

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY
(Board of Education Meeting -- March 9th, 1959)

MINUTES

The Board of Education met in regular session on Monday, March 9th, at 7:00 P.M. in the Administrative Office.

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

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

BUSINESS WAS TRANSACTED AS FOLLOWS:

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

2. MINUTES:

A copy of the minutes of the February 23rd meeting was mailed to Board members previously.

The motion was made by Mr. Matz -- seconded by Mr. Williams -- to omit the oral reading and accept the minutes as written. The motion carried.

3. CLAIMS:

Regular Claims Nos. 117 to 159, and Payroll Claims Nos. 11 to 15 were presented for approval of payment. Claims Nos. 119 and 124 -- in favor of Cynthiana Locker Plant and Ed. Knapp's Market -- were pointed out as being somewhat out of the ordinary. Mr. Hutchinson clarified these claims, stating that the supplies listed were used in a particular phase of cooking class instruction at Cynthiana School.

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

4. DATE SET FOR SOUTH TERRACE INSPECTION:

The Board set the date of Thursday, March 12th, 10:00 A.M., as the date for final inspection at South Terrace.

It was stated that Peyronnin Construction Co. is asking for an inspection so they can get approval on assuming the obligation for the remaining 10% due them.

Gottman Plumbing Co. and Althoff-Howard Electric Co. are asking for their final payments.

In connection with the plumbing, Mr. Crawford stated that the bill for furnace repairs, at the time we had fuel oil trouble, is still unpaid. The Centralia Petroleum Co. agreed to take care of this obligation. In addition, we have been rendered a bill in the amount of \$20.05, for repairs to the furnace. Upon investigation of this bill, it was found that the plumber had done some necessary repairs on the small burner of the furnace, and sent a bill for \$20.05.

Mr. Crawford stated that, in his opinion, service should be furnished without charge, at least until the building is accepted.

It was suggested that, since some things on the "punch list" are not completely finished, and cannot possibly be completed until a later date -- because of weather conditions, etc., -- it might be well to have a conference with members of the firms involved and try to reach an agreement on paying a certain amount of the money due, and holding back the remaining amount until everything is completed.

5. SEWING MACHINES:

Mr. Crawford stated that the matter of sewing machines for the new high school was mentioned in the joint meeting with the North Posey Building Corporation Directors.

It was explained that we have purchased new sewing machine cabinets -- as a part of the Home Ec., Drafting & Art equipment -- but the sewing machine heads will have to be provided separately.

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Mr. Roberts stated that an inventory was taken and we have 27 good machines on hand in our District at the present time, thus giving us a sufficient amount of machine heads for classroom use, plus several which could be used for demonstration purposes.

It was also stated that we could trade in all of our machines, and for an additional amount of \$800, we could get all new machine heads in the new cabinets. Or, we could use the heads we now own, and transfer them into the new cabinets.

After a discussion the following motion was made by Dr. Lowe: "To use the best of our present sewing machine heads to transfer into the new cabinets, and retain several to use for demonstration purposes." The motion was seconded by Mr. Williams. Motion carried.

6. CARE OF HIGH SCHOOL SITE:

Mr. Crawford stated that Mr. J. D. Foster, Vocational Ag. teacher, had been asked if he would be interested in taking over that portion of the high school site back of the building which is not needed at the present time -- as a project of his Vocational Ag. Department.

Mr. Foster discussed some possibilities of its use by the F.F.A. boys. He suggested that the best way to handle it for the first year would be to let the F.F.A., as an organization, put it in corn; since they are not sure how much grading, tiling, ditch-digging, etc. will be done -- thus cutting up the ground a great deal.

It was suggested that if the Board is agreeable to allowing Mr. Foster to handle this program, he could work out specific proposals in writing and present them to the Board for approval.

The Board stated that they would expect the ground to be kept clean and would expect the ground to be used for educational purposes.

The motion was made by Mr. Matz -- seconded by Mr. Williams -- to approve the idea of letting Mr. Foster take over the available acreage and use it for educational purposes, and that a proposal on how it will be used, will be presented in writing to the Board for its approval. The motion carried.

7. TRANSPORTATION:

Mr. Crawford stated that he had been contacted by Mr. McKnight, from Carmi, Illinois, whose company handles school busses, provides complete transportation services, etc. This company furnishes new busses, drivers and pays all expenses, and the School Corporation would pay a monthly fee for these services. The legality of a deal of this sort was questioned. It was pointed out that, according to State Board of Accounts interpretation, we need separate contracts with each individual driver. It was decided to notify Mr. McKnight that the Board cannot consider his proposal under existing state law.

Mr. Roberts pointed out and explained the proposed routing of busses, by use of the transportation map.

He explained that there will be a total of 12 high school routes and 8 elementary bus routes. Eight busses will make 2 trips daily.

He stated that we expect to ask for bids on each route as follows:

1. From an individual who would furnish new or used bus with certain specifications.
2. Or, what salary he would expect, to drive a school-owned bus.

Mr. Roberts expects to have specifications prepared for each route, and copies mailed to Board members for study before the next regular meeting.

