

**NOTE: These are "proposed" minutes and will not be approved until the September 19, 2017 School Board Meeting**

4:00 p.m.  
Administration Center

Tuesday  
September 5, 2017

### BOARD MINUTES

CALL TO ORDER – President David Black called the September 5, 2017 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, Michelle Willey, Director of Transportation and Jeff Palmer, Director of Buildings and Grounds.

SUPERINTENDENT'S REPORT- None.

EXPRESSIONS FROM PATRONS – None.

CONSENT AGENDA –

- Minutes from the August 22, 2017 school board meeting
- Claims Lists
- Personnel List

#### EMPLOYMENT:

##### Northridge High School

Certified: Tracy Wogoman, Student Council Co-Sponsor, 5330, Replacing: Jeremy Gerber  
Start Date: September 6, 2017  
Theresa Grossman, Student Council Co-Sponsor, 5330, Replacing: Jeremy Gerber  
Start Date: September 6, 2017  
Theresa Grossman, English Department Chair, 5355, Start Date: August 28, 2017

Classified: Kimberly Young, 3.5 Hour Tue., Wed., Thur. Cafeteria Worker, Replacing: Angie Loomis  
Start Date: August 29, 2017  
Taeja Davis, 6.75 Hour Life Skills Para, Replacing: Kimberly Young  
Start Date: September 6, 2017  
Christina Young, 9 Month, 5 Hour/Day Custodian, Replacing: Dawn Covey  
Start Date: September 5, 2017

##### Northridge Middle School

Classified: Charlotte Bontrager, 12 Month Custodian, Replacing: Myra Bontrager  
Start Date: September 6, 2017  
Angel Green, 12 Month Custodian, Replacing: Derek Brunt  
Start Date: September 6, 2017  
Carol Wells, 2.5 Hour Cafeteria Worker, Replacing: Cynthia Ingling  
Start Date: September 6, 2017  
Rowena Miller, Temporary ELL Assistant, Covering: Emily Mercer Leave 4430  
Start Date: September 6, 2017 PENDING SUCCESSFUL BACKGROUND CHECK

##### Administration Center

Classified: Gary Smith, Substitute SRO, Start Date: August 31, 2017  
Mary Borntrager, Substitute Bus Driver, Start Date: September 6, 2017  
Marla McIntire, Substitute Bus Driver, Start Date: September 6, 2017  
Florida (Cleo) Sheppard, Substitute SRO, Start Date: August 31, 2017

Middlebury Elementary School

Classified: Cynthia Sutter, 9 month, 8 Hour/Day Custodian, Replacing: Mary Enfield  
Start Date: September 6, 2017

York Elementary School

Certified: Amy Goodman, Speech Pathologist, Start Date: September 11, 2017

RESIGNATION:

Northridge Middle School

Classified: Ashley Smith, Spell Bowl Coach, Effective Date: August 28, 2017

RETIREMENT:

Northridge High School

Classified: Mary Jo Thomas, 7 Hour Cafeteria Worker, Effective Date: September 1, 2017

TRANSFER:

Transportation Department

Classified: Steven Rose, Bus Driver, to: Bus Monitor Start Date: August 28, 2017

York Elementary School

Classified: Kim Neilson-Yoder, 3 Hour Cafeteria Worker, to:  
5 Hour Cafeteria Worker, Replacing: Jaime Gregory, Start Date: August 24, 2017

Heritage Intermediate School

Classified: Diana Reed, 3 Hour Cafeteria Worker, to: 3.5 Hour Cafeteria Worker  
Start Date: August 9, 2017

Becky Keyser, 3 Hour Cafeteria Worker, to: 3.5 Hour Cafeteria Worker  
Start Date: August 9, 2017

Classified: April Hostetler, 3 Hour Cafeteria Worker, to: 3.5 Hour Cafeteria Worker  
Start Date: August 9, 2017

FMLA LEAVE:

Administration Building

Classified: Rosemary Thomas, Secretary, From September 11, 2017 to October 11, 2017

EMERGENCY LEAVE:

Transportation Department

Classified: Debra Frank, Bus Driver, From September 18 to September 22, 2017

LEAVE 4430:

