

SCHOOL CITY OF HOBART
REGULAR SESSION
May 4, 2006

The Board of School Trustees of the School City of Hobart met in regular session on May 4, 2006, in the Board Room at Hobart Middle School, 705 East 4th Street, Hobart, Indiana, with the following present or absent as noted:

Board Members

Terry D. Butler
Stephen R. Turner
Jason Back
Michael J. Rogers
Robert W. Marszalek
William David Bigler
Nancy J. Norris
Ann Govert, HHS student representative

Staff Members

John A. Leach
Rich Edwards
Peggy Buffington
Ted Zembala
William J. Longer
Peter L. Goerges
Flora Keslin

CALL TO ORDER: Terry Butler, President of the Board, called the meeting to order around 7:31 p.m.

PLEDGE OF ALLEGIANCE: Mr. Butler led everyone present in reciting the Pledge of Allegiance.

AUDIENCE: The following were present in the audience:

Audrey Amsler, elementary music teacher candidate
Karen Snelling, *Post-Tribune* (just before the meeting ended)

EXECUTIVE SESSION: Mr. Butler indicated that the Board met in executive session prior to the meeting, as noted on the agenda, in accordance with I.C. 5-14-1.5-6.1 (b) (1) where authorized by federal or state statute; and (2) for discussion of strategy with respect to: (D) purchase or lease of real property by the governing body up to the time and contract or option to purchase or lease is executed by the parties.

APPROVAL OF MINUTES: Robert Marszalek moved to approve the minutes of the executive and regular sessions of April 20, 2006. Seconded by Nancy Norris. All ayes. Motion carried.

FINANCIAL REPORTS: Ted Zembala, Business Manager, indicated that there were no financial reports.

AUDIENCE COMMENTS ON AGENDA ITEMS: There were no comments from the audience on the listed agenda items.

PERSONNEL: Ted Zembala, Business Manager, presented the following personnel items for the Board's consideration:

Contract Adjustment:

James Rappold, Hobart Middle School, added MS boys track, \$1,331.00

Homebound Teaching Contracts:

February 23/March 24, 2006: Heidi Krouse
April 3/May 1, 2006: Heidi Krouse

Requests to Extend Leaves of Absence:

Jennifer Conrad, Joan Martin School/5th grade, unpaid leave for the 2006-2007 school year
Christina Degenhart, Hobart High School/English, unpaid leave for the 2006-2007 school year

2006-2007 Teacher Contract:

Audrey Amsler, Joan Martin School/music, August 23, 2005/June 7, 2007, \$31,216.00

Resignation:

Patricia Roberts, Hobart Middle School/student supervisor, effective April 24, 2006

New Employee:

Harold Shepherd, Service Center/class IV maintenance 3, effective May 10, 2006 with a 90 day probation period, \$19.00 per hour

- Has a lean crew to provide services for facilities and maintenance which can lead to a reactive approach to maintenance. Maximus felt a movement should be made to a preventive maintenance program to improve asset life, reduce service interruptions, and reduce expensive emergency services.
- Consider increasing the number of maintenance staff
- Consider automating the work order system

Dr. Leach reviewed some of their commendations in analyzing best management procedures, and some those are as follows:

- All new employees receive orientation and benefits package.
- The business office staff members serve as a liaison between providers and employees.
- In tandem with contract negotiations, routinely considers changes to benefit the program
- Due to interest based bargaining of contracts, growth in expenses is limited through the process.
- Does a good job of developing and tracking its annual budgets and grants
- Maintains up-to-date job descriptions and periodically reassesses job responsibilities
- Employees are evaluated annually.
- The Board is updated by the superintendent through the interest based bargaining process with the collective bargaining units.
- In the past interest based bargaining proved to be effective when financial problems were "secondary to program delivery issues." The interest based bargaining process began because the traditional bargaining process wasn't designed to address financial issues in the same manner and the school corporation had an accrual deficit so a financial recovery program was developed to turn "an accrual deficit into an accrual surplus." The process still continues and "affirms that the financial health of the corporation is in the best interest of employees, the community, and more importantly, the students of the district."
- Even though there are low rates of error in the business office, the corporation may want to consider hiring a payroll service.
- Fleet maintenance staffing appeared to be adequate and appropriate.
- The food service department was in compliance with all applicable regulations. There were no violations in annual inspections by the Lake County Health Department.
- The corporation's technology department is beyond the original expectation of getting staff and students to use the available systems.

