

NOTE: These are “proposed” minutes and will not be approved until the September 4, 2018 School Board Meeting

2:30 p.m.
Administration Center

Tuesday
August 21, 2018

Budget Work Session

CALL TO ORDER – President David Black called the August 21, 2018 Budget Work Session meeting of the Board of School Trustees to order at 2:30 p.m. with all members present with the exception of Scott Miller and Joanna King (both arrived later in the meeting as noted below). Others in attendance included Jane Allen, Superintendent, Robby Goodman, Asst. Superintendent, Mark Snyder, Director of Business Services, and Jeff Palmer, Director of Buildings & Grounds.

CONDUCT BUDGET WORK SESSION – Mrs. Allen wanted to thank the taxpayers of the Middlebury Community Schools District for consistently supporting the schools and our educational programs. There has been a huge change in the budgeting process this year. House Bill 1009 and Every Student Exceeds Act has changed everything. Mr. Snyder, Director of Business Services described the following 2019 Budget changes.

2019 Budget Changes

Current Funds (Main Funds)

- General
 - Primary Uses – Salaries and benefits for most employees, insurance, utilities, supplies, travel
 - Primary Source of Revenue – State tuition support based on enrollment.
- Debt Service
 - Primary Uses – Repayment of corporation debt
 - Primary Source of Revenue – Local property taxes
- Capital Projects
 - Primary Uses – Equipment, Technology leases, repairs of buildings and equipment, insurance, utilities (max), projects, Technology software, hardware and salaries.
 - Primary Source of Revenue – Local property taxes
- Transportation
 - Primary Uses – Transportation salaries and benefits, fuel and repairs of buses.
 - Primary Source of Revenue – Local property taxes
- Bus Replacement
 - Primary Uses – Purchase of new buses (12 year plan)
 - Primary Source of Revenue – Local property taxes

Effective January 1, 2019 as a result of HEA 1009 and HEA 1167

Note: Mr. Miller arrived at the Budget meeting at 2:45 p.m.

Changing from five (5) funds into two (2) funds.

- Education Fund (General Fund)
 - Primary Uses – All category 1 (Academic Achievement) and 2 (Student Support) from Office of Management and Budget “Dollars to the Classroom” categories defined as Direct Classroom Expenditures.
 - Primary Source of Revenue – State tuition support based on enrollment.
- Operation Fund

- All previous uses of Capital Projects, Transportation and Bus Replacement.
- Category 3 (Overhead) and 4 (Non-operational) expenditures from General Fund, including salaries and benefits of most of the Ad. Center personnel, Security Services, custodial and maintenance salaries and benefits, insurance, and all utilities.
- Primary Source of Revenue – Local Property Taxes and Transfers from Education.

Resolutions that will be requested of the board during 2018 and 2019

- Establishment of Education Fund
- Establishment of Operation Fund
- Approving transfer of 12/31/18 cash balance from General Fund to Education Fund.
- Approving transfer of 12/31/18 cash balance from Capital Projects, Transportation, and Bus Replacement Funds to Operation Fund.
- Approving transfer from Education Fund to Operating Fund monthly (will likely change at some point during 2019)
- Approval transfer of a portion of Education Fund cash balance to Operation Fund (prior to 3/1/2019).

ESSA – Every Student Succeeds Act (2015)

- Replaced ESEA – Elementary and Secondary Education Act (1965), but reauthorized in 2010, which replaced
- NCLB – No Child Left Behind Act (2002), which expanded upon ...
- Goals 2000 (1994), which was in response to ...
- A NATION AT RISK

Impact of ESSA to Budgeting

- Actual spending per school rather than average district per pupil
- Helps determine if students with the highest need are receiving adequate funding compared with other schools in the district.
- Most expenditures are coded by building (the last 4 digits of the budget account code – 0002 through 0008) instead of corporation (0010)
- This will be reported on Form 9 in January, and we should receive data back indicating average expenditure per building.
- Expectation that our higher need students and schools are receiving an appropriate share of funding.

