

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY:

The School Board of the Metropolitan School District of North Posey County met Monday night, March 11th, at 7:00 o'clock, in the School Board Office in Poseyville.

All members were present; also Mr. Roberts, Mr. Goerges, Mr. Schuler, the school attorney.

The meeting was called to order by Mr. Price.

BUSINESS WAS AS FOLLOWS:

1. MINUTES of the previous meeting were read and approved.
2. REGULAR CLAIMS NOS. 214-241 and PAYROLL CLAIMS NOS. 23-28 were presented and approved by the Board. Mr. Rogers made a motion -- seconded by Mr. Kohl-meyer -- to allow the claims. Motion carried.
3. FINANCIAL STATEMENTS -- for the period ending February 28th -- were distributed to the Board members.
4. BUDGET:
Mr. Crawford reported that, due to the merger with Bethel Township, public advertising and hearing before the State Tax Board for re-appropriation of funds would need to be taken care of at once. He was informed by the State Board of Accounts to this effect.
5. DEPOSITORY RESOLUTIONS need to be signed again, due to the merger with Bethel Township.
6. POLICY STATEMENTS:
Policy of Statements for "Purchase of Supplies, equipment, etc."; also Policy of Statements for "Employment & Dismissal of Employees" were briefly discussed and explained. These "Policy of Statements" are to be studied by individual Board members and action taken on their adoption at the next meeting.
7. RECOMMENDATIONS:
 - (a) SUMMER PROGRAM:
Due to the many things that need to be done in the summer, such as repair and maintenance on buildings, ordering of school supplies, books, etc., Mr. Crawford suggested that it might be well to obtain the services of principals during the summer months, to supervise these extra jobs. He also pointed out the need of additional secretarial services for the summer, and possibly more services of this nature permanently in the fall.
 - (b) MUSIC, HEALTH, ATTENDANCE, ART:
Mr. Crawford stressed the need of Music, Health and Attendance Personnel and possibly Art in all the schools next year.
 - (c) VOCATIONAL AGRICULTURE:
Mr. Crawford reported that we already have received inquiries if boys in other schools could come to participate in the Vocational Agriculture Course -- if it is offered in Poseyville School, for example. Problems pertaining to transfer of students within the school district or, possibly, a traveling Agriculture instructor, etc., need to be worked out.
8. TEACHER PROBLEMS:
Mr. Crawford stated that it is the time of year to study on the problems of teachers -- employment, salary schedule, leave of absence, substitute pay and standards, etc., as these things need to be done in the very near future, May 1st being the date that teachers are notified legally whether or not they are to be re-employed or dismissed.
9. CITIZENS COMMITTEE:
Mr. Crawford reported that the Citizens Sub-committees are functioning, and one has finished and has its report ready. Dr. Pound is unable to come for the general meeting the first week in April, so the Board authorized Mr. Crawford to contact him by telephone and ask if he could come on March 21st, a possible meeting date suggested by Dr. Pound. In the event that he can be here on that date, the sub-committees are to be contacted and asked to set up their meeting with the Board and Executive Committee accordingly.

MINUTES OF MARCH 11th MEETING -- Continued

10. MISCELLANEOUS:

(a) TRANSPORTATION:

Mr. Crawford read a letter from a Biology class at Poseyville -- asking for the use of the Robb Township owned school bus to make a trip to Wyandotte Cave, on Saturday, March 30th. They asked if the expenses could be paid by the School Board. In the event that the School Board would not allow the expenses for this trip, would it be possible to use the bus and the class pay the expenses? After a lengthy discussion, Mr. Price made a motion that the class be allowed to use the school bus for this particular trip, but the group must pay the regular school bus driver's fee, and also gas and oil and all other expenses -- providing the insurance covers trips of this nature. Mr. Kohlmeier seconded the motion. Carried.

(b) CONTRACTS NEEDING SIGNATURES:

After a discussion on the legality of signatures of certain Board members appearing on contracts, Mr. Rogers made a motion -- seconded by Mr. Hicks -- that the President and Secretary be authorized to sign all contracts which have been approved by the Board.

(c) Mr. Crawford suggested that our School Board is eligible for membership in the Indiana School Board Association. After a discussion on the interest of our members, it was decided that Mr. Crawford could get details on possible membership, cost, etc.