Dr. Leach commented on some of the recommendations. He noted that presently there is a preventive maintenance program in some areas but indicated that it could be expanded. Also, in regards to the automated work order system, he felt the system could be expanded, but Tony Skimehorn should control the information that goes in the system. The recommendation to continue working with the financial consultant would be up to the consultant.

Dr. Leach indicated that the report was complimentary, and he extended his appreciation to all departments for their overall efficiency. In the discussion along with Dr. Leach's report, Mr. Butler and Mr. Turner expressed concern that maintenance staffing be sufficient to properly care for all of the school facilities, especially with the new high school and the sophisticated systems that will be there. Mr. Turner noted that Hobart's staffing is far below the nationally recognized guidelines. Concerning the recommendation on outsourcing the district's payroll, Dr. Leach and Mr. Zembala felt this would not be a savings for the district. It was noted that the payroll clerk is very efficient, and when a problem arises, she is able to resolve the issue immediately which would not be the case if payroll was outsourced. In addition, she performs other duties besides payroll. Mrs. Norris commented that outsourcing should only be considered if someone was only needed part time. Dr. Leach indicated that the business department has been doing more cross training in case unexpected circumstances were to occur such as sudden illness or problems that might arise from the bird flu pandemic. Hobart has "a lean operation," and Dr. Leach said that he was very willing to have the school district participate in the study. Mr. Zembala said that the gentleman he worked with was from Illinois so he had to explain some of the differences between school districts here and there. He thought Maximus did a thorough job and noted that the school district is audited every two years by the State Board of Accounts for a cost of about \$2,400 which he felt was a great price. Mrs. Norris asked how Illinois schools were audited, and Mr. Goerges indicated that they have CPA audits. The maintenance staffing issue was readdressed, and Mr. Turner felt that this was an important issue that should be addressed so facilities are maintained as expected by the community.

The Board recognizes that good nutrition and regular physical activity affect the health and well being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS DURING THE SCHOOL DAY

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- C. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- D. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- E. All foods available to students in the dining area during school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods available to students a la carte or from vending machines.
- F. The school food service program may involve
 - students,
 - parents,
 - staff,
 - school officialsin the selection of competitive food items to be sold in the schools.
- G. Nutrition information for competitive foods available during the school day shall be readily available near the point of purchase.
- H. All foods available to students in Corporation programs, other than the food service program, shall be served with consideration for promoting student health and well-being.
- I. The school shall prepare and have available to staff, parents, and after-school program personnel a list of snack items that comply with the current USDA Dietary Guidelines for Americans.
- J. The food service program shall be administered by a qualified nutrition professional.

- F. Planned instruction in physical education shall require students to be engaged in moderate to vigorous physical activity during class time.
- G. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
- H. Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.
- I. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.
- J. Planned instruction in physical education shall include cooperative as well as competitive games.
- K. Planned instruction in physical education shall take into account gender and cultural differences.
- L. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.

Physical Activity

- A. Physical activity shall not be employed as a form of discipline or punishment.
- B. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
- C. All students in grades 1-5 shall be provided with a daily recess period of at least twenty (20) minutes in duration. Recess shall not be used as a reward or punishment.
- D. The school may provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.
- E. In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special healthcare needs.

SPECIFIC GOALS FOR OTHER SCHOOL-BASED ACTIVITIES DESIGNED TO PROMOTE STUDENT WELLNESS

- A. The schools shall provide at least thirty (30) minutes daily for students to eat.
- B. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
- C. The school shall provide attractive, clean environments in which the students eat.
- D. All schools are permitted to have bottled water in the classroom.
- E. Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.
- F. Schools may limit the number of celebrations involving serving food during the school day.

WHEREAS, Student consumption of alcohol and the resultant effect of driving under the influence has resulted in the death, permanent injury, arrest and damage to property of students, parents and innocent citizens of many communities in Indiana and the United States; and

WHEREAS, Indiana law prohibits the sale, furnishing or providing of alcoholic beverages to minors; and

WHEREAS, The members of the Board of School Trustees of the School City of Hobart, as responsible public officials, desire to state for the record their position with respect to graduation and responsible conduct of students, parents and patrons regarding celebrations.

