

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY
(Bd. of Education Meeting ----- March 14, 1960)

M I N U T E S

The Board of Education met in regular session on Monday, March 14, 1960, at 7:30 p.m., in the Administrative office.

The following members were present: George Heckerman, Harold Kemmerling, Virgil Williams and Vertis Matz.

Also attending the meeting were: William Wilson, Director of Elementary Education; Charles Roberts, Assistant Superintendent; Eldon R. Crawford, Superintendent; and Ralph Schuler, School Attorney.

MINUTES:

Motion was made by Mr. Kemmerling, seconded by Mr. Matz, to accept the minutes of the February 22 meeting as written. Motion carried.

BILLS AND CLAIMS:

Regular claims, Nos. 856 to 901, and payroll claims, Nos. 15 to 21, were presented for approval.

In regard to the claim for gasoline furnished to school busses by the Becker Service Station, in Wadesville, the following discussion was held. It was pointed out that there had been no official action by the Board authorizing the purchase of gas from Becker and that the Superintendent was unaware that the transfer from Pee Wee Gulf Station to Becker had been made, until the claim was submitted. It was recommended by the Superintendent that the Board adopt a motion to: (1) approve transfer of gas purchase from Pee Wee Gulf to Becker until such time as Pee Wee Gulf can again furnish gas in accordance with the contract; (2) direct preparation of a written agreement with Becker to cover the gas purchased during this indefinite period; and (3) that any such transfer of a similar nature which must be made in the future shall be submitted to the Board for approval prior to the transfer or as soon thereafter as possible, but in no case without approval by the Superintendent. Motion was made by Matz, seconded by Williams, to adopt the recommendation. Motion carried.

Motion was made by Kemmerling, seconded by Williams, to approve payment of the claims. Motion carried.

INSURANCE CLAIMS PROCEDURE:

It was pointed out that the School Corporation has received a check which is an insurance adjustment covering the cost of repairing a windshield in the school bus driven by Jim Schmitt. It was further stated that this work had not been authorized in the regular way by the Administrative office and that therefore there was no record in the files or on the ledger to show exactly what had transpired. It was also stated that handling of the insurance claims in this way did not delete the appropriation for such repair work but that this advantage was probably not as important as a procedure which would provide a complete record of the transaction. The following recommendation was submitted as a guide in future transactions which involve insurance adjustments:

Recommendation --

It was recommended that the procedure in connection with insurance adjustments covering repairs to buildings, equipment, busses, etc., be as follows:

- (1) Written authorization in the form of a work order or contract shall be issued by the administrator, amount based upon repairman's estimate.
- (2) Payments received from insurance company to cover such damages shall be deposited in the School Corporation Funds.
- (3) Payment for such repair shall be made from School Corporation Funds in the regular manner on the basis of properly executed claim, subject to approval of the Board of Education.

Mr. Gordon Rumble, the repairman who was involved in this particular transaction, raised the question as to whether, under the proposed policy, the repairman would have to wait longer to receive his fee. It was pointed out that there would be a possibility under the proposed policy that repairmen would receive pay faster than under the other plan -- due to the fact that

it would not be necessary to wait until the insurance adjustment check is received, but payment could be made by the School Corporation immediately upon satisfactory completion of the work.

Motion was made by Matz, seconded by Williams, to accept the recommendation concerning procedure in repair work which involves insurance adjustment and claims. Motion carried.

CUSTODIAN --- CYNTHIANA SCHOOL:

It was announced to the Board that Mr. and Mrs. Elvin Walters, custodians at the Cynthiana school, have submitted their resignation, effective as of April 1, 1960. Two applications from individuals who have indicated an interest in this job were presented to the Board. One was from Mr. Paul Montgomery, the other from Mr. Fred Weiberg. Discussions of these individuals indicated that Mr. Montgomery would probably make a satisfactory employee in this position and was a long-time resident of Cynthiana. Motion was made by Mr. Williams, seconded by Mr. Kemmerling, to approve the employment of Paul Montgomery as custodian at the Cynthiana school -- such term of employment to begin April 1. Motion carried.

Also a motion was made by Williams, seconded by Kemmerling, to accept the resignation of Mr. and Mrs. Elvin Walters. Motion carried.