(d) LEASE OF ATHLETIC FIELD AT CYNTHIANA:

Since the Athletic Field at Cynthiana is leased on a 99 year period, Mr. Schuler suggested that the Board ask for a shorter term with an option to renew it. He explained that in the event a new school is built in that area, and the athletic field would no longer be needed, the Board could still legally be held to the contract and made to pay the 99 year lease time. The Board authorized Mr. Schuler to contact officials at Cynthiana and try to get the time limit changed.

11. SELECTION OF ARCHITECT:

After a discussion, Mr. Kohlmeier made a motion -- seconded by Mr. Price -- that all architects be eliminated with the exception of Rout & Associates and J. W. Galbreath Co. Motion carried.

12. THE PROPOSED BUDGET was read and taken under advisement until next meeting.

THE NEXT REGULAR MEETING WILL BE ON MONDAY, MARCH 25th.

Signed:

Mason Price
Chairman
Carl Kohlmeier
Secretary

GENERAL STATEMENT

It is recognized that orderly and efficient management of the many and varied aspects of an educational program within a school administrative unit requires a clear understanding of the nature of the jobs to be done; also mutual understanding and agreement between the individuals, agencies, boards, etc., who administer the program, as to duties, responsibilities and authority of each.

In order that duties, responsibilities and authority can be more clearly defined and more easily understood, the written policies and procedures herein have been formulated and adopted by the School Board of the Metropolitan School District of North Posey County, Indiana.

It is recognized that written policies will not automatically solve school problems, but it is believed that such policies will provide a basis of approach for solving problems and conducting school business, which will result in order and consistency and contribute to more efficient management of school affairs.

It is also recognized that such policies must be broad and general enough to allow variation and flexibility in carrying out administrative tasks; and that specific and detailed decisions within the framework of such policies will still have to be made by individuals.

Such policies are adopted with the understanding that changing conditions may bring about the need for modification, revision or amendment in the future.

The School Board

The School Board is the legal and official agency charged with management of school affairs under the laws of the State, the rules and regulations of the State Board of Education, and the State Department of Public Instruction.

The School Board has authority to make decisions only when in regular or special session with a majority of members present.

No individual member of the Board can make decisions or commitments which are binding on the Board unless previously authorized and delegated to do so by the entire Board in regular or special session.

The Board's chief function is to act as a legislative and policy making body.

One of the most important functions of the Board is the employment of a capable professional school administrator, to develop a desirable working relationship with such administrator, and to delegate to him the responsibility and duty to administer the educational program in accordance with general policy.

The superintendent shall attend all Board meetings. It shall be his duty to present proposals and recommendations concerning school policy and procedure to the Board. The Board shall consider such recommendations and render its decision either for acceptance, rejection, further study, or direction to modify the proposal in the light of discussion for consideration at a later meeting.

Board meetings shall not be held without the superintendent, except when considering the matter of his appointment or re-appointment.

The relationship between the Board and the superintendent shall be on a professional, friendly and cooperative basis. The administrator shall be recognized as a professional educator who is trained in school administrative procedure. The administrator shall be delegated authority and responsibility to carry out board policies. The Board should support his actions within the limits of such policy. In the event the Board feels the superintendent is not proceeding according to policy, there should be open discussion of the matter to reach understanding.

All Board meetings should be open to the public, permitting any tax payer or patron to attend. However, it should be recognized that matters of a confidential nature concerning employed personnel, students, or other individuals, cannot be made public information.

The general approach to determining policy and procedures shall be as follows:

1. Determine the various general aspects of school management which must be administered and conducted.
2. Set up goals and schedules to achieve such goals in areas which will require long term planning.

3. Make decisions concerning proposals which will
 - (a) Determine whether the proposed project or recommendation is to be attempted.
 - (b) Determine in a general way the procedure.
 - (c) Assign responsibility.

General Aspect of School Management

The tasks involved in management of school affairs are many and varied. The general classification of these tasks may be listed as follows:

1. Employment of professional and non-professional personnel.
2. Planning, organizing and supervising the instruction program.
3. Requisition and purchase of supplies, equipment, etc.
4. Planning and supervision of repair and maintenance and custodial services for the school plant.
5. Planning, arrangement and supervision of transportation service.
6. Budget, finance and accounting.
7. Planning, arrangement for establishing, financing, and construction of new schools.
8. Development and establishment of rules and regulations for handling, controlling, and disciplining student personnel.
9. Interpretation of the educational program to the public.
10. Clerical work. Reports and Records.
11. Insurance program.
12. Public use of school facilities.
13. Textbooks.
14. School libraries.

