

June 13, 1960

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY
(Bd. of Education Meeting ----- June 13, 1960)

MINUTES

The Board of Education met in regular session on Monday, June 13, 1960, at 7:30 p.m. in the Administrative office.

All Board members were present. Also attending the meeting were: Eldon R. Crawford, Superintendent; Ralph Schuler, Attorney; Lloyd Hutchinson and William Wilson, Principals; Kieth Meredith, Billy Loveless, Roy Goerges and Dean Goodwin.

THE MEETING WAS CALLED TO ORDER BY MR. HECKERMAN, CHAIRMAN.

Minutes:

Motion was made by Matz, seconded by Williams, to accept the minutes of the May 23 meeting as written. Motion carried.

Bills and Claims:

Regular Claims Nos. 1043 to 1072 and Payroll claims Nos. 36 to 42 were presented. In regard to Mr. Goerges' claim for mileage to Purdue University where he had attended a professional meeting, it was pointed out that in the past it had not been the policy to approve mileage in such cases. Also, that whenever it is intended that such mileage be paid, the regulations of the State Bd. of Accounts is such that request should be made and approval granted before the expense is incurred. It was also suggested that the Board's authorization for travel allowance for Mr. Goerges should be clarified as to intention; that is, whether it is to include all mileage that he drives or only mileage which has to do with his responsibility in audio-visual educational services. Motion was made by Williams, seconded by Kemmerling, to authorize payment of claim. Motion carried.

Items 4, 5 and 6:

Item 4 -- Lawn Mower and gas tank estimates; item 5 -- Typewriter recommendations; and item 6 -- Information in regard to duties and responsibilities of Maintenance Supervisor were passed up due to the fact that Mr. Roberts had been assigned to these responsibilities and he was not present at the meeting. Also, he had left no information concerning these matters with the Superintendent.

Requests:

A. - A letter from Lloyd Hutchinson was presented, requesting leave of absence for period of five weeks beginning June 14 to attend school at Indiana State Teachers' College. Mr. Hutchinson stated that he would actually be in school three days a week. Motion was made by Williams and seconded by Matz to grant Mr. Hutchinson's request. Motion carried.

B. - Letter from Mr. Hutchinson requesting the services of Kathryn Ramsey as secretary in the high school office on a full-time basis until July 15 was presented. Motion was made by Kemmerling, seconded by Matz, to approve this request. Motion carried.

C. - A request was submitted from Mr. Walter Hempel requesting permission to use the Poseyville school's gym and cafeteria for a District World War I Veterans' meeting either on the first or second Sunday in August. Motion was made by Kemmerling, seconded by Matz, to grant permission to this group to use the facilities as requested. Motion carried.

D. - Mr. Dean Goodwin, representing the Poseyville Kiwanis club, requested permission to use the Poseyville school ground for a Kiwanis-sponsored July 4 celebration. Motion was made by Matz, seconded by Williams, granting permission as requested by Mr. Goodwin. Motion carried.

Personnel Employment:

Recommendations of professional personnel for the school year 1960-'61 were presented as follows:

Recommendation for an Elementary Music Teacher----	Elaine Sue Adams
Recommendation for High School Teachers -----	Mrs. Glen Redman - Home Ec.
-----	Robert Ray - Spanish and English
-----	Gary Gilmore - Math. and Science

It was suggested that the Board could approve the above recommendations on a tentative basis subject to final action at the June 27 meeting when these teachers would be asked to come to the Board meeting, or action could be postponed until the June 27 meeting and taken after the teachers had been presented to the Board.

Motion was made by Williams, seconded by Kemmerling, to postpone action on appointment of teachers until the next Board meeting and to ask them to attend this meeting. Motion carried.

Preliminary Budget Estimates:

Preliminary budget estimates for the special school and tuition funds in '61 were presented. A copy of these estimates is in the minute book. The estimates were explained by Mr. Crawford and discussed by the Board. These estimates indicated that the 1961 budget for special school could probably be financed with a tax rate of \$1.50 to \$1.55 unless some increases in appropriations over the 1960 budget are made. It was suggested that the anticipated federal reimbursement under title III be appropriated for expenditure in the 1961 budget. The tuition budget estimate for '61 shows a predicted rate of approximately \$1.89 if the proposed teachers' salary scale is adopted. Also, it was estimated that tuition fund expense could be financed on an estimated tax rate of \$1.24 if no teachers' salary increase is given.