The question was raised: "Is the Board willing to go along with the general pattern of planning which is as follows:

1. Twelve High School busses will begin at outer edges of the School District and be routed into the High School so as to arrive at approximately 8:00 A.M., picking up students in Grades 7-12.
2. Eight of these High School busses will move out from the High School, pick up children in grades 1-6 who live in the areas between the High School and Elementary Schools, arriving at the

various elementary schools at approximately 8:30 A.M.

3. Additional busses will begin at outer edges of the District at approximately 7:45 or 8:00 A.M., and work toward the various elementary schools, picking up children in grades 1-6.

This will provide for pick up and delivery of High School students first in the morning and last in the afternoon; also make the elementary school day shorter than the high school day. It was explained that this would create some additional mileage and some duplication, but it is felt that advantage to younger children justifies the estimated increase.

After a discussion, the motion was made by Mr. Matz -- seconded by Dr. Lowe -- to go along with the proposed pattern of transportation planning. The motion carried.

8. COACHES:

Mr. Crawford stated that he and Mr. Hutchinson have started interviewing coaches individually, getting their attitudes toward working with others, their preferences of coaching jobs, etc., with hopes of getting recommendations to the Board in the near future.

It was decided that a special meeting will be held on Monday, March 16th, at 7:00 P.M., for the purpose of further considering coaching assignments.

9. CHARLES CHRISTMAS -- LEAVE OF ABSENCE:

Mr. Crawford stated that Charles Christmas has a grant to attend the University of Georgia for 1 year of graduate work -- and that Mr. Christmas has asked for a year's leave of absence, and would like to be re-employed after that time. A decision can be reached at a future meeting.

10. PAYMENT OF TELEPHONE BILL PROCEDURE:

A proposed written policy and procedure for paying school telephone bills was presented to the Board for approval. (A copy of this proposed policy is in the Minute Book.)

The motion was made by Mr. Williams -- seconded by Mr. Kemmerling -- to approve the procedure for payment of telephone bills as presented. Motion carried.

THE MOTION WAS MADE BY MR. WILLIAMS -- SECONDED BY MR. KEMMERLING -- TO ADJOURN.

Signed: _____

Chairman

Secretary

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY
(Board of Education Special Meeting -- March 12, 1959)

MINUTES

A Special Meeting of the Board of Education was held at 10:00 A.M., on Thursday, March 12th, in the South Terrace School. The purpose of this meeting was to inspect the building, with the architects and contractors, and to determine if the construction of the building is complete and the terms of the contracts have been fulfilled satisfactorily.

Persons in attendance at this meeting were George Heckerman, Virgil Williams, W. W. Lowe, Harold Kemmerling and Vertis Matz -- members of the Board of Education; B. T. Sutton, a representative of Lester Routt & Associates; Jack Gottman, of Gottman Plumbing and Heating; John Groben, of the Althoff-Howard Electric Co.; Ed. Schmitt, of Peyronnin Construction Co.; Ralph Schuler, School Attorney; Eldon R. Crawford, Supt. of Schools; Charles Roberts, Ass't. Supt.; and William Wilson, Principal.

Following an inspection tour of the building and luncheon a formal meeting was held to determine what action would be taken by the Board of Education in regard to acceptance of the building as completed.

It was determined that only a few minor items remained to be finished in connection with the general construction contract and that some of these would have to be delayed until weather conditions permitted outside work in grading. A list of the unfinished items was prepared. It was also pointed out that an agreement with Peyronnin Construction Co. on terms of completing payment in June and December of this year would make acceptance of the work at this time only a formality and that the Board's financial obligation in regard to the final 10% would not be effective until sixty days following the date of acceptance.

A matter of additional cost in the general construction contract for two extra doors which were installed as a result of replanning the kitchen was brought up. It was pointed out that this extra had not been presented to the Board at the time of the replanning and the Board and administration were unaware of the extra cost until a short time ago. However, it was stated that the doors were in place and were needed, and it had been an oversight on the part of the architect and contractor in not obtaining approval for payment at the time the replanning was done.

A motion was made by Mr. Matz and seconded by Mr. Williams that the cost of the doors -- \$216.60 -- be accepted as an added cost of the General Construction Contract.

A motion was made by Dr. Lowe and seconded by Mr. Matz to accept the General Construction, subject to approval by Mr. Sutton and Wilson, when the minor items are completed.

In regard to completion of the electrical work, a small list of minor items were shown to be uncompleted. A motion was made by Mr. Williams and seconded by Mr. Kemmerling to accept the electrical work, subject to approval by Mr. Sutton and Mr. Wilson, when the minor items are completed.

A considerable amount of uncompleted work was indicated in regard to the heating and plumbing. Some of the equipment which has been installed is not operating properly according to report. Failure of the heating system to warm up the north classrooms, installation of the pump and housing, also the wiring in the pumping equipment were reported as unsatisfactory, along with numerous minor items.