RECOMMENDATION #3

SPECIALIZED INSTRUCTIONAL PERSONNEL

In order that all children in the entire district can be provided the equivalent of a full time music program consisting of both vocal and instrumental instruction, it is recommended that two full-time Band Instructors and two full-time Vocal Instructors be employed. Each of these persons would spend half-time in each of the schools (considering Wadesville and the Robinson buildings as one school).

Also, in order that children can have an opportunity for experiences in Art, we recommend the employment of one full-time Art Instructor who would apportion his time in the various buildings.

Detailed plans for coordinating and scheduling the above services would be worked out cooperatively by the Principals.

*motion carried on resol. to above effect.
Mins. - March 25 '57*

STATEMENT OF POLICY & PROCEDURE

for

Procurement of Supplies, Equipment, Library and Audio-Visual Materials, etc., for Use by Teachers, Custodians, School Secretaries, etc., which are deemed necessary in the Conduct of the Instruction Program.

It is recognized that many different kinds of supplies, equipment, furniture, etc., are necessary for conducting a successful instruction program, and the operation and maintenance of the school plant. In order that the necessary needs can be determined and classified, and purchases planned on an economic and systematic basis, the general procedure should be as follows:

A. General Inventory and Requisition:

1. Each year prior to the close of school terms, the Principals of the various schools, together with the teachers and custodians shall prepare inventory and requisition sheets on all items of supplies, equipment, and furniture, which are used in the various school buildings. Such inventories and requisitions should show the quality of each item on hand, its condition in the case of equipment and furniture, the estimated quantity which will be needed for the next school year, and the net amount which should be purchased. Such inventories and requisitions shall be turned in to the general administrative office at the close of the school year.
2. The various items listed on the requisitions shall be organized and classified in such a way that estimates of costs can be easily shown.

B. Board Consideration, Action, Procedure:

1. The classified lists together with specifications and cost estimates shall be presented to the board with explanations and recommendations, not later than the June meeting of each year.
2. The board shall examine the lists, consider the estimated costs in the light of appropriated funds, and make any adjustments which seem necessary.
3. The board shall consider the advisability of submitting the lists of proposed purchases, or portions of it, to two or more school supply firms for bids or quotations.
4. In the case of major needs such as new furniture for classrooms, equipment for special departments, etc., a purchase program over a period of years shall be worked out in conformity with budget policy.
5. The administrator shall be authorized to order supplies and equipment in accordance with approval of the board. Two or more school supply firms which serve this area shall be listed and approved, for the purpose of solicitation for bids and quotations and with whom to make purchase agreements. The administrator shall also be authorized to negotiate with firms which deal in specialized materials such as duplicating supplies, business machines, paper, diplomas, etc., for purchase of such materials, taking into account quality as well as cost.
6. In the event it is desired to purchase certain items or groups of items on the bids or quotation basis, the superintendent shall be authorized to prepare the necessary specifications, notify prospective bidders, cause public notice to be given according to law, collect the various bids and/or quotations, and present such to the board for study and action.
7. If and when the procedure in #6 indicates that it would be economical to purchase certain items in quantity, the superintendent shall be authorized to prepare purchase agreements with firms furnishing such items at the most economical cost, taking into account both quality and price. Such agreements shall provide: (1) that the item under consideration will be purchased on order from said firm during the ensuing school year in lots of minimum quantities, (2) said materials shall be shipped to point designated on the order, shipping costs to be paid by the vendor; (3) payment for such materials shall be made in not more than 30 days following receipt of materials and filing of properly prepared claims; (4) provisions for discontinuance under specified conditions; (5) any other provisions deemed pertinent to the question.

C. Working Budget:

At least once each year working budgets for each of the schools shall be set up. This budget shall indicate the amount of funds available from the general budget, for purchase of various materials for that school. Two such budgets and budget periods might be considered.

D. Procurement Procedure:

1. Responsibility: The principals shall assume the responsibility, in their respective schools, of determining the kind and quantity of materials needed. Teachers and custodians should be asked to indicate their needs in writing by use of a prescribed requisition form or some other suitable form. Such requisition shall be submitted to the principal.
2. Purchase Order: The principal shall prepare purchase orders for materials which he deems necessary in his school. Purchase orders shall stipulate shipment of the materials to the school. Purchase orders shall be prepared in triplicate. The original and first copy shall be forwarded to the Superintendent's office. The original, subject to approval by the Superintendent, is forwarded to the firm indicated. The first copy is kept on file in the Superintendent's office.