Note: Mrs. King arrived for the Budget Work Session

Mrs. Allen said this has been coming for approximately 2 years. A 2019 MCS Budget Work Session book in which information had been compiled by Mr. Snyder was given to the school board members prior to this work session. Mrs. Allen and Mr. Snyder discussed and answered questions board members had regarding the following:

- **Circuit Breaker for 2019.**

2019 Circuit Breaker Estimate (new)

Fund Name	Fund Code	Certified Levy
Debt Service	0180	\$ 0.00
Operations	3300	\$616,522.00

**** Debt Service is Protected****

- **Fin MARS** – Corporation Goals for Expenditure Categories in IN Code 20-42.5-3-5.
- **Levy/Rate Projection**

Certified AV - \$1,245,261,311 (2017 pay 2018)

	Levy	Rate	Budget
General Fund	\$0	\$0.0000	\$32,000,915
Debt Service Fund	\$9,338,215	\$0.7499	\$10,471,187
Capital Projects Fund	\$3,423,223	\$0.2749	\$3,821,459
Transportation Operating	\$2,298,752	\$0.1846	\$2,835,948
Bus Replacement	\$488,142	\$0.0392	\$480,630
Total	\$15,548,332	\$1.2486	\$49,610,139

Projected 2019 Advertising* - 78% of 2018 A.V.

	2019 Budget	\$971,303,823 Levy	Rate
Education Fund	\$28,314,190	\$0	\$0.0000
Debt Service	\$10,780,500	\$10,290,830	\$1.0595
Operations Fund	\$11,392,588	\$6,570,297	\$0.6764
Rate Form 3	\$50,487,278	\$16,861,127	\$1.7359

2019

A.V. 95% - decrease of 5% \$1,182,998,245 General Fund \$0.0000 Debt Service Fund \$0.8699 Operations Fund \$0.5554 Less Property Tax Replacement Credit est. -\$0.0521 \$616,522 Projected Rate \$1.3732	A.V. – 101% - increase 1% \$1,257,713,924 General Fund \$0.0000 Debt Service Fund \$0.8182 Capital Projects Fund \$0.5224 Less Property Tax Replacement Credit est. -\$0.0490 \$616,522 Projected Rate \$1.2916
A.V. 100% - No Increase \$1,245,261,311 General Fund \$0.0000 Debt Service Fund \$0.8264 Capital Projects Fund \$0.5276 Less Property Tax Replacement Credit est. -\$0.0495 \$616,522 Projected Rate \$1.3045	A.V. – 102% - increase 2% \$1,270,166,527 General Fund \$0.0000 Debt. Service Fund \$0.8102 Capital Projects Fund \$0.5173 Less Property Tax Replacement Credit est. -\$0.0485 \$616,522 Projected Rate \$1.2789

** Goal is to receive all allowable funding to support programs by advertising a low A.V. to force a high tax rate.

- **Debt Service Fund** Mrs. Allen explained and answered questions regarding the Debt Service Plan.
 - Advertise: AV \$971,303,823 Levy: \$10,290,830 Rate: \$1.0595

- **Education Fund - 2019**

	July-December 2018	January-June 2019	July-December 2019	Total 2019
ADM Projection	4550	4550	4550	
ADM \$ per student	\$5,352	\$5,352	\$5,352	
Tuitions Support	\$12,175,800	\$12,175,800	\$12,175,800	\$24,351,600
Complexity/ADM	\$230.39	\$230.39	\$230.39	
Complexity Grant	\$524,137	\$524,137	\$524,137	\$1,048,275
	\$12,699,937.25	\$12,699,937.25	\$12,699,937.25	\$25,399,874.50

