

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY
(Board of Education Meeting -- December 8, 1958)

MINUTES

The Board of Education met in regular session on Monday, December 8th, at 7:00 P.M., in the Administrative Office, with the following members present: George Heckerman, Vertis Matz, W. W. Lowe, Harold Kemmerling and Virgil Williams.

Also attending were: Eldon R. Crawford, Supt.; Charles Roberts, Ass't. Supt.; Ralph Schuler, School Attorney; William Wilson & Roy Goerges, Principals. Mr. Donn Simpson, of Cynthiana, also attended a portion of the meeting.

BUSINESS WAS TRANSACTED AS FOLLOWS:

1. THE MEETING WAS CALLED TO ORDER BY MR. HECKERMAN.

2. MINUTES:

Copies of Minutes of November 24th meeting were previously mailed to Board members.

The motion was made by Mr. Kemmerling -- seconded by Mr. Matz -- to approve and accept the minutes as written. Motion carried.

3. BILLS & CLAIMS:

Regular Claims Nos. 669 to 722, and Payroll Claims Nos. 52A, 52B, 52C, 52D, 53, 54, 55 & 56 were presented for approval of payment.

The bill from Southern Indiana Gas & Electric Co. -- for electric service furnished the South Terrace School -- was discussed. It was pointed out that each month this bill gets considerably higher, and it is hoped that we will be able to get a representative of the electric company to investigate, and see if these bills are out of reason. It is also hoped that the kitchen at South Terrace can be metered separately -- so that the cafeteria can assume its portion of the electric bill.

The motion was made by Dr. Lowe -- seconded by Mr. Kemmerling -- to approve payment of bills. Motion carried.

4. REPORT ON TILING -- H. S. SITE:

Mr. Donn Simpson reported on tiling the athletic field and parking area, pointing out that grading of the high school site is needed first, in order to find out how deep to lay the tile. Since some of the dirt for fill around the building is being taken from this general area, it was decided to delay the work on the athletic field until further progress is made in construction and grading connected with the construction.

5. REPORT ON PROPOSED INSURANCE PROGRAM:

A copy of the agreement to consolidate insurance policies, with Ulrich acting as agent -- signed by agents in this district -- was presented to the Board.

The proposed insurance program, submitted by Mr. W. S. Ulrich, was taken under advisement for further study. This proposal is to consolidate all existing policies into 3 to 6 new policies, and to maintain an 80% Co-insurance program.

6. FIRE ESCAPES:

The matter of adding fire escapes at the various schools was discussed. One Board member stated that, in order to take precaution, it would be wise to put up an outside ladder on each building, which would take the place of a fire escape. This would cost much less than a regular fire escape, and would be extremely helpful in case of fire.

It was pointed out that the fire marshal recommends tubular fire escapes, and it was thought that he would insist on an approved type of fire escape being installed.

It was suggested that we contact Mr. Ralph Rowe, of Mt. Vernon, and get his opinion on fire escapes needed in the School District.

7. RECOMMENDATION -- APPOINTMENT OF PERSONNEL:

Mr. Crawford presented and explained material on a suggested procedure in selecting a High School Principal and a Director of Elementary Education -- such appointment to take effect with the 1959-'60 school year. (Copy is in the Minute Book.)

Mr. Crawford also read a copy of the letter sent out to Principals, explaining the above proposed procedure. (Copy is in the Minute Book.)

A lengthy discussion followed.

It was suggested that the Principals be asked to submit their replies to this letter before December 22nd, 1958. Also, that certain times be set aside for individual interviews by the Board of Education. Probably two principals could be interviewed in the December 22nd meeting; the other two in a special session between Christmas and New Year's. Decision to be made on these appointments as soon as possible, after these interviews are held.

Points brought out in the discussion concerning the Director of Elementary Education:

- (a) He will direct the program of all elementary schools in the District.
- (b) One teacher in each school would be chosen as "head teacher", with responsibility and authority when Director of Elementary Education is not in the building.
- (c) Director of Elementary Education should be free from teaching duties.
- (e) He should also be specifically trained in elementary education.

The question was asked: "Are all of our high school principals qualified to take over the job as Director of Elementary Education?"

Answer: "No. They are not. It is possible that some might be able to qualify by next fall."

Points brought out in the discussion concerning the Principal:

- (a) Principal needs respect of students.
- (b) His main job is to see that he's getting the best out of his teachers. He should help the young teachers.
- (c) A good working relationship between the principal and his teaching is necessary.
- (d) Superintendent & Principal are the backbone of our school system. They should work well together.
- (e) We want good teachers and a good school -- operated as economically as possible.

