

**NORTHWESTERN SCHOOL CORPORATION
BOARD OF SCHOOL TRUSTEES**

February 12, 2019, 7:00 P.M.
NORTHWESTERN HIGH SCHOOL LIBRARY
3431 N 400 W, KOKOMO IN 46901

The Board of School Trustees met in regular session at 7:00 P.M. on February 12, 2019 at the Northwestern High School Library. Board members present included Jonathan Underwood, Janet Lovelace, Jonathan Eller and Ted Merrell. Steve Jones was in attendance; however he was present in the role of a patron. Also present were corporation administrative staff including Kristen Bilkey, Jeff Layden, Jamie Bolser, Scott Simmons, Mindy Hughes, Sheila Lamb, Amber Collins and Michele Short, and approximately 55 interested parties. President Jonathan Underwood called the meeting to order and Jonathan Eller opened with prayer. The minutes of the January 10, 2019 meeting were presented and unanimously approved following a motion made by Jonathan Eller and seconded by Ted Merrell. Ted Merrell made the motion to approve the agenda as presented; Janet Lovelace seconded and motion passed unanimously.

STUDENT OF THE MONTH

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

Howard Elem School – **Morgan Crum**, daughter of David and Whitney Crum. Morgan is in Ms. French's third-grade class.

Northwestern Elementary – **Aubrey Sparger**, daughter of Andy and Suzanne Sparger. Aubrey is a sixth-grader in Mrs. Moore's class.

Northwestern Middle School- Jan - **Sylvia Samborska** – daughter of Wojciech and Magdalena Samborska and an eighth grader at the middle school.

Feb - **Maylie Yoder** – daughter of Matthew and Michelle Yoder and a seventh grader at the middle school.

Northwestern High School – **Joel Anthony**, son of David and Rachel Anthony. Joel is a senior at the high school.

TOP TIGER

Jennifer Bowen – Middle School Math Teacher

I. SUPERINTENDENT'S REPORT

- A. Kindergarten Roundup Dates** – Kindergarten Round-Up will be held at both HES and NES on Wed., March 13 for students living in NW district. A second round-up will be held each elementary school on Thurs., Apr 18 for students approved as tuition transfer students.
- B. Change of Insurance Agent** – Northwestern has changed insurance agents. Kelly Kitchel will be our agent of record from Henriott Group.
- C. Treasurer's Report:** Mrs. Bolser provided the Board for review the December Appropriation report, December Fund report and Form 9.

II. CLAIMS AND FINANCIAL

Claim vouchers in the amount of \$816,381.79 and 2 payroll claim listings totaling \$691,821.67 were unanimously approved for payment on a motion made by Janet Lovelace and seconded by Jonathan Eller.

III. PERSONNEL

Ted Merrell made the motion to approve personnel recommendations. Janet Lovelace seconded and the following were unanimously approved:

- A.** Accept the resignation of **Patrick Rosner**, high school social studies instructor, effective at the end of the current school year.

- B. Accept the resignation of **Hannah Bowlin**, Title 1 instructional assistant at HES, effective February 9, 2019 and **Ryan Smith**, custodian, effective February 15, 2019. Mr. Layden requests authority of administrative appointment in filling the custodial position before the March board meeting.
- C. Approve Mr. Layden's recommendations to employ per the current support staff salary and benefits schedule the following: **Chuck Lingelbaugh** as a corporation special-needs bus driver; and **Bruce Taflinger** –corporation bus driver.
- D. Approve the employment of the following support staff, per the current support staff salary and benefits schedule to include: **Marcy Kistler** - special education instructional assistant at NES effective Jan. 8, 2019 for 3 hours per day; **Valerie Keller** - high school food service manager. Also, approve **Nilene Schurig** - special education instructional assistant at the high school on temporary assignment through the end of the 2018-19 year with no benefits.
- E. Approve Mr. Layden's recommendation to grant medical leave of absence to **Sean Kirchgessner**, corporation bus driver through the remainder of the 2018-19 school year.
- F. Grant the request of **Vicky Hart** for unpaid FMLA medical leave from January 23 through approx. Feb 23, 2019.
- G. Grant the request of Rachel Cardwell for 2 days unpaid personal leave on March 7-8, 2019. Also, grant the request of Susan Puett for 3 days unpaid leave on Feb. 14 and Mar. 20, 2019.
- H. Approve the following individuals as substitute teachers for the 2018-19 school year: Hallie Roth,

IV. CONSIDER ACTION TO CREATE A HYBRID SUPPORT STAFF POSITION(S) (BUS-CUSTODIAL)

Mr. Layden and Mrs. Bolser recommended the creation of two (2) support staff hybrid positions combining duties of ½-time corporation bus driver and ½ time custodian. These positions will be full-time custodian during times that school is not in session, and would provide opportunity for corporation bus drivers to secure full-time employment and benefits. Additionally, Mrs. Bolser recommended adoption of Resolution 1902-5 to ensure PERF coverage for these positions. Jonathan Eller made the motion to approve the positions and resolution as presented; Ted Merrell seconded and motion passed unanimously.

