

**NOTE: These are "proposed" minutes and will not be approved until the August 7, 2018 School Board Meeting**

4:00 p.m.  
Tuesday  
Administration Center

July 24, 2018

### **BOARD MINUTES**

CALL TO ORDER – Vice President Joanna King called the July 24, 2018 meeting of the Board of School Trustees to order at 4:00 p.m. All members were present with the exception of David Black. Others in attendance included Jane Allen, Superintendent, Robby Goodman, Assistant Superintendent, Mark Snyder, Director of Business Services, Melissa Deak, Transportation Director, and Jeff Palmer, Director of Buildings and Grounds.

#### SUPERINTENDENT'S REPORT –

**NHS Report on (IB) International Baccalaureate Program** - Tracey Wogoman, IB Coordinator at NHS, gave the following report:

- Ten (10) students graduated this past year with a full IB Diploma.
- The students that choose to take the full IB Diploma are taking 3 higher level courses and 3 SL (Standard Level) classes. There is a difference in hours studying. Biology is a higher level which has 240 hours of material. The students that do the full program write an extended essay, take our Theory of Knowledge class and complete CAS (Creativity, Action and Service) to become well-rounded students.
- There are 6 difference groups for the IB program. They are adding a Sports Exercise Science course for the 2018-2019 school year and are bringing back Chemistry.
- 121 exams were taking in May, 42 different students took exams (10 were full diplomas). Students can also receive an IB Honors diploma.
- NHS was above world average in English, Spanish, History, Math, and Music classes.
- Last school year in group 4 (Sciences) students had to work in a collaborative project when they went to the Science and Industry Museum in Chicago.
- Students went an IB conference in Indianapolis.
- Had more kids completing the program this year.
- Increased communication with the middle school students.
- Starting the 2018-2019 school year there will be 5 full diploma seniors. There are 15 full diploma juniors starting this fall.
- Parents are contacted thru parent/teacher conferences; email; and Facebook.
- Teachers have monthly meetings, a summer meeting and meet after the students take their exams.

Nancy Hannah, who teaches IB Biology, keeps in contact with former students. Every year she asks those students if they have interesting comments to make about the IB program and to email her. Every year she gets emails from former students which are encouraging, interesting and exciting for her to hear as a teacher. Mrs. Hannah read the following letters from:

- Madison Stutzman (graduated 2017) wrote how her IB Biology Class (she took for 2 years) prepared her for the next stage in life when she entered the Air Force. Her class for aerospace medical service is 12 weeks long. The way they are learning it is anatomy and physiology, basic lifesaving, basic nursing, advanced nursing and EMT. Then, they will work in the Air Force. They are all learning advanced nursing in 6 weeks. After that, they are studying EMT for the rest of the course. They are learning 2 ½ years of college materials in 14 weeks. The fail rate is really high right now so it makes her really nervous. She knows she can do this. Mrs. Hannah's class helped her tremendously because she already knew the first five class lessons and learned how to effectively study for the tests at a fast pace.
- Emily Barkow (graduated 2016) is at Saginaw Valley State University. She wrote she changed her major to nursing program last semester and is super excited. She wanted to let Mrs. Hannah know that taking IB Bio in high school transferred as a general biology course here and let her take higher biology classes sooner

(like anatomy, physiology and micro-biology)....it was so awesome and worth it. Her score covered the credits Bio11, which is a credit for nursing.

- Riley Gordon (graduated 2016) at IUPUI came and presented to Mrs. Hannah's class last school year on his most current research with the development of bone tissue, He was working with mice that actually went into space in the NASA program. He came back to Mrs. Hannah's class very effectively and confidently and got her students excited about what the IB Biology program can do.