The question was asked: "Do principals teach classes now?"

Answer: "The Wadesville Principal teaches one class, also is Principal at South Terrace. Griffin -- two classes and study hall. Cynthiana -- study halls. Poseyville -- no teaching."

It was suggested that it might be well for Principals to teach at least one class, thus "they would be working closer with the pupils."

The motion was made by Mr. Matz -- seconded by Mr. Williams -- to approve the Proposed Procedure in Selecting the High School Principal and the Director of Elementary Education. Motion carried.

8. REQUEST FOR LEAVE OF ABSENCE: ROBERT OWEN:

Mr. Crawford stated that Robert Owen is leaving because of his military service obligation, and has requested Leave of Absence beginning January 1st, 1959, and ending June 30th, 1962.

Mr. Crawford explained that teachers attending the Television Workshop were given \$200 above schedule, as reimbursement for that expense. This amount was included in Mr. Owen's contract, to be paid over the period of a year, and the question was raised: "Shall we pay him the remainder of the \$200 due him? Is it legal?" Mr. Schuler stated that it is legal.

It was stated that the teacher replacing Mr. Owen will go ahead and handle the classes, but he didn't go to the workshop -- so Mr. Owen is entitled to the balance of the \$200 due him.

The motion was made by Mr. Kemmerling -- seconded by Mr. Williams -- to approve Mr. Owen's request for leave of absence, and to approve payment of the balance of the \$200 due him for attending the television workshop. Motion carried.

FILLING VACANCY -- DALE TENISON:

Mr. Crawford stated that Mr. Dale Tenison is willing to take the job for the remainder of the year, if this meets with Board approval. Mr. Hendrickson and Mr. Crawford are willing to recommend Mr. Tenison.

The motion was made by Dr. Lowe -- seconded by Mr. Matz -- to approve appointment of Mr. Dale Tenison, to teach for the remainder of this year, as replacement for Robert Owen. Motion carried.

9. SOUTH TERRACE INSPECTION:

Inspection of South Terrace School -- for determining completion of general construction -- has been set for Thursday morning, December 11th, at 10:00 A.M., and all Board members are invited to be there.

10. SCHOOL CENSUS MEETING:

It was stated that the planning committees have called a meeting for Tuesday night, December 9th -- to get started on the school census, in order to get it done as soon as possible.

11. TEACHER RECOGNITION DINNER:

It was stated that the District P.T.A. Council has indicated an interest in recognition of teachers who have taught in this area for certain lengths of time. It was suggested that the Board of Education and the P.T.A. Council might sponsor an affair to show recognition and appreciation of teachers' services. A banquet was suggested.

The Board members expressed their interest and willingness to cooperate in such a program. The P.T.A. Committee will work out details, and present their proposed plans at a future meeting of the Board.

12. HIGH SCHOOL ELECTRIC SERVICE:

Mr. Crawford stated that we have been sent contracts from REMC to sign, guaranteeing minimum payment of \$160 per month, after electric service is brought up to the building.

Several questions arose: "Who pays the bill while the building is under construction?"

"Do we have to pay the guaranteed minimum during the summer when we probably won't use that much electricity?"

It was suggested that we negotiate with REMC, and get an answer to questions of this nature -- in writing.

13. LANDSCAPING -- SOUTH TERRACE:

Mr. Roberts stated that he had no report on the landscaping plans for South Terrace School.

There being no further business to come before the Board, the motion was made by Mr. Williams -- seconded by Mr. Matz -- to adjourn.

Signed:

George H. Heckerman
CHAIRMAN

Virgil B. Williams
SECRETARY

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY
(Board of Education Meeting -- December 22, 1958.)

MINUTES

The Board of Education met in regular session on Monday, December 22nd, at 7:00 P.M., in the Administrative Office.

The following Board members attended: George Heckerman, Vertis Matz, Virgil Williams and Harold Kemmerling.

Also attending were: Eldon R. Crawford, Supt., Charles Roberts, Ass't. Supt., Ralph Schuler, School Attorney, and William Wilson, Roy Goerges and Lloyd Hutchinson, Principals.

BUSINESS WAS TRANSACTED AS FOLLOWS:

1. THE MEETING WAS CALLED TO ORDER BY MR. HECKERMAN.
2. Letters of application for the Principalship of the new high school were read and studied by the Board, after which the three applicants, William Wilson, Lloyd Hutchinson and Roy Goerges were interviewed.

3. MINUTES:

Copies of minutes of December 8th meeting were previously mailed to Board members.

The motion was made by Mr. Kemmerling -- seconded by Mr. Matz -- to approve and accept the minutes as written. Motion carried.