NOW, THEREFORE, BE IT RESOLVED, By the members of the Board of School Trustees of the School City of Hobart that they encourage parents who wish to provide celebrations for students to make sure that the celebrations are safe and responsible and that alcoholic beverages are not furnished to minors.

ADOPTED This 4th day of May, 2006.

BOARD OF SCHOOL TRUSTEES
SCHOOL CITY OF HOBART

BY _____
Terry D. Butler, President

ATTEST:

BY _____
Jason Back, Secretary

In the discussion Dr. Leach noted that copies of the resolution will be posted in the schools. President Butler asked if the administration has seen an increase or decrease in usage. Dr. Buffington told the Board that they are in the process of compiling information from student surveys, and so far the results indicate that alcohol is a bigger problem than just at open houses and end of year parties. The Board was told that the results of the surveys will be shared with them after all the data has been compiled.

Vote on the Motion: Ayes - Norris, Bigler, Marszalek, Rogers, Back, Turner, and Butler. Nays - No one. Motion carried.

RECOMMENDATION: APPROVAL OF 2006-2007 STUDENT HANDBOOKS: Dr. Rich Edwards, Assistant Superintendent, presented information on the 2006-2007 student handbooks. The Board received a list of the committee members who served on the different level committees which were composed of administrators, faculty, parents, board members, and students at the middle school and high school levels. He noted that Miss Govert served on the high school committee, and Mr. Marszalek and Mr. Rogers were the Board's representatives on the committees. He expressed his appreciation to all of the people who participated in this process, and he said that the process has become "streamlined." Dr. Edwards noted that Mr. Spitzer has already forewarned him that there will be a major handbook revision when they move to the new high school.

Dr. Edwards highlighted some of the changes as follows:

Elementary Handbook Changes —

- Page 1 added (10 days) to indicate a definition of excessive
- Page 2 added verbiage that parents are required to notify the school of any changes in student information.
- Page 4 added (Begins at 8:20 a.m.) to indicate the start time for breakfast
- Page 6 added verbiage that the crossing guards will be on duty 15 minutes prior to the instructional day to accommodate students who may be attending the F.L.I.P. program
- Page 7 verbiage added — Parents or other adults wishing to serve as chaperones for overnight field trips must grant authority to the School City of Hobart to obtain a limited criminal history check prior to the date of the trip. Upon recommendation of the principal, a limited criminal history check will be required for chaperones who might supervise small groups or be involved in one

Elementary Level, grades K through 5 —

Music: *Spotlight on Music*, MacMillan/McGraw-Hill

Art: *Art Everywhere*, Harcourt

Middle School Level, grades 6 through 8 —

Family and Consumer Science: *Building Life Skills*, Goodheart-Willcox

Music: *Making Music*, SilverBurdett

Visual Art: Davis Publication

High School Level, grades 9 through 12 —

Industrial Technology Education:

Introduction to Engineering (IED) - *Engineering Drawing and Design*, Thomson Delmar Learning

Civil Engineering (CEA) - *Architectural Drafting and Design*, Thomson Delmar Learning

Principles of Engineering (POE) - No textbook required

Digital Electronics (DE) - *Digital Circuits*, Goodheart-Willcox

Engineering Design and Development (EDD) - No textbook required

Radio/TV/Broadcasting Telecommunications (HHS on the Air) - *Television Production*, Goodheart-Willcox

Radio/TV/Broadcasting (Daily Announcements) - *Television Production*, Goodheart-Willcox

Radio/TV/Broadcasting (Mass Media) - *Television Production*, Goodheart-Willcox

Cabinet & Furniture Manufacturing (Woods 3-4) - *Modern Cabinetmaking*, Goodheart-Willcox

Cabinet & Furniture Manufacturing (Woods 1-2) - *Modern Woodworking*, Goodheart-Willcox

Drafting & Computer Aided Design (Drafting 1-2) - *Basic Technical Drawing*, Glencoe/McGraw Hill

Drafting & Computer Aided Design (CAD) - *Designing with Inventor 10*, Glencoe/McGraw Hill, and *Autocad and Its Application*, Goodheart-Willcox

