MINUTES

(0166)
Tuesday, October 8, 2013
6:15 P.M.

I. Call to Order (0164)
President Dickson called the meeting to order.

I. Pledge of Allegiance
The Pledge of Allegiance was recited by all present.

II. Moment of Silence
All remained standing for a Moment of Silence.

III. Roll Call to Establish a Quorum (0162)
Secretary Burkel took roll call. Present were: Trustees James Sakelaris, Dennis Wilkening, Julie Mueller, Mary Joan Dickson, and Mary Pat Burkel. Also in attendance was Superintendent Thomas Taylor.
IV. Commendations
A. Shannon Yardley, Hanover Central High School Student - for attaining membership in the Northwest Indiana Youth Symphony as a violinist. The Youth Symphony is a prestigious honor as few are accepted from the many applicants to the program.
B. Charlie Bayne, Hanover Central High School Student – Charlie has been accepted as a 4H Royal Ambassador. The panel of 4H judges evaluated Charlie’s achievement record, his efforts to promote 4-H in the community, and an individual 10-minute interview. Charlie is one of two royal ambassadors from Lake County.
C. Heather Bayne, Hanover Central High School Student – Heather qualified to compete in the American Eventing Championships, a national equestrian competition. She placed second in her division regional horse trials.
D. Kaylin Fanta, Hanover Central High School Senior - received the ABC Summer of Service $1,000 award. Its purpose is to reward students who help make a lasting, positive change in the world.
E. Stevan Micic, Hanover Central High School Student - who represented Hanover Central High School and the United States of America during the month of September 2013 in an international competition held in Serbia. He was part of the ten member wrestling team that competed over a span of five days. Mr. Bachinski noted that Stevan just received a full ride scholarship to Northwestern University.
F. Lincoln Elementary School Parents Mr. and Mrs. Michael and Melissa Felty – donate large amounts of school supplies annually to Jane Ball and Lincoln Elementary Schools
G. Lincoln Elementary School Fifth Grade Teacher Alyssa Monix - awarded a Challenger-Columbia Teacher Grant from the Challenger Learning Center of Northwest Indiana, in the Amount of $600.00.
H. Harry Sparks, Hanover Central High School Student – for outstanding performance on the Preliminary SAT/National Merit Scholarship Qualifying Test in 2012. Harry was the only student this year to receive this commendation from the National Merit Scholarship Program.

V. Comments and Discussion Relative to Items on the Agenda (0167.3) – 15 minutes
The Board requests that patrons express ideas in three minutes or less and refrain from personal attacks or derogatory statements about any school employee, a fellow citizen, student, or anyone else, whether in the audience or not. The President will limit discussion whenever he/she deems such action appropriate to the proper conduct of the meeting.
A. Public - NONE
VI. Approval of the Agenda (0166)
Trustee Mueller moved to approve the agenda. It was seconded by Trustee Wilkening. Motion was unanimously carried.

VII. Reports

A. Administration
   The Principals reported on the recent ISTEP testing.
   1. Jane Ball Elementary School – Mrs. Deborah Snedden
   2. Lincoln Elementary School – Mrs. Melissa Walley
   3. Hanover Central Middle School – Mr. Tony Hiatt
   4. Hanover Central High School – Mr. Justin Biggs
   5. Athletics
   6. Food Service
   7. Buildings and Grounds
   8. Custodial Services
   9. Technology
   10. Superintendent – Mr. Thomas Taylor
   11. Business Services – Mrs. Dana Bogathy presented a report on the budget and funds. She will present a financial report like this every month.

B. School Board
   2. St. John Redevelopment Commission – James Sakelaris
   3. Cedar Lake Town Council – Dennis Wilkening
   4. Cedar Lake Redevelopment Commission – Dennis Wilkening
   5. Northwest Indiana Special Education Cooperative (NISEC) – Mary Pat Burkel reported that they are hoping to approve their teacher contract soon.
   6. Indiana School Boards Association (ISBA) Legislative Committee – James Sakelaris
   7. Communication Committee – Julie Mueller

The Superintendent mentioned that Trustee Wilkening talked previously about the fire hydrant and water line at the high school. He asked where we are at with that. Trustee Wilkening said he will look into it.