It should be emphasized that materials covered by purchase agreements must be ordered from the firms holding such agreements. Materials not covered by purchase agreements may be ordered from these same firms or elsewhere. A record of purchases should be kept by each principal, and such purchases should be kept within the limits of the working budget.

3. Invoices and Claims: Claim blanks on which to itemize the charge for materials ordered are sent with each purchase order. Shipments of materials to schools should be checked carefully with the principal's copy of the purchase order. Claims filed in the Superintendent's office shall correspond to the copy of the purchase order on file there. Principals shall be asked to approve claims for materials furnished to his school. Such approval shall be deemed to mean the principal's verification that the material has been received in satisfactory condition. Following such approval, claims will be submitted to the school board for approval and subsequent payment. It shall be the policy in the future to pay claims only when such claims correspond to specific purchase orders and have been verified by the principal of the school where such material was furnished.
4. Running Accounts: In order that certain types of supplies which are generally purchased locally can be procured without delay, if the Board authorizes running accounts which shall be established in the necessary local stores, they shall have a maximum limit, and shall be supervised by the principal.

This arrangement shall apply to purchases of home economics supplies, hardware supplies for custodial use, etc. Each individual purchase shall be authorized by the principal. An itemized list of such purchases shall be kept in the principal's office. Purchase orders shall be prepared and claims submitted and accounts paid in full at least twice each year.

Local merchants where such running accounts may be established should be instructed in this procedure and asked not to issue materials to anyone who cannot present an authorization signed by the school principal.

5. Postage: Postage needs of the various schools in regard to official school business shall be met as follows:
 - (a) Principals shall purchase the necessary stamps and postage, acquiring post office receipts for each purchase.
 - (b) The school corporation shall reimburse this expense to principals each month after the filing of a claim by the principal, showing itemized postage expense and receipts.
6. Emergency Needs: In the case of need for services which are immediate and urgent, the principal shall be authorized to use his judgment in procuring such services, reporting the matter to the administrative office as soon as convenient.

STATEMENT OF POLICY AND PROCEDURE IN REGARD
TO SCHOOL PERSONNEL EMPLOYMENT AND DISMISSAL

GENERAL STATEMENT

1. The term "Employed School Personnel" shall include administrators, teachers, supervisors, clerks and secretaries, custodians, cafeteria workers, and any other persons regularly employed, except school bus drivers.
2. Appointment or dismissal of employees shall be made by the Board in official session, upon recommendation of the Superintendent in accordance with conditions outlined in these procedures.
3. Rules and regulations in regard to standards of qualification, contracts, salaries, etc., shall apply uniformly throughout the School District.
4. All employees shall be placed under written contract which shall stipulate (1) general duties, (2) working relationship, (3) salary and terms of payment, (4) beginning and terminating dates, (5) terms of dismissal or resignation.
5. It shall be the policy to give first consideration to interested and qualified personnel within the system for positions of an administrative and supervisory nature when such vacancies occur, or when it is deemed necessary to add such personnel in order to render a needed educational service.
6. Dismissals of employed personnel shall be considered upon recommendation of the administrator, who shall present such recommendation in writing, together with a full account of the matter and the specific reason for the recommendation.

In all cases of dismissal the question as to whether the stated reason is justifiable or not shall be determined; also the employee under consideration shall be given opportunity to appear before the Board to discuss the matter, before final action is taken.

In the case of tenure teachers, the procedure prescribed by law shall be followed.

In the event the employee under consideration tenders his written resignation in proper order, the Board shall accept and drop dismissal proceedings.

TEACHERS

1. Whenever a teaching vacancy occurs, applicants shall file written application with the Superintendent. The Superintendent and Principal of the school in which the vacancy exists shall interview such applicants, determine their qualifications, and check their experience and references.
2. Applicants shall be fully informed by the Superintendent and Principal in regard to the specific nature of the position, general duties and responsibilities, working relationships, general philosophy of education, control and handling of students, public relations, salary, terms of the contract, etc.
3. Recommendations for appointment of suitable applicants shall be submitted to the Board in writing and signed by the Superintendent and Principal. Arrangements shall be made for such applicants to appear before the Board at a convenient time. The Board shall (a) officially appoint the recommended applicant, or (b) reject the recommendation and request further recommendations.
4. Teachers who are under employment shall be asked to indicate to the Superintendent and/or Principal, not later than _____ of the school year which terminates their contract, whether they wish to be re-employed. Those who do not wish re-employment shall be asked to submit a written resignation prior to April 20th.
5. Recommendation for re-employment shall be submitted to the Board in writing and signed by the Superintendent and Principal on or before _____. The Board shall act on such recommendations prior to May 1st, and persons who are not to be re-employed shall be legally notified in writing on or before May 1st.