Drafting & Computer Aided Design (Adv CAD) - *Learning Autodesk Viz 2006*, Goodheart-Willcox

Recreational & Portable Power Equipment (Small Engine) - Continued use of present textbook

Automotive Service Tech (Auto 1-2) - Continued use of present textbook

Automotive Service Tech (Auto 3-4) - Continued use of present textbook

Information Technology: Network Systems (CISCO 1) - *Networking Basics CCNA 1*, CISCO Press

Information Technology: Network Systems (CISCO 2) - *Routers and Routing Basics CCNA 2*, CISCO Press

Information Technology: Network Systems (CISCO 3) - *Switching Basics and Intermediate Routing CCNA 3*, CISCO Press

Information Technology: Network Systems (CISCO 4) - *Wan Technologies CCNA 4*, CISCO Press

Information Technology: Information Support & Services (A+) - No textbook required

Information Technology: Programming & Software Dev (C++) - *Fundamentals of C++*, Course Technology/Thomson Learning

Business Education:

Accounting I - *Century 21 Accounting 8E*, Thompson Southwestern

Business Foundations - *Intro to Business 6E*, Thompson Southwestern

Business & Personal Law - *Law for Business and Personal Use 17thE*, Thompson Southwestern

Personal Finance - *Managing Your Personal Finances 5thE*, Thompson Southwestern

Sports, Recreation & Entertainment Marketing - *Sports & Entertainment Marketing*, Glencoe McGraw Hill

Hospitality, Travel, & Tourism - *Hospitality & Tourism*, Glencoe McGraw Hill

Marketing Foundations - *Marketing Essentials*, Glencoe McGraw Hill

Marketing Advanced - *Marketing Dynamics*, Goodheart-Willcox

- A copy of a program for the Community Heritage Celebration that was held at George Earle School on April 26.

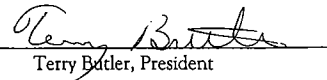
COMMENTS: From the administration, Dr. Leach told the Board that the May 18th Board meeting will be held at Liberty Elementary School. He thanked everyone who served on the student handbook committees and the textbook adoption committees for all of their hard work. Dr. Buffington told the Board about the Community Heritage Celebration that was held at George Earle School last week. The program celebrated the different heritages of the students at the school. Kristen Loos, music teacher, had received a grant from the Educational Foundation to purchase ukuleles and recorders, and her students performed at the program and gave a "phenomenal" performance. Also, as a part of the program, there was a surprise farewell for Kathy Cox who will be retiring at the end of the school year. Mr. Zembala told the Board that next week he would be at the IASBO conference in Fort Wayne where he will be presenting a couple of Excel workshops. He noted that he enjoys attending this conference because representatives from the Indiana Department of Education, Department of Local Government Finance, and State Board of Accounts will also be in attendance.

From the Board, Nancy Norris commented that her freshman granddaughter loves her Project Lead The Way class and that the former Board student representative has decided to take Mr. Longer's advice and will be attending Valparaiso University because "they made an offer he couldn't refuse." Mr. Bigler indicated that Miss Govert couldn't attend the Board's retreat because of the prom and related activities, but she has the information to review. Mr. Bigler said that there about ten high school juniors and seniors working the Little League concession stand, and he said that they were doing a great job and representing their school very well. He commented about the Maximus report and how effective Hobart is as a school corporation. Everyone should be commended for the good jobs they are doing. He thought that the Maximus representatives probably learned about school districts from us and may pass this information on to others. Miss Govert commented on how much she enjoyed the groundbreaking ceremony for the new high school. She indicated that it was getting very busy at the high school with many different types of activities such as A.P. exams, athletic events, the prom, and the children's show. Dr. Buffington complimented Miss Govert on her performance at the talent show. Mr. Rogers complimented everyone involved in the high school's talent show and noted that they put on a great show every year. He also thanked student groups such as Key club, girls softball, Challenge School, etc. for assisting with this year's Christmas in April program.


There were no comments from the audience.

There being no further business to come before the Board, President Butler adjourned the meeting around 8:51 p.m.

BOARD OF SCHOOL TRUSTEES
SCHOOL CITY OF HOBART

BY 
Terry Butler, President

ATTEST:

BY 
Jason Back, Secretary

Submitted for Approval: May 18, 2006