General Fund / Education Fund					
ADM		4573.7	4550		4550
	Total-2017	Jan-June 2018	July-Dec 2018	Total - 2018	Total – 2019
State:	Actual	Actual	Projected	Projected	Projected
Tuition Support	\$23,577,918	\$12,058,560	\$12,175,800	\$24,234,360	\$24,351,600
Special Ed	\$1,843,670	\$900,795	\$916,704	\$1,817,499	\$1,833,408
Vocational Ed	\$442,975	\$238,250	\$261,680	\$499,930	\$523,360
Complexity	\$1,333,720	\$526,868	\$524,137	\$1,051,005	\$1,048,275
Honors Grant	\$128,600	\$66,400	\$66,400	\$132,800	\$132,800
Prime Time	0	0	0	0	0
Full Day Kdg	0	0	0	0	0
Total Basic Grant	\$27,326,883	\$13,790,873	\$13,944,721	\$27,735,594	\$27,889,443
		\$27,581,744			
Miscellaneous:					
Summer School	\$35,313	0	\$63,737	\$63,737	\$64,000
Full Day Kdg Gt	0			0	0
Remediation/Grad Qual	0			0	0
Teacher Performance Grant	\$136,328		\$136,000	\$136,000	\$136,000
Public Law 101-476	\$861,186	\$299,922	\$661,339	\$961,261	\$0
Preschool	\$0	\$34,539	\$0	\$34,539	\$34,539
Cash Tuition	\$0		\$0	\$0	\$0
Interest on Investment	\$121,617	\$68,532	\$90,000	\$158,532	\$180,000
Student Fees	\$482,166	\$278,345	\$130,000	\$408,345	\$410,000
Local Income Tax	\$75,992	\$57,558	\$57,558	\$115,116	\$431,749
Congressional Interest	\$145	\$145	\$0	\$145	\$145
Rent of Property	\$30,099	\$17,953	\$15,000	\$32,953	\$33,000
Miscellaneous	\$25,859	\$12,078	\$10,000	\$22,078	\$20,000
Indirect Cost-FS	\$57,627	\$0	\$0	\$0	\$0
Total State & Misc	\$29,153,215	\$14,559,945	\$15,108,355	\$29,668,300	\$29,198,876

• **Operations – 2019**

Budget

Total Budget for calendar year	\$11,392,588
• Estimated Property Tax Cap Impact	\$ 616,522
Appropriations carried forward	\$0
Projects of previous plan year	\$0
Outstanding Temporary Loan	\$0
Total Estimated Expenditures	\$12,009,110

Revenue

Estimated January 1, 2019 Cash Balance	
• Capital Projects	\$451,509
• Transportation	\$2,379,336
• Bus Replacement	\$410,279
Projected Levy	\$6,570,297
Misc.Revenue (AutoExcise/Commercial Excise)	
Property Tax Replacement	
• Column – A: last 6 months C.Y.	\$652,457
• Column – B: Total next year plus Transfer	\$1,800,000
Total Funds	\$12,263,878
Operating Balance	\$254,768
Net Amount to be Raised	Gateway Projected Levy \$6,570,297

Capital Projects - 2019

Budget:	2017	2018
Total Budget for calendar year	\$3,815,822	\$3,821,459
Appropriations carried forward	\$ 313,118	\$ 382,146

Projections of previous plan year	\$ 791,391	\$ 918,666
Outstanding Temporary Loan	0	0
Total Estimated Expenditures:	\$4,920,331	\$5,122,271
Revenue		
January 1, 20XX	\$1,615,384	\$2,050,287
Certified Tax Levy	\$3,454,952	\$3,423,223
CB Impact Forest River -\$128,122	- \$ 197,455	- \$ 211,553
Misc. Revenue (Auto Excise/Commercial Excise/Property Tax Replacement)		
• Column – A - Form 2	\$ 311,823	
• Column – B – Form 2		\$ 311,823
Total Funds	\$5,184,704	\$5,573,780
Operating Balance	\$ 264,373	\$ 451,509

Mr. Snyder thanked his co-workers, Lisa, Shirley and Ruby for all their help in getting this presentation ready for board members.

ADJOURNMENT – Mr. Souder moved and Mr. Gayler seconded a motion to adjourn the Budget Work Session at 4:25 p.m. The motion was approved with a vote of 5-0.

BOARD MINUTES

CALL TO ORDER – President David Black called the August 21, 2018 meeting of the Board of School Trustees to order at 4:00 p.m. All Board Members were present. Others in attendance included Jane Allen, Superintendent, Robby Goodman, Asst. Superintendent, Mark Snyder, Director of Business Services, Melissa Deak, Director of Transportation and Jeff Palmer, Director of Buildings and Grounds.

SUPERINTENDENT’S REPORT- Report on the Beginning of the 2018-2019 School Year: Mrs. Allen said they had a wonderful beginning; the transportation department really worked many hours to make sure our students were here on time and got home on time. This is one of the best years we’ve ever had regarding transportation issues.

She thanked the Administrators for making sure everything was in place.

EXPRESSIONS FROM PATRONS – None.

