

**EAST WASHINGTON SCHOOL CORPORATION – SCHOOL BOARD NOTES**  
**JULY 10, 2012**

**Reorganization Meeting/Regular Board Meeting Minutes**

**Members Present**

Brian Motsinger, President  
Cecil ShROUT, Vice President  
Linda McClellan, Secretary  
Theresa Drescher, Member  
Eric Albertson, Member

**Members Absent**

**Pledge of Allegiance**

President Brian Motsinger led the Pledge of Allegiance and a moment of silence was observed. President Brian Motsinger called the meeting to order at 7:00 p.m.

**NEWS MEDIA:**

**NEWSPAPER**

Salem Leader, Kate Wehlann

**OFFICIAL GUESTS:**

Dr. Phyllis Amick, Interim Superintendent  
Ms. Christi Pruitt, Treasurer  
Mr. Greg Hopkins, Trans. Director/ES Asst. Principal

**UNOFFICIAL GUESTS:**

Russell Hopkins, Jr.

**REORGANIZATION OF BOARD:**

**Election of Officers**

President Brian Motsinger appointed Interim Superintendent Amick acting President of the Board. Motion: Eric Albertson, Seconded: Terrie Drescher, Vote: 5-0

A motion was made nominating Theresa Drescher to serve as President for the 2012-2013 year. Motion: Brian Motsinger, Seconded: Eric Albertson, Vote: 5-0

A motion was made nominating Linda McClellan serve as Vice President of the Board for the 2012-2013 year. Motion: Brian Motsinger, Seconded: Cecil ShROUT, Vote: 5-0

A motion was made nominating Cecil ShROUT to serve as Secretary for the 2012-2013 year. Motion: Linda McClellan, Seconded: Eric Albertson, Vote: 5-0

**Approval of Appointments**

It is recommended that the Board approve the appointments of Christi Pruitt as Corporation Treasurer with a \$200,000.00 bond, Amy Coyle as East Washington Elementary School Extra-Curricular Treasurer with a \$10,000.00, Amber Purlee as East Washington Middle School Extra-Curricular Treasurer with a \$10,000.00 bond, and Kendra Floyd as Eastern High School Extra-

Curricular Treasurer with a \$10,000.00 bond. Motion: Brian Motsinger, Seconded: Cecil Shrou, Vote: 5-0

### **Board Meeting Dates**

It is recommended that the East Washington School Board Regular Meetings be held on the second Tuesday of each month at 7:00 p.m. Motion: Cecil Shrou, Seconded: Eric Albertson, Vote: 5-0

### **Board Stipends**

It is recommended that the stipend for the East Washington School Board members remain at \$2,000.00 for the 2012-2013 year. Motion: Linda McClellan, Seconded: Brian Motsinger, Vote: 5-0

### **PROCEDURAL MATTERS:**

#### **Procedures of Treasurer, Superintendent and Principals**

It is recommended that the Board approve the following:

Treasurer to issue payroll when due; Treasurer is to pay certain invoices in advance to take advantage of discounts and avoid penalties; Superintendent is to apply for State and Federal funds when available and useful to our schools; authorize Treasurer, Deputy Treasurer or Superintendent to **apply for and** issue school corporation credit card for school use in accordance with IC 20-5-1-1.1-1. Building principals are authorized to expend extra-curricular investment funds in accordance with State Board of Accounts regulations. Motion: Eric Albertson, Seconded: Linda McClellan, Vote: 5-0

### **ADJOURNMENT:**

It is recommended that the Reorganization Meeting adjourn and the Regular School Board Meeting be called to order. Motion: Eric Albertson, Seconded: Brian Motsinger, Vote: 5-0

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### **BUSINESS:**

#### **Approval of Minutes and Executive Session**

##### **Minutes**

Board did meet in Executive Session for discussion of strategy for the following reason(s): To receive information about and interview prospective employees; to discuss a job performance evaluation of individual employees. This subdivision does not apply to any discussion of the salary, compensation, or benefits of employees during a budget process in accordance with I.C. 5-14-1.5-6.1(4-8) at 6:00 p.m., on Tuesday, June 12, 2012.

The minutes of the Regular Meeting of Tuesday, June 12, 2012 were approved with any additions, corrections, or deletions as recommended by the Board.

Board did meet in Executive Session for discussion of strategy for the following reason(s): To receive information about and interview prospective employees in accordance with I.C. 5-14-1.5-6.1(4) at 6:00 p.m., on Wednesday, June 13, 2012 at Christie's on the Square, in Salem, IN.

