

School Board Meeting – January 10, 2023
Regular Session
Board of Finance Session

CALL TO ORDER AND ROLL CALL – 7:00 P.M.

ESTABLISH A QUORUM AND PLEDGE OF ALLEGIANCE

The Board of School Trustees of the John Glenn School Corporation met in regular session at 7:00 p.m. on January 10, 2023, at the John Glenn Administration Building. Board members present were Bob Borlik, Jared Egger, Ryan Knowlton, Christian Mattix, Christine Carson, Todd McGaughey and Carissa Smith. Superintendent Christopher Winchell and 20 observers were also present.

PUBLIC COMMENT

Mr. Ryan Knowlton asked members of the audience if there was any public comment prior to the reorganization portion of the meeting. One constituent made a comment that a calendar on our website was incorrect with the date of this month's school board meetings. Mr. Winchell noted that he was sincerely sorry for the misprint and the team would investigate and correct, then he thanked the community member for bringing this to our attention.

REORGANIZATION OF THE BOARD OF SCHOOL TRUSTEES

PRESIDENT Christian Mattix

VICE PRESIDENT Jared Egger

SECRETARY Bob Borlik

Mr. Winchell noted that the tradition of the JG Board was to rotate board officers each year. Mr. Jared Egger made a nomination for the slate of officers: Christian Mattix as President, Jared Egger as Vice President and Bob Borlik as Secretary. Mrs. Christine Carson seconded the motion. Mr. Ryan Knowlton called role for the vote. Christine Carson voted aye, Christian Mattix voted aye, Bob Borlik voted aye, Ryan Knowlton voted aye, Jared Egger voted aye, Todd McGaughey voted aye and Carissa Smith voted aye. The motion carried with a vote of seven to zero. Mr. Christian Mattix presided over the remainder of the meeting.

TREASURER Tom Bendy

Mr. Ryan Knowlton made a motion to approve Tom Bendy as Treasurer, and Mr. Jared Egger seconded the motion. The motion carried with a vote of seven to zero.

DEPUTY TREASURER Carol Kuzmicz

Mr. Ryan Knowlton made a motion to approve Carol Kuzmicz as Deputy Treasurer, and Mr. Jared Egger seconded the motion. The motion carried with a vote of seven to zero.

LEGISLATIVE LIAISON Ryan Knowlton

Mr. Bob Borlik made a motion to nominate Ryan Knowlton as Legislative Liaison, and Mr. Jared Egger seconded the motion. The motion carried with a vote of seven to zero.

JGSC TECHNOLOGY COMMITTEE

Christian Mattix

Carissa Smith

Mr. Bob Borlik made a motion to nominate Mr. Christian Mattix and Ms. Carissa Smith to the JGSC Technology Committee. The motion carried with a vote of seven zero.

JGHS ATHLETIC COUNCIL

Jared Egger

Mrs. Christine Carson made a motion to nominate Mr. Jared Egger to the JGHS Athletic Council. The motion carried with a vote of seven to zero.

HIGH ABILITIES COMMITTEE

Christine Carson

Mr. Jared Egger made a motion to nominate Mrs. Christine Carson to the High Abilities Committee. The motion carried with a vote of seven to zero.

REGULAR MEETING DATE AND TIME

First and Third Tuesday of Every Month, 7:00 p.m.

Mr. Christian Mattix made a motion to keep the meeting date and time on the first and third Tuesday of every month, at 7:00 p.m. and Mr. Todd McGaughey seconded the motion. The motion carried with a vote of seven to zero.

BOARD SALARY

\$2,000 Annually

Mr. Bob Borlik made a motion to keep the School Board salary at \$2,000 annually per member, and Mr. Ryan Knowlton seconded the motion. The motion carried with a vote of seven to zero.

SCHOOL ATTORNEY

Newby, Lewis, Kaminski and Jones, LLP

Mr. Christian Mattix made a motion to keep the law firm of Newby, Lewis, Kaminski and Jones, LLP, as legal counsel for the John Glenn School Corporation, and Mr. Ryan Knowlton seconded the motion. The motion carried with a vote of seven to zero.

DESIGNATION OF NEWSPAPER/S FOR
PUBLISHING LEGAL NOTICES FOR
SCHOOL CORPORATION

Plymouth Pilot

South Bend Tribune

Mr. Ryan Knowlton made a motion to designate the Plymouth Pilot and the South Bend Tribune for publishing required legal notices for the John Glenn School Corporation and Mrs. Christine Carson seconded the motion. The motion carried with a vote of seven to zero.

