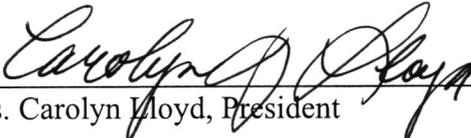


REGULAR MEETING OF THE  
COVINGTON COMMUNITY SCHOOL CORPORATION  
BOARD OF SCHOOL TRUSTEES

December 10, 2018

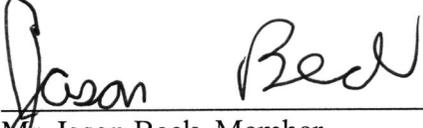
VOLUME 2018

NO. 15

  
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Mrs. Carolyn Lloyd, President

  
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Mr. Doug Hunter, Vice President

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Mr. Jeff Dennis, Secretary

  
\_\_\_\_\_  
Mr. Jason Beck, Member

  
\_\_\_\_\_  
Mr. Kevin Cates, Member

COVINGTON COMMUNITY SCHOOL CORPORATION

Minutes from the Regular Meeting  
of the Board of Education on  
December 10, 2018 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 5:30 p.m.

ROLL:	Mrs. Carolyn Lloyd	Present
	Mr. Doug Hunter	Present
	Mr. Jeff Dennis	Present
	Mr. Jason Beck	Present
	Mr. Kevin Cates	Present

OFFICIAL	Dr. Kevin Smith, Superintendent	Present
	Mr. Phil Cunningham, HS Principal	Present
	Mr. Steve Reynolds, MS Principal	Absent
	Mrs. Alison Karrfalt, EL Principal	Absent
	Mr. J.R. Haskins, Assistant Principal/AD	Absent

NEWS MEDIA:	Commerical News	Absent
	Fountain County Neighbor	Absent
	Journal Courier	Absent

GUESTS:	Sarah Pearman and Student Council Members
	Scott Stenfenagel, Stenfenagel Group
	Dale Wagner, Gibraltar

REGULAR MEETING OF THE BOARD – December 10, 2018 – 5:30 p.m.

**2018-15-192 CALL TO ORDER**

Board President, Carolyn Lloyd called the regular meeting to order. The Pledge of Allengiance was given.

**2018-15-193 AGENDA MODIFICATIONS**

A motion was made that the agenda for the December 10, 2018 Regular Session Board of Trustees meeting be approved as presented.

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

**2018-15-194 EDUCATIONAL EXCELLENCE**

The board learned about an initiative being undertaken at the high school by an outstanding group of students. Ms. Sara Saliji, Covington High School Senior provided information about the Champions Together Student Leadership Team program.

Dr. Smith commended the student leadership team for taking on such a wonderful cause. The Champions Together/Unified School program is a first class opportunity for our students to give back. Having previously observed the impact on two schools, who worked to obtain the Unified School status, Dr. Smith said with confidence that the goal of the IHSAA, when the Champions Together initiative was first launched, to build selfless leadership opportunities has been exceeded. Dr. Smith and the board thanked the students for taking on the program,

**Accountability Grades Released**

On November 14, the Indiana Department of Education released school accountability grades for 2018. Covington Community School Corporation was rated as a “B” corporation, earning 89.3 of a possible 100 points, narrowly missing an “A” rating.

Individually, Covington Elementary School was rated as an “A” school, with the high school and middle school each receiving a grade of a “B”.

With a focus on becoming an “A” school corporation, our opportunities lie within the areas of test score improvements in the area of math, and expanding points earned for student growth accomplishments.

The 2018 accountability results are an indication of the focused and committed efforts being made by our instructional staff and administrators. They are an indication the right things are being worked on and being done in a proactive, continuous improvement manner.

**Graduation Pathways**

High school principal, Mr. Phil Cunningham provided detail on Covington High School’s strategy to meet the new requirements for student graduation, Graduation Pathways. This change was put into motion more than one year ago by the state of Indiana.

A motion was made to approve the plan as presented.

