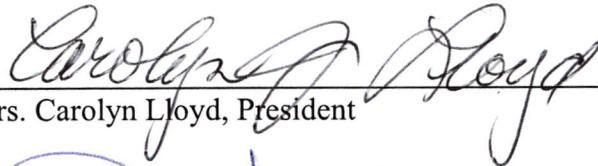


REGULAR MEETING OF THE  
COVINGTON COMMUNITY SCHOOL CORPORATION  
BOARD OF SCHOOL TRUSTEES

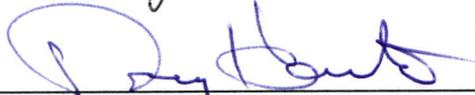
June 10, 2019

VOLUME 2019

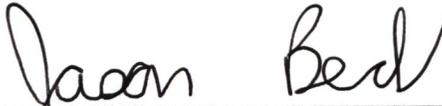
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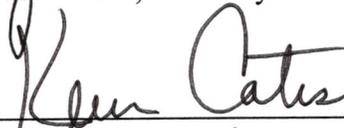
Mrs. Carolyn Lloyd, President



Mr. Doug Hunter, Vice President



Mr. Jason Beck, Secretary



Mr. Kevin Cates, Member

Mr. Chad Herzog, Member

COVINGTON COMMUNITY SCHOOL CORPORATION

Minutes from the Regular Meeting  
of the Board of Education on  
June 10, 2019 in the  
Covington High School Library  
located at 1017 Sixth Street  
Covington, Indiana 47932

CALL TO ORDER: Meeting called to order by Mrs. Carolyn Lloyd at 6:30 p.m.

ROLL:	Mrs. Carolyn Lloyd	Present
	Mr. Doug Hunter	Present
	Mr. Jason Beck	Present
	Mr. Kevin Cates	Present
	Mr. Chad Herzog	Present

OFFICIAL	Dr. Kevin Smith, Superintendent	Present
	Mr. J.R. Haskins, H.S. Principal	Present
	Mr. Steve Reynolds, MS Principal	Present
	Mrs. Alison Karrfalt, EL Principal	Absent
	Mr. Trent McCormick, Athletic Director	Present

NEWS MEDIA:	Fountain County Neighbor, Susan Wright	Present
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GUESTS:	Sarah Raley and Tennis Team	
	Mike Thompson, Golf Team	
	Greg Flint	
	Paula Copenhaver	
	Chelsea Taylor, Elementary Instructor	

REGULAR MEETING OF THE BOARD – June 10, 2019 – 6:30 P.M.

**2019-10-097 ADOPTION OF AGENDA**

A motion was made that the agenda of the June 10, 2019 regular meeting of the Board of School Trustees be approved as presented.

Motion by Mr. Chad Herzog  
Seconded by Mr. Kevin Cates  
Vote 5-0

**2019-10-098 EDUCATIONAL EXCELLENCE**

**Student Recognition**

Mr. Haskins congratulated the successful season the girls tennis, girls track, boys track and boys golf team had this Spring. Coach Rachel Cotten was present with several members of the tennis team. Coach Mike Thompson commented that the golf team is a young team with a bright future.

On behalf of the school board and the school - community, Dr. Smith congratulated each of them for their success and focus to attain excellence through their academic work, competitive performances, and most importantly, the manner in which they bring high levels of character through the competitions.

**Review of Homeschool Policy**

Following up on recent discussions and questions, regarding CCSC's Homeschool Policy, as it relates to the allowance of student participation in extracurricular activities, Dr. Smith provided an opportunity for discussion of our current policy, as well as how it aligns with the IHSAA by - laws. Copies of both the CCSC policy on Non - Traditional Student Participation and IHSAA guidance on the subject were provided in the board packet for reference.

Mr. Trent McCormick, athletic director, and Mr. J.R. Haskins, high school principal reviewed with the board the guidelines established by the IHSAA. Dr. Smith presented CCSC Policy Number 338, titled Non - Traditional Student Participation, which states the following:

“Non-Traditional student means, for the purpose of participation in student

activities, a student not enrolled in Covington High School or Covington Middle School a minimum of 5 periods per day or four (4) hours per day at elementary school...

Non-traditional students at a Covington Community School Corporation school will not be eligible to participate in any of the student services, programs, or activities of Covington Community School Corporation including, but not limited to:

Participation in school-sponsored, co-curricular or extra-curricular activities or career and technical education programs.”

Mr. Hunter asked Mr. Reynolds why CCSC was not aligned with the state requirement. Dr. Smith directed the question to Mrs. Dillon who responded, it had to do with funding. Anything less than 4 periods a day may not be eligible for state support. Discussion continued with Mrs. Copenhagen and her interest for her home-schooled child to participate in CCSC athletics.

