

**Southwestern Jefferson County Consolidated School Corporation
239 S. Main Cross Street
Hanover, Indiana 47243**

January 11, 2020

Finance Meeting

The School Corporation Board of Trustees conducted their annual Finance Meeting on Monday, January 11, 2020 at 5:00 p.m. in the Elementary Board Meeting Room located at 273 S. Main Cross Street, Hanover, Indiana 47243.

The following members of the Board of School Trustees were present:

Mr. Rick Stockdale
Mrs. Lacie Deputy
Mr. Jonathon Simpson

Mr. John Jones
Mrs. Misty Jacobs

Oath of Office

Mrs. Laura Boldery, Corporation Treasurer, read the Oath of Office to the new board members as they recited it. Misty Jacobs and Jonathon Simpson were officially sworn in as Southwestern School Board Members.

Resolution 2021-05 (Establishment of Board of Finance for 2021)

Mrs. Boldery read Resolution 2021-05. Upon a motion made by Mr. Jones, seconded by Mrs. Deputy, the board voted by roll call vote, 5-0, and the motion carried to authorize the entire Board of Trustees to serve as the Board of Finance for the calendar year 2021.

Public Depositories Report

Mrs. Boldery, presented the Public Depository Report to the Board. She stated that we are allowed by Indiana law to designate any public depository that is on the approved State Depositories List within the school corporation district. Our Depository for 2020 was German American Bank. We earned \$18,866.80 in interest in 2020. All interest received goes into the Education Fund. We also receive monthly revenue from the State for the Education Fund. Local revenue from property taxes is received twice a year, in June and December, and that money goes into the Debt Service Fund and the Operations Fund.

Cash Balance Report

Mrs. Boldery presented the Cash Balance Report. She stated that our General Fund cash balance had stayed close to the 10% proposed in Board Policy until January, 2016 when it dropped to 5%. The State recommends having 8-10% of your budget as a beginning and ending cash balance. Our cash balance on January 1, 2021 was \$837,686.34, which is an 8.16% balance. We have not closed out 2020 yet and so a report will be given at the February meeting.

We have been very conservative with our spending from the General Fund and will continue to do so in 2021. The Rainy Day Fund has a balance of \$300,000.00.

Investment Policy

In January, 1997 an Investment Policy was adopted allowing the Treasurer to enter into repurchase agreements and investment agreements, however, and whenever she sees the need. This policy is still in effect.

Upon a motion made by Mrs. Deputy, seconded by Mr. Jones, the board voted, 5-0, to approve the Investment Policy as submitted.

Resolution 2021-06 is a two year resolution effective until January 2023. Upon a motion made by Mr. Simpson, seconded by Mrs. Deputy, the Board voted by roll call vote, 5-0, and Resolution 2021-06 was approved.

Adjournment

Upon a motion made by Mr. Jones, seconded by Mr. Simpson, the Board voted, 5-0, and the meeting was adjourned at 5:17 p.m.

Regular Meeting

The School Corporation Board of Trustees conducted their Regular Board Meeting on Monday, January 11, 2021 at 5:17 p.m. in the Elementary Board Meeting Room located at 273 S. Main Cross Street, Hanover, Indiana 47243.

The following members of the Board of School Trustees were present:

Mr. Rick Stockdale
Mrs. Lacie Deputy
Mr. Jonathon Simpson

Mr. John Jones
Mrs. Misty Jacobs

Reading of the Corporation Vision and Mission Statement

Vision – An Educated Community of Higher Character

Mission Statement

The mission of the Southwestern Schools is to provide all students an equal opportunity for exceptional success within a safe and secure learning environment.

Audience Call

None.