It was pointed out that the Board will need to act on the proposed teachers' salary scale before a 1961 budget can be prepared.

It was suggested that section (b) and (d) of the teachers' salary proposal be re-adopted as they appear since they are essentially the same as provided in the '59-'60 policy.

It was pointed out that section (c), paragraph (1) provides for payment of Blue Cross-Blue Shield insurance premiums in the amount equivalent to a single membership and that paragraphs (2) and (3) have to do with the school calendar and should be left to the Superintendent's judgment in the preparation of the calendar.

Paragraph (4) provides for the payment of salaries in 22 installments.

Motion was made by Williams, seconded by Kemmerling, that sections (b) and (d) be re-adopted as proposed. Motion carried. Motion was made by Matz, seconded by Lowe, to reject paragraph (1) under section (c). Motion carried.

Motion was made by Kemmerling, seconded by Matz, that paragraph (c)-(2) and (c)-(3) should be worked out with administrative personnel in developing school calendar and that (c)-(4) should be modified to provide payment of the salary in eleven or twelve installments, the schedule to be determined by administrators and teachers working together. Motion carried.

Section E - Motion was made by Williams, seconded by Kemmerling, to adopt section (e) as proposed with the deletion of Paragraph (e)-(2). Motion carried.

Section A -- which provides for the actual salary schedule was acted upon as follows. Motion by Lowe, seconded by Williams, to adopt a new schedule for the '60-'61 school year which will stipulate a beginning salary of \$4100 for the Bachelor's degree and \$4300 for the Master's degree, with increments of \$100 for each year of experience up to and including 10 years for the Bachelor's degree, reaching a maximum of \$5100; and with increments of \$100 up to and including 10 years for the Master's degree, thereafter, \$80.00 per year up to and including the 17th year, reaching a maximum of \$5860; also, to increase the basic salary figure for non-degree teachers from \$3500 to \$3600. Motion carried.

The question was raised with regard to salary for principals. It was decided that this matter should be postponed until the next meeting; also the question in regard to salary for Mr. Goerges was postponed.

Veterans' Training:

The question concerning veterans'-on-the-farm training was again presented to the Board. It was pointed out that Mr. O. H. Bowman had reported in a previous meeting in regard to this matter and had made certain proposals as follows:

- a.) That he be employed on a part-time basis as a high school teacher and continue with the remaining veterans until the program was completed.
- b.) That he be employed full time as a high school teacher and continue with the veterans, but to receive only the amount of money paid into the school district by the Veterans for this service.

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Another possibility would be to terminate the program as of June 30 with the idea that the veterans involved could be transferred to some other area where a similar program is still in operation.

In regard to the possibility of employment of Mr. Bowman, it was pointed out that his teaching subjects do not fit into the needs at the high school at the present time. Mr. Hutchinson explained that his employment would require a considerable amount of reassignment or study-hall duty; however, Mr. Hutchinson stated that these adjustments could be made if the Board wished to employ Bowman as a regular high school teacher. Motion was made by Kemmerling, seconded by Williams, to employ Mr. Bowman as a full-time teacher in the high school; also to employ him as veterans' training instructor with pay for that service equivalent to the amount paid in by the Veterans, provided Mr. Hutchinson can work him into his program. Motion carried.

Report in Re: Science Equipment Approval:

A report on science equipment approval was presented to the Board. This report indicated that a deletion from the requested list had been made totaling the amount of \$1,439.40. The report also indicated the items which had been deleted. A copy of the report is in the minute book.

It was also pointed out that approximately \$3,000 to \$4,000 worth of equipment which had been requested and approved has not yet been purchased, and that these items need to be purchased prior to the filing of a claim. It was suggested that the Board authorize the expenditure of sufficient funds to purchase these additional items since there is some question as to whether there will be any available funds from the Holding Co. for this purpose.

