

**Board of School Trustees Regular Meeting Minutes
Hamilton Community Schools
903 South Wayne Street
Hamilton, IN 46742**

Date Posted: June 12, 2017

Meeting Date: June 19, 2017

Meeting Time: 6:30 p.m.

Location: Board Room, Hamilton Jr./Sr. High School

***MEMORANDUM OF MEETING**

Those present representing the Hamilton Community Schools Board of School Trustees: President, Mark Gould; Members, Jeremy Hill and Stacy Shull.

Absent: Vice President, Robert Gaff; Secretary, Lee Stoy;

Representing the administration: Superintendent, Dr. Nicole Singer; Treasurer, Robin Byler; Jr./Sr. High School Principal, Chris Gerbers

Visitors in attendance were: Jade Bacon of Hamilton News, Emeline Rodenas of KPC News, Claudia Weesner (parent), Lori Johnson (parent), Amber Farnham (parent), Jennifer Steyer (new HS Math Teacher), Wade Hantz (new HS PE Teacher) and Michael Smith (new HS Business Teacher).

<u>Motion made by</u>	<u>Second</u>	<u>Vote</u>	
			1. CALL TO ORDER by Mr. Gould at 6:30 p.m.
JH	SS	3-0	2. APPROVAL OF AGENDA
			3. PATRON PARTICIPATION - None
JH	SS	3-0	4. CONSENT AGENDA a. Claims Docket

JH	SS	3-0	<ul style="list-style-type: none"> b. Approval of Minutes <ul style="list-style-type: none"> i. Executive Session May 17, 2017 ii. Regular Meeting May 17, 2017
JH	SS	3-0	<ul style="list-style-type: none"> c. Personnel Report <ul style="list-style-type: none"> <u>New Hires</u> <ul style="list-style-type: none"> i. Kelly Martin, Bus Driver, Rate of pay to be determined upon ridership and as outlined in the 2016-2017 Transportation Handbook ii. Sarah (Deb) Faulkner, Cafeteria Manager, 11 month salaried employee at the annual amount of \$32,371.00, effective July 1, 2017. iii. Kiley Nafziger, Summer Maintenance-6 weeks, \$12.00/hour, effective July 5, 2017 iv. Michael Smith, Summer Maintenance-6 weeks, \$12.00/hour, effective June 26, 2017. v. Shannon Beard, HS History Teacher, salaried employee at the annual amount of \$41,201 effective August 7, 2017. vi. Jennifer Steyer, HS Math Teacher, salaried employee at the annual amount of \$32,154 effective August 7, 2017. vii. Michael Smith, HS Business Teacher, salaried employee at the annual amount of \$40,056 effective August 7, 2017. Additionally, he will be offered up to 5 days at his daily rate, not to exceed \$1,082.60. viii. Wade Hantz, HS PE Teacher, salaried employee at the annual amount of \$32,885 effective August 7, 2017. <p><i>Mr. Gerbers introduced new staff members. Shannon Beard comes from DeKalb Central with 9 years of experience with a dual licensure in History and English. Wade Hantz has 1 year of experience teaching PE at Fremont HS. Jennifer Steyer, a current graduate of Trine will join us teaching high level math classes. Michael Smith is coming to us as a Business teacher. He is currently working in Mississinewa and looking forward to transitioning back into the classroom. He has taught business classes at East Noble and will help grow the ICE program along with the Careers Development program.</i></p> <u>New Hire ECA</u> <ul style="list-style-type: none"> i. Brad Hennessey, 2016-2017 Spring Assistant Athletic Director, ECA stipend in the amount of \$584.62. ii. Shannon Beard, 2017-2018 Summer Basketball Coach, ECA stipend in the amount of \$876.93.

JH	SS	3-0	<p>iii. Shannon Beard, 2017-2018 Varsity Boys Basketball Coach, ECA stipend in the amount of \$5,846.</p> <p><u>Resignations</u></p> <p>i. Shannon Harman, Junior/Senior High School Counselor, effective June 30, 2107.</p> <p><u>Retirements</u></p> <p>i. Gloria White, Junior/Senior High School English Teacher, effective June 30, 2017</p> <p><u>Leaves</u></p> <p>None</p> <p><i>Mr. Gould commented, "On behalf of the school board he would like to welcome the new staff members and looking forward to some great things from you and for you."</i></p> <p>d. Receipt of Funds</p> <p>i. High School Art, Dekko Foundation, \$545.00 (Juli Dorton)</p> <p>ii. Elementary Art, Dekko Foundation, \$2,619.00 (Christy Howard)</p> <p><i>Dr. Singer commented, funds to be used for supplies for the art program and we appreciate Dekko's support. These ladies do a great job with the programming and some of the art work will be displayed in the Board Room next school year.</i></p>
JH	SS	3-0	<p>5. NEW BUSINESS</p> <p>a. Adoption of NEOLA Policies Vol. 28 Nos. 1 & 2 – The updates reflect changes in order to keep schools compliant with changes in Indiana Code or guidance that is recommended from court cases. Recommend that NEOLA Policy updates be approved as reviewed and revised at the May board meeting.</p> <p>b. Adoption of Internal Controls – at the time of submission of the Annual Financial Report, the fiscal officer must certify that the minimum internal control standards have been adopted and that personnel have received training regarding these standards and procedures. Dr. Singer, Mrs. Byler and Mrs. Dove have completed training and are now certified.</p> <p>c. Bonding of ECA Treasurer -- Ms. Lori Zimmerman will assume duties and responsibilities of ECA Treasurer for both the elementary and junior/senior high school beginning July, 2017. This change is being made in an effort to stream line processes. It is recommended that</p>
JH	SS	3-0	