After discussion of these matters with Mr. Gottman, motion was made by Mr. Williams and seconded by Mr. Matz to delay acceptance of the Heating and Plumbing Work until such time as the listed deficiencies are completed, inspected and found satisfactory by the Board.

A discussion with Mr. Groben in regard to installation of a meter socket and meter to permit measurement of the amount of electricity used by the cafeteria kitchen was held. Mr. Groben stated that he would furnish an estimate of the cost of such an installation at an early date.

The meeting adjourned at 2:00 P.M.

Signed _____

Chairman

Secretary

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY
(Board of Education Special Meeting -- March 16, 1959)

MINUTES

The Board of Education met in Special Session on Monday, March 16th, at 7:00 P.M. in the Administrative Office, for the purpose of considering recommendations for coaching assignments and assignments of other key personnel.

The following Board members were present: George Heckerman, Vertis Matz, Harold Kemmerling, and W. W. Lowe. (Virgil Williams did not attend.)

Others present were: Eldon R. Crawford, Supt., Charles Roberts, Ass't. Supt., Lloyd Hutchinson and William Wilson, Principals, and Ralph Schuler, School Attorney.

BUSINESS WAS TRANSACTED AS FOLLOWS:

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

2. RECOMMENDATIONS FOR COACHING ASSIGNMENTS:

Mr. Crawford reviewed the background, and stated that on December 8th, 1958, the Board adopted a policy stating that our presently employed personnel would be given first consideration at the time personnel for the new high school and reorganized elementary schools are recommended and appointed.

Questionnaires were sent to the coaches, asking them to give their preferences in coaching jobs; following this procedure, each coach was interviewed individually by Mr. Crawford and Mr. Hutchinson. Upon completion of the proposed recommendations, Mr. Hutchinson again conferred with each coach, and informed him concerning the proposed recommendations. These recommendations were generally accepted by the coaches -- as the best for the communities.

Mr. Crawford read the "Recommendation in Regard to Athletic Coaches for North Posey Jr.-Sr. High School for the year 1959-'60 -- a copy of which is in the Minute Book.

Proposed coaching assignments are as follows:

Business Mgr., Athletic Director and Football Coach ----- Don Miller.
Head Basketball Coach -- Leonard Mauck.

Assistant Basketball Coaches -- Teddy Anson & Charles Price.

Assistant Football Coach --- Leonard Mauck.

Baseball & Track Coaches -- to be assigned after conferences with head coaches and assistants, subject to Board approval.

In the discussion it was stated that this was indeed a difficult task -- as all the coaches presently employed are very fine, capable and cooperative men.

Mr. Mauck has more years of experience in basketball coaching, has a thorough knowledge of basketball, is a little older than the others, and has a disposition that will help when working with other coaches.

~~It was also stated that, due to unjust criticism directed at Don Miller because of his basketball team's loss of games, the Superintendent and Principal avoided recommending him for the position as basketball coach. Since Mr. Miller has had experience in football, he was recommended as coach in that sport. It was stated that Mr. Miller has ability, is highly respected by the boys, and that the criticism was mostly from outside fans.~~

It was suggested that the Board of Education be given the opportunity of assigning the assistant basketball coaches to their particular areas of coaching; that Charles Price be given the job as Assistant Coach of the Varsity Team, and Teddy Anson be given the job as 7th & 8th Grade Coach.

After further discussion, the following motion was made by Dr. Lowe: "To accept the recommendation as presented, with the stipulation that the Board recommends Mr. Price to be appointed as Assistant Varsity Coach and Mr. Anson as Coach of Jr. High." Seconded by Mr. Kemmerling. Motion carried.

This portion of the minutes
was deleted by Board action
on March 23rd, 1959.

3. PROPOSED POLICY IN REGARD TO HANDLING ATHLETES, ETC.

A Proposed Policy in Regard to Handling Athletes, Etc. was read and explained by Mr. Crawford. (A copy is in the Minute Book.)

In the discussion, it was decided to change section (d) to read as follows: "Control, discipline and handling of individual athletes should be left to the jurisdiction of the Coach in charge of such athletes; provided that in cases of serious offense it is recommended that the Coach counsel with the Principal; and that mutual agreement be reached before action is taken."

The motion was made by Mr. Kemmerling -- seconded by Mr. Matz -- to accept the proposed policy concerning Purpose, Aims and Support of Athletic Program in the North Posey Jr.-Sr. H. S., with the alteration in section (d) as stipulated. Motion carried.

4. ELEMENTARY EDUCATION ADMINISTRATOR:

Mr. Crawford stated that Mr. William Wilson has indicated an interest in the position of Director of Elementary Education, and that he can qualify for this position.

Mr. Wilson discussed the matter with the Board, and stated that, by going to school 8 weeks this summer, he can get the necessary training for the position. The Director of Elementary Education would be Principal of South Terrace and Supervising Principal of all other grade schools in the District.

Mr. Wilson stated that, if appointed to this job, he will be willing to start work immediately on planning book rental and other work that needs to be started in the planning of next year's work.