TEACHER EMPLOYMENT LETTER:

Copies of a proposed letter pertaining to re-employment of teachers were distributed to the Board. It was proposed that this letter be sent to each teacher with a request that it be returned to the Superintendent not later than March 25. This is to be the first step in the matter of employment of teachers for next school year.

It was suggested that teachers be notified now -- a year ahead of time -- if they were not to be given tenure status after next school year. Mr. Crawford suggested that before decisions in regard to tenure status are made, that a system and plan for evaluation of teacher performance on a professional basis be worked out and that on the basis of evaluations, recommendations be made to the Board at some later date during next school year, in regard to tenure status. Motion was made by Matz, seconded by Kemmerling, approving the proposed letter to teachers concerning re-employment. Motion carried.

TRANSPORTATION TURN-AROUND:

Mr. Roberts reported that a school bus turn-around at the home of the Peay family in Robinson township was not satisfactory and that one of the busses had had a breakdown possibly as a result of attempting to turn around at this point. He submitted a letter to Mr. Peay for Board approval which states that we are requesting that the turn-around be improved to the point where it will be satisfactory at Mr. Peay's expense, or the bus will of necessity be re-routed to turn around at a point which would require the children to walk approximately one-fourth mile.

Motion was made by Williams, seconded by Kemmerling, to approve the letter to Mr. Peay. Motion carried.

LOSS OF SCHOOL TIME -- MAKEUP?:

It was pointed out that a total of six days of school has been lost because of snow and weather conditions, thus reducing our total possible days in the school calendar to 171. The question was raised as to whether this lost time should be made up or forgotten. It was pointed out that in recent years, time lost from the school schedule had not been made up in Posey County. Also, that it would be difficult and inconvenient to schedule make-up time due to the fact that school is scheduled to close regularly on May 20 -- which is a week late in comparison to former years -- further, it is doubtful if attempting to make up time with Saturday sessions would meet with public approval or cooperation. On the other hand, it was emphasized that we did not want to risk any form of penalization or instruction from the state level if we failed to make up lost time. This matter was postponed insofar as decision was concerned, to be decided at a later date.

REQUEST FOR LEAVE OF ABSENCE:

A request from Mrs. Mary Braxton, a high school teacher, for a leave of absence without loss of pay on Friday, April 1, to take seven girls to the state Sunshine convention at Crown Point was presented. It was pointed out that Mrs. Braxton was of the opinion that it would be necessary to have a substitute teacher for her on that day.

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It was pointed out by Mr. Crawford that the Sunshine Society is an extra-curricular club and not closely related to any school subject, and that it might be considered in a little different category than the F.F.A. or F.H.A. organization work. However, it was pointed out that it is a worthwhile organization, and activity; and Mrs. Braxton in making the trip will not only use the Friday for which she has asked release, but also the following Saturday. Motion was made by Matz, seconded by Williams, to grant the request for a leave of absence for Mrs. Braxton. Motion carried.

A letter concerning a workshop sponsored by the Indiana School Board Assn., at Washington, Indiana, on April 13, 1960, was read. There was some discussion among the members of the Board in regard to attendance at this workshop, and in regard to sending in reservations for the evening meal not later than April 10. Decision was postponed until the next meeting.

It was reported that eleven applicants for the Superintendent's job had been received and four had been interviewed. Also, that possibly two of these four would be called back for a second interview.

Motion was made by Williams, seconded by Kemmerling, to adjourn at 9:00 p.m. Motion carried.

Signed:

George H. Heckerman
Chairman

Virgil B. Williams
Secretary

M I N U T E S

The Board of Education met in regular session on Monday, March 28, 1960, at 7:30 p.m. in the Administrative office.

All members of the Board were in attendance. Also in attendance at the meeting were: William Wilson, Director of El. Education; Lloyd Hutchinson, Principal North Posey Jr.-Sr. High School; Charles Roberts, Assistant Superintendent; and Eldon R. Crawford, Superintendent of Schools.

Minutes:

Motion was made by Williams, seconded by Kemmerling, to accept the minutes as written, Motion carried.

Bills and Claims:

Regular claims -- Nos. 903 to 935 -- were submitted for approval. Motion was made by Williams, seconded by Lowe, to approve payment of bills. Motion carried.

