

**Minutes of the  
Salem Community Schools  
Board of School Trustees  
January 14, 2019**

**5:30 p.m.-Executive Session:** This meeting was held in accordance to **IC 5-14-1.5-6.1(b)(2)(B)** Initiation of litigation or litigation that is either pending or has been threatened specifically in writing. As used in this clause, “litigation” includes any judicial action or administrative law proceeding under Federal or state law. **IC 5-12-1.5-6.1(b)(2)(9)** to discuss a job performance evaluation of individual employees. This subdivision does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process.

Those present for the executive session were Becky White, Ron Haendiges, Erika Garloch, Steve Motsinger, Rodney Brough, Richard Trueblood and Mark Abbott. Also in attendance were Dr. Lynn Reed, Superintendent and Dr. Kim Thurston, Assistant Superintendent and School Attorney David Allen.

Superintendent Dr. Lynn Reed asked all in attendance to stand and join the board in saying the Pledge of Allegiance.

Superintendent Dr. Lynn Reed called the regular meeting to order at 6:40 p.m. Those in attendance with Dr. Reed were board members Becky White, Ron Haendiges, Rodney Brough, Richard Trueblood, Steve Motsinger, Erika Garloch, and Mark Abbott. Also in attendance were Assistant Superintendent Dr. Kim Thurston, School Attorney David Allen and Recording Secretary Jana Hayes.

Dr. Lynn Reed stated a quorum was present.

**Reorganization of School Board Officers:**

Dr. Reed stated the floor was now open for the election of new officers. A committee of Dr. Reed, Erika Garloch and Monica Spaulding met to select a slate of nominations for the president, vice-president and secretary according to Policy #1200. Erika Garloch told the board that the committee had nominated Rebecca White for President, Steve Motsinger for Vice-President and Mark Abbott for Secretary. Dr. Reed asked if there were any other nominations for President. Rodney Brough nominated Mark Abbott for President. Steve Motsinger made a motion to close the nominations and take a vote. Mark Abbott made a second to the motion. Dr. Reed asked the board all in favor of Mrs. White for President, voting for Mrs. White were Erika Garloch, Steve Motsinger, Richard Trueblood and Becky White. Dr. Reed then asked all in favor of Mark Abbott for President, voting for Mr. Abbott were Ron Haendiges, Rodney Brough and Mark Abbott. Vote was 4-3 in favor of Mrs. Rebecca White for the School Board President for 2019.

At this time Dr. Reed turned the meeting and gavel over to President White. President White told the board that the nominating committee had nominated Steve Motsinger for Vice-President. President White asked for any other nominations. As there were no other nominations for Vice President Becky

**Minutes of the Board of School Trustee**

**January 14, 2019**

**Page 2**

White made the motion to close the nominations and take a vote. Erika Garloch made a second to motion. Motion passed 7-0. Mr. Steve Motsinger is the Vice-President for 2019.

President White announced the committee had nominated Mark Abbott for Secretary. President White asked for any other nomination. As there were no more nominations Steve Motsinger made a motion to close the nominations and take a vote. Erika Garloch made a second to the motion. Motion passed 7-0. Mr. Mark Abbott will be the Secretary for 2019.

Dr. Reed announced the officers for 2019 are Becky White-President, Steve Motsinger Vice-President and Mark Abbott Secretary.

President White established that the Board Meeting date would be the 2<sup>nd</sup> Monday of each month, with the time to be 6:30 p.m. at the Administrative Building 500 N. Harrison Street, unless otherwise advertised.

Steve Motsinger made a motion to approve the Board Meeting Date, Time & Place. Mark Abbott made a second to the motion. Motion passed 7-0.

**Approval of Consent Agenda:**

**Minutes:** Steve Motsinger made a motion to approve the minutes of the Executive and Regular Session of December 10, 2018. Erika Garloch made a second to the motion. Motion passed 7-0.

**Agenda:** President White asked the board to approve the agenda as presented. Steve Motsinger made the motion to approve the agenda as presented. Ron Haendiges made a second to the motion. Motion passed 7-0.

**Claims:** Steve Motsinger made a motion to approve the claims to date. Ron Haendiges made a second to the motion. Motion passed 7-0.

**Personnel Recommendations:** Erika Garloch made a motion to approve the Personnel and ECA Recommendations as presented. Steve Motsinger made a second to the motion. Motion passed 7-0.