Alexis Stutzman (graduated 2014) came and gave a brief update after attending the University of Chicago. She was invited to attend Kyoto University in Japan to work with a professor who had won the Nobel Prize in 2012 working with stem cells. Unfortunately she was unable to go to Japan because she was too busy doing her own research in Chicago. She is publishing 3 papers (one in Harvard and two out of University of Chicago). She has worked with some of the world's biggest and brightest people. She told a person in China that he was putting heart pacemakers in the wrong place, so her senior thesis states that she has saved lives in China already. She wouldn't have seen it without going thru the IB Biology program. She said she was not a full IB diploma candidate; she was one of those students who just took the classes because they were available. But, by taking those classes, it skyrocketed her academic career. Her parents and grandparents who are local business owners and they tell her how hard it is to get people to work for them, and show up on the 1<sup>st</sup> day! That is demonstrative of the work ethic in our community. The harder we push students the better they can develop these skills. IB is an excellent place for that to happen because students in those classes will be going to college, will likely be very bored in those classes, and otherwise wouldn't be pushed to do the things for IB. She doesn't think she'd be the same type of scientist or thinker that she is now if she hadn't developed some of those skills in high school. She had an insane amount of pressure at the University of Chicago and she didn't think she'd be able to stand up to that pressure unless she had the community and high school that she grew up in to help her be the strong individual that she is now. She is going soon to North Carolina to start her PhD.

- Mrs. King said when she hears what Alexis has accomplished and the hard work she has put in she knows her parents and grandparents are just as proud of her as what we are. She thinks the one take away she gets from this is that as parents and children that are in elementary and middle school to have those big goals and dreams in front of them and be able to see what they can accomplish. So many times, she looks at the younger parents, families that are sending their kids to school for the first time and she thinks of the goals, and dreams that they have and their children have. But sometimes there's a little bit of dis-connectedness between those goals and how they are going to achieve those goals. Having heard stories from Alexis and Madison and all the other students some of that connectivity could have happened a little bit better. So don't stop telling your story and don't stop being that encouragement to the next generation. She would love to see more kids come back and share their IB stories.
- Mr. Gayler questioned if they feel like there is room for growth and are we reaching some of these perspective students that maybe don't know about it and aren't getting pushed at home. Is there a plan for that. Mrs. Wogoman is hoping they will interact more with the middle school and increase their time in talking to them. They really need to be thinking about this in 8<sup>th</sup> grade – it's better to know if they want to achieve an IB and determine what classes they need to take. So many kids get exposed to the curriculum who aren't taking the tests. There is definitely room to have more kids in IB.
- Mrs. King said stories like Alexis's are so critical because some students look at that and think they can't be a full diploma student, that it's not for them. But her story is that she wasn't a full candidate and yet it has catapulted into where she needs to be today because she took those classes.

Alexis said the community component that IB has and the reason she took the IB Biology class is because she had older friends who were in it and told her "you want to go to college, maybe you should take a class to prepare you for college". It was from the level of friends she had in school not in talking to parents. She knows that alternative programs, just like individual classes, it's not a full comprehensive program with an established community of students and teachers. Whereas, IB is absolutely that. The community component is so important and it comes out of IB. Mrs. King thanked Mrs. Wogoman and Mrs. Hannah on the work they do with the IB program. Congratulations to Alexis on all her accomplishments, it's amazing! Mrs. Allen told Mrs. Wogoman that ten IB full diplomas is amazing, that's like double of all that we've had.

## **NHS New Testing Schedule**

Kristin Wells, Asst. Principal at NHS and Tammy Baughman talked about changing the ways testing schedules at the High School.

- This year they are implementing student resource time so students will have the same study block periods.
- The goal is to have teachers work with the same group of students all four years. We hope to do the majority of testing during that student resource time so it wouldn't interfere with the rest of the student's schedule.
- PSAT day is usually for our sophomore and juniors. That day has always been a little problematic for them as in the past our freshmen and seniors wouldn't really be active participants, because the sophomores and juniors are pulled out for testing.
- Bridget Griffin and Tammy Baughman have been instrumental in trying to find a different approach for what we can do for this PSAT day.
- They are hopeful that by doing the Career Fair we can plan that we can have different professionals from our community come in and share with our students.

Bridge Griffin sent the following email to the NHS staff members regarding PSAT Activity Day.

