

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

Date Posted: December 10, 2018

Meeting Date: December 17, 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 Member Jeremy Hill.

Absent: Member Lee Stoy and Chris Gerbers; Jr./Sr. High Assistant Principal

Representing the administration: Superintendent, Anthony Cassel; Treasurer, Brittany Taylor; Jr./Sr. Assistant High School Principal, Justin Hoard and Elementary Principal, Greg Piatt.

Visitors in attendance were: Kathryn Bassett, KPC Reporter and Richard Justice.

<u>Motion made by</u>	<u>Second</u>	<u>Vote</u>	
			1. CALL TO ORDER by Mr. Mark Gould 6:30 p.m. MISSION: Engaging today's learners to be tomorrow's leaders. VISION: Small school, small town, BIG dreams!
RG	JH	4-0	2. APPROVAL OF AGENDA Changes made to the agenda are: additional receipt of funds, move discussion of eLearning under new business, and HVAC import and discussion of next board meeting date. Mr. Gould responded that the next school board meeting will be held on January 14, 2019 due to reorganization of board must be completed by January 15 th . The 2019 board meeting schedule will be talked about during this meeting.

			<p>3. PATRON PARTICIPATION: Mr. Richard Justice asked if any discussion has been done to research the cost per student in comparison to other schools in the area. Mr. Cassel responded that we are the highest. At the end of last year, we were at \$26,000 per student, beginning of this year \$24,000 per student and according the 2019 budget we will be at \$21,000 per student. Area school range from \$10,500 to \$16,500. The decrease from \$26,000 to \$21,000 is a savings of \$1.1 million dollars out of our budget and increase in enrollment. No meeting minutes published since May of 2018.</p>
RG	SS	4-0	<p>4. CONSENT AGENDA</p> <ul style="list-style-type: none"> a. Claims Docket b. Approval of Minutes <ul style="list-style-type: none"> i. Executive Session November 15, 2018 ii. Regular Meeting, November 19, 2018 c. Personnel Report <ul style="list-style-type: none"> <u>New Hires:</u> <ul style="list-style-type: none"> i. none <u>Resignation</u> <ul style="list-style-type: none"> ii. Justin Hoard, Assistance Principal/Athletic Director, Effective January 6, 2019 d. Receipt of Funds <ul style="list-style-type: none"> i. Donation from Hamilton Church of Christ for \$736.08 to pay previous year's book fee balances for four students. ii. Donation came in today from an anonymous donor to pay off all lunch accounts with a negative balance. Total donation \$254.70.
RG	JH	3-0 MG Abstained	<p>5. New Business</p> <ul style="list-style-type: none"> • Teacher Appreciation Grant (TAG) Awards: On November 15, 2018, Hamilton Community Schools received \$8,469.97 from the DOE for the Teachers Appreciation Grant Award. There are 19 teachers eligible for the award who taught during the 2017-18 school year and are still working here. Each teacher will receive \$445.79, less benefits, on the December 20 2018 pay check. Board was given a list of eligible employees. It is recommended that the eligible teachers be approved to receive the TAG award.
RG	JH	4-0	<ul style="list-style-type: none"> • Year End Payroll and Claims/Cash Transfers:

