

TCSC Board Meeting - December 10, 2019

TCSC School Board

Administration Office, 1051 S Main St, Tipton, IN 46072

Tuesday, December 10, 2019

6:30pm - 8:30pm

Present: Dawn Benefiel, Administrative Assistant; April Overdorf, Board Secretary; Randy Sottong, Board Member; Jim Ankrum, Board Member; Gary Johnson, Board Member; Gary Plumer, Board Vice-President; Kevin Emsweller, Superintendent; Chris McNew, Board Member; Scott Wessel, Director of Operations; Kegan Schmicker, Board Member

1 Call to Order/Welcome

Gary Plumer, Board Vice-President

Minutes:

The meeting was called to order at 6:30 PM by Mr. Plumer.

2 Pledge of Allegiance

Minutes:

The Pledge of Allegiance was led by Mrs. Benefiel.

3 Public Hearing for Additional Appropriation.

As we look at the Education Fund Projections, the cash balances at the end of the year are expected to be \$ 696,140. However, what we are beginning to see is that the cash balance is not growing as it once was. In fact, it is going down. We have taken on additional expenses with this year's pay increases and other expenses.

With the projections, as presented at the November 12, Board meeting, we are expected to spend at least \$16,949 more than what was appropriated. (Estimated expenditure - \$9,495,697; Approved 2019 budget - \$9,478,748) With this increase in expenditures, we will need to ask for an additional appropriation to end the year. Since this is an estimate, we are asking for an additional \$50,000 from our cash balances to end the year in the positive for the 2019 Education Fund. The amount actual used may change as we approach the end of the year.

Minutes:

The Public Hearing was opened at 6:30 PM by Mr. Plumer.

There were no Comments.

Closed Public Hearing 6:32 PM by Mr. Plumer

4 Approval of Consent Agenda Items

Gary Plumer, Board Vice-President

A member of the Board may request any item to be removed from the consent resolution and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a nonaction item or be deferred for further study and discussion at a subsequent Board meeting if the Superintendent or any Board member thinks the item requires further discussion. (ByLaw 0166.1)

It is recommended that the following Consent Agenda Items be approved:

Approval of the Agenda

Approval of Minutes

- November 12, 2019 Regular Session
- November 12, 2019 Executive Session

Approval of Claims

- Payroll Claims November 22, 2019
- Payroll Claims November 25, 2019
- Payroll Claims December 6, 2019

Approval of Personnel Report

- December Personnel Report

Approval of Field Trips (Overnight and/or Out-of-State)

Approval to Accept Donations (NONE)

Motioned: Gary Johnson

Seconded: April Overdorf

Voter	Yes	No	Abstaining
April Overdorf, Board Secretary	X		
Randy Sottong, Board Member	X		
Jim Ankrum, Board Member	X		
Gary Johnson, Board Member	X		
Gary Plumer, Board Vice-President	X		
Chris McNew, Board Member	X		
Kegan Schmicker, Board Member	X		

5 Superintendent's Report

Kevin Emsweller, Superintendent

Student Recognition

- IMEA Elementary Honors Choir: Ellie Floyd, Olivia Henderson, and Kennedy Lancaster
- Indiana Bandmasters Association's Jr. All-State Band: Lydia Clouser, Alex Tebbe, and Collin Farr

5.1 Department Reports

- Facilities & Transportation Report, Scott Wessel
- Student Services Report, Shayne Clark
- Food Services Report, Adam Proulx
- Technology Report, Steven Gingerich

5.2 Financial Report

Kevin Emsweller

The expenditures for November exceeded the revenue by over \$200,000. This is higher than usual for a couple of reasons: 1) payment to John Hinds Career Center for classes (This was higher than expected because of a higher number of students enrolled.), 2) retroactive payments to personnel for pay increases, and 3) PO's for materials were due in October those invoices have been coming in. For the year, we have a cash balance of over \$578,000. Other cash balances include: Debt Service - \$1,424,000; Operations - \$2,312,000.

The projection for the General Fund shows us ending with a cash balance of \$455,000. There was an increase in salaries and benefits for November, as well as an increase in other expenditures (materials and supplies), and payment to John Hinds Career Center. These were anticipated with the increase in personnel costs for this past quarter and continuing on through the remainder of the school year.

However, with the increase in expenditures over the budget, we will need to continue to spend some of the cash balance and therefore, requesting an additional appropriation to do so.

