

**MINUTES OF A SPECIAL MEETING OF THE BOARD OF EDUCATION OF THE
FRANKLIN TOWNSHIP COMMUNITY SCHOOL CORPORATION
MARION COUNTY, INDIANA, HELD MONDAY, NOVEMBER 3, 2008**

PRESENT: Steve Randall, Christopher Wood, Randall Bland, Aaron Sullivan, Walter Bourke, Jim Snapp, Ron Blackgrave, Jill Britt

The Board of Education of the Franklin Township Community School Corporation, Marion County, Indiana, met in Special Session at 7:00 P.M. at the Administration Offices, located at 6141 South Franklin Road, Indianapolis, Indiana, 46259, on Monday, November 3, 2008. All Board Members and news media had been duly notified and the agenda properly posted.

REGULAR MEETING

President Randall called the Special Meeting to order at 7:00 p.m. Mr. Bland offered the prayer and read the FTCSC Mission Statement.

DISCUSS NEW/REVISED BOARD POLICIES

Dr. Bourke began the discussion by reminding the Board members why we are going through the tedious and lengthy process of updating our School Board Policies. He shared a portion of the results from the 2007 Curriculum Audit performed by Phi Delta Kappa which indicated the following issues and recommendations pertaining to our Board Policies: 1) Board policies are not adequate to provide for curriculum management and control, 2) Differentiate between – Board responsibilities – Policy and monitoring of results and Superintendent duties – Administration of policy, planning, implementing, monitoring, adjusting, 3) Review, revise, adopt and implement board policies meeting the characteristics of sound curriculum management with a special emphasis on codify, in board policy, the current planning function of the district. Dr. Bourke also stated that NEOLA, the company we hired to assist us in this endeavor, retains law firms in each state to provide legal reviews of published materials and to consult on continued updates to the policies. He added that 152 school districts in Indiana use NEOLA and we thoroughly trust the legality of their materials.

Dr. Snapp and Mr. Bland referred the Board members to their copies of the new and/or revised 3000 Series of School Board Policies pertaining to Professional Staff (Exhibit No. 08-140). The following policies were discussed.

Policy #3112 – Board-Staff Communications – President Randall opened a discussion regarding the policy limiting the ability of the professional staff to communicate with Board Members by using the phrase, ‘All communications’. Dr. Bourke stated that his interpretation of the policy is directing the staff members to discuss school related items with the Superintendent prior to contacting Board members directly. A discussion followed.

Policy #3120 – Employment of Professional Staff – Dr. Snapp opened the discussion by asking the Board members’ which item(s) in the NEOLA template they would like to include in this policy with regards to the hiring of Board members’ relatives as well as relatives of staff members. A discussion followed in which they agreed that the hiring relatives of Board members is acceptable and the hiring of relatives of staff members is acceptable if the related party is not their direct supervisor.

Policy #3120.10 – Job Sharing – President Randall asked for clarification that even though this policy will be ‘new’ to our Board Policy Manual are we currently allowing Job Sharing ‘not to exceed the cost of employing one full-time staff member’. Dr. Snapp replied ‘yes’, it is in alignment with the Teachers’ Master Contract.

Policy #3140 – Termination and Resignation – Dr. Snapp asked the Board members’ for their thoughts on the statement that reads, ‘A resignation, once submitted, may not then be rescinded unless the Board agrees.’ Mr. Randall stated that a resignation is technically not official without Board approval. A discussion followed.

Policy #3161 – Unrequested Leaves of Absence – Dr. Snapp opened the discussion with regards to who is responsible for choosing and paying for their medical examination. A discussion followed summarizing that if we request the examination, it is our responsibility to choose the physician as well as pay for the examination.

Policy #3170 – Substance Abuse – President Randall asked if we are responsible to pay the salary of an employee that we put on leave due to our suspicion of substance abuse. Dr. Bourke stated that anytime we suspend an employee pending an investigation that may lead to their termination, we must suspend them with pay. A discussion followed.

Policy #3210 – Staff Ethics – Dr. Snapp began the discussion asking the Board members' which of the eight items in the NEOLA template they would like to include in this policy regarding Staff Ethics. President Randall and Dr. Bourke stated that they would like to see all of them included. Dr. Bourke added that administrative guidelines will need to be developed as a result of the approval of this policy as well as the others. Mr. Bland stated that he would like to eliminate item 7 which states, 'avoid accepting anything of value offered by another for the purpose of influencing judgment' mostly because of the Christmas gifts given primarily at the elementary level. He asked them to define 'anything of value'. A discussion followed. Dr. Snapp referred the Board members to Policy 3214 - Staff Gifts. Mr. Wood agreed with the elimination of item 7, due to the fact that Policy 3214 covers 'gifts' in detail. Following further discussion they decided not to elimination item 7 from this policy because it refers to gifts for the purposes of influencing judgments as opposed to gifts of value from vendors.