RG	SS	4-0	<p>As the calendar year comes to a close, it will be necessary to process claims and payroll in order to complete tasks for year-end processes. Additionally, these tasks will also need to be completed prior to the next board meeting on January 14, 2019. Any fiscal tasks completed to close the year will be shared with the board at the next meeting.</p> <p>It is recommended that permission be granted in order to process the payroll and claims necessary to close the year.</p> <ul style="list-style-type: none"> • Athletic Coordinator Contracted service (Remainder 2018-2019 School Year) TABLED • HVAC Contract with Emcore Group: Emcore engineers met with Mr. Cassel and Mr. Hennessey to discuss the upcoming project, walked around the school taking measurements, had a phone conference with an individual from Indy and it was recommended that we approve a Boiler Plate Contract and have contract reviewed by the school attorney. Units are 14 weeks out. It is recommended that we approve the Boiler Plate Contract pending approval from our attorney. Final contract will include expenditures and time lines.
			<p>6. SUPERINTENDENT’S REPORT</p> <ul style="list-style-type: none"> • Referendum petition drive there are 138 signatures with 7 packets still out with individuals collecting signatures. Our goal is to get 200 signatures no later than middle of January. • Looking at calendar dates for the monthly State of the School Community meetings, will pick multiple dates and times to give 2nd and 3rd shift workers an opportunity to come to the meetings. • Met with NEOLA to make plans to get our policies up to date along with updating the Administrator guidelines. • Elementary Christmas program is tomorrow night with a surprise visit from Santa. Elementary PTO held a “Make with Mom” night where students completed projects with their moms. This was a good community event and well attended. • On December 22, 2018, Summer League baseball and softball will sponsor a “Gingerbread Event” under the coordination of Chante Hurraw, who is a big supporter of our school. Fifty Gingerbread houses and supplies will be donated for families to decorate and take home for the holidays. This is a community event. • Mr. Cassel wanted to thank Justin Hoard, who is leaving for another opportunity, rank him among the best for his pride and support for Hamilton schools. Wished Justin well and commented that future students will be impacted by what he will be teaching staff members in

			his new position. Justin responded that it has been a special three years, his family included, they've met many wonderful people and love their time at Hamilton Schools.
			<p>7. ADMINISTRATORS' REPORT</p> <ul style="list-style-type: none"> • Mr. Piatt shared eLearning has received positive responses so far, Goggle Classroom is going well, and need to help those who don't have internet access. Both elementary staff and high school staff raised donations for the Hamilton Food Pantry in the amount of \$450. Upcoming events include: Elementary Christmas Program, Thursday, December 18 and The NED Show, Friday, December 19. • Mr. Hoard reported eLearning for the HS has been very positive. Students manage to get assignments in prior to the week deadline. This is final week for the Jr. Sr. High school students with an amended class schedule. December 5th Remedy Live returned with the "Get Schooled" program and teamed up with the Bowen Center to help struggling students. During the program student are encouraged to answer questions using their electronic devices. The results are shared with school staff and a meeting was held for parents a week later, no parents came. Raised over \$1,200 for Volley-4-a-Cure Steuben County Cancer Association in combination with Fremont and Prairie Heights volleyball games. Also, staff raised funds for the Hamilton Food Pantry as mentioned in Mr. Piatt's report.
			<p>8. TREASURER'S REPORT</p> <ul style="list-style-type: none"> • Need to make one change in a claim for a lesser value. Added to Mr. Piatt's report, the PTO held a Parent's Night Out. Fifty of our students participated in games, pizza, and crafts for three hours. Mr. Cassel complimented the PTO for all of their hard work.
			<p>9. SCHOOL BOARD MEMBER COMMENTS</p> <ul style="list-style-type: none"> • Mr. Gaff challenged the principals to put a map grid together of all the families that do not have access to the internet. A bus could be loaded with WiFi equipment and parked in the grid area that needs access. Mr. Hoard added that when bad weather is in the forecast, students have the capability to down load assignments before leaving school. Mr. Gaff shared the town is looking into running fiber from Angola to Hamilton. • Mr. Gould thanked Mr. Hoard for his service on behalf of the board and wished him all the best.

			<ul style="list-style-type: none"> • Mr. Gould would like to challenge board members to attend the monthly State of the School Community meetings making sure that there are no more than two at a meeting. • Mr. Gaff added to Mr. Gould's appreciation comments letting Mr. Hoard know that he is one of the elite Athlete Directors that Hamilton has had.
RG	JH	4-0	10. ADJOURNMENT at 7:04 p.m

**Upcoming Events:
Monday, January 14, 2019: Regular Board Meeting at 6:30 p.m.**

Respectfully submitted,

Hamilton Community Schools
Board of School Trustees

Mark Gould, President

Robert Gaff, Vice President

Stacy Shull, Secretary

Jeremy Hill, Member

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.