5.3 Other

Kevin Emsweller, Superintendent

- The Holiday Choir Concert was last night and tonight we have the band Concerts. Other Holiday Programs include the 1st Grade Program on December 12 and the YOs Family Night on December 16. All concerts begin at 7:00
- We would like to remind everyone that the last day of the second semester for students to attend is now Friday, December 20. The Teacher Workday has been moved to Monday, January 6. Students will now come back on Tuesday, January 7. Grades will be available on January 8. An instructional day will need to be added at some point - either February 17 (President's Day) or added at the end of the year in May.

6 Old Business

Gary Plumer, Board Vice-President

Minutes:

None.

7 New Business

Gary Plumer, Board Vice-President

7.1 Consideration to approve additional appropriations.

After having advertised for a Public Hearing, and holding said Public Hearing earlier this evening, it is recommended that the board approve the additional appropriation of \$50,000 for the 2019 Budget in the Education Fund.

Motioned: Jim Ankrum

Seconded: Gary Johnson

Voter	Yes	No	Abstaining
April Overdorf, Board Secretary	X		
Randy Sottong, Board Member	X		
Jim Ankrum, Board Member	X		
Gary Johnson, Board Member	X		
Gary Plumer, Board Vice-President	X		
Chris McNew, Board Member	X		
Kegan Schmicker, Board Member	X		

7.2 Consideration to approve transfer of funds from 2019 Operation Fund to Education Fund.

Currently we have a large cash balance in the Operation Fund. This is because 1) we have been trying to spend down the bonds from 2017, and 2) some of the projects designated from the Operation Funds have not yet been completed. It is recommended that we transfer \$1,000,000 from the Operation Fund to the Rainy Day Fund. Not moving these funds, showing a high cash balance, could result in a loss of revenue in the Operation Fund for 2020. This would put these funds into "savings" until we need to use them for intended purposes funds.

Motioned: April Overdorf

Seconded: Chris McNew

Voter	Yes	No	Abstaining
April Overdorf, Board Secretary	X		
Randy Sottong, Board Member	X		

Jim Ankrum, Board Member	X		
Gary Johnson, Board Member	X		
Gary Plumer, Board Vice-President	X		
Chris McNew, Board Member	X		
Kegan Schmicker, Board Member	X		

7.3 Consideration to approve the transfer of funds.

In order to close out the 2019 budget, all major budget accounts must not show a deficit. Inter/Intra fund transfers of appropriations allow schools to transfer surplus appropriations to accounts needing additional appropriation. It is recommended that the Board approve the Transfer of Funds to close the 2019 budget. A summary will be made available to the Board at the January meeting.

Motioned: Kegan Schmicker

Seconded: Jim Ankrum

Voter	Yes	No	Abstaining
April Overdorf, Board Secretary	X		
Randy Sottong, Board Member	X		
Jim Ankrum, Board Member	X		
Gary Johnson, Board Member	X		
Gary Plumer, Board Vice-President	X		
Chris McNew, Board Member	X		
Kegan Schmicker, Board Member	X		

7.4 Consideration to approve the purchase of new school bus.

The 2020 Bus Replacement Plan calls for the purchase of one new school bus and one activity bus for this year. It is recommended that we purchase one bus from Kerlin Bus Sales. This would be a 31-passenger C2 bus with a Cummins motor with no wheelchair lift with a cost of approximately \$89,380. This would replace Bus 30 that runs special needs students to Indianapolis. We are not recommending the replacement of the Activity Bus at this time. It is recommended that we purchase one bus, as per the approved 2020 Bus Replacement Plan, to replace Bus 30.

Motioned: Gary Johnson

Seconded: April Overdorf

Voter	Yes	No	Abstaining
April Overdorf, Board Secretary	X		
Randy Sottong, Board Member	X		

Jim Ankrum, Board Member	X		
Gary Johnson, Board Member	X		
Gary Plumer, Board Vice-President	X		
Chris McNew, Board Member	X		
Kegan Schmicker, Board Member	X		

7.5 Consideration to approve contracts for administrative staff.

Last year, administrative contracts for administrators were extended, or rolled over through next school year – 2019-2020. It is recommended that all administrative contracts be extended an additional year – through 2020-2021.

In addition, after discussions with the Personnel Advisory Committee and shared with you, it is recommended salary increases for administrators for 2019-2020 be approved.