V. CONSIDER ACTION TO APPROVE CREATION OF AN EXTRA-CURRICULAR GROUP

Mr. Brett Davis requested permission to form a clay target league club for students in grades 7-12. The club would meet weekly at a local shooting range and be sponsored by Mr. Davis. Also speaking were Janet Lovelace and Ted Merrell and Kristen Bilkey. Following discussion Ted Merrell made the motion to approve the formation of the club. The board unanimously approve following a second from Jonathan Eller.

VI. CONSIDER ACTION TO ADOPT RESOLUTIONS TO TRANSFER APPROPRIATION AND TRANSFER FUNDS

Mrs. Bolser submitted and read the following resolutions presented for adoption:

1. **Resolution 1902-1** – Resolution to Transfer Appropriations in the 2018 budget, transferring \$24,400 from within the Transportation Fund and \$12,807.77 from within the General Fund.
2. **Resolution 1902-2** – Resolution to Transfer Funds to Rainy Day Fund for a transfer of \$91,949.14 from the Transportation Fund.
3. **Resolution 1902-3** – Resolution to Transfer Funds within Rainy Day Fund to Rainy Day Wind Turbine Reserve Fund in the amount of \$106,522.04
4. **Resolution 1902-6** – Resolution to Carry Appropriations from 2018 budget to 2019 in the amount of \$1,571,838.39.

Janet Lovelace made a motion to approve all 4 Resolutions as presented; Ted Merrell seconded and motion passed unanimously.

VII. CONSIDER ACTION TO ACCEPT A DONATION(S)

The high school received two donations designated to Robotics including \$250 from Huston Electric and \$250 from Community First. The support of our community is greatly appreciated. Ted Merrell

made the motion to graciously accept the donations. The Board unanimously approved on a second from Janet Lovelace.

VIII. CONSIDER ACTION TO ADOPT NONPUBLIC SCHOOL AND CHARTER SCHOOL RESOLUTION

Resolutions to approve the acceptance of students from Sts. Joan of Arc and Patrick School and Redeemer Lutheran are presented for the Board's adoption. These are continued agreements with these two nonpublic schools. Jonathan Eller made a motion to approve the agreements as presented and Ted Merrell seconded. Motion passed unanimously.

IX. CONSIDER ACTION WITH REGARD TO AN OUT-OF-STATE AND/OR OVERNIGHT TRIP REQUEST

Mr. Shoaff requested permission for the Robotics team to travel and compete in two events – The District competition at Penn High School in Mishawaka on March 9-10 and to Detroit on Apr 24-27 to the World Championships. He also seeks permission for the Thespian Troupe to travel to the International Festival in Lincoln, Nebraska June 24-29, 2019. Janet Lovelace made a motion approve trip requests as presented. Jonathan Eller seconded; motion unanimously approved.

X. CONSIDER ACTION TO DECLARE OLD CHECKS VOID

Amber Collins, high school ECA Treasurer, submits two checks that are in excess of 2 years old that have not been presented for payment. She requests they be declared void and funds deposited back into the appropriate extra-curricular accounts. Also, Jamie Bolser, CFO submits a listing of 3 checks that have not been presented for payment, also requesting they be declared void. Jonathan Eller made the motion declare all checks presented void and to deposit back into appropriate accounts. Janet Lovelace seconded and the motion passed unanimously.

XI. RECEIVE INFORMATION FROM THE NORTHWESTERN CORPORATION TEACHERS ASSOCIATION

Alex Pier addressed the board representing the teachers association, encouraging administration to join teachers in a joint letter to legislators to encourage more funding to public education. Ted Merrell and Jonathan Underwood thanked the teachers association for being pro-active in approaching this issue.