**2019-10-099 APPROVAL OF MINUTES**

A motion was made that the minutes of the May 13, 2019 regular meeting, and May 20, 2019 special meeting and June 3, 2019 special meeting of the Board of School Trustees be approved as presented.

Motion by Mr. Doug Hunter  
Seconded by Mr. Jason Beck  
Vote 5-0

**2019-10-100 CLAIMS**

Claims 8051, 8052, and 8057 were questioned and reviewed by the board. A motion was made that claims numbered 8029 to 8190 be approved as presented. Claims 8026-8028 were voided.

Motion by Mr. Doug Hunter  
Seconded by Mr. Chad Herzog  
Vote 5-0

**2019-10-101 PERSONNEL**

A motion was made to approve the following personnel items:

**New Hires**

Jim Depratt	Criminal Justice PT Instructor (WRCTE)
Chelsea Taylor	Elementary Instructor
Shawn Turner	Middle School Math Instructor

**ECA Assignments**

Ryan Tolley	Interim Baseball Coach (2019 Season)
Shawn Turner	Baseball Coach (2020 Season)
Paula Brazas	Elementary Spell and Math Bowl Sponsor
Katie Tolley	Elementary Spell and Math Bowl Sponsor
Jodi Snyder	Elementary School Improvement
Katie Hardy	Elementary School Improvement
Lindsay Baxter	Elementary School Improvement
Adam Ballard	Var Basketball Coach (Add of 2020-2021)

**Resignations**

Levi Spicer	Middle School Math
Evan Willis	Elem Instructor/Varsity Baseball Coach
Staci Bechtold	Elementary Instructional Aide
Amber Auter	Special Education Instructional Aide
Rachel Cotten	Junior Class Sponsor

Motion by	Mr. Chad Herzog
Seconded by	Mr. Kevin Cates
Vote	5-0

**2019-10-102 PROJECTS UPDATES****District Office**

The second attempt to attain competitive bids for the new district office has been launched. Information on the bid opportunity has been published, with all bids due on Monday, June 24, 2019, at 10:00 a.m. Bids will be opened at that time, with a review and analysis to be conducted to provide information in assisting the board with their go-forward decision making process.

**Summer Project Work**

There are a number of projects being worked this summer around the campuses. An updated summer project list was provided in the board packet. The custodial staff has launched the annual building and classroom cleaning work. In conjunction, we have staff members painting and enhancing our press boxes and locker room at the athletic complex, as well as in the elementary school, where the team has done a great job in cleaning and preparing the locker rooms for future use, as well

as launched the painting of the internal trim. At the complex, painting is occurring in the locker rooms and at the soccer field, with the soccer press box being finished out.

**Elementary School Facility Improvement Project**

Planning has been put in motion for the replacement of the sidewalk section running along 7th Street, to Commercial Street, in front of the elementary school. This project will include addressing the drainage issue we currently have directly in front of the elementary school entrance. The goal is to launch and complete the project this fall.

**Elementary School Water Cooler Upgrades**

Dr. Smith has authorized a project focused on providing new water fountains in the elementary school. The project will also include cleaning up the walls and flooring directly around each of the water cooler locations. This will be a capital project funded item.

**Athletic Complex Parking Area Repair**

During the winter a good sized portion of the public parking area at the athletic complex deteriorated, which is why we are now facing the need to have some paving work done. Three requests for quotes were made and received. Dr. Smith asked for board approval, granting him, as CCSC superintendent, authority to review and the two lowest bids, ensuring they have been put together with equal project expectations, and then to determine the best go - forward option, including process for CCSC to take. The two lowest bids were provided for board review this evening, with one bidder at \$11,630 and another at \$19,133. A motion was made for Dr. Smith to conduct further analysis of the proposals and to proceed with the project.

Motion by Mr. Doug Hunter  
Seconded by Mr. Jason Beck  
Vote 5-0

**Go - Forward Funding Decision for CCSC Rolling 10 - Year Facility Improvement Plan**

In order to begin the process of aligning the funds necessary to support the initial three (3) to four (4) years of our Rolling 10 Facility Improvement Plan, the board reviewed the documentation to consider taking the first step towards the execution of a lease financing strategy, as outlined by IceMiller, bond legal counsel.