The minutes of the Special Regular Meeting of Monday, June 18, 2012 were approved with any additions, corrections, or deletions as recommended by the Board. Motion: Linda McClellan, Seconded: Cecil Shrout, Vote: 5-0

#### **Vendor Claims/Payroll Claims**

The Board approved Vendor Claims #4146 to and including #4216, Payroll Claims #5398 and Direct Deposit Advices #22085 to and including #22508. Motion: Cecil Shrout, Seconded: Brian Motsinger, Vote: 5-0

#### **Monthly Financial Report**

The monthly Financial Report was presented to the Board.

#### **Resolution Concerning Election Schedule**

After researching the proposed resolution, Dr. Amick, Interim Superintendent, recommended the Board approve the Resolution Concerning Election Schedule as presented by JC Tucker, corporation attorney. Motion: Eric Albertson, Seconded: Linda McClellan, Vote: 5-0

#### **Resolution to Create New Appropriation Lines to Define Expenditures**

Interim Superintendent Amick recommended the Board approve the resolution to create a new appropriation line item within the CPF to define technology expenditures.

#### **Resolution to Create New Appropriation Lines – Insurance Claims**

Interim Superintendent, Amick recommended the Board approve the resolution to create new appropriation line items within the General Fund and Transportation Fund for repair expenditures of corporation vehicles and buses due to hail damage on March 2, 2012.

Resolution to Create New Appropriation Lines to Define Expenditures and Resolution to Create New Appropriation Lines for Insurance Claims voted together in one motion. Motion: Linda McClellan, Seconded: Cecil Shrout, Vote: 5-0

#### **Resolution Amendment**

Due to additional donations still being received for the 2012 Tornado Disaster Relief Fund, permission was granted by the State Board of Accounts to continue to leave the fund open until the end of the 2012 calendar year. Therefore, it is recommended by Dr. Amick, Interim Superintendent that the Board approves an amended resolution making that change. Motion: Cecil Shrout, Seconded: Eric Albertson, Vote: 5-0

#### **Award Fuel Bid**

Interim Superintendent Amick recommended the Board accept the bid from Riley Oil Co, Inc. for the fuel supplied to the school for the 2012-13 school year. Motion: Eric Albertson, Seconded: Brian Motsinger, Vote: 5-0

#### **Certificate of Deposit Information**

A letter from First Harrison Bank stipulating their early withdrawal policy was presented to the Board as per Vice President Cecil Shrout's request.

#### **Donation to East Washington Youth League**

Due to no one showing representing the youth league to request a donation to the league, matter is tabled.

#### **PERSONNEL:**

#### **Approval of Personnel Changes**

Employment of Staff

Classified

- ✓ Mrs. Linda Luedeman, MS Principal, recommends Melanie Smith as MS/HS Library Assistant

- ✓ Mrs. Linda Luedeman, MS Principal, recommends Carla Phipps to fill Chrystal Coats' 2 hour MS cafeteria position.

#### Extra-Curricular

- ✓ Mr. Scott Newcomb, HS Athletic Director, recommends Daria Terrell as the assistant/JV volleyball coach.

#### Transfers

- ✓ Mrs. Linda Luedeman, MS Principal, recommends Marie Edwards for the 6 ½ hour position, Sherry Gore for the 6 hour position, Jill Martin for the 4 hour position and Chrystal Coats for the 3 hour position in the MS cafeteria.

#### Leave of Absence

- ✓ Mr. David Morrow has requested an FMLA 12 week leave of absence beginning with the 2012/13 school year.

Motion: Cecil Shrou, Seconded: Eric Albertson, Vote: 5-0

#### **Permission to Employ Prior to Start of School**

It is recommended that the Board grant permission for superintendent to employ prior to the start of the 2012-13 school year. Motion: Eric Albertson, Seconded: Linda McClellan, Vote: 5-0

#### **Employee Handbook**

Interim Superintendent Amick recommended that the Board approve the employee handbook status quo. Motion: Linda McClellan, Seconded: Eric Albertson, Vote: 5-0

#### **FACILITIES:**

##### **Update on Insurance Claims**

Interim Superintendent updated the Board regarding the insurance claims on the buildings. Cottongim Enterprises provided a summarization as to where we are in the process:

##### **RE: Update on Hail Damage Repair**

##### **Bus Garage:**

The insurance company has approved the roof replacement, including an upgrade to a commercial grade R panel roofing on the main roof and front gutter replacement. They have also approved replacing the roofing on the restroom addition. The back lean-to did not appear to have any hail damage and will not be replaced.

We plan to order materials next week and get started on the work in the next 2-3 weeks.

##### **Administration Building:**

The Insurance company has approved a total roof replacement along with replacing all guttering on the Administration Building. The hail does not appear to have affected the integrity of the roof and is only an appearance issue therefore we will probably concentrate on other buildings before beginning on the Administration Building.

##### **Football Field Concession Stand**

As requested by the insurance company, we submitted a proposal on 6/28/12 for a total roof replacement along with gutter replace. We are now waiting for the insurance company's approval.