After a discussion, a motion was made by Dr. Lowe and seconded by Mr. Kemmerling:

1. That William Wilson be appointed as Acting Director of Elementary Education in the Metropolitan School District of North Posey County pending his qualification for proper licenses to cover this position.
2. That William Wilson be granted approval to attend University classes during the summer to meet such requirements.
3. That upon completion of such requirements, he be appointed as "Director of Elementary Education", working under the general supervision of the Superintendent of Schools, and that he be issued a signed agreement to that effect.
4. That he be assigned to assume responsibility, at once, in planning with the Superintendent for the necessary reorganization of the elementary school program for the fall of 1959.

The motion carried.

5. MEETING IN INDIANAPOLIS FRIDAY, MARCH 20th:

Mr. Crawford stated that the Annual Conference for School Administrators will be held in Indianapolis, Friday, March 20th. This will be a Post Legislative Clinic on New Legislation Passed by the General Assembly."

He stated that he and Mr. Roberts would like permission to attend this meeting, provided the Board would approve mileage reimbursement.

The motion was made by Mr. Matz and seconded by Dr. Lowe -- to allow Mr. Crawford and Mr. Roberts to attend the meeting in Indianapolis, with mileage reimbursement being allowed. The motion carried.

6. NEWS RELEASE:

Mr. Crawford stated that the Evansville Courier asked for the release on coaching assignments immediately following the meeting, so that it could be printed in their paper on the following day. This has been cleared with the Poseyville News editor. The matter of giving this release to the Evansville Courier was agreeable with the Board.

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

The meeting adjourned at 9:45 P.M.

Signed

George H. Heckerman
Chairman

Virgil B. Williams
Secretary

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY
Office of School Administration

(Recommendation in Regard to: Athletic Coaches for the New
North Posey Jr.-Sr. High School -- March 16th, 1959)

To The Board of Education of
The Metropolitan School District
Of North Posey County.

As a result of individual conferences with athletic coaches employed at the present time in the North Posey District, and in accordance with the general recommendation, approved by the Board of Education on December 8, 1958, which states that presently employed personnel be given first consideration, recommendations pertaining to the coaching staff and athletic assignments in the new North Posey Jr.-Sr. High School, beginning with the school year 1959-'60 are submitted as follows:

A. For Director of the Athletic Program, Athletic Business Manager, and Football Coaching ----- Don Miller.

Interpretation of the position of Athletic Director and Business Manager is as follows:

1. The Athletic Director should work with all members of the Coaching Staff and the Principal to develop school athletic policies which will provide understanding in regard to responsibilities, authority and working relationships among all members of the Coaching Staff and the Principal.
2. The Athletic Director should serve as a leader in the development of a well rounded interscholastic and intra-mural athletic program for both boys and girls.
3. The Athletic Director should serve as a coordinator of the various athletic activities in the matter of scheduling and coaching personnel.
4. As Business Manager, the Athletic Director will be in charge of arrangements, scheduling of games, requisition and purchase of supplies, equipment, and uniforms, employment of game officials, etc., all subject to approval by the Principal.
5. The Athletic Director shall not have jurisdiction over coaches in the program of instruction or training, or in directing team play but should stand ready to advise and consult with coaches if called upon to do so.
6. Proposals, decisions, and procedures initiated by the Athletic Director shall be subject to approval of the Principal within the framework of such policies as are developed by the Principal and his Athletic Staff for the administration of the athletic program. Said policies should be prepared in written form and submitted to the Board and Superintendent for approval.

B. For the Position of Head Basketball Coach ----- Leonard Mauck.

This position is interpreted as follows:

To take charge of the instruction of boys in the art of playing basketball; to develop and direct a varsity team; to assign specific duties to Assistant Coaches and to work with said Assistant Coaches in the development of a system of training and instruction for boys at the Junior High level, and among non-varsity participants; also to consult with teachers in elementary schools and render assistance to such teachers in instructing elementary students in fundamentals of basketball and related activities.

It is recommended that the Head Coach make full use of his Assistants and that the idea of teamwork among the Coaching Staff be encouraged.

C. Assistant Coaches:

1. Basketball ----- Teddy Anson, Charles Price.
2. Football ----- Leonard Mauck.

It is recommended that specific assistant coaching duties be determined through conference with Head Coaches and the Principal and that the above recommended general assignments may be changed by mutual agreement of the individuals involved and approval of the Principal.

D. Baseball and Track:

It is recommended that assignment of Head Coaching and Assistant Coaching duties in these two sports be worked out by the Coaching Staff and the Principal through conference and mutual agreement, and that such assignments be submitted to the Board for approval.

Signed _____

Eldon R. Crawford, Superintendent

Lloyd N. Hutchinson, Principal

Approved and Accepted by the Board of Education on March 16th, 1959, with the following changes:

The Board recommended that Charles Price be designated as Assistant Coach in the High School, and Teddy Anson be Assistant Coach in the 7th & 8th Grades.

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY
Office of School Administration
Poseyville, Indiana.

(Recommendation in Regard to Administrative Policy concerning Purpose, Aims, and Support of Athletic Program in the North Posey Jr.-Sr. H.S.)