Election of Officers for the period of January 1, 2021 through December 31, 2021

Mr. Simpson made a motion to keep the same officers as in 2020 for the 2021 calendar year. The motion was seconded by Mr. Jones, the Board voted, 5-0, and the nomination carried to approve the following appointments:

- President – Rick Stockdale
- Vice President – John Jones
- Secretary – Lacie Deputy

Trustee/Superintendent Appointments

Upon a motion made by Mr. Jones, seconded by Mrs. Deputy, the board voted, 5-0, to make the following appointments for 2021:

Madison Area Special Services Representative – Jeff Bates
Southeastern Career Center Board – Jeff Bates
Member of the Study Council – Jeff Bates
Wilson Education Center Governing Board – Jeff Bates
Policy Committee – Rick Stockdale and Jonathon Simpson
Negotiation Committee – John Jones and Misty Jacobs
Athletic Council for MS/HS – Rick Stockdale and Jonathon Simpson
Technology Committee – Lacie Deputy and John Jones

Appointment of School Corporation Attorney

Upon a recommendation by Mr. Bates and a motion made by Mr. Simpson, seconded by Mrs. Deputy, the board voted, 5-0, to appoint Susan Traynor Chastain as the Corporation attorney for the 2021 calendar year.

Appointment of School Corporation Treasurer/Deputy Treasurer/Assistant Treasurer

Upon a recommendation by Mr. Bates and a motion made by Mr. Jones, seconded by Mrs. Deputy, the board voted, 5-0, to appoint Laura Boldery as Corporation Treasurer, Melissa May as Deputy Treasurer, and Penny Mahoney as Assistant Treasurer for the 2021 calendar year.

Bank Authorizations

Upon a motion made by Mr. Simpson, seconded by Mrs. Jacobs, the board voted, 5-0, to remove Linda Shepherd's name and add Melissa May's name to the bank authorizations for the corporation account.

Establishment of Regular Monthly Meeting Dates & Times

Upon a motion made by Mr. Simpson, seconded by Mr. Jones, the board voted, 5-0, to approve the following regular monthly board meeting dates and times for 2021:

Monday, January 11 - @ 5:00 p.m. - Organization Meeting
Monday, February 22 @ 5:00 p.m.
Monday, March 29 @ 5:00 p.m.
Monday, April 26 @ 5:00 p.m.
Monday, May 31 @ 5:00 p.m.
Monday, June 28 @ 5:00 p.m.
Monday, July 26 @ 5:00 p.m.
Monday, August 30 @ 5:00 p.m.
Monday, September 27 @ 5:00 p.m.
Monday, October 25 @ 5:00 p.m.
Monday, November 29 @ 5:00 p.m.
Monday, December 13 @ 5:00 p.m.

Establishment of Board Members' Salary

According to Southwestern School Policy 2.09, when the board reorganizes, they are to set the annual trustee compensation, not to exceed \$2000, which is the maximum allowed by law. The board also receives a \$25.00 per meeting stipend to compensate for expenses for each meeting attended. Upon a motion made by Mr. Jones, seconded by Mr. Simpson, the board voted, 5-0, to set the board pay at \$2000 per year plus \$25.00 per meeting stipend.

Designation of Newspaper to Receive Legal Advertisement

Upon a recommendation by Mr. Bates and a motion by Mrs. Jacobs, seconded by Mrs. Deputy, the board voted, 5-0, to approve the use of The Madison Courier to receive legal advertisement for the 2021 calendar year.

Presentation of Uniform Conflict of Interest Disclosure Statements

Mrs. Boldery asked that anyone needing to fill out a Conflict of Interest Statement for 2021 to please let her know as soon as possible. Mrs. Boldery will bring these to the February meeting to be signed.

Performance Bonds

The request for performance bond coverage for 2021 was presented as follows:

Laura Boldery, Corporation Treasurer	\$100,000
Melissa May, Deputy Treasurer	\$ 50,000
Penny Mahoney, Assistant Treasurer	\$ 50,000
Katie King, Director of Child Nutrition	\$ 50,000
Shannon Ritchie, Asst to the Director of Child Nutrition	\$ 50,000
Dawn Moore, High School ECA Treasurer	\$ 50,000
Blanket Bond*	Undetermined

(*this includes anyone else handling funds)

Upon a motion made by Mrs. Deputy, seconded by Mr. Jones, the board voted, 5-0, to approve the performance bonds as presented for the 2021 calendar year.

