

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

**Date Posted:** April 9, 2018

**Meeting Date:** April 16, 2018

**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; Vice President, Robert Gaff; Secretary, Stacy Shull; and Members, Jeremy Hill and Lee Stoy (late arrival).

**Absent:**

**Representing the administration:** Superintendent, Dr. Nicole Singer; Treasurer, Robin Byler; Elementary Principal, Greg Piatt; Jr./Sr. High School Principal, Chris Gerbers; and Jr./Sr. High Assistant Principal, Justin Hoard.

**Visitors in attendance were:** Mary Dutton, Connie Reas, Karen Gruthrop, Kelsy McMullen, Caleb McMullen, Deb Headley, Beth Mahony, Michelle Warner, Mindy Stevens, Carol Leitzel, Susan Crawl, Brad Hennessey, Amanda Mills, Ryan Cline, Kim Kepler, Julie Friend, Kathryn Richter, and Amber Farnham.

<u>Motion made by</u>	<u>Second</u>	<u>Vote</u>	
			1. CALL TO ORDER by Mark Gould 6:30 p.m. <b>MISSION: Engaging today's learners to be tomorrow's leaders.</b> <b>VISION: Small school, small town, BIG dreams!</b>
RG	JH	4-0	2. APPROVAL OF AGENDA

			<p>3. <b>MAGNIFICENT MARINES – Spotighting Student/Teacher Success</b>  Greg Piatt, Elementary Principal introduced Carol Leitzel, Elementary High Ability Math Teacher and student who showcased skills learned during their time in class. Present were: Carol Leitzel Elementary teacher and students: Lilli Cline, Aunika Kempa, Trayn Kintz, Caleb McMullen, and Chase Olson.</p>
			<p>4. <b>PATRON PARTICIPATION</b>  None.</p>
RG	JH	5-0	<p>5. <b>CONSENT AGENDA</b></p> <ul style="list-style-type: none"> <li>a. Claims Docket</li> <li>b. Approval of Minutes <ul style="list-style-type: none"> <li>i. Regular Meeting, March 19, 2018</li> <li>ii. Executive Session, March 19, 2018</li> </ul> </li> <li>c. Personnel Report: <b>REVISED</b>  Extra-Curricular positions: Jessica Huffman, JH Academic Coach, Paige Hook, Varsity baseball Assistant Coach, and Jim Fry, Softball Volunteer Assistant.  Administrative leaves: Wade Hantz, March 22-23 and Heather Elzey, April 2-11.  Resignations Paul Rose, Jr./Sr, High School Science teacher and Jim Fry, Softball Assistance Coach.</li> <li>d. Receipt of Funds: Dekko Foundation, Elementary Art/ Kathryn Richter, \$1,500; Steuben County Community Foundation, Science Supplies, \$800; The Cellular Connection, six new backpacks with school supplies; and Hamilton Booster Club, Hamilton Drama, \$200.</li> </ul>
RG	JH	5-0	<p>6. <b>NEW BUSINESS</b></p> <ul style="list-style-type: none"> <li>a. <b>Safe &amp; Caring Environment</b></li> <li>b. <b>Achieving Excellence</b> <ul style="list-style-type: none"> <li>i. Summer Courses and Schedule  Mr. Gerbers is recommending the school board approve the summer courses for summer school. He is also suggesting summer school occur June 4-June 29, 2018 from 8:00a.m.-12:00p.m. Courses offered will allow students to recover credits and participate in remediation. Courses to be approved: English 9-12, Economics, US Government, US History, World History or Civilization, Algebra I-II, Geometry, Biology I, and Personal Finance. Mr. Gerbers commented these online courses will be taught by the equivalent of one staff member, divided among four content area teachers.</li> </ul> </li> </ul>

RG	JH	5-0	<p><b>c. Effective Use of Resources</b></p> <p>i. Marketing Service Agreement The recommended group will meet with administration to assist in the implementation of public outreach and community relations elements, relevant timelines, earned media outreach and other community relations activities as determined by the leadership of the Hamilton Community School Corporation. The group will attend regularly-scheduled meetings and provide timely reports for representatives as designated by the school. The group will use all reasonable efforts to support the public outreach effort.</p> <p>It is recommended the Board approve the consulting agreement with Winston-Terrill Group at the contracted rate of \$12,000 beginning April 2018 lasting through July 2018.</p> <p>ii. Technology Plan Kelly Shafer, Corporation Director of Technology, has prepared the Tech Plan 2018 to meet the Department of Education requirements. Details include connectivity, resources in place, and our future needs.</p>
RG	JH	5-0	
RG	JH	5-0	<p><b>d. Accountability for Growth</b></p> <p>i. Approval of NEOLA Policy Volume 29 Number 1 (see attached) First reading on February 19<sup>th</sup>, second read on March 19<sup>th</sup> and recommend approval.</p> <p>ii. Second Reading on NEOLA Policy Volume 29 Number 2 (see attached) Policy 6330 on Finance was in question when to have counsel approve contract/s over a certain dollar amount or contract time line. Currently the superintendent has a \$50,000 limit to purchase items without a contract.</p> <p>iii. Second Reading of NEOLA Policy 3139 (see attached) No questions at this time.</p> <p>iv. First Reading of NEOLA Policy Volume 30 Number 1 (see attached) No questions at this time.</p>
			<p><b>7. SUPERINTENDENT’S REPORT</b></p> <ul style="list-style-type: none"> <li>• Shared the Cash Flow report, ECA Report, and minutes of the Superintendent Special Ed Council.</li> <li>• Insurance information slides that will be shared with staff members this Friday, April 20 after school and Friday, April 27 before school.</li> </ul>