In recognition of the importance of athletics in the Secondary Education Program from the standpoint of development of desirable attitudes in cooperation, teamwork, and sportsmanship; also in recognition of the need for Coaches and Athletic Directors to have full support of administrative officials in the guidance, discipline and handling of athletes, it is recommended that a General Statement of Policy in regard to these matters be adopted by the Board of Education.

A Proposed Statement of Policy is submitted as follows:

It is recognized that

- (a) There is a high degree of interest in the athletic and competitive sports program at the High School level.
- (b) The primary purpose of a sports program, from the standpoint of education, is the development of character, desirable attitudes and skills involved in fair play, teamwork, cooperation, and sportsmanship, in addition to competitive spirit and will to win.
- (c) That over-emphasis on winning can conceivably result in undue pressures on coaches, team members, and school officials; and that such pressures, if not resisted or controlled, could seriously damage the value of sports as an educational activity.

Therefore the following General Principles pertaining to Status and Working Relationship of School Personnel who are responsible for managing the Sports Program are adopted:

- (a) Policies and procedures for administering the athletic program and working relationship of Coaches, Assistant Coaches, Athletic Director and Principal should be worked out to the mutual agreement of such School Personnel, and prepared in writing. Said Policies and Procedures would serve as a guide to define assignments, authority, and areas of responsibility in conducting the athletic program.
- (b) Coaches should be assured that they can feel free to manage and direct competitive team squads as they see fit, in accordance with principles of approved techniques of control and discipline.
- (c) Selection of individuals for team positions should be based on ability, attitude, etc.; and not on factors which are unrelated to these characteristics.
- (d) Control, discipline and handling of individual athletes should be left to the jurisdiction of the Coach in charge of such athletes; provided that in cases of serious offense it is recommended that Coaches counsel with their Assistants and the Principal; and that mutual agreement be reached before action is taken.
- (e) A program of public relations should be planned, for the purpose of development of understanding on the part of the student body, citizens of the community, and particularly sports enthusiasts, concerning the educational aim and purpose of the sports program, the importance of loyalty and support to teams and Coaching Staffs as opposed to criticisms, and a better understanding of the problems faced by Coaches and school personnel in the promotion of a sports program.
- (f) Administrative decisions in regard to Coaching Personnel shall be made on the basis of educational standards and in accordance with procedure for all other school personnel; and shall not be based on records of games won, pressure or influence brought to bear by interested fans.

Policy Concerning Status and Working Relationship
of School Personnel responsible for managing the
Sports Program (Continued ----- Page 2.)

- (g) It is believed that success as a Coach depends in a large measure on leadership and ability of men to gain and hold the respect and confidence of boys; ability to influence boys to work hard in developing their potential abilities; and thorough knowledge of the sport involved. It is expected that Coaches will conduct themselves as gentlemen and to endeavor at all times to influence boys under their direction to do likewise.

Eldon R. Crawford, Superintendent

Lloyd N. Hutchinson, Principal

Accepted and Approved by Board of Education March 16th, 1959, with the following change: Paragraph (d) to read as follows:

- (d) Control, discipline and handling of individual athletes should be left to the jurisdiction of the Coach in charge of such athletes; provided that in cases of serious offense it is recommended that Coach counsel with the Principal; and that mutual agreement be reached before action is taken.

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY
(Board of Education Meeting -- March 23, 1959)

MINUTES

The Board of Education met in regular session on Monday, March 23rd, at 7:00 P.M. in the Administrative Office at Poseyville.

The following members attended: George Heckerman, Vertis Matz, Harold Kemmerling, and W. W. Lowe. (Virgil Williams did not attend.)

Also present were: Eldon R. Crawford, Supt.; Charles Roberts, Ass't. Supt.; William Wilson, Principal; and J. D. Foster, Vocational Ag. teacher.

BUSINESS WAS TRANSACTED AS FOLLOWS:

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

2. MINUTES:

Copies of Minutes of meetings of March 9th, 12th and 16th were mailed to Board members previously.

The minutes were discussed, and the following correction pointed out in March 16th minutes: In the paragraph concerning Don Miller's being recommended as football coach, it should be amended to read as follows: "Since Mr. Miller has had experience in football, he was recommended as coach in that sport."

The motion was made by Mr. Matz -- seconded by Mr. Kemmerling -- to omit the oral reading and accept the minutes as written, with the correction as stipulated. The motion carried.

3. FOSTER:

Mr. J. D. Foster, Vocational Ag. teacher presented a written proposal on how the F.F.A. boys would plan to use that part of the high school site back of the building which is not needed at the present time. This proposal was in the form of a Rental Agreement, and was signed by the F.F.A. Vice-President, Eugene Herrenbruck.

After examination and discussion of the Agreement, the motion was made by Mr. Matz, seconded by Mr. Kemmerling, to accept the F.F.A. Rental Agreement for 1959-'60. The motion carried. (Copy of Agreement is in Minute Book.)

4. BILLS & CLAIMS:

Claims Nos. 160 to 174 were presented for approval of payment.