XII. CONSIDER ACTION REGARDING BID AWARDING FOR CONTRACTED CARRIER BUS ROUTE(S)

The Transportation Committee submitted the Contracted Carrier Bid Tally Sheet for the Board's review. The committee also submitted their recommendation to adopt Resolution 1902-4 to Approve Bus Transportation Contracts for 2019-20 school year through 2022-23. The recommendation and Resolution included awarding of the lowest responsible and responsive bids for route #21 to Gary Burton at a rate of \$3.90 per mile and route #28 to Brian Adair at a rate of \$3.95 per mile, and the corporation assuming routes 15 and 16 as corporation routes, after unsuccessful negotiation attempts to reach an agreement. Jonathan Eller opened comments requesting a summary of the process and timeline in deriving at the submitted recommendation. Mrs. Bolser reported a timeline of events including bids received on each individual route, ranging from \$4.35 to \$5.00 per mile. She reported that all bids were rejected and the Committee entered negotiations with each driver, reaching agreements on routes 21 and 28. Negotiations however were not successful on the remaining two routes and resulted in an impasse on routes 15 and 16. Following impasse on routes 15 and 16, the Transportation Committee began financial analysis of absorbing these two routes as corporation routes. It was determined that the financial impact to the corporation would be a savings of \$80,000-\$100,000 per year to assume these routes. It was determined that our current fleet of buses would allow assuming these two routes, and it was in the best fiscal interest of the corporation to do so. Ted Merrell then asked if it was possible to absorb all 4 routes advertised. Mr. Layden responded that our current bus fleet would not allow for absorption of all 4 routes at this time; however the board has already approved a bus replacement plan that would allow us to absorb two additional routes by the expiration of the recommended contracts in 2023. Mrs. Bolser responded that we would have to request an excess levy appeal to purchase two (2) additional buses if we absorbed all four routes. This would result in a property tax increase. In addition, the savings would

not be as significant by absorbing all four routes as compared to absorbing just routes 15 and 16 because our current fleet of buses does not support absorbing of these additional routes. The first year a substantial deficit would occur due to the additional bus purchasing.

Following discussion, Mrs. Bilkey read Resolution 1902-4 to approve awarding of contracts on routes 21 and 28 as described above, to address a conflict of interest as bids were received from a school board member and the spouse of a school board member, and for the corporation to assume routes 15 and 16 as corporation routes. In an effort to increase teacher wages, Mrs. Bilkey committed every dollar saved by this recommendation back to the Education Fund.

Ted Merrell made the motion to approve the recommendation of the Transportation Committee and adopt Resolution 1902-4 to award bids as presented. Jonathan Eller seconded the motion. The motion passed with Mr. Merrell, Mr. Eller and Mrs. Lovelace voting yes. Mr. Underwood abstained.

XIII. CONSIDER ACTION TO APPROVE NEOLA UPDATES AND CHANGES ON FIRST READING

Vol. 31 No. 1 recommended updates to NEOLA Policy and Administrative Guidelines were presented for the Board's review and approval on first reading. Mrs. Bilkey will shared an overview of these updates, reflecting recent legislative action. Jonathan Eller made the motion to approve these updates on first reading. Janet Lovelace seconded and motion passed unanimously.

XIV. PUBLIC COMMENTS

Thomas Hedges, 7247 W 00 NS, Kokomo, IN 46901 commented with regard to award of bus contracts, questioning the rate of increase from previous contracts. Mrs. Bilkey responded that the contracts awarded represent an approximate 3% increase and clarified that fuel escalation and de-escalation adjustments are part of the contract. Mr. Merrell also responded that the corporation strives for responsible fiscal management with minimal taxpayer impact.

Lindsay Vonderahe, 1785 N 1050 W, Kokomo, IN 46901 also commented with regard to bus contracts asking what other issues were considered in the decision to award bids and expressed concern about the unemployment of two contracted carriers. Mrs. Shepherd responded that the Transportation Committee recommended awarding of bids based on lowest responsible and responsive offerors. Mrs. Bilkey followed comment that applications will be received for corporation driver routes as well as the newly approved hybrid driver/custodial positions.

Fred D. King, 901 Pavalion Drive commented with regard to a need for additional math teachers at the middle school.

XV. BOARD COMMENTS - none

There being no further business, Ted Merrell made the motion to adjourn to executive session. Jonathan Eller seconded and motion passed at 8:45 p.m.

President

Vice President

Secretary

Next Meeting – Mar 14, 2019 – Northwestern High School Library – 7:00 P.M.

EXECUTIVE SESSION FOR DISCUSSION WITH REGARD TO COLLECTIVE

The Board of School Trustees met in executive session at 9:00 P.M. on February 12, 2019 at the Northwestern High School Library. Board members present included Jonathan Underwood, Janet Lovelace, Jonathan Eller and Ted Merrell. Discussion was limited to the advertised agenda of discussion with regard to collective bargaining.

President

Vice President

Secretary

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