**Minutes of the Board of School Trustee**

**January 14, 2019**

**Page 3**

<b>Resignations/Retirement</b>	<b>ECA Hires/Volunteers</b>	<b>Transfers/Contracts/ Personnel/ Hires</b>	<b>Other</b>
<p>Rachel Robinson/ Resignation from BSE Elementary Counselor</p> <p>Robin Bowers/ Resignation from SHS Cafeteria</p> <p>Lori Potts/ Resignation from SMS Cafeteria</p> <p>Judy Brown/ Retirement from SMS Instructional Assistant at the end of school year</p> <p>Cathy Huey/Retirement from SHS Guidance Department at the end of the school year</p>	<p>Rachel Robinson/ Resignation from 6<sup>th</sup> Grade Cheer Coach</p> <p>Cassie McIntire/ Resignation from the temporary fill-in for NJHS</p> <p>Amy Abner/ NJHS Sponsor (Return from Medical Leave)</p> <p>Tera Mull/New Hire/ 6<sup>th</sup> Grade Cheer Coach</p> <p>Joanne Ferguson/ Volunteer Assistant 6<sup>th</sup> grade girls Basketball Coach</p> <p>Ashley Dowling/Volunteer Assistant 6<sup>th</sup> Grade Cheer Coach</p>	<p>Stephanie Blue/ New Hire/ SHS Library Assistant/ Alternative Program Instructional Assistant</p> <p>Natasha Brooks/New Hire/ BSE Instructional Assistant</p> <p>Lesley Slaughter/ Transfer from BSE Kindergarten Teacher to BSE Counselor</p> <p>Ryan McCartney/ New Hire/SHS Temporary French 1/ English Teacher to cover medical leave</p> <p>Elizabeth Smith/ Transfer from BSE Instructional Assistant to Kindergarten teacher</p> <p>Monika Spaulding/ New Hire/ SMS Substitute Teacher to cover medical leave</p> <p>Pam Kindrick/New Hire/BSE Dev. Pre-School Assistant</p>	<p>John Hammond/ Request for continued medical leave</p> <p>Kristen Bailey/ Request for Medical Leave</p> <p>Shenan Campbell/ Request for Medical Leave</p> <p>Amanda Sebastian/Request for Maternity Leave</p>

**Minutes of the Board of School Trustee**

**January 14, 2019**

**Page 4**

**Donations:**

Approval of a donation to Salem Middle School from Michael Sebastian in the amount of \$100.00 for our student needs account. Donor has requested this money be used for students in need of assistance with lunch account.

Approval of a donation to Salem Middle School would like to request permission to accept a donation from Mr. Bob Agan in the amount of \$100.00 for our Sister Circle Group.

Approval of a donation to Salem Middle School from Kearschner Family Dentistry in the amount of \$350.00 for our Student needs fund. These funds will be used to help purchase items for students at SMS whose families are in need of Christmas Assistance.

Approval of a donation to Salem High School Splash Into Science Group for \$100.00 from Hug-a-Kid Daycare and \$100.00 from Gilliatt Construction. This money is to be used towards a students' (CD) trip payment for the Florida trip in the spring of 2019.

Approval of a donation to Salem High School Dance Team for \$278.00 from Papa John's Pizza. This money came from pizza sales from the designated Dance Team fundraiser date.

Approval of donations to Salem High School Science Club for production costs of park benches through the plastic bottle caps recycling program: Betty Stanley \$325.00, Washington County Food Bank \$250.00, Joyce Westmoreland \$325.00, Mickie Alexander \$325.00.

Approval of a donation to Salem High School from Salem Rotary Club for volunteer groups working the dunk tank at the Washington County Fair: Cheerleaders \$100.00, Football Team \$100.00, Sophomore Class \$100.00, Girls Basketball Team \$150.00.

Approval of a donation to Salem High School Science Club for \$500.00 from the Friends of Becks Mill. This money will be used for production costs of two park benches through the plastic bottle caps recycling program.

Approval of a donation to Salem High School Clay Target Club for \$350.00 from Stephen Brewer & Company, CPA. This money is to be used as needed for the Clay Target Club.

Approval of a donation to Salem High School for \$50.00 from Art Gives Back.

Approval to accept a donation we have received, from an anonymous donor, for \$10,000 for the creation of a counseling fund. This fund is to be utilized for Salem Community Schools students' needs. As per the donor's request Caitlin Ellis will authorize the disbursement. The fund will reside at Salem Middle School in the Extra Curricular Account.

**Minutes of the Board of School Trustee**

**January 14, 2019**

**Page 5**

Approval of a donation to Salem Middle School for \$45.00 from the Art Gives Back Program for the SMS Girls Tennis Team.