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

5. LEAVE OF ABSENCE -- CHARLES CHRISTMAS:

Mr. Crawford stated that Mr. Charles Christmas has received a federal grant to attend the University of Georgia, to do a year's graduate work in Science and Math. Mr. Christmas has asked for a leave of absence for the school year 1959-'60, and has asked to be re-employed at the end of that time.

In the discussion, it was pointed out that Mr. Christmas is a strong teacher in his field, and that arrangements should be made to use him when he returns.

It was thought, that by shifting teachers, his work could be handled without someone outside of the District, during his absence.

It was stated that "we should encourage our teachers to better themselves. If we don't grant this leave of absence, it might be discouraging to other teachers in similar situations."

The motion was made by Mr. Matz -- seconded by Dr. Lowe -- to grant Mr. Christmas one year's leave of absence, with the understanding that he will be re-employed when he returns. The motion carried.

6. SOUTH TERRACE:

(a) Approval of General Construction:

Mr. Crawford stated that, in the March 12th Special Meeting, the Board had agreed to accept the General Construction of the South Terrace School, subject to approval of the architect and Mr. Wilson, Principal. To date, a few items are not completed.

(March 23rd Minutes Continued -- Page 2.)

He also stated that the Plumbing & Heating, and Electrical work are not yet completed.

(b) Payment to Electrical Contractor:

Mr. Crawford stated that we have enough money on hand to pay the Electrical Contractor when his work is completed and accepted.

The question was raised: "Shall we pay him immediately upon completion and acceptance, or shall we hold this payment another 60 days?"

It was agreeable to pay the Electrical Contractor immediately upon completion and acceptance.

(c) Meter Socket -- Cafeteria Kitchen:

Mr. Crawford stated that Mr. John Groben, representative of Althoff-Howard Electric Co., had quoted the following cost for installing a meter socket to determine how much electricity is being used in the cafeteria kitchen: \$30 for the socket, \$75 for the labor -- total cost \$105 to install the meter socket.

As this cost seemed exorbitant, it was suggested that we could probably borrow a meter until such time that we might want to buy the meter; or, that we get a local electrician to figure on this job, if this is permissible with Southern Indiana Gas & Electric Co.

Further investigation is needed on this problem.

(d) Grading & Sowing Grass Seed:

It was stated that early spring is the time to sow grass seed, and that the ground at South Terrace needs to be graded and smoothed before the grass seed is sown.

It was suggested that Mr. George Kraft be contacted, and asked to give an estimate on grading. This was agreeable with the Board.

(e) Change Order #4 Signed:

Change Order #4 -- which covers 2 doors that were added to the South Terrace Kitchen -- was signed by the President of the Board. (The Secretary will be asked to sign this Change Order, when he is contacted.)

7. APPROVAL OF CONTRACT -- ARLENE BRUCE:

Mr. Crawford stated that, in an earlier meeting, the Board approved to employ Mrs. Arlene Bruce to take the place of Mrs. Hutchinson who resigned.

The Contract for employment of Mrs. Bruce was signed by Mr. Heckerman, President. Mr. Williams, Secretary, will sign later.

8. TRANSPORTATION:

Mr. Crawford stated that the planning of transportation routes has been a tremendous job.

Mr. Roberts presented for Board approval, "General Specifications and Conditions"; also "Descriptions of the 20 Routes for the School Year 1959-'60." (Copies of these materials are on file in the Administrative Office.)

General Specifications & Conditions:

Some points brought out in the discussion:

1. Since regulations keep changing, any bus must meet standards set up for 1959 school bus routes.
2. Where we are transporting Catholic children and our school is closed due to sickness, or something of that nature, it is not necessary to make special trips to transport only Catholic children.

Description of Routes for School Year 1959-'60:

Mileage includes 5 miles more than actual mileage it takes to pick up and deliver the children. This will probably eliminate extensions on most routes.

Form for Bid:

It was suggested that bidders be asked to submit bids on three propositions as follows:

(March 23rd Minutes Continued -- Page 3.)

- (1) To furnish a 1959 model bus.
- (2) To furnish a used bus which is not older than a 1955 model.
- (3) To drive a school owned bus.

Decisions to be made by the Board:

Type of procedure: Advertize for sealed bids; or advertize and set a date when we will begin negotiations; or advertize for negotiations, with sealed proposal as a basis of beginning negotiations.

Term of contract.

Date of publication notice.

Date for receiving bids.

It was stated that if we get sealed bids, we can take the lowest and best bids, or we can reject any or all bids.

After a discussion, the motion was made by Mr. Kemmerling -- seconded by Dr. Lowe -- to: "Approve the General Conditions & Specifications as outlined by Mr. Roberts, stipulating a 4 year contract; to use the sealed bid procedure, with the publication notice on April 3rd, and providing for receiving sealed bids on April 20th, the bidding time to end on April 20th at 4:00 P.M." The motion carried.

It was pointed out that it is permissible for a driver to bid on any number routes he desires.