Motion was made by Matz, seconded by Kemmerling to authorize the purchase of the items of equipment listed on the science approval list.

Miscellaneous:

Copies of an outline and description of the summer work program in Vo-Ag were distributed to the Board members. This was prepared by Mr. Foster at the request of the Board.

It was mentioned that there had been some inquiry concerning surplus pupils' and teachers' desks. It was suggested that if we have such surplus equipment that the administrative office be authorized to dispose of it as such at whatever figure seems reasonable. Motion was made by Kemmerling, seconded by Williams, to adjourn at 11:00 p.m. Motion carried.

Signed:

Chairman

Virgil B. Williams

Secy.

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY
(Bd. of Education Meeting -----June 27, 1960)

MINUTES

The Board of Education met in regular session on Monday, June 27, 1960, at 7:30 p.m., in the Administrative office.

All Board members were present. In addition, the following were in attendance: William Wilson, Dir. of El. Education; Ralph Schuler, School Attny.; Kieth Meredith, newly-elected member of the Board of Education; Ivan Hollen, newly-appointed Superintendent; Wesley Ewing and Roy Goerges. Also attending were recommended candidates for teaching positions -- Mrs. Elaine Deig, Mrs. Louise Redman and Mr. Gary Gilmore, -- Mr. Eldon Crawford, Supt.; and Mr. Charles E. Roberts, Asst. Supt.

Minutes:

Motion was made by Kemmerling -- seconded by Williams -- to approve and accept the minutes of the June 13 meeting as written. Motion carried.

BILLS AND CLAIMS:

Regular claims Nos. 1073 to 1081 and payroll claims Nos. 44 were presented. Motion was made by Kemmerling -- seconded by Matz -- to approve the claims and authorize payment. Motion carried.

It was pointed out that no claim was presented for Mr. Doyle Motz who has been working since June 1 without contract due to the fact that no Board action had been taken to determine the hourly rate of pay. After some discussion, it was apparent that the Board felt that a better arrangement would be to place Mr. Motz under contract for the months of June and July 1 at the same rate as his school-year contract. Motion was made by Lowe -- seconded by Williams -- to employ Doyle Motz during the months of June and July on the basis of a short-term contract which would provide pay at the same rate as his regular school-year contract; then to issue a 12-month contract effective as of Aug. 1. Motion carried.

PERSONNEL -- EMPLOYMENT AND RESIGNATIONS:

Employment Recommendations --

Recommendations were submitted to the Bd. to authorize employment of Mrs. Elaine Sue Deig to teach elementary music; Gary Gilmore, to teach Science and Math. at the high school; and Mrs. Louise Redman, to teach Home Ec. at the high school; and also of Robert Ray, to teach Spanish and English at the high school. Mrs. Deig, Mr. Gilmore and Mrs. Redman were present and presented to the Board in person. Motion was made by Williams -- seconded by Kemmerling -- to authorize and approve employment of the above-mentioned teachers for the school year '60-'61. Motion carried.

Resignations --

Letters of resignation from Don Kramer and Don Miller -- both teachers in North Posey Jr.-Sr. high school during the '59-'60 school year -- were presented to the Board. Motion was made by Williams -- seconded by Lowe -- to accept these resignations. Motion carried.

PRELIMINARY AGREEMENT TO CONTRACT:

Preliminary agreement to contract forms were signed by the president and secretary of the Board of Education for the newly-employed teachers.

LAWN MOWER AND GAS TANK ESTIMATES:

Mr. Roberts reported that the operator of the tractor-mower was carrying the small rotary mower from the South Terrace school to the other schools and using it to do the necessary trimming. He advised that this arrangement seemed to make it unnecessary to purchase additional small mowers for the other buildings.

Roberts reported cost estimates on the purchase and installation of gasoline tanks and pumps at the Cynthiana, Poseyville and South Terrace schools as follows:

Cost of tanks ----- \$126.00 ea.

" of installation including necessary wiring,

pipes & fittings ----- 175.00

Total cost at ea. of the

three installations ----- \$301.00 -- for a grand total of \$903.00.