The information provided in the packed included:

1. An identified project list, representing the work to be completed with the lease financing funds, during the period of 2020 - 2022. The project list is broken down by building - one area for the high school/middle school facility and the second for the elementary school. The project list also identifies the breakdown of expected investment, with 64% of the funding being made up of projects at the high school/middle school and 36% identified for the elementary school facility. It is possible that adjustments may be made as the project work begins, subject to the availability of contractors, as well as other factors which may arise.
2. A copy of the Ice-Miller proposed project timeline, which allows funds to be available to support project work during the 2020 calendar year.

A motion was made to move forward with bonds to fund projects with a total cost not to exceed \$3,795,000 to authorize the publication of the Notice of Hearing and to adopt the Rolling 10 Facility Improvement Plan.

Motion by Mr. Chad Herzog  
Seconded by Mr. Doug Hunter  
Vote 5-0

#### **Reimbursement Resolution**

A motion was made to approve the resolution allowing reimbursement of funds utilized prior to the availability of the lease financing revenue. The resolution allows CCSC to reimburse funds utilized on project work and / or planning prior to receiving the lease financing funding. This does not mean we will reimburse, however the resolution provides for that opportunity.

Motion by Mr. Kevin Cates  
Seconded by Mr. Doug Hunter  
Vote 5-0

#### **2020 Budget Calendar**

The board was given a copy of the 2020 Budget Calendar for review. A motion was made to approve the calendar as presented.

Motion by Mr. Chad Herzog  
Seconded by Mr. Kevin Cates

Vote 5-0

Dr. Smith and Mrs. Dillon intend to engage assistance with the budget this year by identifying an expert for consulting throughout the process. There are a number of unknown quantities with the new funding approach launched this year that makes it prudent for us to gain additional knowledge and guidance while building the 2020 budget.

### **2019 Cash Flow Review**

The board was presented with a copy of the cash flow report and Dr. Smith walked the board through the report. The cash flow report is an item Mrs. Dillon and Dr. Smith review monthly to gauge where we are at financially, from a high level. The cash flow report provided looks at both the Education Fund and the Operations Fund. Note that the report looks at actual revenue and expenses, from the past, with projected numbers in both categories provided looking into future months. Further, the report is set up for the current year, 2019.

#### Education Fund

1. The Cash Flow for the Education Fund assumes that we do not transfer any further funds into the Operations Fund, for the remainder of 2019.
2. The fund shows an end of year cash balance projection of \$1.194 million, which would be at the level we began the year with.
3. Regarding the revenue portion of the fund, the Basic Grant, or State Funding amount, is projected to drop off the second half of the year, going from \$452K to \$425K. This funding is based largely off of student enrollment. Thus, if our actual ADM count is more than projected by the state, in September, CCSC would receive additional monies accordingly.
4. Percent of Appropriations remaining, which are based off of levels approved in our 2019 Budget, by the state, were perfectly aligned, we should see 50% remaining appropriations for the back half of the year. As you will note, at the end of June the projection is to be at 42.48%. This is an indication we are going to run out of approved appropriations, requiring us to request additional appropriations from the state. When looking at the end of the year, you will note a -6.27% listed for November and a -18.57% for December in this data row. Again, this identifies a need for us to,

early in the fall, prepare a request for additional appropriations/expenditures than what were initially approved in the budget.

#### Operations Fund

1. Much like the education fund, the cash amount is enough to cover remaining expenses, with a projection to finish the year with a cash balance of just over \$657k.
2. While the cash balance is projected to drop from the beginning of the year, our approved appropriation amount is positive. This is noted by the fact we expect to finish the year with 35% of appropriations remaining.
3. With this in mind, Mrs. Dillon and I believe we can move forward without monthly transfers from the education fund.

The cash flow report is a tool utilized to assist us with the financial management of the corporation. There are a number of factors involved within the information itself, but the tool provides us with the visibility necessary for effective decision making.

#### **2019-10-103 NEW BUSINESS**

##### **Transfers**

A motion was made to approve the eight (8) out - of - district transfer requests as presented. Seven (7) being at the elementary school and one (1) at the high school.

Motion by Mr. Kevin Cates  
Seconded by Mr. Jason Beck  
Vote 5-0

##### **2019 - 2020 Student Handbooks**

The board heard the first reading of the middle school and high school student handbooks.

A motion was made to approve the elementary handbook as presented.

Motion by Mr. Doug Hunter  
Seconded by Mr. Kevin Cates  
Vote 5-0

**2019 - 2020 Textbook and Course Fees**

A motion was made to approve the textbook fees for all three buildings as presented.

Motion by Mr. Chad Herzog  
Seconded by Mr. Doug Hunter  
Vote 5-0

**2019 - 2020 Elementary Reading Plan**

A motion was made to approve the 2019-2020 Elementary Reading Plan as presented.