It was suggested that, after we receive bids and make some decisions on individuals who will drive, we give them a temporary agreement which would suffice until all qualifications are met, at which time a regular contract will be given.

Board members will be mailed copies of Conditions & Specifications, Bus Route Descriptions, etc.

9. RECOMMENDATIONS:

Mr. Crawford presented recommendations in regard to number and type and time equivalents of Professional and Non-Professional, Special Service Personnel needed in the reorganized school situation beginning with the 1959-'60 school year; also recommendations concerning Planning of School Lunch Services and Book Rental Services, beginning with the 1959-'60 school year.

RECOMMENDATION #1 -- SPECIAL SERVICES:

It is recommended that the Board of Education authorize employment of professionally trained personnel for special services as follows:

1. Guidance and counseling: One man and one woman each of whom will devote half time to this work.
2. Audio-Visual Education
Director: One person who will devote half time to this work.
3. Combination School Health
Nurse & Attendance Officer: One full time.
4. Librarian: One full time.
5. Assistant to the High
School Principal: One half time equivalent.
6. Music & Art: Four full time equivalents.

RECOMMENDATION #2 -- CAFETERIA PERSONNEL:

It is recommended that the High School Principal and Director of Elementary Education be authorized to determine personnel needs in the various school cafeterias, to select individuals who will meet these needs and make recommendations for employment of such individuals, subject to approval of the Superintendent and Board of Education.

It is also recommended that a uniform pay scale for cafeteria workers be developed.

RECOMMENDATION #3 -- SECRETARIAL PERSONNEL:

It is recommended that authorization be granted for appointment of two full time secretaries to serve at the high school and one full time secretary to serve the Director of Elementary Education, located at the South Terrace building.

RECOMMENDATION #4 -- CUSTODIAL PERSONNEL:

It is recommended that full time custodians be employed in all the elementary schools, and that a minimum of at least two full time custodians be employed at the high school. At least one of the high school custodians should be employed on a twelve-month basis.

RECOMMENDATION #5 -- ORGANIZATION & ADMINISTRATION OF THE SCHOOL LUNCH PROGRAM:

It is recommended that the Board of Education authorize and approve a plan for operating the high school lunch program as one program under the direction of the High School Principal; also for operation of the elementary school program to be under the direction of the Director of Elementary Education, and to include consolidation of purchasing and accounting; also uniform menu planning.

RECOMMENDATION #6 -- PLANNING & ADMINISTRATION OF A TEXTBOOK RENTAL PLAN:

It is recommended that the Board of Education authorize the administrative officers of the School District to work together in the development of a Textbook Rental Service to be placed in operation at the beginning of the 1959-'60 school year if possible.

(Copies of Complete Recommendations #1, 2, 3, 4, 5 & 6 are in the Minute Book.)

The need for employment of teachers to render special services in our reorganized situation was discussed at length.

It was stated that we will offer a broader curriculum in the new setup, which will probably require a greater number of teachers.

It was also stated that "to qualify for a first class commission, we need a Librarian, and Guidance & Counseling Services."

It was pointed out that in the high school setup, no teacher will probably be teaching in more than two fields; most will be teaching in only one field.

It was also pointed out there is a real need for special services in reading, as a great number of our students presently enrolled cannot read, thus hampering their other school work.

The motion was made by Dr. Lowe -- seconded by Mr. Matz -- to adopt the recommendations as presented by Mr. Crawford. Motion carried.

THERE BEING NO FURTHER BUSINESS, THE MOTION WAS MADE BY MR. KEMMERLING -- SECONDED BY DR. LOWE -- TO ADJOURN. THE MEETING ADJOURNED AT 11:30 P.M.

Signed:

George H. Heckerman
Chairman

Virgil B. Williams
Secretary

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY
Office of School Administration
Poseyville, Indiana

Recommendations in regard to number and type and time equivalents of Professional and Non-Professional, Special Service Personnel needed in the reorganized school situation beginning with the 1959-'60 school year.

Also Recommendations concerning Planning of School Lunch Services and Book Rental Services beginning with the 1959-'60 school year.

RECOMMENDATION #1

SPECIAL SERVICES -- PROFESSIONALLY TRAINED PERSONNEL

It is recommended that the Board of Education authorize the employment of Professionally Trained Personnel who will meet the following requirements as to type of service and amount of time to be devoted to such service.