Television Education -- 1960-'61:

Mr. Crawford presented the proposed budget from the Southwestern Indiana T-V Education Council for operation of the t-v education program during the school year 1960-'61. He pointed out the cost to our school system for the present year and compared this figure with the proposed '60-'61 cost. It was explained that the '60-'61 figure of \$1,624.00 was an estimated cost and subject to revisions at a later date. It was also explained that this cost probably would be the total cost represented in cash payments to the t-v Center and payments to classroom teachers in our district who participate in the t-v education workshop and conduct t-v classes. Mr. Crawford also pointed out that we have not participated fully in the t-v program during the current year nor the previous year it was in operation. It was suggested that the Board approve participation in the 1960-'61 program and at the same time require that participation in all phases of the program be entered into. It was suggested that more t-v equipment might be needed in order to accomplish full participation, but this would be advisable rather than to spend the money for the full program and only gain partial advantage of it. A recommendation to this effect was submitted. Copy of the recommendation is attached.

Motion was made by Lowe, seconded by Matz, to accept the recommendation. Motion carried. The president and secretary of the Board signed agreement with the S.W.I.E. T-V Council for the 1960-'61 program.

Transportation Contracts:

It was pointed out that contracts for transporting school children expire at the end of this year in all cases except with the three individuals who furnished their own buses. It was explained that it would be necessary to advertise publicly for sealed bids, or to set a date for beginning negotiations, or to set a date for the acceptance of proposals to be used as a basis for beginning negotiations. It was suggested that the publication appear in the April 1 issue of the Poseyville News and Cynthiana Argus and that the publication state a date for beginning negotiations as of April 18.

There was some discussion concerning the setting up of standards to be used as a basis for negotiating on the various routes. One idea was that a rate of pay should take into consideration the length of the route, kind of roads, and the size of the bus. Motion was made by Williams, seconded by Matz, to approve publication as outlined above; also to conduct negotiations with present drivers first and then, if agreement cannot be reached, to negotiate with other interested persons. Motion carried.

Request for High School Attendance by Non-Resident:

A request was read which had been received from Mr. and Mrs. Frank Boyd -- parents of Danny Wayne Brown -- asking that Danny be permitted to continue attendance at the North Posey high school during the remainder of this school year and live with his sister during that time. This request was made due to the fact that the parents have moved to Vanderburgh County. Mr. Hutchinson stated that the boy is a problem and would like to reserve the right to send the boy to Evansville with his parents if he misbehaves or gets out of line in school. Mr. Crawford stated that reports on the boy's behavior up to now had not indicated misbehavior in school, but during out-of-school hours, and that we have no jurisdiction over the boy at that time. However, he also stated that he felt the parents should be informed that Danny's continuance

at North Posey would depend on the condition that his behavior is satisfactory. He stated that a letter would be written to the parents informing them of this idea, also that the decision at this time included only the new school year beginning next fall. Motion was made by Williams, seconded by Kemmerling, to allow this student to continue to attend the North Posey high school for the remainder of this school year. Motion carried.

Personnel:

Mr. Crawford stated that it would be well to set up a stated form of policy on employment of personnel prior to making specific decisions. A proposed policy which basically was a re-statement of policy and procedure followed during the past years was presented.

Mr. Crawford also explained the tenure law and the fact that teachers who become permanent teachers and are placed on tenure status could not be dismissed except for stated written reasons, some of which are specifically named in the law; also that dismissal of a tenure teacher must follow the procedure as set out by law. He pointed out that only one teacher will have completed five years of continuous employment when this year is up and this person will become a tenure teacher if reemployed. Some of the teachers who were employed in the Center-Robinson school district were placed on tenure during their term of service and others who were employed in the Center-Robinson district at the time of the North Posey reorganization will gain tenure consideration through the combined years of their employment.

It was also stated that next school year will be the fifth year for the North Posey school system to be in operation and at that time a substantial number of teachers in the district will need to be considered for tenure status. A recommendation in regard to this matter was submitted, stating in effect that decisions in regard to tenure status should be based upon evaluations which, in turn, are based on professional observance and opinions; and that the Board adopt a policy which would require the new superintendent to work with the principals and teachers in developing a plan and system for making such evaluations during the first part of next school year. Further, that the evaluations when presented be used as a basis for recommendations concerning tenure decisions.