AUTHORIZATION OF SUPERINTENDENT TO EMPLOY SUBSTITUTE PERSONNEL

Mr. Todd McGaughey made a motion to approve the Authorization of the Superintendent to Employ Substitute Personnel, and Mr. Jared Egger seconded the motion. The motion carried with a vote of seven to zero.

DONATIONS & FUNDRAISERS (WES, NLES, UMS, JGHS)

North Liberty Elementary School:

- Donations
 - Coke Gives Back \$244.15 Blessings in a Backpack
 - Falcon 500 \$152 Classroom Items

Urey Middle School

- Donations
 - Falcon 500 \$350 Weightlifting Equipment
 - Falcon 500 \$100 STEM Breakout EDU Kits
 - Flexware Innovation Nine Footballs for UMS Football Program
 - Walkerton Tri-Kappa Negative Lunch balance settlement for two students

John Glenn High School:

- Donations
 - Steven and Kathryn Lawson \$50 Drama
 - Lincoln Township Trustee \$1113.55 Falloween
 - St. Patrick's Church \$150 Choir
 - Town of Walkerton \$500 Drama
 - Chris and Emily Winchell \$100 Baseball
- Fundraisers
 - Junior Class 1/30-2/13/23 Carnation Sale

Mr. Ryan Knowlton made a motion to approve the above named donations and fundraisers, and Mrs. Christine Carson seconded the motion. The motion carried with a vote of seven to zero.

PUBLIC COMMENT

No members of the public made comment at this time but Mr. Winchell took this opportunity to remind those in attendance of the current policies on public comment during board meetings.

CONSENT AGENDA ITEMS #1 – 3

1. Approve Minutes – December 6, 2022 – Regular Session
2. Approve Claims – 1438 - 1565
3. Approve Personnel Recommendations

Retirements/Resignations

- a. Donna Rummel Media Center Specialist, John Glenn High School
Retiring effective May 26, 2023 after 26 years with John Glenn

Appointments/Transfers

- a. Jack O'Connor Seasonal Groundskeeper/Custodial Substitute, John Glenn School Corporation
- b. Breanne Goodsell 8th Grade Girls B-team Basketball Coach, Urey Middle School
- c. Sarah Chapman 7th Grade Girls B-team Basketball Coach, Urey Middle School

Mr. Ryan Knowlton made a motion to approve Consent Agenda Items 1-3 and Mr. Jared Egger seconded the motion. The motion carried with a vote of seven to zero.

NEW BUSINESS

1. Approve Resolution of Transfers

Mr. Bendy explained that this is a housekeeping item that we handle the first meeting each January. Our budgets are approved in October for the next year. When we approve a budget, we approve appropriations that we are not allowed to overspend. Through the course of the year, things happen and certain line items may be overspent. We do not overspend the fund, but certain line items inside the main fund may fall negative. This resolution moves dollar amounts around within the fund to cover any negative line items. This does not change what we spent, it does not change our cost and it does not change the budget we approved. It just adjusts the appropriation amounts that we budgeted. This is giving us permission to move the appropriations around. Mr. Winchell shared the example of us having an approximate two and a half million dollar operations budget. We cannot spend more than \$2.5 million dollars without the board taking special action to approve additional appropriations. That \$2.5 million is divided into many different line items for example a school bus fuel line item. If we spend more than the allotted amount for bus fuel, it will have a negative balance, but we did not over spend the operations fund so we need to adjust this to remove the negative balance on that line item. Mrs. Christine Carson made a motion to approve Resolution of Transfers and Mr. Bob Borlik seconded the motion. The motion carried with a vote of seven to zero.