CONSENT AGENDA –

- Minutes from the August 7, 2018 school board meeting
- Claims Lists
- 2018 July Financial Report
- Personnel List

EMPLOYMENT:

Northridge Middle School

Classified: Cynthia Ingling, 2.5 Hour Cafeteria Worker, Replacing: Carol Wells

Start Date: August 22, 2018

Northridge High School

Certified: Andrea Kerr, Math Teacher, Replacing: Alex Roth
Start Date: August 13, 2018

Classified: Kathryn Case, 4 Hour Special Needs One-to-One Para,
Start Date: August 22, 2018

Kathryn Case, Concessions Manager, Replacing: Carolyn Petty
Start Date: August 22, 2018

Jacqueline Olguin, 6.5 Hour Life Skills Para, Start Date: August 27, 2018

Middlebury Elementary School

Classified: Audrey Schwartz, 5.5 Hour Temporary Instructional Assistant
Replacing: Angela Frederick, Start Date: August 22, 2018

Jefferson Elementary School

Classified: Elizabeth (Libby) Johnson, 7.5 Building Assistant, Replacing: Natalie Mares
Start Date: August 15, 2018

Heather Rhodes, 3.5 Hour Cafeteria Worker, Replacing: Sherri Green
Start Date: August 30, 2018

Orchard View Elementary School

Classified: Elizabeth Stoltzfus, 3.5 Hour/3 Days per Week Cafeteria Worker
Replacing: Cindy Miller, Start Date: August 22, 2018

RESIGNATION:

Middlebury Elementary School

Classified: Davida Horner, 7 Hour Cafeteria Worker, Effective Date: August 9, 2018

Heritage Intermediate School

Classified: Andrea Kerr, 7 Hour ELL Assistant, Effective Date: August 8, 2018

Northridge Middle School

Classified: Chase Farthing, 9 Month, 5 Hour/Day Custodian, Effective Date: August 15, 2018

TRANSFER:

Heritage Intermediate School

Classified: Rebecca Keyser, 3 Hour Cafeteria Worker, to: Sub Cafeteria Worker
Start Date: August 22, 2018

Kristin Speed, 3.5 Hour Cafeteria Worker, to: 3 Hour Cafeteria Worker
Start Date: August 22, 2018

Orchard View Elementary School

Classified: Amber Stec, 3.5 Hour Cafeteria Worker, to:
Heritage Intermediate School, 3.5 Hour Cafeteria Worker,
Replacing: Rebecca Keyser, Start date: August 15, 2018

Lisa Forbes, 5 Hour Cafeteria Worker, to: 3.5 Hour Cafeteria Worker
Start Date: August 22, 2018

Northridge High School

Classified: Angie Loomis, 7.5 Hour Special Education Assistant, to: 6.5 Hour Autism Para
Start Date: August 15, 2018

Michelle White, 6.5 Hour Autism Para, to: 6.5 Hour Special Education Assistant
Replacing: Angie Loomis, Start Date: August 22, 2018

Northridge Middle School

Classified: Paul Young, 12 Month Custodian, to:
Middlebury Elementary School, 12 Month Custodian
Replacing: Denisse Latisnere, Start Date: August 22, 2018

RETIREMENT:

Northridge Middle School

Classified: Linda (Lin) Troyer, Attendance Secretary, Effective Date: January 1, 2019

FMLA LEAVE:

Northridge Middle School

Classified: David Ross, 12 Month Custodian, From September 11, 2018 to October 30, 2018

Heritage Intermediate School AND Transportation Department

Classified: Kathy Fackelman, 3.5 Hr. Cafeteria Worker, 2.5 Hr. Bus Monitor
From August 23, 2018 to October 18, 2018

Northridge High School

Classified: John Reedy, 12 Month Custodian. From August 9, 2018 to September 4, 2018

Mr. Souder moved and Mr. Galyer seconded a motion to approve the Consent Agenda as presented. The motion was approved with a vote of 5-0.

CONSIDER APPROVAL OF INDIVIDUAL BUILDING PL 221 PLANS – Mr. Yoder, Principal at OVE (for grades K-5), Mrs. Vallance (for grades 6-8) and Mr. Wood (for grades 9-12) outlined the PL 221 Building Plans for the different buildings.