##### **Mini-Building**

As requested by the insurance company, we submitted a proposal on 6/27/12 for roof replacement on the black and gold mini-building. We are now waiting for the insurance company's approval.

### **Ticket Booth**

As requested by the insurance company, we submitted a proposal on 6/27/12 for roof replacement on the ticket booth, including the currently broken skylight ridge cap that has a temporary tarp over it. We are now waiting for the insurance company's approval.

### **Baseball Field Home Dugout**

As requested by the insurance company, we submitted a proposal on 6/27/12 for roof replacement on the Baseball Home Dugout, including metal replacement on the gable ends. We are now waiting for the insurance company's approval.

### **Baseball Field Visitors' Dugout**

As requested by the insurance company, we submitted a proposal on 6/27/12 for roof replacement on the Baseball Home Dugout, including metal replacement on the gable ends. We are now waiting for the insurance company's approval.

### **Baseball Field Concession Building**

As requested by the insurance company, we submitted a proposal on 6/28/12 for roof replacement, gutter replacement, siding replacement and aluminum fascia replacement. We also submitted an alternate for replacing the upper sliding windows. We are now waiting for the insurance company's approval.

### **HVAC**

As requested by the insurance company, we have had our HVAC contractor, Miller Heating and Cooling; inspect the HVAC units on the Middle School / High School Building along with the Elementary School Building. They recommend combing out the hail damaged coils on ten (10) units on the Middle School / High School Building and straightening out one (1) grill on the Elementary School. We submitted a proposal for this work on 6/27/12 and we are now waiting for the insurance company's approval.

### **Football Field Press Box**

As requested by the insurance company, we will be submitting a proposal to replace a couple of pieces of vinyl siding that were damaged by hail. If we are able to provide a good match to the existing siding, then it will be a simple process to change a couple of pieces of siding. But even then, there may be minimum size orders requiring us to purchase a full carton of siding. On the other hand, if we cannot locate a suitable siding match, then we will need to replace the entire west wall to provide a uniform appearance. We are still talking to suppliers in attempt to find a suitable match.

### **Elementary School**

The insurance company has requested a proposal to replace all of the white TPO roofing on the Elementary School along with the EDPM (rubber) roofing that we installed last December. We are still in the process of preparing our quote for this work.

### **SUPERINTENDENT INFORMATION:**

#### **Set Board Retreat Date**

Interim Superintendent Amick recommended the Board set a retreat date. The Board would like a Tuesday or Wednesday in late August (last two weeks) for Mr. Darnell to consider. The Board would like the retreat to be held in Henryville.

#### **Pending Issues**

Interim Superintendent Amick provided the Board with a list of pending issues for review. She asked that the Board add to or remove issues that need to be or have been resolved.

### **PENDING ISSUES**

1. Better Quality – Printers – Board will consider recommendation from superintendent following information and communication to staff.
2. Re-crowning of Football Field – Budget Item – To be considered in future budget.
3. AdvancED – Board Self Evaluation – Board would like to complete during the retreat.
4. AdvancED – Strategic Plan – Dr. Amick’s recommendation - Superintendent will review and make his recommendation to the Board
5. Resolution to Transfer from General Fund to Rainy Day Fund – Budget Item – to be considered in future budget.
6. Policy Updates – Dr. Amick will let superintendent know to put on the agenda and work on.
7. Buildings Walk-Through – The Board wants to walk through the buildings at the next board meeting (one hour prior).
8. Sale/Lease Portion of Tash Property – No action to be taken since interested party did not pursue.
9. iHigh.com – No action to be taken since interested party did not pursue.
10. Committee to Consider Balanced Calendar – The Board would like information about balanced calendar and status of committee work.
11. Update Automated Phone Messages – New phone system currently being installed with new greeting.
12. Classified Salaries – Budget Item – To be considered in future budget.
13. Energy Savings Contract – The Board not interested in an energy savings contract but will consider energy savings projects upon superintendent recommendation.
14. Technology Plan – Secretary Cecil Shroul would like information. Dr. Amick will provide the Board with the plan.

### **ITEMS BY THE BOARD/LATE ITEMS:**

- ✓ Vice President Linda McClellan said she and President Terrie Drescher attended a meeting sponsored by the ISBA regarding superintendent evaluations. She said the Board needed to have an evaluation tool in place by September.
- ✓ Secretary Cecil Shroul would like to see the literature pertaining to this. Copies will be made and given to each Board member.

### **PUBLIC COMMENTS:**

None

### **ADJOURNMENT:**

The next School Board Meeting is Tuesday, August 14, 2012 at 7:00 p.m. Motion: Brian Motsinger, Seconded: Eric Albertson, Vote: 5-0