2. Approve Resolution to Transfer Funds from the Education Fund to the Operations Fund in the amount of \$141,666.67

Mr. Bendy noted that schools have two streams of revenue. The first is the State of Indiana which provides monies for our Education fund and then the other stream is property taxes, those fund our Operations Fund. Prior to 2019, we had a General Fund that was our main fund. At that time you could only spend money received from property taxes on Transportation, Bus Replacement and Capital Projects. You were very restricted on how you could spend your money. It wasn't uncommon that people couldn't understand why we couldn't give teachers a raise, but yet we were able to do building improvements or purchase new buses, we were restricted on how we could spend our money. Legislation changed in 2019 and it was decided that school corporations were going to have a little more flexibility and they did away with the General Fund and Capital projects fund, Bus Replacement Fund and Transportation Fund at that time and the Education and Operations Funds were created. This caused issues with how schools were funding some things because the general fund handled the utilities and custodial costs and there were certain things that were getting grouped into operations that the revenue stream was not supporting as a result. We are allowed to transfer up to 15% of our Education Fund to our Operations Fund each year. This allows the flexibility we need to put money where we need it. We do not transfer the maximum, we only transfer 12% of our Education Fund to our Operations Fund yearly which is \$1.7 million per year. This becomes part of our budget as a revenue stream to handle operational costs. This is a quarterly action to transfer these funds. Mr. Jared Egger made a motion to approve Resolution to Transfer Funds from the Education Fund to the Operations Fund in the amount of \$141,666.67 and Ryan Knowlton seconded the motion. The motion carried with a vote of seven to zero.

3. Approve Purchase over \$25,000 – Boiler for Walkerton Elementary School from D.A.Dodd for \$90,200

Mr. Winchell noted that replacing boilers has been part of our ongoing facilities plan and we had earmarked some bond money for this sort of work. We have had a lengthy partnership with D.A.Dodd that has done some pre-work for this boiler replacement project. Due to our long term partnership with D.A.Dodd, they reached out to us when they had some boilers available from another project that they were able to offer us at a slightly discounted price. Mr. Will Groves added that this project is in line to make our buildings more energy efficient and we will be getting rebates similar to those we received when updating the boiler at North Liberty Elementary. This does not eliminate our old boilers completely, it simply installs a new one, and then takes the best parts from the two old boilers and makes what we could call a refurbished back up. The whole school will be able to be run on the new high efficient boiler. Mr. Ryan Knowlton made a motion to approve Purchase over \$25,000 – Boiler for

Walkerton Elementary School from D.A.Dodd for \$90,200 and Mrs. Christine Carson seconded the motion. The motion carried with a vote of seven to zero.

4. Approve Purchase over \$25,000 – Boiler for Urey Middle School from D.A.Dodd for \$88,700

Mr. Bob Borlik noted the importance of relationships, particularly our partnerships with Barton Coe Vilamaa as well as D.A.Dodd. Mr. Winchell added that especially from Barton Coe Vilamaa's standpoint, they would have liked us to put these two boiler projects through our next project, but when they saw the savings we were receiving from D.A.Dodd, they told us to go ahead and take advantage of it. That is a true partner who is interested in what is best for our corporation. It is important to note that these two projects are stand-alone projects. Sometimes you might bid two boilers together which would trigger a different set of statutory requirements but each of these projects are standalone proposals that can be completed without the other one which makes it appropriate to approve them separately. These will be scheduled dependent on the weather so we are tentatively looking at late spring barring any current equipment failure. Mrs. Christine Carson made a motion to approve Purchase over \$25,000 – Boiler for Urey Middle School from D.A.Dodd for \$88,700 and Ms. Carissa Smith seconded the motion. The motion carried with a vote of seven to zero.

5. Approve Preventative Maintenance and Service Agreement with Morris & Sons, Inc.

Mr. Winchell noted to the Board that they may remember approving various roof repairs and projects over the last couple of years. We want to make sure we are doing all we can to protect our investment by having them inspected and maintained every year. This is a not to exceed contract which will guarantee up to \$5,000 worth of inspections, repairs and preventative maintenance per roof each year by our proven partner Morris and Sons. Since this is a contractual agreement, this is appropriate to bring before the Board. Mr. Groves added that this agreement will consist of bi-annual inspections of all roofs which will greatly improve our future project planning which will aid in budgeting. There may be instances where the repairs necessary will exceed the \$5,000 threshold of this agreement, those will be brought to the Board if and when necessary. Mr. Jared Egger made a motion to approve Preventative Maintenance and Service Agreement with Morris & Sons, Inc. and Mr. Todd McGaughey seconded the motion. The motion carried with a vote of seven to zero.