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He explained that legal requirements were such that gasoline storage tanks could not be installed closer than 300 ft. to a school and that this would require considerable extension of pipes and wiring to reach pumps, provided they were to be located at accessible points to school buses and delivery trucks.

After considerable discussion in regard to possible location, arrangements and costs, Roberts was instructed to get more information and to report back to the Board in their special meeting scheduled for Friday evening, July 1.

Typewriter Recommendations:

It was pointed out that maintenance and replacement of typing machines and other business equipment is necessary each year. It was suggested that a regular program of replacement be considered. It is estimated that approximately \$1,000 per year will be needed to maintain good equipment in the Commerce Department and the various offices of the school system. Quotations have been received from two or three firms dealing in this type of equipment and service. It was suggested that the proposal offered by Henderson Typewriter Co. be accepted for the coming school year. This proposal provides for purchase of seven (7) new Royal standard typewriters and one (1) new Royal electric, with allowance for trade-in on the seven oldest typewriters in the school and the one oldest electric. Mr. Roberts stated that he had not received a detailed, written quotation from Henderson Typewriter and that he would like to have such a quotation on file before asking the Board to accept this proposal. It was suggested that this written proposal be obtained if possible and presented to the Bd. in their special meeting scheduled for July 1.

BOILER INSURANCE:

Mr. Wesley Ewing, insurance agent in Cynthiana, appeared before the Board to discuss the boiler insurance held on the various schools and proposed certain changes to be incorporated in the renewal policies. He stated that it was recommended that the liability coverage on boiler insurance should be approximately 50% as much as the policy covering fire and comprehensive.

His proposal for new policies was as follows:

North Posey High School --- Amt. of liability	\$500,000
South Terrace School -----	150,000
Griffin School -----	75,000
Poseyville School -----	100,000

This new program would require a total premium of \$1,746.76 for three years, payable in annual installments. This is an increase of approximately \$244.00 over the old policy premium. However, the coverage under the old policy was limited to a maximum of \$100,000. Motion was made by Williams -- seconded by Lowe -- to accept the new proposed boiler insurance program. Motion carried.

INSURANCE ON MUSICAL INSTRUMENTS:

The question was raised as to whether musical instruments owned by the school corporation were covered by any kind of insurance. It was stated that some coverage on certain instruments has been provided in the past by the Band Boosters' Club of the Poseyville school and that during the past two or three years the school corporation has been paying a part of the premium on the policy. It was pointed out that since moving into the new building that instruments which were owned by other schools are probably not insured at all. Also, it was pointed out that there has been a question of ownership in regard to this matter. It was suggested that a complete up-to-date inventory be made, listing all school-owned instruments and evaluating them for insurance purposes. It was also suggested that the school should provide a program of insurance for privately-owned instruments, permitting individuals to insure their instruments through the school service.

MAINTENANCE:

Mr. Roberts reported that the Poseyville school roof was in very bad condition and it seemed that the only feasible procedure would be to replace the present roof with a new one. He stated that he had had estimates for this work of approximately \$3,000. This will require public advertising for bids.

Also, it was stated that since the Bd. of Education will be required to underwrite the purchase of new science equipment in the Title III program in the amount of approximately \$3700.00, advertisements for bids on such equipment will have to be published. Motion was made by Williams -- seconded by Matz -- to authorize publication of notification to bidders for replacing the Poseyville school roof and for furnishing the science equipment. Motion carried.

MAINTENANCE SUPERVISOR:

There was some discussion in regard to employment of a Maintenance Supervisor, duties of this individual, suggested salary and terms of contract. Individuals who were reported to have expressed an interest in the job were: Marion Brooks - Melvin Kleiman - Gordon Rogers and Alan Hicks.

It was stated that this individual should have mechanical ability, a knowledge of building care, some knowledge of electricity and plumbing and some knowledge of repair and maintenance of motor vehicles. In addition, ability to supervise and direct custodians and custodial services. It was suggested that the contract should be on a 12-month basis beginning August 1 and that the salary should be approximately \$350 per month. It was decided that a special meeting would be held on July 15 and the four men mentioned above who had expressed an interest in the job were to be interviewed at this time.