VIII. Approval of Consent Agenda (0166.1)

A. Approval of the Minutes of Previous Meetings (0166)
   1. Executive Session
      a. September 10, 2013
2. Regular Meeting  
   a. September 10, 2013

3. Special Meeting  
   a. September 30, 2013

Trustee Sakelaris moved to approve the above minutes. It was seconded by Trustee Mueller. Motion was unanimously carried.

B. Approval of Payroll and Expense Claims in the amount of $1,743,654.04

C. Extra-curricular accounts  
   1. Jane Ball Elementary School  
      a. September 2013 - $14,953.35

   2. Lincoln Elementary School  
      a. September 2013 - $14,107.78

   3. Hanover Central Middle School  
      a. September 2013 - $14,300.69  
      b. September 2013 Athletics - $2,415.50

   4. Hanover Central High School  
      a. September 2013 - $109,155.74  
      b. September 2013 Athletics- $32,877.24

Trustee Wilkening moved to approve the above financial reports. It was seconded by Trustee Burkel. Motion was unanimously carried.

D. Approval of Facility Requests - It is understood that the requesting groups will only use the facilities that were requested and approved by the Board of School Trustees  
   1. Cedar Lake Chamber of Commerce requests to use the Hanover Central High School parking lot as a staging area for the “Parade of Lights” on Saturday, November 23, 2013, from 5:30 P.M. to 7:30 P.M., except for when school is not in session. It is understood that in-school activities will take precedence with the use of the facilities. Custodial charges of $25.00 per hour apply if the group remains in the building after 9:00 P.M. and custodial charges of $25.00 per hour will also apply for weekend facility usage. A Site Supervisor may be assigned to the event in the amount of $15.00 per hour. Current insurance is from 7/20/13 to 7/20/14.

   2. NWI White Sox Travel Softball to use the Lincoln Elementary School gym for softball winter training on Wednesday nights, October 16, 2013 to March 19, 2013 (flexible with days of week to work around school functions) from 5:30 P.M. to 8:00 P.M., except for when school is not in session. It is understood that in-school activities will take
precedence with the use of the facilities. Custodial charges of $25.00 per hour apply if the group remains in the building after 9:00 P.M. and custodial charges of $25.00 per hour will also apply for weekend facility usage. A Site Supervisor may be assigned to the event in the amount of $15.00 per hour. Current insurance is from 1/1/13 to 1/1/14. **Approval is contingent upon receipt of renewed Certificate of Liability Insurance.**

3. **Girl Scout Brownie Troop #30199** requests to use the Jane Ball Elementary School cafeteria for bi-weekly meetings on Wednesdays throughout the 2013-14 school year, beginning October 9, 2013 until April 30, 2014 (dates are on file) from 3:30 P.M. until 5:00 P.M., except for when school is not in session. It is understood that in-school activities will take precedence with the use of the facilities. Custodial charges of $25.00 per hour apply if the group remains in the building after 9:00 P.M. and custodial charges of $25.00 per hour will also apply for weekend facility usage. A Site Supervisor may be assigned to the event in the amount of $15.00 per hour. Current insurance is from 7/1/13 to 7/1/14.

4. **ISSMA** to use the Hanover Central High School auditorium, classrooms, and cafeteria (full facilities) to host an Organizational Event on Friday, April 14, 2014 from 3:00 P.M. until 10:00 P.M. and Saturday, April 12, 2014 from 7:00 A.M. to 3:00 P.M., except for when school is not in session. It is understood that in-school activities will take precedence with the use of the facilities. Custodial charges of $25.00 per hour apply if the group remains in the building after 9:00 P.M. and custodial charges of $25.00 per hour will also apply for weekend facility usage. A Site Supervisor may be assigned to the event in the amount of $15.00 per hour. Current insurance is from 8/5/13 to 8/5/14.

Trustee Wilkening moved to approve the above facility use requests. It was seconded by Trustee Sakelaris. Motion was unanimously carried.