4. TRANSFER APPROPRIATIONS:

A report on appropriation balances was given, and it was indicated that transfers are needed as follows:

Transfer	\$ 25	from B-7	to B-6
"	\$ 20	" D-2	to D-3
"	\$255	" C-2	to C-5

The motion was made by Mr. Kemmerling -- seconded by Mr. Matz -- to approve the above transfers. Motion carried.

5. REQUEST FOR HOMEBOUND INSTRUCTION -- BARBARA GANDER:

Mr. Crawford stated that there is a request for homebound instruction for a Sophomore at Wadesville School -- Barbara Gander -- who has had a leg amputated, making her unable to climb stairs to attend regular classes. The request has been approved by the State, and a program has been tentatively set up, with Mr. Wayne Sharp as teacher, subject to the approval of the Board. Mr. Sharp will teach a maximum of 20 hrs. per month, at \$4 per hour. Approximately 80% of this expense will be reimbursed by the State.

The motion was made by Mr. Matz -- seconded by Mr. Williams -- to approve Homebound Instruction for Barbara Gander, and to approve Wayne Sharp as instructor, at \$4 per hour. Motion carried. The contract for Mr. Sharp was signed by the President and Secretary.

6. DATE FOR FURTHER CONSIDERATION ON PRINCIPALSHIP:

The date of Monday, December 29th, at 7:00 P.M., was set -- for a special meeting of the Board -- for the purpose of further consideration on selection of a principal for the new high school.

7. BILLS & CLAIMS:

Claims Nos. 723 to 767 were presented for approval of payment.

The motion was made by Mr. Kemmerling -- seconded by Mr. Williams -- to pay the bills. Motion carried.

8. CONTRACT -- DALE TENISON:

Mr. Crawford presented for Board approval a temporary contract for Dale Tenison for the remainder of this year, with salary as follows:

On the basis of \$5133 yearly salary, plus \$100 for sponsorship of Junior Class, the amount due Mr. Tenison for the remainder of this year would be \$2765, or \$395 per month, for 7 pays.

The motion was made by Mr. Matz -- seconded by Mr. Williams -- to approve the contract for Dale Tenison. Motion carried. The contract was signed by the President and Secretary.

Mr. Crawford stated that we will pay the balance of the contracted salary due Robert Owen, plus the balance of the \$200 owed him for the year, for attending the T. V. Workshop, and get a written statement, signed by Mr. Owen, that in the event the State Board of Accounts does not approve this payment he will return any overpayment which might be stipulated by the State Board of Accounts.

9. LEASE FOR ADMINISTRATIVE OFFICE:

Mr. Crawford stated that it is again time to renew the lease for the Administrative Office. It was pointed out that Herb Lewis wants to lease the building for one year only, this time.

Mr. Crawford stated that the building is fairly convenient, but is not arranged for confidential conferences. It was suggested that portable partitions might be used to divide the area into separate rooms.

The motion was made by Mr. Williams -- seconded by Mr. Kemmerling -- to renew the lease with Herb Lewis -- for the Administrative Office, for one year beginning January 1, 1959. Motion carried.

10. INSURANCE:

The proposed insurance program, submitted recently by Mr. W. S. Ulrich, was again studied and discussed.

Mr. Crawford stated that, if this suggested program is adopted, he could see no advantage in cancelling Wadesville policies and writing new ones, as this school will be abandoned after the present school year. He suggested that Wilson & Ulrich be allowed to write policies on all buildings except Wadesville -- leaving Wadesville policies as they are.

Mr. Crawford also stated that the 1959 appropriation for insurance will run short, but we can handle the initial phase of this program. An additional appropriation will be needed to take care of the remainder of the premiums during the year 1959.

The motion was made by Mr. Williams -- seconded by Mr. Matz -- to authorize setting up the insurance program as proposed by Mr. Ulrich, on an 80% Co-insurance basis, with the cancellation of old policies and writing new policies, not including the Wadesville policies. Motion carried.

11. ELECTRICAL WORK -- GRIFFIN SCHOOL:

Mr. Roberts distributed material explaining the wiring needed in Griffin School basement. He stated that he had written the following firms for estimates on this work: Leo Effinger, Earl Erbacher, Mel-Kay, Swanson-Nunn and Althoff-Howard. To date, he has received only 2 replies.

This matter was tabled until December 29th meeting. Possibly the other three firms will send in bids by that time.

12. FIRE ESCAPES:

Mr. Roberts stated that he was informed by Mr. Ralph Rowe, the Fire Marshal, that he would approve only tubular fire escapes for schools. Mr. Rowe plans to inspect the schools, about January 1st, and check on the fire escapes needed.