JH	SS	3-0	<p>permission be granted to bond Ms. Zimmerman in the amount of \$25,000 for the 2017-2018 school year.</p> <p>d. Retention Bonuses – Title II funds were secured to be used for promotion, retention, and recruitment of teachers as well as professional development. In an effort to retain a highly qualified certified teaching staff, a \$100.00 continued employment bonus is suggested as a one-time stipend for staff hired during the 2016-2017 school year and return for the 2017-2018 school year. Eight employees are eligible to receive the stipend on the August 20, 2017 pay.</p>
JH	SS	3-0	<p>e. Title I and Title II Grant Application – Each year school districts have the opportunity to apply for various State and Federal grants. Hamilton Community Schools is eligible to apply for High Ability, Title I, Title II and Title III grants. It is recommended the superintendent be authorized to apply for these and other grants (if available) in order to support instructional purpose.</p>
JH	SS	3-0	<p>f. Title I Program Administrator – It is recommended Mr. Greg Piatt, Elementary Principal be named Title I Program Administrator for the 2017-2018 school year. This upcoming school year we are eligible to apply for Title I Grant in the amount of \$148,668.58. This is a decrease of \$40,515.68 in funds. Funds to be used for salaries, benefits, instructional materials and professional development.</p>
JH	SS	3-0	<p>g. Hamilton Community Schools Mission/Vision Statement – During discussion in the May board meeting, the Board expressed a desire to adopt both a mission and vision statements in order to provide direction and focus for decision making and long-range planning. Recommended to adopt the following statements: Mission Statement – Engaging today’s learners to be tomorrow’s leaders Vision Statement – Small school, small town, big dreams Dr. Singer noted the Mission and Vision statements will be posted in the Boardroom next school year.</p>
			<p>6. SUPERINTENDENT’S REPORT Dr. Singer stated that at the July 17th board meeting she will be presenting “How School are Funded” in preparation of the upcoming school budget hearing in August. This will provide general information to the board and community on how school are funded as they do not operate like our personal checking accounts. In August expect information about the 2018 Budget and funding as it specifically relates to Hamilton Schools. She will share more budget information later in the fall and discuss the impact of HB1009. ISTEP scores are out. Parents should receive a letter from the school this week which will give the parents a chance to view student scores and request rescore. Dr. Singer</p>

			suggested that parents request a rescore if the student score is within 5-10 points of passing. She also noted the end of a successful school year. Budget preparations are underway and that the bus replacement plan will likely include the replacement of 1-2 sub buses. For the July meeting, Dr. Singer will request a work session where Emcor will present a facility audit and Mr. Hennessey will share an update on summer projects.
			7. ADMINISTRATORS' REPORT ISTEP letters will be going out to parents giving them information on how to view student scores and guidelines to request a test to be rescored. Summer school updates included that several kids have passed their classes and many continue to work on their second or third class earning credits/recovery credits. A GPA miscalculation glitch was found in the PowerSchool program. Hats off to Mrs. Holden and Mr. Shafer who corrected the PowerSchool issue. Ours boys' basketball team is traveling to Peru tomorrow playing a controlled scrimmage game.
			8. BUSINESS MANAGER/TREASURER'S REPORT Mrs. Byler has provided a funding comparison sheet of May 2016 and May 2017 to be inform the board of where the district was at this point last year versus this year. This information what will be used to assist in 2018 budgeting decisions. She also provided a report on certificates of deposit held at Farmers State Bank. She also stated she is working on closing June, and Komputrol will come in to help run the fiscal to date reports.
			9. SCHOOL BOARD MEMBER COMMENTS Mr. Gould shared that he and Mr. Hill attended the May 18 th ISBA Regional meeting in Fort Wayne. He reviewed items that went through the legislation and some that did not. Presenters mentioned what is coming up with future school funding.
			10. ADJOURNMENT at 7:03 p.m.

**Upcoming Meetings:
July 17, 2017: Regular Board Meeting at 6:30 p.m.**

Respectfully submitted,

Hamilton Community Schools
Board of School Trustees