Persons who are to be re-employed shall be notified and contracts shall be negotiated. In case the salary policy for the ensuing year has not been established, a temporary agreement shall be negotiated which leaves the salary open until such time as the salary schedule has been established, making it possible to negotiate a regular contract.

6. When it seems necessary to initiate dismissal proceedings, the following procedure shall be followed:
 - (a) Recommendation shall be made to the Board in writing and signed by the Superintendent and Principal.
 - (b) The recommendation shall state the reason for such action on the part of the Superintendent and Principal, and shall be accompanied by a written report which gives specific account of actions and incidents relating to the problem.
 - (c) The recommendation and report must show good cause such as incompetence, immorality, insubordination, or other justifiable reason.
 - (d) The Board shall determine whether the proposed dismissal is justifiable.
 - (e) In all cases the individual who is under consideration for dismissal shall be so informed and invited to appear before the Board at an appointed time to discuss the matter, if he so wishes, before final action is taken by the Board.
 - (f) In cases where the employee has gained tenure, the procedure prescribed by law shall be followed.
 - (g) In case the teacher tenders his written resignation, in proper order, the Board shall accept such resignation and drop dismissal proceedings.

PRINCIPALS

1. Whenever a principalship vacancy occurs, applicants shall file written application with the Superintendent. The Superintendent shall interview applicants, determine their qualifications, and check their experience and references.
2. Applicants shall be fully informed by the Superintendent in regard to the duties, and responsibilities of the position, working relationships, general philosophy of education, control and handling of students, public relations, salary, terms of contract, etc.
3. The Superintendent shall recommend suitable applicants to the Board and arrange for them to meet with the Board and Superintendent at a convenient time. The Board shall (a) officially appoint the recommended applicant, or (b) reject the recommendation and request the Superintendent to submit another.
4. Principals who are under employment shall be asked to indicate to the Superintendent not later than April 1st of the school year which terminates their contract, whether they wish to be re-employed. Those who do not wish re-employment shall be asked to submit a written resignation prior to April 20th.
5. The Superintendent shall make recommendations to the Board on or before April 20th concerning re-employment. The Board shall act on such recommendations prior to May 1st and persons who are not to be re-employed shall be legally notified in writing on or before May 1st. Persons who are to be re-employed shall be notified and contracts shall be negotiated. In case the salary policy for the ensuing year has not been established, a temporary agreement shall be negotiated which leaves the salary open until such time as the salary schedule has been established making it possible to negotiate a regular contract.
6. In the event it should become necessary to initiate dismissal proceedings, the following procedure shall be followed:
 - (a) The Superintendent shall recommend such action to the Board in writing.
 - (b) The written recommendation shall state the reason for such action on the part of the Superintendent, and shall be accompanied by a written report which gives specific account of actions and incidents relating to the problem.
 - (c) The recommendation and report must show good cause such as incompetence, immorality, insubordination, or other justifiable reason.
 - (d) The Board shall determine whether the proposed dismissal is justifiable.
 - (e) In all cases the individual who is under consideration for dismissal shall be so informed and invited to appear before the Board at an appointed time to discuss the matter, if he so wishes, before final action is taken by the Board.
 - (f) In cases where the employee has gained tenure, the procedure prescribed by law shall be followed.
 - (g) In case the employee tenders his written resignation in proper order, the Board shall accept such resignation and drop dismissal proceedings.

RECOMMENDATIONS TO THE BOARD OF EDUCATION

RECOMMENDATION #1

A. SUMMER EDUCATION PROGRAM

1. DIRECTOR

A director should be appointed who will assume responsibility for planning and directing the overall program in the entire School District.

Note: Mr. Hendrickson has indicated he would be willing to assume this responsibility as a part of his summer activities without additional remuneration above his contracted salary, (travel expense open for consideration).

This responsibility would include planning with recreation and music directors to establish and conduct such activities as seem desirable in Wadesville, Cynthiana, Griffin and Poseyville; also to plan such other activities as seem desirable and in accordance with Chapter 42 of the 1951 Acts.