Motion by Mr. Jason Beck  
Seconded by Mr. Jeff Dennis  
Vote 5-0

**2018-15-195 MEETING MINUTES**

A motion was made that the November 12, 2018 regular meeting minutes be approved as presented.

Motion by Mr. Jason Beck  
Seconded by Mr. Jeff Dennis  
Vote 5-0

**2018-15-196 RESOLUTION TO CREATE CONSTRUCTION FUND 720**

A motion was made to approve the resolution creating Construction Fund 720. The creation of this fund will allow for tracking of the revenue and expenditures associated with the renovation of the Tri County Automotive Vocational facility located on 2nd Street.

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

**2018-15-197 CLAIMS**

Claims 7373, 7382 and 7420 were reviewed by the board. A motion was made to approve claims 7321 - 7442 as presented.

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

**2018-15-198 PERSONNEL**

A motion was made to approve the following personnel items:

**Resignations**

Brittany Ziegler Instructional SpEd Aide

**Employment**

Donna Peffley Instructional SpEd Aide  
Jennifer Linville High School ECA Treasurer/Athletic

**Extra - Curricular Positions**

Ryan Sowers Varsity Soccer Coach  
Matt Gerling Volunteer Asst Baseball Coach  
Ryan Tolley Volunteer Asst Baseball Coach

Motion by Mr. Jeff Dennis  
Seconded by Mr. Doug Hunter  
Vote 5-0

**2018-15-199 NON-CERTIFIED INCREASES**

A motion was made to approve the non-certified pay increases as presented. The proposal included the creation of salary scales, based on performance and experience, for individuals serving as a custodian, food services employee, and as an instructional aide.

Motion by Mr. Kevin Cates  
Seconded by Mr. Jeff Dennis  
Vote 5-0

**2018-15-200 ADMINISTRATIVE SALARY INCREASES**

A motion was made to approve a 1.76% increase for school administrators as presented.

Motion by Mr. Jeff Dennis  
Seconded by Mr. Doug Hunter  
Vote 5-0

**2018-15-201 EMPLOYEE PROMOTION**

A motion was made to approve the promotion of Trudie Dillon to Business Manager of Covington Community School Corporation. Mrs. Dillon's duties extend beyond the traditional duties of a treasurer. The role will encompass her current duties and better reflect her actual responsibilities.

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

**2018-15-202 PROJECT UPDATES**

Updates with on-going projects were provided as follows:

**2019 Budget**

The CCSC 2019 Budget has been finalized, with state guidance provided in November. The net result is a .50% increase in overall funding, as compared to the 2018 Approved Budget, which amounts to approximately \$45,000. The approved budget was less than the corporation adopted amount, which was predicted to occur.

**Property Update**

The purchase of the property located at 602 Market Street, just behind the temporary district office, was closed on December 10, 2018.

**CTE Automotive Facility Remodeling**

Regarding the remodeling of the Second Street automotive facility...

The design contractor will be presenting the final design drawings during a meeting on Tuesday, December 11. Following this session, it is expected that the bidding process will begin.

#### **District Office Project**

Demolition of the old office launched today (or as soon as Vectren can get the gas flow turned off), following the installation of an 8' high safety fence last week. Work to clean up and prepare the site for the new construction component of the project is expected to be completed over the remainder of this week and next.

A timeline/Gant Chart for the permitting and construction of the new facility has been implemented. Initially, the timeline from start to finish is January 22, 2019 - September 10, 2019. The goal remains to close the completion milestone to the first of August, which will be worked as we go forward. Further, preliminary layouts are in process for a design development package to be delivered during the weekly project update meeting, on December 14.

#### **LED Lighting Projects**

The two (2) LED Lighting Projects are progressing, with the elementary school 99% complete and work advancing on the high school/middle school project. In the elementary, there are two locker rooms and a few maintenance rooms remaining, while Energy Harness launched worked at the high school/middle school on Wednesday, December 5. The project work will continue this week.