"Dear NHS Staff,

We have a committee that has been developing plans to create a meaningful experience for all students when we have PSAT Testing Day on October 28, 2018. The focus of the day is Service and Post-Secondary Readiness. Here is an overview of the day.

- Seniors – Job Shadow off campus all day. (alternatives will include IB activities, college visit, green shirt volunteer with our service project, possibly remediation (Career Center Seniors will job shadow only in the PM)
- Juniors – AM PSAT Testing; PM Alternative between Post-Secondary Option Fair (College, Military, Gap Year, Technical) with a speaker. Some will help IB kids with their required service projects.
- Sophomores – AM: PSAT Testing; PM Two groups will alternate between a speaker and the Meal Packing Service Project.
- Freshmen: AM: 2 groups alternate between speaker and Numana Meal Packing Service Project. PM: Rotate between Career Exploration Sessions – they will choose 4-5 to attend

**Numana Meal Packing** – Pathway Church is hosting this event for us. Four groups of students will walk over to Pathway and pack meals throughout the day. Our goal is 60,000 meals. Some objectives include global awareness, service, and team building. We have to raise the money to pay for the means - \$18,000. We are reaching out to our community for support and will have an online donation portal linked directly to our project. We will have permission slips for the event so if a parent prefers their child not go to a church; we will find an alternate activity here at school. We are including specific class information and permission slips in our registration packets in August. We will be using SRT classes as the primary means of communicating with students. Teachers will all have a role that day dependent on what grade level they have for SRT. There will be more details as we moved forward. What can you do to help?

1. We welcome additional people to help with the planning. Let us know if you'd like to help.
2. We are still looking for individuals to share their passion for their chosen career with our freshmen. If you know of someone, you can fill out the survey or email us contact inform (including email) at <https://goo.gl/forms/2GCTSDHedbizSaoO2>

Help us with the fundraising effort. There is an online donation portal that allows direct contributions to our project: <https://numanainc.com/event/northridge-high-school/>

Please consider donating and also sharing it on Social Media.

- The first deadline is August 10, 2018 and we need \$5500 of which we have \$2200.
- The second \$6000 on September 10
- The last is October 10 (on the day of the project)."

Mrs. Baughman is encouraging all to be involved and getting this information to the front eyes of the people.

Mrs. Allen said we could advertise on our Facebook page and Website. Is it possible to do the project if you don't get the total \$18,000? Mrs. Baughman said Mrs. Griffith has that information and she isn't sure. Mrs. Allen

questioned if we sent that goal ourselves. Mrs. Baughman thinks Mrs. Griffin considered how many people would be working and how much is going to be able to be done per hour. Mrs. Wells said they are talking about 600+ students that will be doing this do we have a lot of time they'll be spending in our class. They will also try to do other fundraisers within the school; our concern is meeting that deadline. Mrs. Allen questioned if service clubs could help as she could talk to her service club. The rest of the clubs would probably love to have speakers. Mrs. Wells reached out to the Elkhart County Community Foundation today to see what kind of ideas they might have. Mrs. King also said also Big Idea Little Grant is something they could apply for. They give out \$1000 grants every month, also the group 100 Women. She looked at their Facebook page and she didn't find anything about this, and was told it was posted in May. Mrs. Allen said they probably need to re-do that and do it frequently. Mrs. Baughman questioned if they should re-visit this again with parents and Mrs. Allen said yes, they should. Mrs. Baughman also asked if there were any specific things that board members may have connections with to get this thing going. Mrs. King said she was thinking of a couple that probably could help. Mr. Miller said having done this with Numana before and everything they are saying, that the experience is a blast. Is there a video that Numana has? He thought if you include a picture on your Facebook page, something like that, so people can see what they are going to be doing. He didn't think anyone could get a picture of this until they have done it before. Getting over the hurdle of the first year is the thing. He loves the idea because of the long-term impact, going to those countries and seeing what a little package of food means to those people. He remembers seeing a video, maybe in Rwanda. Isn't it amazing from a small town in Indiana to reach and be a help to everyone around the world. A video to your Facebook page would be helpful. Mr. Gayler asked if there should be a link on their Facebook page to donate on-line and was told there was. Something like that would help so he could share it. Mrs. King said when they start the SRT segment, and the teacher will get a student as a freshman, they will have them all the way thru high school. She thinks that is a great thing to do.