Grades K-5 – Josh Yoder, Principal at OVE

Major Areas of Focus for PD

- NWEA – Northwest Evaluation Association Measures of Academic Progress
- WIDA (World-Class Instruction Design and Assessment) for our English language learners – continue to focus on that.
- Continue to use Reader’s Workshop, Writers Notebooks trainings.
- E-Learning Training and Chromebook Implementation.
- Continue training the new teachers and new to grade level teachers on specific grade level content
- Continue working with our High-Ability trainer, Math Coach and the Literacy Coach.
- Continue Development of Collaborative Groups devoted to:
 - Understanding the INCCRS Continuum
 - Data Analysis of Common Assessments and Standardized Tests
 - Grade Level Intervention and RTI
- Technology Training sessions with District Technology Coach

Mr. Black questioned how Expeditionary Learning is going at York Elementary...is it progressing well. Mrs. Buller said there is transitioning going on now (with Mr. Kominowski being a new principal there). Mrs. Buller said they pushed really hard the first 3 years, and it’s a 6 year roll-out plan. Right about now it’s refining what they have learned. Now, it’s making things better and better, which is a good time for the new principal and Mr. Kominowski has time to learn what they are. Mr. Kominowski said one of the things they are learning with EL at York is transitioning and making things better. Mrs. Buller said the first part they worked on the 1st year was making our school a place where kids help each other learn. The 2nd year they added in some academic pieces and 3rd year some more academic pieces. They are really anxious to see in the next couple of years when those academic pieces take hold.

Northridge Middle School (Mrs. Vallance, Principal) Grades 6, 7 and 8.

- Language Arts
 - Relatively tightly clustered percentage passing ISTEP
 - 8th grade - 66.7% NWEA growth goal met: 85% (winter) 76% (spring). The number of students who showed growth (without meeting goal) decreased from 62.89% to 52.5%.
 - 7th grade – 68.1% NWEA growth goal met: 72% (winter) 76% (spring). Students showing growth without meeting goal decreased from 72.3% to 55.77%

- 6th grade – 64% NWEA growth goal met: 76.3% (winter) 77.5% (spring). Showing growth but without meeting goal decreased from 63.7% to 56.73%.
- Generally the performance on reading NWEA is more positive than LA ISTEP.
- Second semester overall shows a decrease in growth.
- PLCs will spend time analyzing potential causes for this decline.
- Math
 - 8th grade – 66% NWEA growth goal met: 78% (winter) 85% (spring). Students who showed growth without meeting goal declined slightly from 75% to 71%.
 - 7th grade – 62.5% NWEA growth goal met: 82% in winter decreasing to 79% in spring. Students who showed growth without meeting goal in winter 75% decreasing to 69% in spring.
 - 6th grade – 67.47% NWEA growth goal met: 89% (winter) 75% (spring). Students showed growth without meeting goal decreased from 86% in winter to 69% in spring.

IPLI project is to reinvigorate PLCs. Caleb Mast and Change Starcher are teacher leaders in year 2 of IPLI. The first professional development activity in this endeavor is a webinar on PLCs that teams will watch together, then individually complete a google form so we can determine our next steps.

One of the stumbling blocks in the past was the ability to differentiate for 140 students. Chromebooks may be of assistance in that way. Purchased Exact Path from Edmentum (our blending learning software vendor) and training will take place just after the first round of NWEA in September.

Testing will be done on Chromebooks in the spring (one day!) Students will have had the opportunity to work on a digital platform for the whole school year.

Teachers are using OneNote to keep track of data team discussions. This new organizational system helps administrators check in on teacher discussions and can facilitate collaboration digitally when it isn't able to happen in person.

Northridge High School (Mrs. Wells and Mrs. Shreiner, Assistant Principals)

- Professional Development goals for the year.
- Technology
 - Working with Tech Coach to discuss our transition to E-learning.
 - Provide teachers with training so they can utilize technology to differentiate, individualize and strengthen instruction.
 - Aim to continue becoming more paperless and helping, our teachers become more aware of available tools to help them achieve this.
- Classroom Management
 - Many teachers expressed in a staff survey they would like to use PLC time to discuss classroom management strategies.
- Data Driven Instruction
 - Continue to work with teachers to learn how to interpret data in order to serve the individual needs of our students.
- Courses
 - Are using data not only to drive instruction, but also to create courses to remediate or enrich instruction.
 - Based on NWEA and ISTEP data, they have expanded English 9 lab class and are now offering this for our English 10 students. There are many levels of English based on the skills and needs of our students.
 - Many of the teachers are already using PBL in their classrooms and we have the opportunity to send more to training this month.