REPORTS

1. Director of Learning Report – Mr. Tim Davis

Mr. Davis reported the following:

- Installation of our new fire system at the John Glenn Early Learning Center (St. Pat's) is nearly complete. We hope to have our first official fire drill there next week. This is also another step closer to getting our building state approved.
- Our science adoption is moving forward. On January 24th we have a team attending a textbook caravan to help make selections of the materials we will use for the next six years.
- We will be having a retirement workshop on February 21st in the high school auditorium at 3:15. We will have someone from the state coming as well as Mr. Dragani from Security Benefits.
- The National Honor Society is hosting a Blood Drive on January 26th from 10-4 at the high school. The public is welcome to sign up to donate. This is something we used to do regularly prior to covid and thanks to Mr. Merrill for coordinating, we are looking forward to bringing this opportunity back to our students.
- Believe it or not, August will be here before we know it. We have already begun conversations in regards to programing needs of our students, we are reflecting on staff and building needs. We are also looking back on programs that we started this year to evaluate their success. The middle school agriculture programing has been a huge asset and we have a middle school/high school

parliamentary team who is having some success as well. The middle school also has a new life fitness class. The education profession course at the high school allows students interested in teaching careers the opportunity to spend time in classrooms and learn what it means to be a teacher. We have some excellent future teachers among us.

- We are very proud of the fact that John Glenn High School has a 100% graduation rate. This is unheard of. Kudos to Mr. Manering, Mr. Brown and the entire high school team.

2. Superintendent's Report – Mr. Christopher Winchell

Mr. Winchell reported the following:

- Back in 2019, we took a hard look at our facilities and worked with our Barton Coe Vilamaa (BCV) to develop the Master Facilities Plan that we frequently refer to. We started by doing HVAC and windows at the elementary schools along with a peppering of other small projects like secured entries and the slightly unplanned revamp of the high school gym due to termites, as well as the update of the high school weight room which allowed us to then expand programming of life fitness to the middle school. This is not an all-encompassing list of projects that have been completed over the last two years, rather just a few highlights. As we began to wrap up 2022 and plan for 2023, we are revisiting where we are with our ongoing facilities plan and needs so that we can continue working on bonds and getting projects out to bid. Up to this point we have completed approximately 75% of the project at NLES and 25% of the projects at WES with a peppering of things at other buildings. With our most recent bond, we hope to reverse that and complete approximately 75% of projects at WES and finish the remaining 25% at NLES with the hope that these two buildings would be somewhat finished with updating although facility maintenance is never “done”. Once we get on the back end of this set of projects, it is time to look at the project list for Urey. We have a lot of old bonds that we are going to be paying off, giving us the opportunity to take out a larger bond than we have taken out in a long time, still allowing us to remain nearly tax neutral. The short mid-term goal is to get NLES and WES wrapped up and plan going forward. Barton Coe Vilamaa teammates outlined the project list for future planning and a rough budget price. We have roughly \$17 million projects that we would like completed. Unfortunately, we are not in a position to take the full \$17 million in bonds this year, probably closer to \$6-10 million. Our plan has been to come to the Board, review the list of work and budget numbers, confirm with the community and board that we want to move forward and then take the steps needed to get the appropriate bond funds.
 - Dana Wannamaker from BCV added that they are here to help us catch up to where we want to be in the Master Plan. With delivery times and current construction market, these projects won't physically start until August or September of this year. When deciding which projects need to be grouped together, sometimes it makes sense financially and physically to do everything in one general area which often leaves large areas of buildings untouched. We've walked through a lot of strategies with Mr. Winchell and Mr. Groves, and come up with the best plan to address the most pressing issues with the funds available.
 - Mr. Mattix asked BCV to name the top three things that we should focus on addressing. Dana Wanamaker with BCV stated that the HVAC systems are very important. We've addressed most of NLES and need to do the same at WES. John Glenn has changed their perspective in the last few years from a fix it until you can't fix it anymore outlook, which served you well for a long time, but it has now created a facilities deficit that needs to be addressed more substantially. We started with fixing roofs first, HVAC second. We have now shifted away from completing the projects as quickly and inexpensively as possible, but rather, taking our time and completing projects thoroughly and completely. Mr. Winchell added that it is very hard to name three top projects because different parts of the project are more important to different stakeholders. We will review the long list of projects and take meaningful input from stakeholders before putting items out to bid.