A copy of that recommendation is attached. Motion was made by Lowe, seconded by Williams, to adopt the proposed policy for reemployment and the recommended policy for tenure teachers. Motion carried.

Teacher Dismissal:

Mr. Matz read a letter which had been handed to him and which had been prepared by a group of Griffin elementary students, requesting that Mrs. Taylor be retained as music teacher for next year. Mr. Matz inquired if Mrs. Taylor had been told she would be dismissed. Mr. Crawford stated that he had had two conferences with Mrs. Taylor and one with Mr. Wilson in regard to this matter. He also stated that Mrs. Taylor was considered a good music teacher and had been so rated after her work at Wadesville and South Terrace last year. He stated further that some complaints had arisen last fall in regard to Mrs. Taylor's handling of children, also some criticism of the instrumental program which was introduced for primary children.

Mr. Crawford further stated that it was his understanding that these complaints had been reconciled satisfactorily, and that the elementary music program was running smoothly until this matter came up. He suggested that Mr. Wilson relate his knowledge of the matter to the Board. He also presented to the Board a 5-page typewritten statement which Mrs. Taylor had turned in, explaining her position and submitting her resignation. The statement included the assertion that Mr. Wilson had told Mrs. Taylor that the Board had acted on her dismissal and that if she did not resign, he would recommend that she be dismissed.

Mr. Wilson stated that he did not make that specific statement. Mr. Matz questioned why she was told that the Board would dismiss her. Mr. Wilson stated that in his opinion Mrs. Taylor had created an antagonism for music among some of the children because of her methods while at the same time she had done excellent work with other students who did have talent and interest. He said that he felt the music program should be one which will reach all elementary students and emphasize music appreciation rather than development of music skills alone. It was

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suggested that employees should not be told of their impending dismissal unless the Board had acted favorably on a recommendation to that effect first. Then, the employee should be informed that he can appear before the Board in regard to the matter if he wishes.

Motion was made by Lowe, seconded by Kemmerling, to accept Mrs. Taylor's resignation. Motion carried.

Motion was made by Kemmerling, seconded by Williams, to adjourn at 9:30 p.m. Motion carried.

George H. Neckerman
Chairman

Virgil B. Williams
Secretary

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY
Poseyville, Indiana.

PROPOSED POLICY FOR EMPLOYMENT AND DISMISSAL OF PERSONNEL

A General policy for employment and dismissal of personnel shall be as follows:

1. Action of the Board in regard to employment or dismissal of personnel shall be on the basis of recommendation by the Superintendent. In all cases of employees who work under the immediate supervision of the Principal, or other supervisory official, the Superintendent's recommendation should be supported by said Principal or supervisor.

2. Action in regard to re-employment of personnel for the ensuing school year should be completed prior to May 1st.

2. Recommendation for dismissal shall be presented and acted upon, and proper notification of such dismissals given to the parties concerned prior to May 1st.

Action in regard to dismissal of employees shall be on the basis of recommendation by the Superintendent, supported by the Principal or immediate supervisor of such employee. Said recommendation shall state specifically the reasons for the proposed dismissals. Employees for whom dismissal is to be recommended shall be so informed, and notified that they may request an audience with the Board in regard to the matter.

3. Action of the Board to appoint personnel to fill vacancies, or newly created positions, shall be on the basis of recommendation of the Superintendent, supported by the Principal and/or other supervisory official who will have immediate supervision of said employees. Such recommendation shall be made on the basis of consideration of written applications, interviews, and reference of candidates for the positions.

4. Recommendations may be accepted as made, accepted with stated amendments or modifications, or rejected. In case of rejection, a request for new recommendations to cover the matter shall be made.

Submitted to Board of Education meeting in regular session on March 28, 1960.

Signed:

Supt. of Metropolitan School District
of North Posey County.

The above recommendation approved by Board of Education on March 28, 1960.

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY
Poseyville, Indiana.

RECOMMENDATION Re.: PARTICIPATION IN THE SOUTHWESTERN INDIANA
TELEVISION EDUCATION PROGRAM FOR THE SCHOOL YEAR
1960-'61.