Mileage Rate

The Internal Revenue Service has set the standard mileage rates for 2021 business miles driven at 56.0 cents. Upon a motion made by Mr. Simpson, seconded by Mrs. Deputy, the Board voted, 5-0, and the motion carried to approve the mileage rate.

Approval of the December 7, 2021 Minutes & Executive Session Verification

Upon a motion made by Mr. Jones, seconded by Mrs. Deputy, the Board voted, 5-0, and the motion carried to approve the minutes from December 7, 2020 and the executive session for January 4, 2021 as presented.

Consideration of Treasurer's Report

Upon a motion made by Mrs. Deputy, seconded by Mrs. Jacobs, the Board voted, 5-0, and the motion carried to approve the payment of claims listed below.

All Fund Claims #13573 through #13693

Payroll Claims #794, #795

Donations

Upon a motion made by Mr. Jones, seconded by Mr. Simpson, the Board voted, 5-0, and the motion carried to approve the following donations:

- A case of hand sanitizer from Anderson Hardware
- \$2000.00 from German American Bank
- \$500.00 from Jefferson County Farm Bureau for the FFA

Personnel

Upon a motion made by Mrs. Jacobs, seconded by Mrs. Deputy, the Board voted, 5-0, to approve the following personnel issues:

- Resignation of Sandra Hartman as the Elementary ESL Interventionist, effective January 10, 2021
- Employment of Laura Scroggins as Elementary Robotics Coach, effective immediately.
- FMLA was approved for Angela Northern from January 12, 2021 through the end of the school year.

Conference Requests

Upon a motion made by Mr. Jones, seconded by Mrs. Deputy, the Board voted, 5-0, and the motion carried to approve the following conference requests:

- Matt Owens to attend the K12 Education Leadership Conference virtually on November 24, 2020. There is no cost.

BUDGET/FINANCE

Mrs. Boldery presented the following:

- Lawn Mowing – Our current contract is up and we usually award the new contract in January or February. The current contract is for 1 year and Mr. Bickers, Maintenance Director, has requested that the contract period return to a three year contract. It had been a 3 year contract in the past but last year the contract was just extended one year. Mr. Jones stated that it was extended one year because we were happy with the job that was being done and had no issues. He would like a 3 year because the contractor may need to replace equipment. Mrs. Jacobs asked if a 3 year contract benefits the school corporation. Mrs. Boldery stated that a 3 year could benefit the school corporation because our costs wouldn't increase for 3 years. Mr. Simpson asked if we were charged per times mowed or if the bids came in at a set amount, no matter how many times they mowed. Mrs. Boldery stated that the contract was for 30 weeks. It was decided to change the contract period to two years with a stipulation that we can inquire about the performance if it's not up to standard.

- Cancellation of Outstanding Checks – No corporation checks need to be cancelled this year. The ECA had two checks that were older than 2 years and need to be cancelled. Upon a motion made by Mr. Jones, seconded by Mr. Simpson, the Board voted, 5-0, to cancel the two ECA checks submitted.
- Contracted Bus Routes – Mrs. Boldery asked the Board if we were going to allow the bus drivers to use older busses. Mrs. Boldery stated that Mr. Mack, Transportation Director, requested that busses from 1999-2003 have the bolts replaced in their aisle seats because he has found issues with the bolts. The Board discussed it and it was decided that checking the bolts is part of the inspection process and as long as the bus passes inspection, the Board does not want to add any more mandates.

Length of Contract – Mr. Stockdale said he was in favor of a 2 year extension to put the busses back on rotation instead of opening back up the bidding process. Upon a motion made by Mr. Jones, seconded by Mr. Simpson, the Board voted, 5-0, to extend the bus contracts by two years. It was decided that we would have another meeting to discuss the details, such as if a driver doesn't want to extend their contract and some routes need to be combined, then mileage would increase for some routes. Mr. Simpson asked the drivers for comments. Mrs. Blair, bus driver, responded that she does have questions regarding the \$200 bonus bus drivers receive and also if there would be any increases because costs have gone up. Mrs. Cash, bus driver, responded that she very much appreciates the bonus they receive for attendance. It was decided that Mr. Bates would get with the Policy Committee and the bus drivers and work out the contract details and then bring it back to the full Board.