**IX. Personnel (0166)** *Employment is contingent upon new hire screening and required certification.*

A. Certified Recommendations - NONE

B. Non-Certified Recommendations

**RESIGNATION**

1. Dana Mathews-Lane, Cafeteria Assistant/Cook at Hanover Central High School, retro effective September 27, 2013

**EMPLOYMENT**

1. Nicole Parker, Cafeteria Assistant/Cook at Hanover Central Middle School, retro effective September 9, 2013
2. Brittney Gawlas, Cafeteria Assistant/Cook at Hanover Central Middle School, retro effective September 12, 2013

3. Misty Watland, Cafeteria Assistant/Cook at Hanover Central Middle School, retro effective September 16, 2013

4. Tracy Egyed, Media Center Assistant at Hanover Central High School, retro effective September 16, 2013

5. Kristina Miller, Instructional Aide at Jane Ball Elementary, retro effective September 20, 2013

6. Regina Martinez, Nurse at Hanover Central High School, effective October 14, 2013

**REASSIGNMENT**

1. Tom Krueger, Head Custodian at Lincoln Elementary to Lawncare/Maintenance with Hanover District, retro effective October 7, 2013

2. Debbie “Sam” Jenkins, Custodian at Hanover Central High School to Head Custodian at Lincoln Elementary, retro effective October 7, 2013

**B. EXTRA-CURRICULAR RECOMMENDATIONS**

**RESIGNATION**

1. Matt Zima, 6th Grade Girls Volleyball Coach at Hanover Central Middle School, effective the 2013-2014 school year

2. Giovanni Lucido, 5th Grade Boys Basketball Coach at Lincoln Elementary, effective the 2013-2014 school year

**EMPLOYMENT**

1. Kelsey Reynolds, 5th/6th Grade Soccer Coach at Hanover Central Middle School, effective the 2013-2014 school year

2. Jennifer Boer, 6th Grade Girls Volleyball Coach at Hanover Central Middle School, effective the 2013-2014 school year

3. Amanda Suarez, P.E. and Health Department Chair and Hanover Central High School, effective the 2013-2014 school year

4. Larry Govert, 7th Grade Boys Basketball Coach at Hanover Central Middle School, effective the 2013-2014 school year
5. Larry Glidewell, 5th Grade Boys Basketball Coach at Jane Ball Elementary, effective the 2013-2014 school year

6. Eric Irvine, 5th Grade Boys Basketball Coach at Lincoln Elementary, effective the 2013-2014 school year

7. Tracy Sheehy, Family and Consumer Science Department Chair at Hanover Central High School, effective the 2013-

Trustee Mueller moved to approve the personnel report. It was seconded by Trustee Sakelaris. Motion was unanimously carried.

X. Other (0166)

A. Informational
1. Policy - First Reading
   a. Revised Bylaw 0144.5 – Gifts and Gratuities
   b. Revised Bylaw 0164.4 – Meeting of the Board Defined
   c. Revised Bylaw 0165.1 – Notice of Regular Meetings
   d. Revised Bylaw 0165.2 – Notice of Special Board Meetings
   e. Revised Bylaw 0165.3 – Notice of Emergency Meetings
   f. Revised Bylaw 0165.4 – Notice Requirements Established by Other Statutes
   g. Delete Bylaw 0165.6 – Waiver of Notice
   h. Revised Policy 1537 – Military Service
   i. Revised Policy 2270 – Religion in the Curriculum
   j. Replacement Policy 2510 – Adoption of Curricular Materials
   k. Revised Policy 5111 - Determination of legal Settlement and Eligibility for Enrollment of Students Without Legal Settlement in the Corporation
   l. Revised Policy 5410 – Promotion, Placement, and Retention
   m. Revised Policy 5517.01 - Bullying
   n. Revised Policy 6110 – Grant Funds
   o. Revised Policy 6320 – Purchasing
   p. New Policy 8390 – Animals on School Corporation Property
   q. Revised Policy 8750 – Defense and Indemnification of Board Members and Employees
   r. Revised Policy 9160 – Public Attendance at School Events
2. Revised Administrative Guideline 4162A – Drug and Alcohol Testing Program for CDL License Holders
3. Revised Administrative Guideline 5111 – Admission to the Corporation
4. Revised Administrative Guideline 5517.01 – Bullying
5. Revised Administrative Guideline 7540 – Computer Technology and Networks
B. Action

1. **Request Acceptance of Donation from Target for Take Charge of Education in the Amount of $1,255.20 to Hanover Central High School**

Trustee Mueller moved to accept the Target Donation to Hanover Central High School. It was seconded by Trustee Sakelaris. Motion was unanimously carried.