Northridge Middle School

Classified: Emily Mercer, ELL Assistant, From September 1, 2017 to November 10, 2017

TERMINATION:

Transportation Department

Classified: Kimberly Noble, Bus Driver, Effective Date: August 23, 2017

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

CONSIDER APPROVAL OF NHS TRANSPORTATION CLASS TO ADVERTISE FOR FUNDING – Kyle Hembree, Transportation Class teacher, gave an update on last year's results. Lippert Components helped build the body of the car and it was an awesome looking car. Their donations to the Transportation Class have come to approximately \$75,000.00 Two of the Lippert employees are Northridge graduates and they helped the students tremendously. They came up with some really cool designs and actually molded a scaled down Dodge Challenger. It looked awesome but once they got to competition (in Detroit) there were quite a few mechanical problems with the car, which was frustrating. Sensors went bad and it took 8 hours to trouble shoot. Eventually they ran out of time. There were people from all over the competition coming to look at their car (because of the body design). They are going to use the same body this year and troubleshoot those mechanical problems from last year. Two teams are going to run using the same car body. The Eco-marathon will be held in California but they don't have a definite date. Costs will be different because they'll have to ship the car along with the cost of the student's

flights to California. The first year students will go to competitions in Indianapolis and the older students will go to the Eco-marathon in California. He is asking permission to seek sponsorships to pay for the vehicle and expenses. No money comes from the school and students pay a \$15 fee to be involved in the class. The trip, airfare, food, etc. is paid for by sponsorship. Mr. Black asked how many students were in the program and was told there are seventeen. Eight on the 1<sup>st</sup> team and nine on the 2<sup>nd</sup>. Mr. Miller said that's a significant amount of more money if eight students are flying to their competition. Mr. Hembree has looked at what air fare for eight students plus two adults would cost and it would be approximately \$10,000. This is more than what they have had donated from previous years, but he thinks they can raise it. Mr. Black asked how they were going to ship the car to California. Mr. Hembree said usually Shell has two options to get them the best price possible for shipping. Mrs. King moved and Mr. Gayler seconded a motion to approve the ability to ask for donations for this project for this school year. The motion was approved with a vote of 5-0.

CONSIDER APPROVAL FOR NHS IB AND ADVANCED BIOLOGY STUDENTS TO ATTEND MARINE BIOLOGY CLASS IN FLORIDA - Mrs. Hanna, IB Biology Teacher at NHS, is asking permission to allow students to miss 2 days of school and be a part of the Goshen Marine Biology Class trip to Florida. This trip is taken over spring break of 2018. Mrs. Hanna has done this trip in past years and the cost should be the same as before. It has been a very successful trip and the kids come back excited. This is a very worthwhile program. Mrs. King reiterated this was trip that is not in the school budget, that the school is not paying for anything and Mrs. Allen said that was correct. Mr. Miller moved and Mr. Souder seconded a motion to approve the NHS IB and Advanced Biology Class to attend the Marine Biology class in Florida as presented. The motion was approved with a vote of 5-0.

CONSIDER APPROVAL OF DONATION TO ORCHARD VIEW ELEMENTARY – Forest River Inc. has donated \$500 for the Color Me Fun Run at Orchard View Elementary School. Mr. Souder moved and Mrs. King seconded a motion to approve the donation to Orchard View Elementary as presented. The motion was approved with a vote of 5-0.

#### UNFINISHED BUSINESS –

CONSIDER APPROVAL OF BOARD POLICIES ON 2<sup>nd</sup> READING – Mrs. Allen reviewed and answered questions regarding any revisions or new policies to the school board.

These policies were created and/or revised to reflect the current state of the law.

