added that one of his goals is to get in every building every week and that so far this year, that has created opportunities for open communication. Dr. Slaton went on to say that when anyone is approached about a problem, it would be best if they would listen but direct the person back to the individual first to see if it can be resolved (whether it be a teacher, coach, principal, etc.), and letting the person know that if there is not a resolution, that they should at that point take the issue up the chain of command to the principal, superintendent, and if needed, to the Board. Mr. Mays stated that there are times when flexibility is required to solve problems, especially when it can be a simple fix. He encouraged bending a little when possible to make things better for people and paying attention to some of the things we are told by people who are out there every day doing the work.

XII. Other Business

A. [Thank You Notes](#)

Dr. Slaton shared a letter of appreciation from the First Christian Church regarding the back to school bash.

He also notified the Board that three of our Scott 2 family members had experienced recent deaths in their families. SMS nurse Karen Anderson lost her father, Shelby Charley; SES Cook Susan Calloway lost her mother-in-law, Christine Bridgewater; and Kristen Richardson's grandfather from New Jersey passed away.

He asked that everyone keep these families in your thoughts and prayers during this time.

B. Consideration of Naming SHS Tennis Courts - **added 8-25-15**

Dr. Slaton noted that the Board had been approached about a request to consider naming the SHS tennis courts in honor of Bill Kimberlin, who started the program and ran it successfully for several years. They would like to put a plaque on the fence to mark this designation. [A letter from current boys' tennis coach, Brian Roberts was provided in support of this idea.](#) Mr. Moore made a motion to approve, seconded by

Mrs.

Soloe. Motion carried 5-0.

C. Background Check - **added 8-25-15**

Dr. Slaton informed the Board that questions were raised during the last Administrator's meeting regarding

the inconsistency of how volunteers are subject to background checks throughout the District. He is discussing the issue with the Administrators, CTA and other Scott 2 employees to develop a consistent plan.

He added that the Raptor system will address some of these issues. Dr. Slaton provided a list for the Board to review and make suggestions to him.

XIII. Adjourn

Mrs. Roberts made a motion to adjourn at 8:25 p.m. Mr. Mays seconded and motion carried 5-0.

Jason Kendall, President

Christy Roberts, Vice President

Josh Mays, Secretary

Ron Moore, Member

Andrea Soloe, Member