#### **Facility Planning and Study**

Representatives from Gibraltar, Dale Wagner and Steftenagel Group, Scott Steftenagel gave a brief report on of the activity which has occurred since our last meeting.

#### **2018-15-203 RESOLUTION: General Fund Transfer to Education Fund**

A component of House Enrolled Act 1009 requires school corporations to transfer their cash balance from the General Fund, into the Education Fund on January 1, 2019. A motion was made to approve the resolution to allow the transfer of those funds.

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

**2018-15-204 RESOLUTION: Transfer of funds from Capital Projects,  
Transportation, and Bus Replacement to the Operations Fund**

Another component of House Enrolled Act 1009 requires school corporations to transfer their cash balances from the Capital Projects, Transportation, and Bus Replacement Funds into the Operations Fund on January 1, 2019. A motion was made to approve the resolution to allow for the transfer of these funds.

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

**2018-15-205 RESOLUTION: Year End Payments**

With the requirements of HEA 1009 requiring our General Fund cash balances to be transferred for the start of the new year, and taking into account the desire to close out any and all claims that may come between the December 10, 2018 board meeting and December 31, 2018, the board made a motion to allow Mrs. Dillon to pay claims that may be presented during this timeframe from the current General Fund, CPF and Transportation, and outstanding Purchase Orders. This approval request stands alone and is only to cover claims which would be in our best interest to close out, prior to moving to the accounting structure on January 1, 2019.

Motion by Mr. Doug Hunter  
Seconded by Mr. Jeff Dennis  
Vote 5-0

**2018-15-206 INTRA-FUND TRANSFERS**

A motion was made that the Corporation Business Manager be permitted to make end of the year intra-fund transfers. This is a year end process to clean up appropriations in all funds.

Motion by Mr. Jeff Dennis  
Seconded by Mr. Jason Beck  
Vote 5-0

**2018-15-207 SCHOOL IMPROVEMENT PLAN**

The board heard the second reading of the 2018 - 2019 CCSC School Improvement Plan. A copy of the plan was provided in November, during the first reading. A motion was made to approve the plan as presented.

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

**2018-15-208 NEW BUSINESS**

**Policy Number 334**

The board heard the first reading of modifications being requested for CCSC Homeless Students Policy, Policy Number 334, in order to align our procedures with the federal McKinney - Vento Act.

**Policy Number 437**

The board heard the first reading of modification being presented for the policy relating to the new operational schedules being implemented at the start of the second semester, as well as a need to bring the policy in line with current actual practices.

**McKinney-Vento District Plan**

In conjunction with the previously mentioned proposal for policy modifications to the CCSC Homeless Students Policy, the board was asked to review the school district McKinney - Vento District Plan, for a First Reading. Approval and adoption will be requested during our January 2019 meeting.

**Addendum to Covington High School Handbook**

Mr. Cunningham, high school principal, asked for board support with an addendum to the student handbook. The change provides guidelines for

student conduct, as it relates to school sponsored dances, including the prom. A copy of the addendum is contained in the board packet. In keeping with our commitment to ensure a safe and secure environment for our children, staff members, and visitors to one of our campuses, Dr. Smith has reviewed Mr. Cunningham's request and believe it is a positive step to take, at this time. A motion was made to approve the addendum as presented.

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

**2018-15-209 2019/2020 SCHOOL CALENDAR**

A motion was made to approve the 2019-2020 school calendar as presented.

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

**2018-15-210 DOOR SECURITY ENHANCEMENT**

In keeping with our commitment to utilize technology in order to ensure the secured access to our facilities, the board is being presented with a proposal to add electronic key fobs to nine (9) access points at the high school and middle school. By doing so, we will be expanding the utilization of a security best practice, while providing for greater convenience and flexibility for those utilizing the facilities on a daily basis. Due to the responsible management of the technology budget, by Mr. Karrfalt, funds are available for this project, with a recommendation to utilize in 2018 to avoid impacting the 2019 approved budget. The use of these funds will not impact our focus to enhance technology opportunities for rigorous classroom instruction.