			<ul style="list-style-type: none"> <li>• In the fall, the insurance consortium will have the ability to bid on our health care, prescription and loss stop coverage and see a savings in prescription costs. Also our insurance consortium will join other consortiums in the state to help reduce costs.</li> <li>• Working with teacher and administration in receiving Marzano training to become a STEM School and Marzano Certified Highly Reliable School. Professional development training began last spring and continues over the summer. This is a two-year process once we begin (Spring 2018).</li> <li>• Overview of Work Ethics Certificate from the Governor’s Office was shared. The Steuben County Economic Development Corporation is looking for businesses willing participate and build a partnership with local school corporations. This would tie in with Graduation Pathways.</li> <li>• IMPACT Welding program will be using already existing property near the Co-op building off of Dowling Street, Kendallville. Area superintendents believe there are donors who will be able to raise funds for the building.</li> </ul>
			<p>8. ADMINISTRATORS’ REPORT</p> <ul style="list-style-type: none"> <li>• Mr. Piatt reported that the IREAD remediation time will begin April 23 through the end of the year along with more remediation scheduled for the week of June 4<sup>th</sup>. With the help of the Steuben County Literacy Coalition, Summer Space Camp and Drama Camp will be available to Hamilton students this summer. Lastly, second round of ISTEP begins tomorrow and will go through Friday, May 4.</li> <li>• Mr. Gerbers shared that the e-Learning trial on April 9 was done during Marine Advisory class time and had very positive responses. Fifty students will participate in the United Way Day of Caring projects around the Hamilton area. Eight teachers will be out helping with projects and instead of hiring substitute teachers, the plan is to make the morning an E-Learning day for the student who stay back at the school. The students who participated can do their E-Learning assignments upon return. ISTEP tests will be taken on Tuesday and Wednesday mornings the next two weeks. Finally, April 28 is Prom with Grand March in the gym at 6:00 p.m. Prom dinner is at the Coon Hunter’s Lodge 7:00-10:00 p.m. and After Prom is at the Auburn Skating Station 11:30 p.m.-1:00 a.m.</li> <li>• Mr. Hoard commented that spring sports are under way with several games needing to be rescheduled due to cold temperatures. NECC Tournament for baseball begins Tuesday, April 24, we will host the game against Angola at 5:00 p.m. Senior student Maggie Ingledue is excelling at IMPACT and has signed to be a hammer and shot put thrower at St. Francis University in the fall. JH Golf will play at Zollner Golf Course this year, free admission. May 10 will be our “Strike Out for Cancer” night for both JV Softball and Varsity Baseball. I invite you to come out and support this worthy cause</li> </ul>
			<p>9. BUSINESS MANAGER/TREASURER’S REPORT</p> <ul style="list-style-type: none"> <li>• Indiana Public Retirement Systems is now conducting audits for all government entities and will be at Hamilton on Wednesday. Appropriations are in so the budget is ready to go for 2018. Dr.</li> </ul>

			Singer and I attended a conference in Fort Wayne in preparing for the new 2019 funding which will be divided up into Building Level funds.
			10. SCHOOL BOARD MEMBER COMMENTS <ul style="list-style-type: none"> <li>• None</li> </ul>
RG	JH	5-0	11. ADJOURNMENT at 7:35 p.m.

**Upcoming Events:**  
**May 21, 2018: Regular Board Meeting at 6:30 p.m.**

Respectfully submitted,

Hamilton Community Schools  
Board of School Trustees

\_\_\_\_\_  
Mark Gould, President

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Robert Gaff, Vice President

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Stacy Shull, Secretary

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Jeremy Hill, Member

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Lee Stoy, Member

\*Memorandum of Meeting reflects date, time and location of meeting; members of the governing body recorded as either present or absent; general substance of all matters discussed, proposed, decided; record of all votes taken, by individual members if there is a roll call.