- 2021 Budget – Mrs. Boldery presented the following:

	<u>Calendar Year 2021</u>	<u>Calendar Year 2020</u>
Education Fund	10,257,070	9,542,825
Debt Service Fund	661,394	651,737
Operations Fund	3,315,132	3,464,500
Rainy Day Fund	100,000	100,000
Retirement Bonds	0	75,000
Total Budget	14,333,596	13,834,062

Audience Participation

Mr. Brandon Frye, teacher, asked about the hiring of the Christian Academy teacher last month. Mr. Adams, Elementary Principal, explained that we have students from our district that attend that school and so Title I funds are used for those students. The position hired will be paid for out of Title I funds.

Mr. Frye also commented that the State of Indiana did not extend the use of Covid 19 days to teachers after December 31, 2020. He pointed out that some school corporations are still allowing their teachers to take those days. He is worried that teachers will still come to school sick or with symptoms because they don't want to use their sick days. He would like to discuss it with Mr. Bates this week.

Technology Report

Mr. Kevin Dillman, Technology Coordinator, reported on the following:

- The need for Chromebooks is continuously increasing. He has been discussing using a lease program so that we would have a consistent payment year after year.
- The Athletic Department has purchased a HUDL cam. We will now be able to live stream any activities in the gym.

Principals Reports

Mr. Robert Adams, Elementary Principal, reported on the following:

- Welcomed Mrs. Jacobs and Mr. Simpson to the school board
- Teachers were supposed to attend the Ron Clark Academy in February and it was postponed. We are now looking at a date in May but will let the Board know when a decision has been made.
- January 20th will be the 100th day of school so the teachers and students will be dressing up to celebrate.
- We had a number of students return from virtual learning today.
- Thanked Linda Shepherd, retiring Deputy Treasurer, for all her years of service to Southwestern Schools. She will be missed.

Mr. Jason Watson, Middle School Principal, reported on the following:

- The middle school also had a lot of students returning from virtual learning to in-person instruction. This has increased our classroom numbers for the 7th grade and so we are working on shuffling some things around.
- The Washington DC trip that was postponed last year has been rescheduled for June 2-6, 2021 for the current 8th graders and 9th graders.

Mr. Matt Owens, High School Principal was unable to attend and Mr. Watson reported on the following in his place:

- Southwestern senior, **Abby Fulton**, was awarded the Lilly Endowment Scholarship this year. This is a huge accomplishment and provides full tuition, fees and books for her to attend any public or private 4 year college or university in Indiana.
- Southwestern will be hosting conference events for both swimming and wrestling on Saturday, January 16, 2021. Due to Covid restrictions, there will be no fans allowed at the swimming invitational and parents-only at the wrestling event.

Safety Report

Mr. Jason Watson, Safety Coordinator, reported on the following:

- On Wednesday, January 13, 2021, we will have a meeting regarding the keying of the buildings.

Superintendent's Report

Mr. Jeff Bates, Superintendent, reported on the following:

- Congratulated Linda Shepherd on her retirement and work over the years and wished her best of luck in retirement.
- The Covid Relief Act expired on December 31, 2020. The Act allowed you to be paid for 10 days if you needed to stay home. As of now, anyone staying home on

quarantine will need to use sick days. We will work with the CTA and see if we can use CARES money to help in this situation.

- There will not be an Executive Session tonight.

Board Comments and Information

It was discussed that the May 31 board meeting is scheduled on Memorial Day and will need to be changed. This will be discussed at the February meeting.

Future Board Meetings

Monday, February 22, 2021 @ 5:00 p.m.

Monday, March 29, 2021 @ 5:00 p.m.

Adjournment

Upon a motion made by Mrs. Deputy, seconded by Mr. Jones, the Board voted, 5-0, and the meeting was adjourned at 6:24 p.m.

Respectfully Submitted,

Mrs. Lacie Deputy, Secretary of the School Board of Trustees