A motion was made to approve the proposal from General Alarm as presented.

Motion by Mr. Jason Beck  
Seconded by Mr. Jeff Dennis  
Vote 5-0

**2018-15-211 SUPERINTENDENT REPORT OUT**

**Pathfinding**

Dr. Smith congratulated Ms. Yessi Girdler, middle school guidance counselor and Mr. Steve Reynolds, CMS building principal, for their work in successfully attaining a three year grant for the adoption of a Life Skills Program. The grant, awarded by the Center for the Study and Prevention of Violence, will be utilized for students in grades 6 - 8. This is an outstanding opportunity to enhance our counseling curriculum and we are very fortunate to have individuals, such as Ms. Girdler and Mr. Reynolds, leading the charge, going after such opportunities.

**Aligning**

For board awareness, Dr. Smith shared the following pieces of information for board and community awareness...

First, CCSC received the 2019 - 2020 costs for insurance coverage on property, liability, risk, automotive, boiler, cybersecurity, etc... from the Educational Services Centers Risk Funding Trust on Tuesday, December 4, 2018. We will see a 12.2% cost increase for 2019, over our 2018 costs. In dollars, 2019 will see payments totaling \$82,200, while 2018 costs were at \$72,900.

The rise in our costs are attributed to:

- A 3.8% increase in Property Exposure;
- A 9.5% increase in Automotive Exposure; and
- A 4.5% increase in Pollution Liability coverage.

During the recent meeting, the trust announced the addition of 13 new members, bringing the total membership to 79, which accounts for more than 101,000 students, \$5+ billion in property values, and total payroll of over \$423 million.

A motion was made to accept the ESCRFT renewal for liability insurance for 2019. It was also approved for the business manager to pay the claim upon receipt of the invoice.

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

CCSC will be the beneficiary of a cost savings, as it relates to our copier lease. With the current lease ending in January 2019, a new lease has been agreed upon with IBE (Indiana Business Equipment) to provide new copiers (8), at a lower monthly cost than CCSC is currently experiencing. The result will be an annual savings of \$5442.72 (\$453.56 Per Month). This is a 15.5% annual savings.

Dr. Smith recognized Covington High School senior Shiley Claypool as a recipient of the Lilly Endowment Community Scholarship for this year. Shiley is a most deserving student and on behalf of the board, we could not be happier for her.

Congratulations to Covington High School student - athletes Colton Brown and Caleb Ellmore for being named to the Junior All - State Football Team.

Dr. Smith also congratulated senior volleyball player Corriisa Remter for being named as the Lafayette Journal & Courier's Volleyball Small School Player of the Year in the Lafayette area.

These honors have been earned and are well deserved by the individuals.

For the awareness of the board, as well as the school-community, House Enrolled Act 1230 requires the Indiana Department of Education conduct an audit of all school safety plans this year. CCSC received notification on November 14, 2018 that our plan is in the process of being audited. Safety committee coordinator Joe Gritten will be the contact person for the state audit.

### **Empowering**

Dr. Smith announced the IDOE has approved CCSC as an E - Learning school. This approval was received in November and provides us with a great deal of flexibility with our operational calendar. Initially, we will utilize E - Learning for planned days, for example to allow effective staff professional development, with an intent to include the strategy for make-up days. The building level leaders are working with their respective instructional teams to identify just how lessons will be administered on E - Learning days.



- **Monthly Discussions (3:30 p.m.)** **January 14, 2019**
- **CCSC School Board Meeting - High School)** **January 14, 2019**

**2018-15-212 PUBLIC COMMENT**

None

**2018-15-213 BOARD COMMENTS**

Dr. Smith and the board recognized and thanked Board Secretary Jeff Dennis for his years of service, on the Board of School Trustees.

**2018-15-214 ADJOURNMENT**

A motion was made to adjourn at 7:03 p.m.

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

An executive session was held at 4:30 p.m. to discuss leasing and or property negotiations, collective bargaining and personnel.

  
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Secretary of the Board