In view of the fact that, during the present school year, only partial participation was carried on in the High School, and that the cost remains the same regardless of the amount of participation, it is recommended that the Board adopt the following motion:

1. That the Metropolitan School District of North Posey County agree to participate in the proposed 1960-'61 Southwestern Indiana Educational Television Program.
2. That the proper officers of the Board are hereby authorized to sign the 1960-'61 agreement forms and other necessary documents.
3. That schedules and arrangements be planned for full participation in all phases of the program.

Submitted this 28th day of March, 1960.

Eldon R. Crawford, Superintendent

The above recommendation approved by Board of Education on March 28, 1960.

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY
Poseyville, Indiana.

SPECIAL RECOMMENDATIONS -- Re: TEACHER TENURE

In view of the fact that the 1960-'61 school year will be the fifth school year the Metropolitan School District of North Posey County will have been in operation, and in view of the fact that a considerable number of teachers who were not tenure teachers at the time the school corporation came into existence will have been employed continually during the said five-year period, it will be necessary on or before May 1st, 1961, to determine which of these teachers, if any, will, or will not, be awarded a permanent contract or placed on tenure.

It is recommended that the Board request the Superintendent to cooperate with Principals, Supervisors, and teachers to develop a plan or system for evaluating; said evaluations to be used as a basis for recommending tensure status to the Board.

Submitted to Board of Education meeting in regular session on March 28, 1960.

Signed:

Supt. of Metropolitan School District
of North Posey County.

The above recommendation approved by Board of Education on March 28, 1960.

NOTICE OF NEGOTIATION FOR SCHOOL TRANSPORTATION CONTRACTS

Notice is hereby given that the Board of Education of the Metropolitan School District of North Posey County will begin negotiations at 7:00 P.M., on Monday, April 18, 1960, at the office of the Superintendent of Schools, Poseyville, Indiana, for the transportation of school children on all routes except 6, 15 and 19.

Definite specifications, which describe the routes to be travelled, the service furnished and other conditions which will be required in the contract, are now on file in the office of the Superintendent of Schools in Poseyville, Indiana.

George H. Heckerman
President, Board of Education

Virgil B. Williams
Secretary, Board of Education

April 1, 1960 -- One Publication.

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF EDUCATION OF THE
METROPOLITAN SCHOOL DISTRICT OF
NORTH POSEY COUNTY, INDIANA.

The Board of Education of the Metropolitan School District of North Posey County, Indiana, met in special session pursuant to call at the hour of 7:00 P. M., on the 1st day of April, 1960, for the purpose of consideration of the employment of a new Superintendent.

Present were George H. Heckerman, President, Harold M. Kemmerling, Vice-President, Virgil B. Williams, Secretary, and W. W. Lowe, member. Vertis E. Matz, member, was absent.

The meeting was called to order by the President, who stated that the purpose was to consider the employment of a superintendent for the District. He reminded the members that steps toward the employment of a Superintendent were first taken early in January with a meeting with Dr. Wayne Schoemer, of the Indiana State Teachers College, at Terre Haute, at which time a criteria, and a method of seeking applications, was adopted. Said applications were solicited from the various educational institutions of the State, and a total of 11 sets of credentials were received, together with two applications from persons who were aware of the vacancy through other sources. Following a screening of these credentials, 4 candidates were interviewed personally, and 3 of these re-interviewed, and visits made to the areas of work and residence of 2 of these.

The President then called upon the investigating committee, composed of Williams, Kemmerling and Lowe, to make its report. This committee reported favorably on Ivan A. Hollen, and recommended his employment as superintendent.

Following a general discussion, the following resolution was upon motion duly made, seconded and unanimously carried, adopted by the Board of Education.

"BE IT RESOLVED that a contract of employment, for a term of three years, be offered to Ivan A. Hollen, presently superintendent at Bicknell, Indiana, at a salary of \$9,200.00 for the first year, \$9,300.00 for the second year, and \$9,400.00 for the third year, together with a travel allowance of \$800.00 for each of the three years, and that the school attorney be instructed to draft such a contract, and that if acceptable to Mr. Hollen, it be executed on

behalf of the Metropolitan School District of North Posey County,
by the President and Secretary of the Board of Education."

There being no further business to come before the Board,
upon motion duly made, seconded and unanimously carried, the meeting
was adjourned.

VIRGIL B. WILLIAMS, Secretary

ATTEST:

George H. Heckerman, President