

**EAST ALLEN COUNTY SCHOOLS
SCHOOL BOARD
MINUTES OF WORK SESSION
NOVEMBER 3, 2008**

At a work session meeting held in the Board Room at the Administration Building, 1240 State Road 930 East, New Haven, Indiana, the Board of School Trustees of East Allen County Schools met at approximately 6:30 p.m. on November 3, 2008, with the following members present:

Stephen L. Terry, Sr., President
Janice A. Kelly, Vice President
Leland L. Etzler, Secretary
Terry Jo Lightfoot, Assistant Secretary
William D. Hartman
Richard A. Allgeier
Alyssa Lewandowski

The following EACS Administrators were in attendance: Dr. M. Kay Novotny, Superintendent; Dr. Janet MacLean, Deputy Superintendent; Mr. Kirby Stahly, Chief Financial Officer; Mr. J. Timothy McCaulay, General Counsel; Mrs. Connie DeLong, Executive Director of Special Services; Dr. Jeanne Zehr, Title I Area Administrator; Mrs. Peggy J. Rohrbacher, Director of Human Resources; and Mrs. Tamyra L. Kelly, Public Relations Liaison. Also present were approximately nine people representing employees, students, patrons and the media.

President Stephen Terry called the meeting to order.

The minutes of the October 21, 2008 Regular Board Meeting were approved as presented.

The Agenda was approved with the addition of addendums to 4.2 Personnel Report, and 4.3 Meetings and Conferences, and the addition of 3.2 Information Item - Management's Response to Nurses Email Comments Regarding Meet and Confer, and the deletion of 4.5 Apply For and Receive 2nd Grade Laptop Program Grant.

Section 2.0 Discussion Items

Agenda Item 2.1 Review of Annual Reports

Review of the following reports annual reports occurred:

- SAT/ACT Information – Mr. Hartman will contact Ms. Jo Ann Roscoe, Manager of Student Achievement & School Improvement for more information.

- Transportation Report

Agenda Item 2.2 Review of Revised Board Compact

This item was tabled for discussion due to email glitches this past week.

Agenda Item 2.3 MLK Montessori School Status

Dr. Novotny provided a brief history. MLK Montessori School is in their second year of being housed at Village Elementary School. After a recent meeting with Village and Southwick Elementary School Principals, along with Dr. Jeanne Zehr and MLK Director Bobbi Golani it seems that Village Elementary School would be better served if the lease with MLK Montessori school were terminated at the end of the June 2009. Board discussion followed. Dr. Novotny will bring a formal recommendation to the Board at the November 18th meeting.

Agenda Item 2.4 Review of District's Mission and Vision Statements

The proposed Mission and Vision Statements for the District, developed by the Strategic Planning Committee were reviewed. After discussion, Board consensus was to make several individual word changes. Dr. Novotny will take these changes to her Cabinet on Friday for discussion. She will email the final proposed version to Board members. She will bring a formal recommendation to the Board at the November 18th meeting.

Agenda Item 2.5 Other Issues of Interest to the Board

Congratulations to Heritage and Woodlan High Schools' bands. Heritage placed 7th in Class C and Woodlan placed 4th in Class D at the ISSMA State Marching Band Competition.

Bill inquired about the Strategic Planning Process timeline. Dr. Novotny will bring general recommendations to the Board for their consideration, at the November 18th Board meeting.

Section 3.0 Information Items

Questions were asked regarding the latest Meet and Confer group meetings. The Secretaries group has requested that the Board move their deadline for holding Meet and Confer relating to economic issues to May prior to the end of the school year. They believe this would facilitate better communication and attendance. The Board agreed by consensus. President Terry asked Mr. McCaulay to contact the Food Service Employees and Nurses groups to see if there is consensus among those groups to make the change to May. If so, Mr. McCaulay will amend Board Policy – Appendix H, for formal action to be taken at the November 18th meeting.

The following was given to the Board as information only.

- Document Imaging Software
- Management's Response to Nurses Email Comments Regarding Meet and Confer

The following information was given to the Board as information, with formal action recommended for the November 18, 2008 Board meeting.

- Approval to Pay Year-End Claims
- Apply For and Receive 2009 Lilly Endowment Teacher Creativity Fellowship Program Grant
- Apply For and Receive 2008-09 Refugee Children School Impact Program Grant
- Revised Administrative Policy 3560 – Public Records Retention/Disposition
- New Administrative Policy 3570 - E-Mail Retention, Preservation, and Storage Policy
- Meet & Confer - Revised Administrative Policy 4212.5 - Food Service Employees (Sections 2 and 3)
- Meet and Confer - Revised Administrative Policy 4215 – Secretaries (Sections 15 and 18)
- Meet and Confer - Revised Administrative Policy 4215.5 – Paraprofessionals (Sections 19 and 23)
- Revised Administrative Policy 6108 - Acceptable Use Policy - Access to Electronic Information, Services and Networks (New Section 4 and Exhibit A)

Section 4.0 Consent Items

Vice President Kelly moved to approve the consent items with addendums as presented. Mr. Hartman seconded the motion and it passed unanimously. The following consent items were approved:

- 4.1 Approval of vendor claims: 248186-248465, totaling \$407,976.31.
- 4.2 Acceptance of resignation of Mrs. Melinda Jones, food service employee at Woodburn Elementary School, effective September 12, 2008.

Acceptance of retirement and termination of employment of Ms. Marjorie Koch, food service employee at Woodlan Jr./Sr. High School, effective June 1, 2009.

Acceptance of retirement and termination of employment of Mrs. Rhonda Saylor, paraprofessional at Harlan Elementary School, effective December 19, 2008.

Approval of FMLA leave of absence to Mr. Gene Place, custodian at Park Hill Learning Center, effective November 6, 2008 through November 18, 2008.

Approval of FMLA leave of absence to Ms. Audrey Wright, teacher at Southwick Elementary School, effective November 4, 2008 through November 26, 2008.

Approval of FMLA leave of absence to Mrs. Felicia Johnson, teacher at Paul Harding High School, effective November 6, 2008 through November 26, 2008.

Approval of medical leave of absence to Mrs. Sandra Moore, food service employee at New Haven Elementary School, effective November 6, 2008 through November 14, 2008.

Approval of childrearing leave of absence to Mrs. Tracey Mull, teacher at Harlan Elementary School, effective November 7, 2008 for the remainder of the 2008-09 school year.

Approval of extension to FMLA leave of absence to Ms. Beth Baumert, teacher at Hoagland Elementary School, from November 17, 2008 through November 21, 2008.

- 4.3 Approval of Meetings and Conferences (see Exhibit A, incorporated herein).
- 4.4 Approval to Woodlan Jr./Sr. High School's Industrial Technology Department, to accept a gift of miscellaneous construction materials, with an approximate retail value of \$3000.00, from Dutch Made, Inc.
- 4.6 Apply For and Receive Afternoons ROCK in Indiana (ARII) Funding (see Exhibit B, incorporated herein).
- 4.7 Supplemental Education Services Contract - Club Z! In-Home Tutoring Services (see Exhibit C, incorporated herein).

Section 5.0 Adjournment

There being no further business, the meeting was adjourned at approximately 7:40 p.m.

These minutes were approved and adopted by the East Allen County Schools Board of School Trustees on November 18, 2008.

EAST ALLEN COUNTY SCHOOLS
BOARD OF SCHOOL TRUSTEES

Secretary

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