2. **Request Permission to Purchase Weight Room Equipment in the Amount of $2,500.00 for Hanover Central High School**

The Superintendent noted that this is used weight equipment from Valparaiso University.

Trustee Mueller moved to grant permission to purchase weight room equipment for Hanover Central High School. It was seconded by Trustee Wilkening. Motion was unanimously carried.

3. **Request Permission to Accept Athletic Training and Medical Materials From the Gomez Family of Cedar Lake**

The Superintendent noted that he does not have an itemized list of what is being donated, but, understands that it is a significant amount. This is another example of the community trying to help our students and programs.

Trustee Mueller moved to grant permission to accept athletic training and medical materials from the Gomez Family of Cedar Lake. It was seconded by Trustee Wilkening. Motion was unanimously carried.

4. **Request Permission to Begin the Reorganization of Central Office**

The Superintendent said that he worked on the reorganization of our administrative staff chart. He is not ready to do the complete reorganization, but, would like to recommend Dana Bogathy be named Director of Business Services. Her responsibilities would be to oversee all funds and the entire budget process. She will be in charge of the business office, supervise those employees, supervise bookkeepers and all clerical staff. That would be in conjunction with the Principals. She has achieved the highest certification in the school business association that she can attain. She cares very much that this corporation runs correctly. In his brief experience, he can state that she is very knowledgeable. His recommendation is to increase her salary to $70,000 annually, which would put her in line with other business/finance directors in the area in terms of what that position would pay.

Trustee Mueller moved to grant permission to begin the central office reorganization, along with the salary increase for the Director of Business Services. It was seconded by Trustee Burkel. Motion was unanimously carried.
The Superintendent recommended a temporary employee, who has been working part-time, Holly Jones, to become a regular, half-time employee. Half-time would mean she would work 20 hours per week, 5 hours per day, Monday thru Thursday, at the same pay. She currently works in the central office doing a lot of residency things and anything else that is assigned to her. One of the areas we are looking in increasing is our efficiencies in the maintenance and custodial departments. We may assign Holly to be the clerical support person for those departments.

Trustee Mueller moved to approve the employment of Holly Jones. It was seconded by Trustee Sakelaris. Motion was unanimously carried.

5. **Request Permission for Hanover Central High School Key Club Students to Attend an Overnight Event in the Hanover Central High School East Gym from October 5, 2013 to October 6, 2013 (after-the-fact)**

Trustee Mueller moved to grant permission for Hanover Central High School Key Club students to attend an overnight event at Hanover Central High School. It was seconded by Trustee Burkel. Motion was unanimously carried.

6. **Request Approval to Accept Proposal from Skillman Corporation for a Facility Assessment Study**

The Superintendent said he has been bringing a lot of information to the Board in anticipation of establishing a corporation master plan. We need someone to assess what kind of state our physical facilities are in. He believes Skillman Corporation has a much cheaper rate than if we hired an architect. Their proposal is to come in and study our five buildings for a proposal of $18,800. They will combine with a team which will consist of him, Dana Bogathy, the Principal involved, Steve Goff, Ed Grotte, the head custodian, a Board member, if interested being a part of the group. We would look at the building’s conditions—whether it is the roof, sidewalk, carpeting, boiler system, etc. As we tour the building, we look at what may need to be changed.

Trustee Mueller moved to accept the Skillman Corporation proposal for a facility assessment study. It was seconded by Trustee Burkel.

Trustee Wilkening stated that years ago, he believes the school corporation sued the general contractor because of faulty work at the high school. Skillman was the company on this project, also. It was their job to look at the work—why didn’t they see the problems. He said he was Fire Chief at the time and they did inspections there.