2. RECREATION

- (a) The recreation program which has been established in Poseyville under the leadership of Mr. Don Miller should be continued.
- (b) Mr. Miller should be assigned to initiate and supervise similar programs in Cynthiana, Wadesville and Griffin, in accordance with the interest and available resources.
- (c) Assistants should be provided Mr. Miller in accordance with the need and available funds.
- (d) The Recreation Program should include both girls and boys.

3. MUSIC

- (a) The music program should be offered in each of the communities.
- (b) Mr. Seargeant and Mrs. Oberhausen should be assigned to this responsibility and should plan accordingly.

4. FINANCE

A total of \$3000 has been placed in the proposed budget for this summer education program. It is suggested that Hendrickson, Miller, Seargeant and Mrs. Oberhausen be asked to draw up a proposed program and suggested budget for presentation to the Board at the April 22nd meeting.

RECOMMENDATION #2

ADMINISTRATIVE SERVICES

SUMMER OF 1957

A. ADMINISTRATIVE SERVICE - SUMMER 1957

An administrative assistant to the Superintendent should be appointed to serve during the summer months, beginning June 1st. Such assistant would be assigned to responsibilities as follows:

1. Direction and Supervision of the Repair and Maintenance required to condition school plants for the fall term.
2. Compiling and organizing estimated needs for supplies, equipment, etc., and procurement of such materials in accordance with adopted Policy and Procedure.
3. Begin a study of the district in regard to transportation services now, and plans for re-organization of such services when the new high school is completed.

Mr. Roberts has indicated that he is willing to assume this responsibility as a part of his summer activities without additional remuneration above his present contract.

B. CLERICAL SERVICES

In order to do the clerical and secretarial work, in addition to the book-keeping and accounting required in the Administration Office, we believe that an additional clerk and typist is necessary. This will be especially true beginning in June, when the clerical work involved in maintenance and procuring supplies is necessary. This service should be established June 1st and continued thereafter.

C. ADMINISTRATIVE SERVICE - PERMANENT

1. Due to the responsibility of the Superintendent for general direction and supervision of the Educational Program, the overall responsibility for selection and recommendation of school employees, and general supervision of such employees; also the responsibility for coordinating the activities in regard to planning new buildings, and the task of public relations involved, we believe that a full time assistant to the Superintendent should be appointed, such appointment to take effect by August 1, 1957 if possible, but not later than September 1st.

Such assistant would work under the general direction of the Superintendent and be assigned to responsibility for Business Operations, Repair and Maintenance of School Plants, Planning and Supervision of Transportation Services.

D. SUPERVISORY SERVICES

Among the supervisory and/or special services which we believe are essential and which should be established to begin in September 1957 are School Health Services, Attendance and Speech Therapy.

We recommend employment of a School Health Nurse or Health Coordinator who would also be designated as Director of Pupil Personnel in charge of attendance, beginning with the school term 1957-'58.

Authorization to plan for Speech Therapy services beginning with the 1957-'58 school year is recommended. If possible, such services should be obtained on a part-time basis jointly with the Mt. Vernon District. If the above is not possible, effort should be made to establish the service through other arrangements.

PROPOSED REGULATION IN REGARD TO
IMMUNIZATION, PHYSICAL EXAMINATION, AND AGE OF CHILDREN
WHO WILL ENTER SCHOOL IN SEPTEMBER 1957; ALSO IN REGARD TO
SCHOOL PROCEDURE FOLLOWING COMMUNICABLE DISEASE OR ILLNESS OF LONG DURATION.

The following proposed regulations in regard to certain health matters are submitted to the Board with recommendation for official approval.

A. IMMUNIZATIONS:

All children entering school in the first grade should have immunizations completed against small pox, diphtheria, tetanus and polio before school begins.

B. PHYSICAL EXAMINATION:

All children entering school in the first grade should have a physical examination, conducted by the family physician. Forms for recording information in regard to the physical examination will be provided by the School Nurse or Teacher and should be returned to the school after the examination has been completed.

C. COMMUNICABLE DISEASE -- RE-ADMITTANCE TO SCHOOL:

Any pupil enrolled in school, who is absent due to a communicable disease, should have a written permit from his family physician stating it is safe for him or her to return to school.

- D. All children who will be six years of age on or before December 31st following the opening of the school year may enter school. Children who will not be six years of age under the above conditions will not be admitted. Parents of all children entering the first grade are requested to present a birth certificate to the teacher. The birth certificate will be returned after the teacher has recorded the data from it on the official school records.