Approval of a donation to Salem High School Athletic Department for \$700.00 through the Washington County Community Foundation from Stanley Colglazier and his daughter Sarah. The donors request this money be used to allow students of Salem Community Schools free admission to the Salem vs Crawford County game on Saturday January 5, 2019.

Mark Abbott made a motion to approval all donations as presented. Erika Garloch made a second to the motion. Motion passed 7-0.

**ROAR Awards:** Logan Kramer, Lexi Garloch and Bonnie Harmon

Mark Abbott made a motion to close the regular school board meeting and open up the Board of Finance Meeting at 7:00 p.m. Richard Trueblood made a second to the motion. Motion passed 7-0.

**Action Items:**

**Establishing a Board of Finance for 2019 –**

A copy of the Indiana Code that addresses the establishment of Boards of Finance (IC 5-13-7-5) has been provided. There is also a copy of the December 31, 2018, Fund Report and Bank Reconciliation. School districts may determine if a Board of Finance should be established each calendar year. The past practice of Salem Community Schools is to establish a Board of Finance. The recommendation tonight is to establish a Board of Finance with the current president and secretary of the Salem Board of School Trustees serving as the officers of the Board of Finance. Steve Motsinger made a motion to establish a Board of Finance with the current president and secretary of the Salem Board of School Trustees. Erika Garloch made a second to the motion. Motion passed 7-0.

Erika Garloch made a motion to open back up the regular School Board Meeting at 7:10 p.m. Richard Trueblood made a second to the motion. Motion passed 7-0.

**Approval of an Overnight Field Trip:**

Ron Haendiges made a motion to approve an Overnight Field Trip to Forest Park High School for the Boys Holiday Basketball Tournament on 12/27-12/28/2018. (Approval is Retroactive). Mark Abbott made a second to the motion. Motion passed 7-0.

## **Minutes of the Board of School Trustee**

**January 14, 2019**

**Page 6**

### **Approval of an Out of State Field Trip:**

Mark Abbott made a motion to approve an Out of State Field Trip to Louisville, KY to the Farm Machinery Show for FFA Mr. Purlee on 2/15/19. Ron Haendiges made a second to the motion. Motion passed 7-0.

### **Approval to Cancel Outstanding Checks –**

The Board packet contains a listing of cancelled checks by building submitted by check number, check date, and employee number. Our past practice has been to follow IC5-11-10.5-2, regarding procedures for cancelled checks as recommended by the Indiana State Board of Accounts (SBOA). With School Board approval, checks numbered 12732, 12987, and 13246 will be cancelled and receipted into the Education Fund while check number 2920 will be cancelled and receipted into the School Nutrition Fund. Ron Haendiges made a motion to approve to cancel the outstanding checks as presented. Mark Abbott made a second to the motion. Motion passed 7-0.

### **Approval for wage increase for the Food Service Staff –**

Salem Community Schools Director of Food Services Karen Libka has provided a recommendation for increasing the compensation of the food service personnel by 2% retroactive to July 1, 2018. The food service program is independent of the school district's Education and Operations Funds. Ms. Libka and her staff do an outstanding job of managing the school district's food service program. Ms. Libka has never asked for assistance in procuring equipment for the kitchen areas of the buildings. Many school districts have utilized their Operations Fund Budget to acquire freezers, dishwashers, etc. Karen has never needed to ask for such assistance. Our understanding is Karen will attend the board meeting to discuss and answer any questions. Based on the history of her program, if Ms. Libka believes her employees are deserving of an increase and her program can afford it. Steve Motsinger made a motion to approve the wage increase (Retroactive) for the Food Service Staff. Mark Abbott made a second to the motion. Motion passed 7-0.

### **Approval of proposed 2019-2020 School Calendar:**

Erika Garloch made a motion to approve the 2019-2020 School Calendar as presented. Richard Trueblood made a second to the motion. Motion passed 7-0.

### **Approval of a Resolution to Transfer Funds from Education Fund to the Operations Fund -**

January 1, 2019, has delivered many changes to public school budgeting process. The establishment of the Education Fund arrived with the intention of utilizing this fund only for education expenses directly impacting students and their learning. For the past 25 plus years the General Fund included expenses pertaining to student instruction as well as building operations, i.e., custodial staff and benefits, custodial supplies, utility costs, central office staff and benefits, as well as central office supplies. The appropriations for those expenses in the former General Fund amounted to \$2,096,000.00. With the new budgeting process, schools are required to transfer on a monthly basis an amount from the state funding we receive in the form of the Basic Grant or DOE-54 to cover these expenses no longer allowable in the

## **Minutes of the Board of School Trustee**

**January 14, 2019**

**Page 7**

Education Fund. The resolution before you states the school district will transfer an amount up to \$145,667.00 each month from the Education Fund to the Operations Fund for these “non-instructional” expenses.