13. CONTRACT FOR POWER -- HIGH SCHOOL:

Mr. Crawford stated that the R.E.M.C. is getting wiring and transformers in as quickly as possible. They expect to have power up to the building by the middle of January.

The contract was revised to read "Minimum of \$1920 per year" (instead of \$160 per month), and sent back to us for signatures.

The contract was signed by the President and Secretary.

14. TENTATIVE DATE SET FOR INSPECTION OF SCHOOL EQUIPMENT:

January 7th was tentatively set for the tour to inspect bleachers, auditorium seating, library-cafeteria equipment, etc., to be used in the new high school. This date was set, subject to approval of Holding Corporation Directors.

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Schools included in the tour will be: Edwardsport, Washington, Petersburg, and Reitz and West Terrace Schools in Evansville.

15. CAVITATOR LOCATION:

The location of the cavitator (sewage disposal unit) on the high school site was pointed out on the high school plot plan. It was pointed out that with this location there would be very little savings in connecting the drainage tile system to the cavitator outlet; also that the recommendation of Mr. Holtz, the architect's supervisor of construction, had been to keep the two systems separated.

Signed:

George H. Heckerman
Chairman

Virgil B. Williams
Secretary

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY
(Board of Education Meeting -- December 29, 1958.)

MINUTES

The Board of Education of the Metropolitan School District of North Posey County met in Special Session on Monday evening, December 29th, at the School Administrative Office.

Members of the Board who were present were George Heckerman, Harold Kemmerling, Virgil Williams and Vertis Matz.

Eldon R. Crawford, Supt., Charles Roberts, Ass't. Supt., and Ralph Schuler, School Attorney, were present.

The chief purpose of this meeting was to consider evaluations and recommendations pertaining to applicants for the positions of Principal for the new high school and Director of Elementary Education for the District. Other minor items of business taken up first were as follows:

1. Quotations for repair of electrical wiring and services in the basement of the Griffin School were opened. Three bids were received as follows:

Mel-Kay, \$581; Althoff-Howard, \$477; Earl Erbacher, \$517.10 + \$35 for repair of pump switch in furnace room -- total \$552.10.

Althoff-Howard had the lowest figure, but had quoted a price on four 4 ft. 2 lamp fixtures instead of four 4 ft. 4 lamp fixtures. Also repair of the pump switch in the furnace room was not clearly designated. (Erbacher had quoted an additional \$35 above his basic bid for this work.) After some discussion, motion was made by Mr. Kemmerling and seconded by Mr. Matz to authorize Mr. Roberts to call Althoff-Howard and ask (1) the amount of additional cost to get the 4 - 4 ft. - 4 lamp fixtures; also if his proposal included the repair of the pump switch; (2) if the total revised estimate was still lowest of the three, to order Althoff-Howard to proceed with the work. Motion carried.

2. A warrant in the amount of \$17,617.16, issued to Peyronnin Construction Co., in lieu of cash payment which cannot be made until June or December 1959, was signed by the President and Secretary of the Board. This action was in accordance with an agreement with Peyronnin Construction Co. as to terms for paying balance due on construction of the South Terrace School, entered into on November 24th, 1958.
3. The matter of consideration of evaluation and recommendation of applicants for the new positions was limited primarily to the High School Principalship, due to the fact that none of the applicants had expressed an interest in the elementary administrative position either in their written applications, or in interviews at the December 22nd meeting.

The Superintendent distributed and reviewed copies of the recommended procedure for appointment of key personnel and others, in the reorganization of the schools for the fall of 1959. This recommendation was presented to the Board in the December 8th meeting, read aloud, explained and officially adopted at that time. It stated, in effect, that appointments would be made by the Board on the basis of evaluation and recommendation by the Superintendent. A copy of the December 8th recommendation on procedure is in the Minute Book.

The Superintendent presented evaluations of the three applicants in written form with comments concerning each applicant in relationship to the characteristic under consideration. A copy of these evaluations is in the Minute Book. Also evaluation made separately and independently by Mr. Charles Roberts, the Ass't. Supt., Mrs. Evelyn Roberts, the Art Supervisor, and Mrs. Elizabeth Allyn, the School Nurse, were presented; with the explanation that each of these three persons worked with all the applicants, and were in a position to evaluate the applicants on a comparative basis. It was pointed out that evaluation by the Superintendent, Mr. Roberts, and Mrs. Roberts were substantially in agreement, but had been arrived at independently with no conferences together concerning the matter.