Trustee Mueller said that whatever changes we have to make, we don’t necessarily have to abide by Skillman’s recommendations from their study.

Trustee Wilkening voted nay. Motion was carried.
7. **Request Approval for Snow Removal Proposal**

The Superintendent presented the snow removal proposal to Alterra Property Enhancement for Board approval. Last year, we had a couple of proposals submitted. He asked Steve Goff to contact all of those companies again this year to see if they would be interested in quoting the snow removal. Initially, two of those companies were going to bid together—at the last minute, they decided they wouldn’t and would not quote, either. One company decided not to quote at all. There was only one interested quote. He believes it is the same company who removed our snow last year. Their price is similar to what has been done in the past.

Trustee Mueller moved to approve the snow removal proposal to Alterra. It was seconded by Trustee Burkel.

Trustee Mueller asked if can have a contract for more than one year so that we don’t have to do this every year.

The Superintendent said that it is possible—that would be a Board decision. He assumes that every year, you would try to get competitive quotes to get the best deal. If you have a company doing a good job, and you think they are giving you a great quote, then, certainly, at some point in time, you may want to give multiple years’ contracts. But, again, that is a Board decision.

Director of Business Services added that in the future, we may have changes in our equipment that we may be able to provide some of those services on our end.

Motion was unanimously carried.

8. **Request Approval for Hanover High School Football/Soccer Scoreboard**

The superintendent presented a request for approval to purchase the Hanover Central High School Football/Soccer scoreboard. Last meeting, he requested approval to spend up to a certain amount of money for the scoreboard. He is pleased that we will spend less money than what he had requested of the Board. We have saved over $30,000 on the work that we want to do at the middle school. The football scoreboard that we have decided to purchase is $43,000. It includes a 12x3 ft. message board and a sponsor board on the bottom. Working with the Athletic Director, he is contacting local schools and will put together a sponsorship together for people to donate money to the athletic program and in exchange for that, we can show a business card or business name electronically. We have a similar sponsorship board on our baseball scoreboard, although it is not electronic. When you put in something like this, it will last 20-25 years. This is a significant cost, but, he believes you do it once and do it right.

Trustee Mueller moved to approve the purchase of the Hanover Central High School football/soccer scoreboard. It was seconded by Trustee Burkel.
Trustee Dickson said that we need to look at the sponsor policy which is in place. The Superintendent said that hopefully, we will have a list of businesses that want to be involved in this. The Superintendent said that you can purchase electronic sponsor boards but it costs a lot of money, but if the Board is interested, they can look into it.

Motion was unanimously carried.

9. **Request Permission for Jane Ball Elementary School Extra-Curricular Stock Store Inventory to be Liquidated to the Jane Ball PTO**

The Superintendent said that regulations get in the way of a program that was doing great things for kids. Our Jane Ball bookstore was put in place and run by an employee. The kids actually worked it and managed it as a business. They made a profit and were the profiteers. The State Board of Accounts said it had to be changed. The remaining stock was purchased by the schools, so, therefore, the Board has to agree to sell it to PTO to keep it running as it is as a learning tool for students.

Director of Business Services Bogathy said the students buy shares at the beginning of the year, up to ten shares, and work the store, change inventories, sells things. At the end of the year, they get dividends on how much they bought into the program. In order for us to operate this, the PTO has graciously asked to take it over for us and run it.

Trustee Mueller moved to request permission for Jane Ball Elementary School extra-curricular stock store inventory to be liquidated to the Jane Ball PTO. It was seconded by Trustee Sakelaris. Motion was unanimously carried.

XI. Board of School Trustees’ Comments and Questions

Trustee Wilkening asked about non-certified staff raises.

The Superintendent said they have a range of pay established and when an employee is hired it, he/she typically gets the lowest range of pay. Based on performance and recommendations from the supervisors, there is the opportunity to move up. Other than that, the only other change with pay is when teachers get a raise, other staff would get the same type of raise.

XII. Adjournment (0166)

Trustee Mueller adjourned the meeting. It was seconded by Trustee Sakelaris. Motion was unanimously approved.
Approved this 12th day of November, 2013.

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     Board of School Trustees

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