Motion by Mr. Jason Beck  
Seconded by Mr. Chad Herzog  
Vote 5-0

**2019 - 2020 Athletic Coaching Handbook**

Mr. McCormick and Mr. Brown have completed a review of the athletic coaching handbook. A motion was made to approve the 2019-2020 Athletic Coaching Handbook as presented..

Motion by Mr. Doug Hunter  
Seconded by Mr. Kevin Cates  
Vote 5-0

**Milk and Dairy Bids / Pricing**

There was one bid submitted around providing dairy products for our food services needs during the 2019 - 2020 school year. The bid, from Prairie Farms Dairy, was provided in the board packet for review and consideration.

A motion was made to accept the Prairie Farms Dairy Bid as presented. Further, a motion was made that our individual milk price be raised from \$.40 per carton to \$.50 per carton for the 2019 - 2020 school year.

Motion by Mr. Doug Hunter  
Seconded by Mr. Jason Beck  
Vote 5-0

### **Resolution to Dispose of Tangible Personal Property**

A motion was made to approve the resolution which would allow the removal and disposal of two swing sets from the elementary school playground. The PTO has purchased new swing sets making the current items available for removal. The resolution declares the swing sets worthless and provides the superintendent approval to dispose of the items as deemed appropriate.

Motion by Mr. Kevin Cates  
Seconded by Mr. Doug Hunter  
Vote 5-0

### **Facility Use Request**

A motion was made to approve the Facility Use Request from Purdue Extension to use the high school cafeteria, classrooms, and the middle school library on Thursday, July 11, 2019 to conduct a 4-H Sewing, Fashion Revue, and Consumer Clothing Judging event.

Motion by Mr. Doug Hunter  
Seconded by Mr. Kevin Cates  
Vote 5-0

## **2019-10-104 SUPERINTENDENT REPORT OUT**

### **Pathfinding**

During the recently completed legislative session by our state legislature the Secured Schools Grant process was modified, with a total of \$38 million being appropriated to the program for the next two fiscal years. With the changes to the process, lowering the matching requirements for greater access to funds by smaller schools were made. While the steps taken are seen as positive, the changes have delayed the timing for when we can apply and then be awarded funding for the 2019 - 2020 school year. No date has been set yet for the application process to be opened. These funds are utilized to assist with our School Resource Officer program, in partnership with the city of Covington.

### **Aligning**

Dr. Smith received informed the board that one of our two new school buses has arrived at the McAllister lot. The second bus is expected before the end of the month, with both being delivered by mid - July.

For board awareness, the governing board of the Wabash River Special Services Cooperative has been approached by the city of Covington concerning the potential purchase of the municipal building located on second street. As you know, the cooperative is currently utilizing rental space for their offices, downtown. There is interest within the governing board to pursue the purchase, assuming it is made available in the future for sale by the city. Financing of the purchase would come from existing WRSSC funds and assuming the preliminary asking price does not change, there would be no new funds required of the respective schools to complete a purchase. More to come on this item over the next 9 - 12 months.

### **Empowering**

During the winter a group of interested individuals approached Mr. Haskins and Dr. Smith concerning the possibility of launching a girls soccer program for our students. The group was well prepared, with a diverse set of facts and data points supporting their belief in the ability to support and sustain such a program. Following the initial discussion, as well as several other reviews, the interested group, Mr. Haskins, and Dr. Smith have agreed that they should move forward to gauge interest of our school-community, as well as potential student - athletes, in supporting a girls soccer program. This is to occur during the upcoming fall. Data gained from their work will be analyzed and reviewed to determine our go-forward strategy.

### **Modeling**

#### **Dates - of - Interest**

**Dr. Smith highlighted some important dates coming up:**

- **Superintendent Open Office Hours** **June 12, 2019**
- **IHSAA Student Leadership Conference** **June 19, 2019**
- **IHSAA Moratorium Week** **July 1 - July 7, 2019**
- **July Board Meeting** **July 15, 2019**
- **Superintendent Open Office Hours** **July 22, 2019**
- **ADM Count Day 1** **September 13, 2019**
- **ADM Count Day 2** **February 3, 2020**

#### **2019-10-105 STATEMENTS FROM EMPLOYEES/PUBLIC**

There was discussion with Greg Flint, volunteer soccer coach, regarding the girls soccer team.

2019-10-106 STATEMENTS FROM BOARD

None

2019-10-107 ADJOURNMENT

A motion was made to adjourn at 8:16 p.m.

Motion by Mr. Doug Hunter  
Seconded by Mr. Kevin Cates  
Vote 5-0

An executive session was held at 5:30 p.m. to discuss personnel and contractor status.

  
\_\_\_\_\_  
Secretary of the Board