#### **Back to School Information**

Posted on our website and Facebook page is our registration day – August 8. The high school and middle school is from 8:00 a.m. to 8:00 p.m. The elementary schools are going from 9:00-12:00 and then 3:00 – 5:00. A lot of the schools will have a back to school night on August 13. The high school has an orientation for freshmen on August 10<sup>th</sup>. The goal is to get new students registered as soon as possible.

Transportation on buses – parents need to fill out the transportation form. If the form is not completed their kids will not have a spot on the bus and will not be picked up on the 1<sup>st</sup> day of school.

EXPRESSIONS FROM PATRONS – None.

#### **CONSENT AGENDA –**

- Claims Lists
- Minutes from the July 10, 2018 School Board Meeting.
- Personnel
- June 2018 Financial Statement

#### **EMPLOYMENT:**

##### **Northridge High School**

Certified: Joshua Flynn, Percussion Teacher, Director, Replacing: Micah Detweiler  
Start Date: August 10, 2018

Summer Runyan, Early College, Poly-Tech Coordinator, Start date: July 30, 2018

Emily Mercer-Nelson, Temporary Spanish Teacher, Covering Jessica Bontrager Leave  
Start date: August 10, 2018

Jon Sparks, Assistant Boys Basketball Coach, 23250-1, Replacing: John Wysong  
Start Date: July 24, 2018

Sam Miller, Assistant Boys Basketball Coach, 23250-1, Replacing: Alex Roth  
Start Date: July 24, 2018

Classified: Angela Elliott, 6.5 Hour Autism Para, Replacing: Kayla Kessler  
Start date: August 15, 2018

Mark Frey, Freshman Football Coach, Replacing: Sven Johnson  
Start Date: July 25, 2018

Northridge Middle School

Classified: Rowena Miller, Temporary ELL Assistant, Covering Emily Mercer-Nelson absence  
Start date: August 15, 2018  
Laura Brown, 7 Hour Instructional Assistant, Replacing: Joy Miller  
Start Date: August 15, 2018  
Tracy Hagen, 7 Hour Special Education Assistant, Replacing: Angie Pross  
Start Date: August 15, 2018  
Kiana Santos, 6.5 Hour Life Skills Para, Start Date: August 15, 2018

Heritage Intermediate School

Certified: Melissa Eichorst, 5<sup>th</sup> Grade Teacher, Replacing: Rebecca Royal  
Start Date: August 10, 2018

RESIGNATION:

Middlebury Elementary School

Classified: Amanda Knox, 5.5 Hour Instructional Assistant, Effective Date: July 10, 2018

Northridge High School

Certified: Zhongjie Liang, Chinese Teacher, Effective Date: July 31, 2018  
Alex Roth, Math Teacher, Effective Date: August 6, 2018

EMERGENCY LEAVE:

Jefferson Elementary School

Classified: Greg Wilson, Head Custodian, 3 Hours: July 9, 2018

TRANSFER:

Heritage Intermediate School

Classified: Julia Ahumada, 12 Month, 8 Hour per Day Custodian, to:  
Northridge Middle School, 12 Month, 8 Hour per Day Custodian  
Replacing: Crystal Wolkins, Start Date: August 6, 2018

RETIREMENT:

Heritage Intermediate School

Certified: Rebecca Royal, 5<sup>th</sup> Grade Teacher, Effective Date: July 24, 2018

Mr. Souder moved and Mr. Miller seconded a motion to approve the Consent Agenda as presented. The motion was approved with a vote of 4-0.

CONSIDER APPROVAL TO PUBLISH 2018 ANNUAL FINANCIAL REPORT – Mr. Gayler moved and Mr. Miller seconded to approve a request to publish the 2018 Annual Financial Report as presented. The motion was approved with a vote of 4-0

CONSIDER APPROVAL OF 2018-2019 FIN MARS – Mr. Miller moved and Mr. Souder seconded a motion to approve the 2018-2019 FinMars as presented. The motion was approved with a vote of 4-0.