Motioned: Gary Johnson

Seconded: Chris McNew

Voter	Yes	No	Abstaining
April Overdorf, Board Secretary	X		
Randy Sottong, Board Member	X		
Jim Ankrum, Board Member	X		
Gary Johnson, Board Member	X		
Gary Plumer, Board Vice-President	X		
Chris McNew, Board Member	X		
Kegan Schmicker, Board Member	X		

7.6 Consideration to approve the 2020-2021 School Calendar.

In recent years, we have used a format for the school calendar that seems to work well with most people. Two basic tenets have been to 1) finish the first semester before the winter break, and 2) try to have close to the same number of days per semester. We are required, of course, to have 180 days of instruction.

It is recommended that we adopt the calendar option (Option 4) that has the familiar student first day on Friday, August 7 and provides for a balanced semester of 89 and 91 days per semester.

Motioned: Jim Ankrum

Seconded: Gary Johnson

Voter	Yes	No	Abstaining
April Overdorf, Board Secretary	X		
Randy Sottong, Board Member	X		
Jim Ankrum, Board Member	X		
Gary Johnson, Board Member	X		
Gary Plumer, Board Vice-President	X		
Chris McNew, Board Member	X		
Kegan Schmicker, Board Member	X		

7.7 Consideration of pay adjustments for selected personnel

With changes in work responsibilities and in some cases a need to update rate of pay schedules, it is recommended that changes be made for the following employees:

- Maintenance - converting a monthly stipend that has been paid into an addition to their hourly rate effective January 1, 2020
- Lead Bus Driver - change rate of pay to reflect changes in work responsibilities
- Substitutes - update the rate of pay for some substitutes effective January 1, 2020.

Motioned: Jim Ankrum

Seconded: Gary Johnson

Voter	Yes	No	Abstaining
April Overdorf, Board Secretary	X		
Randy Sottong, Board Member	X		
Jim Ankrum, Board Member	X		
Gary Johnson, Board Member	X		
Gary Plumer, Board Vice-President	X		
Chris McNew, Board Member	X		
Kegan Schmicker, Board Member	X		

7.8 Consideration of the addition of a new position for driving a new route to the career center.

TCSC has students attending and participating in valuable career-oriented classes at the John Hinds Career Center located in Elwood. Students have been responsible for finding or providing their own transportation to and from Elwood. This has limited which students could attend classes, not to mention the risk of students driving to classes. It is recommended that the Board approve the adding a bus driver position along with the career center bus route.

Motioned: Kegan Schmicker

Seconded: Chris McNew

Voter	Yes	No	Abstaining
April Overdorf, Board Secretary	X		
Randy Sottong, Board Member	X		
Jim Ankrum, Board Member	X		
Gary Johnson, Board Member	X		
Gary Plumer, Board Vice-President	X		
Chris McNew, Board Member	X		
Kegan Schmicker, Board Member	X		

8 Other Matters to Come Before the Board

Gary Plumer, Board Vice-President

Minutes:

None.

8.1 Advisory Committees

Gary Plumer, Board Vice-President

- January 20, Business Affairs
- February 17, Facilities/Technology
- March 16, Personnel

8.2 Schedule of Events

Gary Plumer, Board Vice-President

- December 12, 1st Grade Program, 7:00
- December 16, YOs family Night, 7:00
- December 20, End of 1st Semester
- Dec 23 - Jan 3, Winter Break
- January 6, Teacher Workday
- January 7, Students Return, Begin 2nd Semester
- January 13, Tipton Academy

- January 14, School Board Meeting
- January 24, TCT's Mousetrap

9 Comments from Community

Gary Plumer, Board Vice-President

Minutes:

- Process for hiring new Superintendent
- Increasing vaping concerns among students
- Parent moved children here from Westfield schools and has been very happy with school and happy he made the choice for his children to come to a smaller school with smaller class sizes and great teachers

10 Adjournment

Gary Plumer, Board Vice-President

Minutes:

The meeting was adjourned at 7:00 PM.

Motioned: Kegan Schmicker

Seconded: Jim Ankrum

Voter	Yes	No	Abstaining
April Overdorf, Board Secretary	X		
Randy Sottong, Board Member	X		
Jim Ankrum, Board Member	X		
Gary Johnson, Board Member	X		
Gary Plumer, Board Vice-President	X		
Chris McNew, Board Member	X		
Kegan Schmicker, Board Member	X		