

**OFFICIAL MINUTES OF REGULAR BUSINESS MEETING**  
**Administration Building**  
**January 12, 2016**

The meeting was called to order at 6:30 p.m. by President Ralph Burchett. Mr. Burchett led the Pledge of Allegiance.

**Board Members Present:** Ralph Burchett, Warren Taylor, Lori Savoy, Carl Hylton, Chris Hunt and Ann Kirschner

**Board Members Absent:** Ron Spurlock

**Others Present:** Dr. Russell E. Hodges, Scott Collins, Jane Kellam-Tollett, Dr. Steve R. Bayer, Beth Denham, Randy Judd, Terry Miller and recording secretary Cindy Young

**Motion to Approve the Agenda as Submitted/Amended:** Carl Hylton made a motion to approve the agenda as submitted. Ann Kirschner seconded and the motion passed 6-0.

**Election of School Board Officers:** Warren Taylor presented the following slate of officers for 2016.

President	Ralph Burchett
Vice President	Lori Savoy
Secretary	Chris Hunt
Assistant Secretary	Ann Kirschner

With no other nominations from the floor Warren Taylor made a motion to approve the slate of officers. Chris Hunt seconded and the motion passed 6-0. Ann Kirschner made a motion to adjourn the meeting. Carl Hylton seconded and the motion passed 6-0.

**Board of Finance**

The Board of Finance Meeting was called to order at 6:40 p.m. by Board of Finance Secretary Ann Kirschner. Jane Kellam-Tollett stated that the Board of Finance is required to elect officers, review Investments and the Overall Investment Policy annually. This must be done after the first Monday of the year and before the 31<sup>st</sup> of January.

Ralph Burchett made a motion to elect Ann Kirschner as President of the 2016 Board of Finance and Carl Hylton as Secretary of the 2016 Board of Finance. With there being no other nominations from the floor the slate of officers passed 6-0.

Mrs. Kellam-Tollett shared with the Board information showing the following:

- Summary of 2015 Bank Balances at Month End
- Review of Current Holdings and Rates of Return
- FCSC Policy 7.04 Depository of Funds/Investments

Motion to adjourn was made by Lori Savoy, seconded by Carl Hylton, motion passed 6-0. The meeting was adjourned at 6:49 p.m.



4. Kelly Orr Educational Assistant - Everton  
Effective January 4, 2016
5. Bethann Pearson Athletic Secretary – CHS  
Effective January 5, 2016
6. Heather Smith Title I Educational Assistant – Maplewood  
Effective December 7, 2015

**Extracurricular:**

1. Chris Bloom Head Boys Tennis Coach - CHS  
Effective December 9, 2015

**Recommendation for Approval of Benefit Changes for Custodians, Maintenance and Bus Mechanics Effective January 1, 2016:** Dr. Bayer reviewed with the Board the highlighted points from the newly developed appendix for custodians, maintenance and bus mechanic employees. The highlighted points were:

- All employees will be evaluated and compensated according to their performance with those receiving Highly Effective “HE” or Effective “E”.
- Public Employee Retirement Fund (PERF) will be provided by the Board at 3%.
- The 403(b) contribution will be provided at 2.5% on July 1, 2016 and 3% on July 1, 2017 with vesting the same as for all other employee groups receiving the 403(b) benefit.
- Health Insurance will be provided to each employee at a cost that is consistent with teachers, clerical and technology.
- The Health Insurance Benefit (HIB) will remain with the interest on the balance calculated annually at a rate of return earned on all FCSC funds.
- Life Insurance shall be provided at \$1.00 per year to each employee and Long Term Disability (LTD) shall also be provided at \$1.00 per year for each employee.
- Retired Sick Leave will be paid with specific qualifications if an employee has worked a minimum of at least ten (10) years and is at least fifty (50) years old.
- Each employee is covered under worker’s compensation.
- Bereavement leave will be available in case of the death of family members and other relatives.
- Personal Illness – each employee will be entitled to ten (10) sick leave days each year. If in any school year the employee shall be absent because of personal illness less than stated number of days, the remaining days shall be accumulated to a maximum of 110.
- Voluntary Sick Leave Bank will be available and a meeting will be held to explain this benefit and to review this entire package.
- Family Illness will be allowed for a maximum of ten (10) days per year and a provision to use additional accumulated days for mitigating or extenuating circumstances.
- Two (2) personal leave days will be available each year, plus a third and or fourth may be used, but will be deleted from accumulated sick days.
- Paid holidays will total 11 per year.
- Vacations – employees will be entitled to ten (10) days of vacation with pay after one (1) continuous year of employment and 15 days’ vacation with pay after 9 (9) years of continuous employment.

