

**SOUTHERN WELLS COMMUNITY SCHOOLS  
BOARD OF TRUSTEES  
PUBLIC AND EXECUTIVE MEETINGS  
November 17, 2015**

**PUBLIC MEETING:** The public session was opened at 5:07 p.m. with Secretary Aaron Westfall. Others in attendance were President Chad Roush, Vice-President Kevin Scott and Liaison Doug Klefeker and Superintendent James Craig. Also present were corporation treasurer Vicki Andrews, high school principal Chad Yencer, Glen Werling of the Bluffton News-Banner, and patron Kaytlyn Smeltzer.

**I. MEETING ORGANIZATION:**

1. **Approve Agenda** –Klefeker made a motion to approve the agenda, was seconded by Westfall, and the motion carried 4-0.
2. **Approve Minutes** – Westfall made a motion to approve the minutes of the October 20 board meeting and was seconded by Scott. The motion passed 4-0.

**II. FINANCIAL ITEMS:**

1. **Claims:** Westfall made a motion to approve November claims, was seconded by Roush, and the motion carried 4-0.
2. **Fund Reports:** Fund reports for November were approved with a 4-0 vote, after a motion by Scott, seconded by Westfall.
3. **Donation Acceptance:** Westfall made a motion to accept two donations, was seconded by Klefeker, and the motion passed 4-0. These were \$250 from the Living Water United Church to be used for school lunches as needed for underprivileged children, and \$250 from the Indiana State Reading Association for materials in Mrs. Meshberger’s kindergarten classroom.

**III. COMMUNITY INPUT:** Mr. Yencer discussed the ISTEP evaluation method which has affected the scoring. He will present testing data when it becomes available

**IV. ACTION ITEMS:**

**1. Personnel:**

**A. Classified pay increases:** Following a recommendation by Craig, the following pay increases were adopted for classified personnel effective January 1, 2016: corporation treasurer \$24.31; corporation secretary \$18.42; bus mechanic \$18.57; maintenance director \$22.60; technology specialist \$21.76; cafeteria director \$15.35; nurse \$20.75; school secretary \$13; school treasurer \$14; custodian \$15.80; cafeteria assistant director \$13; cafeteria \$12; teaching aides \$11.75; Title I aides \$12.25; bus drivers \$18.32. Roush made a motion in favor, was seconded by Klefeker, and the motion passed 4-0.

**B. Maternity Leave request and modification:** Secondary visual arts teacher Sydney Walter requested a maternity leave from February 15, 2016 through the end of the school year, using all of her available. In addition, secondary language arts instructor Amanda Burman requested to modify her maternity leave to reflect 42 days of leave with 37 unpaid days and using five personal illness days. She will return to work November 30. Both requests were approved with a 4-0 vote following a motion by Klefeker, seconded by Westfall.

**C. ECA recommendation:** The following spring extra-curricular positions were approved following a motion by Roush, seconded by Westfall, and a 4-0 vote:

Baseball assistant Todd Bebout, Jay Knepelkamp and Joel Roush to split the second assistant stipend; Triston Niblick volunteer; Softball assistants Kristin Carter and Kayla Banter; Track assistant Scott Harrison, volunteers Gage Minniear, Taylor Beetz, Josh Markley, Ashley Melton and Taylor Thompson.

**D. Approval of certified summer hours:** Technology coordinator Chris Hartman submitted her hours, totalling 200, which were worked during the summer. She will be paid at a rate of \$25 per hour following a motion by Westfall, seconded by Roush, and a 4-0 vote.

**E. Appoint SEBT representative:** Vicki Andrews was appointed to serve as a representative to the School Employees Benefit Trust, the corporation health insurance trust, and to vote in the absence of Mr. Craig. A motion of approval was made by Westfall, seconded by Scott, and carried with a 4-0 vote.

2. **Wellness Policy Recommendation:** Tabled.
3. **Field Trip Request:** A field trip request for FCCLA to attend state conference Dec. 4-5 was approved with a 4-0 vote after a motion by Westfall, seconded by Roush.
4. **Conference Requests:** A number of conference requests were approved with a 4-0 vote after a motion by Klefeker, seconded by Westfall. These included conferences for Chad Yencer, Kevin Lavanchy, Chris Painter, John Purcell, Ben Mann, Ashley Hedden, Janel Franks, Rebecca Frazee, Laura McKinney, Dawn Allison, Abby Stallsmith, Denise Neff, Bob Pace, Nathan Busse, Kelsey McKinney, Doug Hunt, and Dave Butler.
5. **Fundraiser Requests:** Fundraiser requests for the Angel Tree and 7th grade literature classes were okayed after a motion by Westfall, second by Roush, and a 4-0 vote.

**V. SUPERINTENDENT’S REPORTS:**

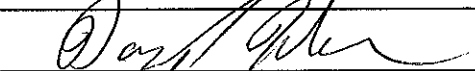



1. Mr. Craig submitted a letter of retirement following his eight years of service at Southern Wells Community Schools and 45 total years as an educator. He plans to work through June 30, 2016 and noted that he will remain an active partner as a successor is sought.
2. **December Board Meeting:** The next public meeting of the board will be at 5 PM on Tuesday, Dec. 15.

**VI. SIGNING OF DOCUMENTS:** All documents needing signed were duly signed.

**VII. ADJOURNMENT:** The meeting was adjourned at 6:15 PM.

**EXECUTIVE SESSION:** The board of trustees of the Southern Wells Community Schools met in executive session after the public meeting to discuss the superintendent’s evaluation, as permitted by IC Code 5-14-1.5-6.1.

The signatures below certify that only approved issues were discussed in the executive session and that the minutes accurately reflect what occurred in the regular meeting.

DOUG KLEFEKER	
CHAD ROUSH	
KEVIN SCOTT	
AARON WESTFALL	
BOARD of TRUSTEES of SOUTHERN WELLS COMMUNITY SCHOOLS	