The Superintendent presented a recommendation to the Board that Mr. William Wilson be appointed to the High School Principalship, also that Mr. Hutchinson and Mr. Goerges be asked to re-consider the possibility of qualifying for the

position of "Director of Elementary Education" and to apply for that position, if interested. The recommendation further suggested that if neither of these men were interested in the Elementary Administrative position, they should be offered positions as teachers, if they were interested. A copy of this recommendation is in the Minute Book.

The question was raised as to whether the procedure outlined here for appointment of personnel was generally used and recognized as appropriate and proper.

In answering this question, the Superintendent read from

1. Chapter VI of the "Administrative Handbook for Indiana Schools" which is published by the State Dept. of Public Instruction, and which concerns duties, responsibilities, and working relationships of Superintendents and Boards of Education.
2. "The Indiana School Board Member" which is published by the Indiana School Boards Association and which is a manual discussing duties and responsibilities of School Board members; also recommendation as to working relationships between Boards, the Superintendent, and other Personnel.
3. References from selected articles in the "Hoosier School Board Journal" and "The American School Board Journal."

Principles pointed out in these references included the following:

- (a) A Board of Education is a policy-forming legislative body.
- (b) Boards should develop written policies which govern their actions.
- (c) Boards should employ a Superintendent, grant him adequate authority to administer the school system, and hold him responsible in terms of such authority.
- (d) Personnel appointments should be made by the Board on the basis of recommendation by the Superintendent.
- (e) The Board has legal authority to reject a recommendation for appointment, but should request Superintendent to make another recommendation. No appointment should be made without the Superintendent's recommendation.
- (f) Decisions of Boards, to be binding, must be in accordance with law, and arrived at in a regular or special meeting.

The Superintendent pointed out that the principles set out in these writings have been developed by lay leaders and educators as a result of many years of experience in working together in public education.

They seem to indicate that a Superintendent should be employed to direct the educational program within the framework of Board Policy; that he should be given enough authority within such policy to do the job, and that he should be held responsible. This principle applies in any business or industry which involves varied activities and relatively large numbers of people.

It seems reasonable that selection of key personnel and other employees should be delegated to the person who will be held responsible for their performance. Any other procedure will tend to weaken the organization, and create lack of confidence on the part of employees. No Board should expect to hold a Superintendent or manager responsible for performance of personnel, or consequence of decisions in which said Superintendent has no voice.

The Superintendent was asked if he would recommend one of the other applicants in the event the recommendation to appoint Mr. Wilson was rejected. The Superintendent stated that he felt that to do so would be acceptance of an individual whom he felt was less capable; also that if he had recommended one of the other men originally, the same question would very probably have been raised. He further stated that his recommendation was based, to the best of his ability, on evaluation of the applicant's ability to do the job and not on personal likes or dislikes. He suggested that if Mr. Wilson was not acceptable to the Board, then the recommendation should be rejected and applications for the positions sought from outside the school system.

The Superintendent was criticized for his procedure, particularly in conferring with each Board member individually. He pointed out that the procedure

followed, except for individual conferences with Board members, was exactly in accordance with the recommended procedure submitted to the Board on December 8th, and adopted by the Board on that date. He also stated that his only purpose in contacting Board members individually was as a gesture of courtesy, and to inquire if there was any strong feeling for or against any of the applicants.

He stated further that if these individual conferences were offensive in any way he was sorry. Also that he was extremely anxious to maintain mutual respect and confidence between himself and the Board, but unless he could be granted the necessary authority to administer the program, he did not feel he should be held responsible.

The Superintendent stated that in his opinion, no one could serve efficiently as a School Superintendent, unless he was delegated authority to make decisions within the scope of his responsibility and that this principle in School Board-Superintendent relationship is the key factor in whether a good school system is developed and maintained. Lack of this principle can quickly destroy confidence and morale of employed personnel in the entire school system, result in a high rate of turnover, and inferior classroom instruction.

It was pointed out that pressure groups and individuals seeking to influence Board members in matters of personal interest would probably operate in this matter; but Board members could not afford to make decisions on any other basis than what is considered sound educational procedure and the best welfare of youth in the community.

Other discussion during consideration of this matter involved the organization of personnel and services in the general administrative office, personnel needed to carry out such services, and the cost of general administration; also the manner in which the request for salary increase from teachers in May 1958 was presented and handled at that time.

After much more discussion of school problems of a general nature, motion was made by Mr. Williams and seconded by Mr. Kemmerling that decision in regard to the Superintendent's recommendation concerning appointment of a High School Principal be postponed until the regular Board meeting on January 12th. The motion carried.

The meeting adjourned at 10:25 P.M.

Signed: George H. Heckerman
Chairman.

Virgil B. Williams
Secretary.