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY:

The School Board of the Metropolitan School District of North Posey County met Monday night, March 25th, at 7:30, in the School Board Office in Poseyville.

All members were present; also Mr. Crawford, Superintendent, Mr. Roberts, Mr. Goerges, Mr. Hutchinson, and Mr. Schuler, the School Attorney.

The meeting was called to order by Mr. Price.

BUSINESS WAS AS FOLLOWS:

1. MINUTES:

Since copies of the minutes of the March 11th meeting had been distributed to the School Board members prior to this meeting, Mr. Morlock made the motion -- seconded by Mr. Rogers -- to omit the reading, and accept the minutes. Motion carried.

2. BILLS AND CLAIMS:

Claims Nos. 242-267 were approved, and Mr. Rogers made the motion to allow these bills. Seconded by Mr. Kohlmeier. Motion carried.

3. POLICIES & PROCEDURES:1. POLICY ON PROCUREMENT OF SUPPLIES2. POLICY ON EMPLOYING AND DISMISSING TEACHERS

These two policies, having been explained in the March 11th meeting, and having been studied over by the School Board members since that date, Mr. Price made a motion to approve both. Seconded by Mr. Wade. Carried. (A copy of each is in the Minute Book).

4. BY-LAWS FOR BOARD MEETING:

Mr. Schuler suggested that the Board adopt a set of By-Laws to cover various Board activities. The idea being acceptable to all members, Mr. Schuler agreed to work on this, and present some ideas on it at a later time.

5. MEMBERSHIP IN STATE SCHOOL BOARD ASSOCIATION:

After a lengthy discussion as to the value of belonging to this Association, it was decided that it would be a very informative Association with which to affiliate. Mr. Rogers made the motion -- seconded by Mr. Kohlmeier -- to join for one year, and then decide what to do about the following year's membership. Motion carried. It was taken by consent that Mr. Crawford be authorized to send a check for \$100, the membership fee, and look into the term of membership.

Plans were made to attend a Workshop for School Board Members on April 10th -- at Spring Mill Park, the meeting to begin at 10:00 a.m.

6. THE JOB OF ADMINISTRATION:

Mr. Crawford distributed material explaining the tremendous job of school administration, including Business Operation, Educational Program, Building Program, Transportation, Records and Reports, etc.

7. RECOMMENDATIONS:Recommendation #1 -- SUMMER EDUCATION PROGRAM

Mr. Crawford reported that Mr. William Hendrickson consented to take over the responsibility of the Summer educational program -- without additional pay. Since Mr. Don Miller has in the past had such an outstanding summer Recreational Program, it was recommended that he be given this work again -- with some additional help, if needed. It was also recommended that the Music Program be handled by Mr. Jack Seargeant and Mrs. Louise Oberhausen. A detailed plan of their program is to be made and presented at the April 22nd meeting.

Recommendation #2 --(a) ADMINISTRATIVE SERVICE -- SUMMER 1957

It was recommended that Mr. Charles Roberts be Administrative Assistant Superintendent during the summer 1957, his duties to begin June 1st. Mr. Roberts is willing to assume these responsibilities without additional pay.

(b) CLERICAL SERVICES

It was recommended that a clerk and typist be employed, beginning June 1st, and continued thereafter. Mr. Morlock suggested employing a teacher for the summer period, and employing someone else permanently next fall.

(c) ADMINISTRATIVE SERVICES -- PERMANENT

Mr. Crawford recommended that a full-time Assistant Superintendent be employed by August 1st if possible, and not later than September 1st.

(d) SUPERVISORY SERVICES

It was recommended that a School Health Nurse -- who will also be in charge of attendance -- be employed for the school year 1957-'58.

It was also recommended that we be authorized to plan for Speech Therapy services beginning with the school year 1957-'58.

Recommendation #3 -- SPECIALIZED INSTRUCTIONAL PERSONNEL

It was recommended that the following instructional personnel be employed for the coming fall: Two full-time Band Instructors, Two full-time Vocal Instructors, and One full-time Art Instructor. These teachers are to divide their time between the schools, thus giving all children in the district an equivalent of a full time music program, and an opportunity for experiences in Art.