- Mr. Winchell reported that he is requesting that we seriously look at a \$10 million bond, when the original plan that was established in 2019, was to bond \$6 million in 2023. It still doesn't get us to the \$17 million that we need, but we know that we will have the opportunity to bond again in future years, and the two bonds combined get us closer to completing our immediate needs. There are three dollar amounts that trigger legal requirements with bonding. From \$0-\$6 million the school board has the authority to take out those bonds and if the tax payers have input on the project scope or bonds, they can contact the superintendent and school board and express their ideas or concern. In the interval between \$6 to \$10 million, if the tax payers for whatever reason disagree with the bonds or scope of work, they have the opportunity for petition remonstrance in which they can gather a certain number of signatures that could add some steps before the project/bonds move forward. Any dollar amount over \$10 million would similarly allow tax payers the right to add some steps to the process. At this level of funding, a referendum could possibly take place. We would prepare the scope of work and funding, and then it would be outlined in a series of meetings prior to the referendum being put on a ballot. Our goal has been to bond when we need to bond, not bond when we don't need to bond while at the same time trying to maintain the most consistent tax rate we can for our constituents. All of these scenarios are under the umbrella of remaining as tax neutral as possible. It has been our goal to maintain a consistent tax rate but due to the increase in the AV in both St. Joseph and Marshall County. We have actually lowered our tax rate over the last several years despite taking out bonds, giving teacher raises, increased student programs and having done construction. We have to be careful because the tax rate is the percentage your property is taxed with, your tax bill is then generated from it. Even though JGSC has lowered the school rate, some tax payers have still seen an increase in their property value and subsequent tax bills.
- Several important points
 - Our buildings need tended to – it is only going to get more expensive to complete necessary upkeep
 - We are sensitive to the tax payers and tax rates of our constituency, we study how our bonding will effect tax rates very carefully
 - We need to continue to monitor the projects that need completed along with the potential bonding opportunities over the next year. It is likely we will need to take out even more aggressive bonds in the future to maintain our buildings
 - The only thing different about this potential bond being discussed tonight is that when we planned in 2019, we planned to bond \$6million in 2023. Now we are recommending that we seriously consider bonding \$10 million which would move us into the petition remonstrance funding interval.
 - No official action is needed tonight, this was to give an in-depth update on where we are in our Master Facilities Plan and provide an outline of how we plan to pay for the projects. We will need to take official action at upcoming meetings.
- Mr. Todd McGaughey asked if the Board could get a list of the past projects that were completed in comparison to the bonds that were taken in order to see how far the money really goes.
- 100% Graduation Rate - Mr. Manering and I have worked together at the high school for a long time, Mr. Merrill has been there with us as well. This is a culmination of school improvement work from 2007 to now that has required all hands on deck. All of the little things we have done (which is a lot of things) have paid off resulting in the 100% Graduation Rate. This is something to be proud of.
- Board of Finance Meeting to follow this meeting.

3. Conference Requests

- a. Amy Weiss
- b. Troy Spencer
- c. Laine Vincent
- d. Glenda Smith
- e. Tim Davis

BOARD COMMENTS/QUESTIONS

- Mr. Egger inquired about the STEM grant that we were awarded. Mr. Goewert said that these funds will be used to purchase a variety of STEAM supplies such as high end computers, 3D printers and coding supplies. Mr. Egger noted that he was proud that JGSC was one of only two schools in the area to receive this grant.
- Mr. Mattix thanked the new board members, looking forward to the year ahead.
- Mr. Knowlton asked if they had started building our buses yet. Mr. Groves said the last update came earlier today and the birthday of the buses was January 9, 2023 which should result in an early February delivery date.

UPCOMING EVENTS

Bi-County Basketball Tournament – January 16-21, 2023
 Martin Luther King Day – NO SCHOOL – January 16, 2023

NEXT MEETING DATE: January 24, 2023 7:00 P.M. Admin Building Regular Session

ADJOURNMENT

Mr. Christian Mattix called the meeting adjourned at 8:52 pm.

BOARD OF FINANCE MEETING

The Board of Finance Meeting was called to order at 8:56 p.m. by Mr. Christian Mattix.

1. Organize Board of Finance by Electing a President, Secretary, and Review of 2022 Investments

President Christian Mattix Secretary Bob Borlik

Mr. Christian Mattix made a motion to approve the appointment of Mr. Christian Mattix as President, and Mr. Jared Egger as Secretary for the Board of Finance. The motion carried with a vote of seven to zero.

Mr. Tom Bendy provided an in depth review of the 2022 financial information. All DUAB indicators show that the district is in a strong financial situation. Mr. Christian Mattix adjourned the Board of Finance meeting at 9:28 pm.

PRES. _____

SEC'Y. _____