**Permission to move to High Deductible, Health Savings Account Insurance Plan for Administrative Staff:** Mrs. Kellam-Tollett stated the Plan 2 (\$500/\$1000 deductible coverage) would be eliminated on January 1, 2017. The current administrative benefit package provides for health insurance coverage at the full premium of the deductible plan minus \$1.00 plus a \$300

annual contribution toward an Unreimbursed Medical (FLEX) account in the administrator's name. The recommendation was to begin coverage January 1, 2017 for the administrative benefit to provide health insurance coverage at the full premium of the \$3000/\$6000 high deductible, health savings account qualifying plan minus \$1.00 and an annual contribution towards a health savings account of \$3,300 for those administrators with single coverage and a \$6,300 contribution towards a health savings account for those administrators with family health insurance coverage. These contributions will be paid semi-annually in January and July of each year. There will no longer be a contribution to the FLEX account. This change in administrative insurance benefit will result in just under a \$30,000 savings annually to the school corporation based on the 2016 premiums while preserving the level of administrative benefits. Employees with Health Saving accounts are not eligible for participation in an unrestricted FLEX account. The administrative staff will need the details prior to the Spring Enrollment with American Fidelity representatives. Chris Hunt made a motion to approve the moving the Administrative Staff benefit to the High Deductible, Health Savings Account Insurance Plan. Ann Kirschner seconded and the motion passed 6-0.

**Transfer of Funds from Transportation Fund to Rainy Day Fund:** Mrs. Kellam-Tollett stated that FCSC continues to experience declining enrollment resulting in reduced General Fund Revenues; the Circuit Breaker Impact to Fayette County School Corporation is in excess of \$1,000,000 annually; there remains unfunded liability of future Bridge Payments to retired teachers; and during 2015 we made significant capital improvements with Rainy Day Funds such as Everton roof, Spartan Bowl flooring and CHS tennis courts. Mrs. Kellam-Tollett recommended a transfer of \$500,000 from the Transportation Fund to the Rainy Day Fund. This transfer will help restore the Rainy Day Fund to provide cash reserves to offset any needs that may arise. Lori Savoy made a motion to approve the transferring of funds from the Transportation Fund to the Rainy Day Fund. Carl Hylton seconded and the motion carried 6-0.

**Recommend Approval of Veritime Timekeeping System:** Mrs. Kellam-Tollett stated a committee reviewed automated time keeping systems. The Veritime system would track hours worked and integrate with our AESOP for benefits hours. Mrs. Kellam-Tollett stated the committee was excited about the possibilities of the system to ease the paperwork burden on hourly employees with the current payroll processing model utilized and the increased accuracy afforded by an electronic system. The Veritime Program and AESOP will work to integrate with our accounting system for payroll processing, thus reducing a significant amount of paper for paper timesheets, administrative reviews and approvals of these timesheets; and ultimately improve the accuracy of the payroll processing. Additionally, the automated system will aid in the tracking of hours worked for the Affordable Care Act compliance monitoring. The implementation cost is \$5,000 with an annual subscription of \$12,000, both of which will be funded through the Capital Projects Fund. After much discussion it was brought out there will be exceptions that come up and those will be dealt with and approved at that time. Deployment of the system will begin this spring with small test groups and full deployment will begin with the 2016-17 school year. Carl Hylton made a motion to approve the Veritime Timekeeping System. Lori Savoy seconded and the motion passed 6-0.

#### **Discussion Items:**

**Recommended Course Changes:** Mr. Collins stated the Curriculum Planning Committee is recommending the addition of an Advanced Business Management (BUSN 105) course at Connersville High School. There would be no additional financial requirements, no staff changes, no additional certifications required, and this addition will not impact any other business courses

at CHS. The curriculum will be developed and presented to the Board at the February 9<sup>th</sup> meeting for approval. The addition of this course will allow students to complete the Business Pathway within the Early College High School program. The highlighted points were:

- Recommended Grade Level: Grade 12
- Recommended Prerequisites: Principles of Business Management or Principles of Marketing
- Credits: 1-2 credits per semester, maximum of 4 credits
- Counts as a Directed Elective or Elective for the General, Core 40, Core 40 with Academic Honors and Core 40 with Technical Honors diplomas
- This course is aligned with a postsecondary course for Dual Credit (Ivy Tech BUSN 105 Principles of Business)

**Public Comments:** There were no public comments

**Report Items:**

**Superintendent's Discussion Groups' Reports:** No Report

**Principals'/Directors' Reports:** No Report

**Director of Personnel's Report:** Dr. Bayer reminded the Board that evaluations of 1<sup>st</sup> and 2<sup>nd</sup> year teachers would be reviewed at the February 9<sup>th</sup> Board Meeting. Dr. Bayer stated he was pleased that several wellness activities are being held throughout the corporation and seemed to be going well.

**Director of Finance's Report:** Mrs. Kellam-Tollett stated there has been a brief pause in the bidding of the demolitions of the Alquina/Orange properties. A delay is required so FCSC can check on environmental studies and this could take 3 to 4 weeks before we are able to rebid.

**Assistant Superintendent's Report:** Mr. Collins stated the release of the A-F Grades has been pushed back to a January 26, 2016. Mr. Collins stated that we have received the ISTEP+ data however, we are not able to access information that we have in the past. Administrators are working through the data and more information will be forth coming.

**Superintendent's Report:** Dr. Hodges stated he was not sure that we will ever see the A-F grades. Dr. Hodges stated that he will be following HB1003 and SB200 and will keep the Board informed. Dr. Hodges has received three letters from the DOE; 1) from the DOE Special Ed. Department stating the LEA has met all requirements; Federal Special Education stating the LEA is compliant; and from James Rodman, DOE stating the audit of the 2015 graduation rates has a no action needed response. Dr. Hodges expressed Kudos to Scott West for his tracking of the graduation rate.

Carl Hylton made a motion to adjourn the meeting. Warren Taylor seconded and the motion passed 6-0.

The meeting adjourned at 7:35 p.m.