8. SCHOOL HEALTH -- PROPOSED BOARD REGULATION

Rules and Regulations on Children Starting in the First Grade of School Next Fall:

A birth certificate must be presented on entrance into school. The birth date must be on or before December 31st. Children should be immunized against small pox, polio, diphtheria, and tetanus before school begins. It was recommended that the School Board endorse the proposal that the child should have a physical examination before entering school.

Communicable Diseases:

Any pupil enrolled in school, who is absent due to a communicable disease, should have a written permit from his family physician stating it is safe for him or her to return to school.

9. ADOPTION OF THE ABOVE RECOMMENDATIONS:

Mr. Morlock made the motion -- seconded by Mr. Rogers -- to adopt Resolution #1 -- The Summer Education Program. Motion carried.

After a discussion, Mr. Price made a motion to adopt Resolution #2 -- Administrative Services. Seconded by Mr. Kohlmeier. Carried.

Mr. Morlock made the motion -- seconded by Mr. Rogers -- to adopt Resolution #3 -- Specialized Instructional Personnel. Motion carried.

Mr. Rogers made a motion -- seconded by Mr. Redman -- to adopt the School Health -- Proposed Board Regulations regarding First Grade Beginners in the Fall of 1957. Motion carried.

(A copy of each of these Recommendations is in the Minute Book).

10. BUDGET

The proposed budget was read for the second time at this meeting. Mr. Redman made a motion to approve the Proposed Budget. Seconded by Mr. Morlock. Motion carried.

The Notice to Taxpayers of Emergency Appropriations was signed by the Board members.

11. ARCHITECTS:

Mr. Crawford reported that Hironimus & Tarrants Architects had called, offering a proposition to our School Board. Our Board, not being interested in further conferences, authorized Mr. Crawford to write a letter declining the offer of their services.

ROUT AND GALBREATH:

After Mr. Schuler read and explained the new law #335, the "package deal" being more expensive, there being no control in supervision, etc., the motion was made by Mr. Rogers to employ the Lester Rout Associates as our architect. Seconded by Mr. Kohlmeier. Motion carried.

12. CONTRACTS:

1. SUPERINTENDENT'S CONTRACT

Due to the Bethel merger, it was necessary that a new Superintendent's contract be executed, dating it February 26th.

2. CUSTODIANS

A sample contract for custodians was developed by Mr. Schuler, but this matter was tabled until a later date.

13. TRANSPORTATION:

WARDRIP'S CASE

Since Mr. Price was familiar with this case, he explained the situation that Mr. Woods Smith, the bus driver, had not been picking up and delivering the Wardrip children -- because of the bad condition of the road going up to their house. After examination of the road, it was found passable, but very undesirable, to travel over. After considering the question, the Board feels that the road is in such a condition that it would not be safe to send a bus down there; and they suggested that the children walk out to the other road, which is within reasonable walking distance.

14. BASEBALL FIELD -- GRIFFIN:

The Booster Club of Griffin has ball field equipment, lights, bleachers, speaker system, etc., which it will donate, move and set up for the Griffin School. Mr. Goerges reported that there was a possibility of obtaining a corner lot for this purpose, the owner having been contacted and having signified his willingness to sell. Mr. Goerges was authorized to inquire about the price, and if it is reasonable, the Board is interested in obtaining this piece of ground.

15. TEACHERS PROFESSIONAL GROUP:

North Posey County Classroom Teachers Association:

Mr. Hutchinson requested that the Board consider allowing schools to be dismissed two hours early on April 4th, in order that the Teachers' Association might have a meeting. After a discussion, Mr. Price made a motion to dismiss two hours early for this purpose. Mr. Hicks seconded the motion. Carried.

16. CYNTHIANA ATHLETIC CLUB:

Mr. Schuler reported that, after an investigation into the matter, The Athletic Club prefers to keep their lease with the Cynthiana School on the 99-year basis. However, a further study will be made on this.

17. STEWARTSVILLE SCHOOL REMAINS:

Mr. Crawford reported that Mr. Henry Simpson had called, stating that Posey County would like to buy the bricks from the Stewartsville School. After a lengthy discussion, as to how this matter should be handled -- whether to sell bricks by the load, or try to sell bricks and the land also -- Mr. Schuler suggested to check into this procedure before doing anything further.

NEXT REGULAR MEETING APRIL 8th, at 7:30 P.M. -- AT THE ADMINISTRATIVE OFFICE IN POSEYVILLE, INDIANA.

MEETING ADJOURNED AT 11:30.

Signed:

Mason Price
Chairman
Carl Kahlmeyer
Secretary