A reminder to the board, the Operations Fund is a levy driven fund from local property taxes. We have already been informed by the Indiana Department of Local Government Finance, 2019 may be a “difficult” year for Salem in the levy driven Operations Fund with the reduction in agricultural land assessment enacted by the Indiana Legislature. Steve Motsinger made a motion to approve the Resolution to Transfer Funds from Education Fund to the Operations Fund. Ron Haendiges made a second to the motion. Motion passed 7-0.

### **Approval of The 2019 Multi-Hazard Mitigation Plan, Washington County:**

Mark Abbott made a motion to approve the Multi-Hazard Mitigation Plan, Washington County. Erika Garloch made a second to the motion. Motion passed 7-0.

### **Approval of Renewal of Building Administrator Contracts:**

Steve Motsinger made a motion to renew the Building Administrators Contracts. Rodney Brough made a second to the motion. Motion passed 7-0

### **Approval of Mrs. Joanna Schmidt’s Stipend for second semester French 1 Curriculum/Instruction:**

Erika Garloch made a motion to approve the stipend for Joanna Schmidt for her help with the French 1 Curriculum/Instruction. Steve Motsinger made a second to the motion. Motion passed 7-0.

### **Education for Success: Education for Success/ SHS Purdue Project/ Mr. Greg McCurdy**

Science Teacher Mr. Greg McCurdy told the board that this past summer he received communication from Purdue University that they were looking for some classrooms to field test a two week program in food borne illness. They were looking primarily for Science classes to do this program. They were looking to do this at the High School level, and it would be paid for by a grant. Tressie Barrett a former student at Salem High School would be in charge of the program. Mr. McCurdy said that we ended up being the only school in Southern Indiana to do this program. Along with Mr. McCurdy’s classes Mr. Seth Purlee’s Agriculture classes were also involved. The program consisted of in class activities and short little homework assignments to do. In the beginning they surveyed the students on their attitudes towards cooking and their attitude on how to keep food safe. After the survey they got to cook. The students were divided up in groups of four. Each student had a job to do. They got to cook hamburgers the first day. Each group had a video camera above them monitoring the entire group so that after they were done cooking the professors could go back later and critique the work the students were doing. The person that was cooking the hamburgers actually wore a camera on their forehead so they could get a good view of the food as it was being cooked. The students then went through two weeks of instruction on how to take care of food so that it doesn’t spoil. Then after the two weeks of instruction the students then had to take the survey again to see how their attitudes had changed since the first survey, then after that they had another round of cooking. Mr. McCurdy said they had a nice round of instructions for the kids and for teaching them something that they would not have learned.

**Minutes of the Board of School Trustee**

**January 14, 2019**

**Page 8**

**Pool Update:** John Hawkins from Kovert Hawkins was in attendance in case anyone had any questions about the pool construction. Mr. Hawkins did inform the board that the contractors took a chance to dig the hole to get to the pool deck and they did not hit any rock.

Dr. Reed told the board that she had received a late request from Mrs. Kathy Dye requesting time off from January 21-25, 2019 to care for her grandkids while their parents are on a mission trip to Nicaragua. This time would be unpaid. Mark Abbott made the motion to approve the time off. Ron Haendiges made a second to the motion. Motion passed 7-0.

**New Board Business:** Board member Rodney Brough told the board that he had met with Mrs. Martin and Mrs. Mahuron this week on possibly starting an ROTC Program

**Superintendents Report:** Dr. Reed asked the board for permission to secure Neola to totally revamp and revise our board policies. Steve Motsinger made the motion to have Neola to do our board policies. Richard Trueblood made a second to the motion. Motion passed 7-0.

Erika Garloch made a motion to appoint Becky White to serve as the Salem Community Schools representative to the Redevelopment Commission. Steve Motsinger made a second to the motion. Motion passed 7-0.

Dr. Reed read a nice letter to the board from a parent who was thankful that the board had voted to extend the cutoff date for out of district students.

Next Meeting will be February 11, 2019.

Steve Motsinger made a motion to adjourn the meeting at 7:50p.m. Mark Abbott made a second to the motion. Motion passed 7-0.



**Minutes of the Board of School Trustee**

**January 14, 2019**

**Page 9**

---

**Rebecca White – President**

---

**Steve Motsinger-Vice-President**

---

**Mark Abbott-Secretary**

---

**Ron Haendiges**

---

**Richard Trueblood**

---

**Erika Garloch**

---

**Rodney Brough**