- 0100 – Definitions Revised  
The definition of an “individualized education program” (IEP) is added to the bylaws.
- 2261.01 – Parent Participation in Title I Programs Revised  
This policy revision addresses the changes in Title I program participation beyond parents to family members. It is from Section 1010 of the new Every Student Succeeds Act (ESSA). This allows our policy to be in order with new laws.
- 3220.01 – Teacher Appreciation Grants NEW  
This new policy covers the definitions and distributions of the annual Teacher Appreciation Grant funds.
- 5111 – Determination of Legal Settlement and Eligibility for Enrollment of Students without Legal Settlement in the Corporation Revised  
The revision to this policy provides us with the discretion to not allow students with poor attendance.
- 5111.01– Homeless Students Replacement  
This replacement policy has the new requirements from ESSA and still allows us to create a stable environment for our homeless students.
- 5111.03 – Children and Youth in Foster Care NEW  
This is a new policy that sets forth the requirements we must adhere in order to fulfill our obligations under ESSA. Adoption of this policy allows us to show compliance with the Federal and State Laws.
- 5330 – Use of Medications Revised  
The revision in this policy allows for the district to seek a prescription for and administer Narcan when and if necessary. This is a drug used to reverse the effects of a drug overdose.

- 6330 – Approval of Contracts NEW  
This new policy delineates all of the types of contracts that must be reviewed by corporation legal services prior to board approval.
- 8330 – Student Records Revised  
The revision proposed is to reflect the new requirements from ESSA regarding the immediate release of records upon request for children and youth in foster care. The change is that we must release and provide records with a 1 day turnaround time.
- 8355 – Authorization for Audio, Video, and Digital Recording NEW  
A new policy that addresses the issue of parents listening in during school hours and making illegal recordings. Permission must be granted in our case by the principal.
- 8500 – Food Service Revised  
The revision in this policy states that we have to cover the debt from student charges in the lunch program from the General Fund, not the National School Lunch Program. The National School Lunch Program is Federal funds and we are not allowed to reimburse ourselves using Federal funds for any losses in the lunch program. This policy also addresses the collection of debt from the parent/student.
- 8510 – Wellness Revised  
The revisions in this policy are in response to the final rule of the Healthy, Hunger-Free Kids Act by the USDA. Basically it ensures that we are promoting physical education, physical activity, and making sure that any food or beverage marketed on campus will meet or exceed the USDA Smart Snacks in School nutrition standards.
- 8600 – Transportation Revised  
We are requesting the removal of the part of the policy that states we will allow changes and accommodations of a student route. This section is no longer applicable because of the changes we have implemented.

#### Special Release: Information and Technology – Phase 2

- 8300 – Continuity of Organizational Operations Plan NEW  
This new policy provides a structure for key corporation personnel to work together to create the process and procedures to restore the district's critical operational functions and learning environment after a crisis or threat event has occurred.
- 8305 – Information Security NEW  
This new policy includes references to bylaws and definitions, requires individuals with access to information resources to certify annually that they will comply with security protocols.

#### Special Release: Information and Technology – Phase 3

- 7540.06 – District-Issued Student E-mail Account NEW  
This new policy is being added to regulate and facilitate the purpose, accountability, and use of student email accounts. This also closely relates to the 7540.03 which currently represents the general acceptable use and safety policy for students.

Mr. Gayler moved and Mr. Souder seconded a motion to approve school board policies on 2<sup>nd</sup> reading as presented. The motion was approved with a vote of 5-0.

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

#### ANNOUNCEMENTS AND CORRESPONDENCE –

- September 25, 2017 the school board will be visiting all the buildings. They will be dining at the renovated HIS cafeteria.
- There are lots of activities in sports and music around the school campus.

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

EXPRESSIONS FROM BOARD MEMBERS –

- Mrs. King is always excited when kids get to learn outside of what we can provide here. To hear about the biology class continuing their trip is exciting and also the high mileage car. Those are great opportunities for our kids to be involved in. Kudos to the community for embracing those kinds of things.

OTHER BUSINESS – Mrs. Allen said the Manufacturing Day is amazing for kids (it’s an upcoming field trip for the 8<sup>th</sup> grade). Sixty students will be participating. Some students don’t know what a job is until they do this. This is a great thing they are doing.

ADJOURNMENT – Mrs. King moved and Mr. Gayler seconded a motion to adjourn the September 5, 2017 school board meeting at 4:30 p.m. The motion was approved with a vote of 5-0. The next scheduled school board meeting will be September 19, 2017 at 4:00 p.m.

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David Black, President

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Joanna King, Vice President

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Robert Souder, Secretary

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Scott Miller, Member

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Paul Gayler, Member