SALARY FOR PRINCIPALS:

The matter of setting salaries for the high school principal and director of elementary education for the next school year was discussed. Mr. Wilson was asked to express his views in the matter. He stated that he and Mr. Hutchinson both felt that a reasonable figure would be \$8,000 plus travel. It was pointed out that at the present time Mr. Wilson's salary is \$7,500 plus travel in the amount of \$700.00, for a total of \$8,200; and that Mr. Hutchinson's salary is \$7,500 plus travel in the amount of \$400.00, for a total of \$7,900. Mr. Wilson was asked to retire and the matter was discussed further by the Board with the results that motion was made by Matz -- seconded by Williams -- to set salaries of these two men for the '60-'61 school year as follows:

- 1.) Mr. Wilson's salary to be the same for '60-'61 as it was for '59-'60 -- likewise his travel allowance.
- 2.) Mr. Hutchinson's salary should be raised from \$7,500 to \$7,700 and his travel allowance to be raised from \$400 to \$500. Motion carried.

MR. GOERGES' DUTIES, RESPONSIBILITIES AND SALARY:

Mr. Goerges stated to the Board that he would like to have clarification in regard to the audio-visual education program, in regard to what his duties were to be for next school year and what salary he could expect. He discussed the audio-visual program which had been started during the past school year and stated some of the proposed developments as he saw them for next year. After Mr. Wilson and Mr. Hutchinson confer together about the whole matter and make recommendation to the Board at a later meeting.

RESOLUTION OF COMMENDATION:

A resolution commending Vertis Matz who is retiring from the Board of Education as of July 1, for his service as a Board member during the period from May, 1958 to July, 1960, was read by Virgil Williams, Secy. to the Board. The resolution provides that this commendation shall be placed in the Minute Book to become a part of the record of the Board of Education proceedings. Motion was made by Kemmerling -- seconded -- by Lowe -- to adopt the resolution and to order it placed in the Minute Book. Motion carried.

SPECIAL MEETING:

It was pointed out that the Board will need to meet in special session during the first ten days of July to reorganize and elect officers for the '60-'61 school year. Motion was made by Williams -- seconded by Lowe -- to set the date for this special meeting as of July 1 at 7:30 p.m., in the administrative office. Motion carried.

Adjournment motion was made by Williams -- seconded by Kemmerling to adjourn at 10:45 P.M. Motion carried.

Signed

George H. Heckerman
Chairman

Virgil B. Williams
Secy.

R E S O L U T I O N

WHEREAS, Vertis E. Matz, a member of this Board of Education of The Metropolitan School District of North Posey County, Indiana, has labored hard and faithfully for the betterment of education within this school district during the two years he has served on this Board, and,

WHEREAS, Vertis E. Matz is retiring from this Board as of July 1, 1960, and,

WHEREAS, we, the fellow board members with Vertis E. Matz, desire to make of permanent record our expression of enduring gratitude for the services performed by him,

NOW THEREFORE, BE IT RESOLVED, that there be entered in the minute books of the Board of Education of The Metropolitan School District of North Posey County, Indiana, as part of the permanent records of said Board this, our resolution of appreciation, gratitude and respect for the services performed by Vertis E. Matz, as a member of this Board, in which capacity he has labored hard and faithfully, devoting long hours of his time with no thought of personal gain, that there might be provided a better educational system for the students of this Metropolitan District.

BE IT FURTHER RESOLVED, that the original signed resolution adopted this night be placed in the minute books of this District as part of the minutes of this meeting.

George H. Heckerman
George H. Heckerman

Harold M. Kemmerling
Harold M. Kemmerling

Virgil B. Williams
Virgil B. Williams

W. W. Lowe
W. W. Lowe

On motion duly made by member Kemmerling seconded by member Lowe, and unanimously carried, member Matz not voting, the foregoing resolution was adopted by the Board of Education.

Virgil B. Williams
Virgil B. Williams, Secretary