Policy #3214 – Staff Gifts – Dr. Snapp referred the Board members to the portion of this policy which states, 'a professional staff member shall notify the Superintendent in writing that s/he has received such compensation and the compensation has been returned to the vendor'. A discussion followed regarding the definition of the word 'gifts' with the following examples given: 1) attending professional conferences where a vendor or groups of vendors sponsor meals and/or social events, and 2) vendors who come and present their textbooks, software, etc. and leave book bags, or similar trinkets for staff members. A suggestion to place a dollar value in the policy was given. Mr. Blackgrave was asked to investigate if a 'gift' with a value of \$25.00 by persons working for a non-for-profit organization was acceptable by the Internal Revenue Service.

Policy #3231 – Outside Activities of Staff - President Randall questioned the statement included in the policy that reads, 'Staff members may not accept fees for tutoring when such tutoring is conducted during the normal work day'. He asked if we have a policy allowing permission for a parent to hire a teacher to tutor their child outside of school time but in our facilities. He stated that we have Before and After School Programs sponsored by the YMCA, but he feels that it is unnecessary for a parent to have to pick-up their child only to bring them back to the school for tutoring when they could have stayed after school with the tutor for the scheduled amount of time. Dr. Bourke replied that this policy only limits tutoring inside the school day. Mr. Randall has an issue with only allowing children who are paying to attend the YMCA Before and After School Program in our buildings before and after school, when he feels it seems logical to allow parents to have their children tutored during those same hours of the day. Further discussion followed regarding outside tutoring vendors, etc. use of our facilities to conduct their classes.

Policy #3440 – Job-Related Expenses – Dr. Bourke stated that this policy provides for reimbursement of expenses for traveling to conferences, workshops, etc. and suggested that we insert a per diem amount to be used for travel expenses and that nothing should be reimbursed without proper receipts. A discussion following regarding the suggested amount of a daily per diem amount. Dr. Bourke commented that this item could be added to the Professional Leave Form to follow our Administrative Guidelines on travel.

Dr. Bourke added that Mr. Kitley feels that we should remove the Indiana Code references listed at the bottom of the policies and asked for the Board's opinion of the issue. Three Board members agreed with Mr. Kitley. Mr. Bland suggested that we have a master copy of the policies with the references listed for ease of research.

Dr. Snapp and Mr. Bland referred the Board members to their copies of the new and/or revised

4000 Series of School Board Policies pertaining to Support Staff (Exhibit No. 08-141) and stated that most of the policies are very similar to the policies pertaining to Professional Staff. The following policies were discussed.

Policy #4112 – Board-Staff Communications – Items addressed previously during discussion of Policy #3112.

Policy #4120.04 – Employment of Substitutes - Mr. Bland asked if we intend to use the same guidelines in this policy with regards to ‘relatives’ that were previously discussed for Policy #3120.

Policy #4214 – Staff Gifts – Items addressed previously during discussion of Policy #3214.

Policy #4434 – Holidays – President Randall asked if this policy refers to all Support Staff employees. Dr. Snapp replied that this policy is in line with the Classified Handbook that is revised by the Human Relations Department each year which lists the paid holidays for both 12 month and 9 month classified staff members. Mr. Blackgrave suggested that instead of listing the holidays in this Policy, we list the number of paid holidays each year to keep from having to update the Board Policy yearly. Mrs. Britt agreed. A discussion followed.

Mr. Blackgrave asked Dr. Snapp if there is a Substance Abuse Policy for Support Staff personnel to mirror Policy #3170 for Professional Staff. Dr. Snapp stated that they will investigate the missing policy.

Dr. Snapp reminded the Board members that these policies are not only used to protect the Board, but also to guide our practice and give us direction.

Mr. Kitley asked President Randall if the Board wanted him to review the 3000 and the 4000 Series Board Policies as he did with the 5000 Series. Mr. Randall stated that the Board would like to hear his opinions and thoughts on them.

Mr. Kitley informed the Board members that he has received notice of a lawsuit that was filed against us by Bose McKinney & Evans Law Firm regarding the signing of a waiver for a conflict of interest statement for a pending lawsuit. A discussion followed with Mr. Blackgrave and Dr. Bourke stating that they will investigate the accusations.

NEW BUSINESS

There was no new business.

OLD BUSINESS

There was no new business.

ADJOURNMENT

Mr. Sullivan moved to adjourn the meeting. President Randall declared the Special Meeting adjourned at 8:35 p.m.

APPROVED

Steve Randall, President

Christopher A. Wood, Vice President

Randall Bland, Secretary

Aaron L. Sullivan, Member

ABSENT
C. Scott Veerkamp, Member