- SRT
 - SRT is an additional layer of support; both academically and social-emotionally. It provides time that students can meet with their teachers for support if needed and will also help students make a connection with another adult in the building. The goal with SRT and the new freshman mentor program is to make each student known by at least 1 adult in the building.
- CPT – Certified Production Technician
 - CTE – Career and Technical Education
 - We have a new staff member that is a “faculty on loan”
 - Have partnered with IVY Tech and HEA to provide unique experiences for our students that are practical for their upcoming pathways/careers.
 - Students are generally offered either college or career. This program allows students a pathway in the middle. They will get career and college training. Four-year college students could use this for summer jobs or work towards tuition reimbursement. The students who want to go directly into their career will have an edge. NHS is working to get the certification piece – it almost guarantees the students more money.

Regarding testing - Mr. Miller questioned if it was twice the work/twice the load. Mrs. Wells said they try to even it out during the course of the year. Students will be getting NWEA the first of September, which is a little more spread out so they are not getting a bunch of tests during one month. Mr. Gayler asked how many tests will a student take in a year, including NWEA and ISTEP. Mrs. Wells said it depends on the grade, 10th graders are the ones that get hit the hardest with NWEA and ISTEP along with taking the PSAT. It’s possible they would have 7 tests during their sophomore year. Mr. Miller said he’s had conversations with guys at the State house about this and the four years we’ve been doing NWEA and why aren’t we using that data. They always tell him it’s the cost. It’s more expensive than ISTEP and ILearn. He commended the high school for having something that’s there, obviously, it’s more work, but the NWEA sounds to him like it’s really helping us improve what we are already doing a good job at.

Mrs. King moved and Mr. Miller seconded a motion to approve the Building PL 221 Plans as presented. The motion was approved with a vote of 5-0. Mr. Black thanked all the schools for their presentation.

CONSIDER APPROVAL OF DONATION TO NORTHRIDGE HIGH SCHOOL – Mrs. Allen requested approval of the following donations:

- First State Bank, School Spirit Donation 2nd Quarter \$3,711.95
- PLTW Grant for Ryan Mayden online training \$2,400.00

Mr. Gayler moved and Mr. Souder seconded a motion to approve the approval of donations to Northridge High School. The motion was approved with a vote of 5-0.

CONSIDER APPROVAL OF SENDING ITEMS TO THE FALL AUCTION - Mr. Souder moved and Mr. Miller seconded a motion to approve sending items to the fall auction as presented. The motion was approved with a vote of 5-0.

UNFINISHED BUSINESS – None.

FIELD TRIPS – Board members reviewed the list of field trips.

ANNOUNCEMENTS AND CORRESPONDENCE –

- Mrs. Allen wanted to extend our sympathy to Mr. Brewster who lost his wife, Crystal Brewster, who was a teacher at the high school and we are sorry for her passing.
- Congratulations to Mr. Wogoman, our football coach, for being the winningest football coach in NHS history.

- Our first meeting for Robotics League Club is at the high school next week at 6:30 on August 28th in the NHS library. So, we are beginning Robotics, which is exciting!

ANNOUNCEMENTS FOR TRAVEL – Board members reviewed the list of travel requests.

EXPRESSIONS FROM BOARD MEMBERS –

- Mr. Souder said he’s heard most parents are excited about this year and kids are talking they are having wonderful time, right out of the gate! Thank you very much!
- Mr. Black thanked the principals for the PPL Plans they brought forward tonight. It’s always interesting for a school board to hear what is going on because we can’t be in the schools as much as you guys are. We like to hear what accomplishments are going on.

OTHER BUSINESS – None.

ADJOURNMENT – Mrs. King moved and Mr. Miller seconded a motion to adjourn the August 21, 2018 school board meeting at 4:30 p.m. The motion was approved with a vote of 5-0.

David Black, President

Joanna King, Vice President

Robert Souder, Secretary

Scott Miller, Member

Paul Gayler, Member