CONSIDER APPROVAL OF BOARD POLICIES ON FIRST READING – Mrs. Allen reviewed and answered questions regarding the following school board policies from board members.

**School Board Policies – New and Revised**

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

**1422; 1662; 2260; 3122; 3362; 4122; 4362; 5517 – Nondiscrimination and Equal Opportunity + Anti-Harassment Revised**

- The changes in all of these policies change reflect the new requirements for retaining information when reporting and investigating claims of discrimination and harassment. There is a paragraph near the end of all of the listed policies that has lines through it (to be omitted) and a new one in bold replacing it.

**2700 – Annual Performance Report Revised**

- This revision incorporates the requirement to include SRO reports when reporting seclusion and/or restraints that have occurred during the school year.

**3120.04 – Employment of Substitutes Revised**

- This revision covers the changes in Indiana law, Administrative Code and IDOE procedures relating to hiring substitute teachers.

**3131 – Reduction in Force (RIF) in Certified Staff                      Revised**

This is a replacement policy to bring our Reduction in Force policy compliant with the changes since the verdict in the 7<sup>th</sup> Circuit Court. Although this whole policy and the ramifications may still end up in a higher court, the wording will allow it to follow current law as the law changes.

**4162 – Drug and Alcohol Testing CDL Holders and Other Employees Who Perform Safety Sensitive Functions  
Revised**

- The policy changes “opiates” to “opioids” and changes some of the spelling and language to match the Code of Federal Regulations concerning the drug and alcohol tests. It also includes provisions of regulations on how individuals may return to work.

**5630.01 V1 – Use of Seclusion and Restraint with Students                      Revised**

- This policy revision reflects the change in the legislature concerning SRO’s not having to report seclusion and restraint of students. The legislature decided that SRO’s also need to report those instances and that the reports need to be filed along with teacher reports by administration for the Annual Performance Report.

**6610 – Extra-Curricular Funds    Revised**

- The changes in this policy reflect the current requirements of State Law and the State Board of Accounts. The revisions set forth duties of the principal or teacher in charge of a school, the Treasurer, and the Superintendent.

**7510 – Use of Facilities    Revised**

- This revision allows the board to determine if we do not want alcohol or controlled substances served on the premises in any of our facilities that may be rented. Alcohol is not permitted. We have revised the policy to allow raffles and games of chance to be approved by the Superintendent.

**7530.02 – Staff Use of Personal Communication Devices                      Revised**

- The revision in this policy says that staff members who do school business on their personal communication devices will need to archive the material. It also more explicitly addresses what driving expectations the district has concerning using devices while driving.

**8315 – Information Management                      New**

- This policy addresses “litigation hold” which requires a corporation to identify and preserve information created by the district.

Mr. Gayler moved and Mr. Souder seconded a motion to approve on 1<sup>st</sup> reading the board policies as presented. The motion was approved with a vote of 4-0.

UNFINISHED BUSINESS - None.

FIELD TRIPS – None.

ANNOUNCEMENTS AND CORRESPONDENCE –

- Mrs. Allen invited the board to the NHS Auditorium on August 13, 2018 at 11:30 a.m. for the First Day for Teachers and the luncheon.

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REQUESTS FOR TRAVEL – Dr. Goodman reviewed the Request for Travel with board members.

EXPRESSIONS FROM BOARD MEMBERS – None.

OTHER BUSINESS – None. Mrs. Allen thanked Alexis for coming and sharing tonight. They really appreciated hearing from her.

ADJOURNMENT – Mrs. King moved and Mr. Miller seconded a motion to adjourn the July 24, 2018 meeting of the School Board of Trustees at 5:18 p.m. The motion was unanimously approved with a vote of 4-0. The next scheduled school board meeting will be on August 7, 2018 at 4:00 p.m. at the Administration Center.

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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