1. GUIDANCE AND COUNSELING: Employment of one man and one woman who are trained in this field and who would be given an equivalent of one half time each in their work schedules to devote to this service. One of these individuals would be designated as Director of Guidance and Counseling and assigned responsibility for administering the program.
2. LIBRARIAN: Employment of one full time Librarian who shall have responsibility for organizing and administering the library service at the high school and who would advise and counsel with the Director of Elementary Education, the Superintendent, and the head teacher of the elementary schools in planning and developing elementary school library services.
3. DIRECTOR OF AUDIO-VISUAL EDUCATION: Employment of one individual who is trained in the work of organizing and administering an audio-visual education program and who would be expected to work with the Superintendent, High School Principal, Director of Elementary Education, and faculty members throughout the School District in developing such a program in all schools. This person should have a minimum of the equivalent of one half time to devote to this work.
4. MUSIC AND ART EDUCATION: Employment of the equivalent of four full time instructors and/or supervisors to meet the needs of music and art education.
5. COMBINATION SCHOOL HEALTH NURSE AND ATTENDANCE OFFICER: Employment of a full time person qualified in School Health work, who will do the necessary vision and hearing testing required by law, and who will assume duties of attendance officer for the District. This person will work under the general supervision of the Superintendent of Schools and in cooperation with the High School Principal and Director of Elementary Education.
6. ASSISTANT TO THE HIGH SCHOOL PRINCIPAL: Employment of an individual who can be delegated certain administrative responsibilities in connection with the administration of the High School program, and who will be responsible to the Principal. Specific duties of this individual would be assigned by the Principal. It is recommended that an equivalent of half time for one person be allocated to these types of assignments.

RECOMMENDATION #2

SPECIAL SERVICE -- CAFETERIA PERSONNEL

It is recommended that the High School Principal and Director of Elementary Education be authorized to determine personnel needs in the various school cafeterias; also to select individuals who will meet these needs and make recommendations for employment of such individuals, subject to approval of the Superintendent and Board of Education. It is recommended that authority to reduce, change, or increase the number of personnel in the various schools be recognized; also that the High School Principal will select a head cook for the High School cafeteria, subject to approval of Superintendent and Board of Education, then work with this person in making selections of additional workers.

It is further recommended that present cafeteria workers be given first consideration in the process of making any changes or filling new positions.

It is further recommended that development of a uniform pay scale for cafeteria workers based on duties and responsibilities be approved by the Board of Education.

RECOMMENDATION #3SPECIAL SERVICE -- SECRETARIAL PERSONNEL

It is recommended that authorization be granted for appointment of two full time secretaries to serve at the High School and one full time secretary to serve the Director of Elementary Education, located at the South Terrace Building.

Terms of employment for these secretaries should be at least 10 months with the understanding that this term could be extended by action of the Board of Education in the event the need for such service becomes necessary, is requested by the Principal and/or Director of Elementary Education, and approved by the Superintendent.

Secretarial personnel presently employed in the school system should be given first consideration. Selection and recommendation should be made by the High School Principal for his school and Director of Elementary Education for his schools, subject to approval and recommendation to the Board, by the Superintendent.

RECOMMENDATION #4SPECIAL SERVICE -- CUSTODIAL PERSONNEL

It is recommended that Custodians be employed at the various buildings beginning with the 1959-'60 school year as follows:

- (A) Each of the elementary schools: One full time custodian on a twelve month basis.
- (B) High School: A minimum of at least two full time Custodians during the school year with the understanding that additional help may be needed at certain times. At least one of these persons should be employed on a twelve month basis.

Custodial Personnel should be qualified to make minor repairs and to carry out the summer maintenance programs necessary in preparing buildings for the next school year.

Since custodians are required to work under the immediate supervision of the Principal and the general supervision of the Superintendent or other administrative officer delegated to general supervision of such services, it is recommended that Custodial Personnel be appointed on the basis of interviews with Principal, Superintendent and other supervisory personnel, that recommendations for employment be made to the Board on the basis of such interviews, and that appointments of Custodial Personnel be made on the basis of such recommendations.

RECOMMENDATION #5ORGANIZATION AND ADMINISTRATION OF THE SCHOOL LUNCH PROGRAM

It is recommended that the Board of Education authorize and approve the following Principles and Procedures in organizing the School Lunch Services beginning with the 1959-'60 school year.

1. The High School Lunch Program shall be operated as one program under the direction of the High School Principal.
2. The Elementary School Lunch Program shall be under the direction of the Director of Elementary Education.
3. School Lunch Services shall be conducted in each of the elementary schools as they are at the present time.
4. A possible reduction in Cafeteria Personnel as follows:
 - (a) Griffin School -- from two to one.
 - (b) Cynthiana School -- from two to one full time and one part time.
 - (c) South Terrace School -- from three full time and one part time to two full time and one part time employee.
5. Menu Planning for elementary schools would be uniform throughout the District.
6. Purchase of Food Supplies for all elementary schools would be centralized with deliveries to the respective schools as needed.

7. Handling of funds, bookkeeping, filing claims, etc., for elementary schools would be centralized in the office of the Director of Elementary Education.
8. Funds on hand in the present schools at the close of the school year 1958-'59 will be divided on the basis of number of pupils and other considerations agreed upon by the High School Principal and Director of Elementary Education.

RECOMMENDATION #6

PLANNING AND ADMINISTRATION OF A TEXTBOOK RENTAL PLAN

It is recommended that the Board of Education authorize the administrative officers of the School District to work together in the development of a Textbook Rental Service to be placed in operation at the beginning of the 1959-'60 school year if possible, general progress of such planning to be submitted to the Board as it is developed.

Board action on the various recommendations submitted above is needed in order to give administrative officers assurance to proceed in planning the various projects outlined and in seeking and interviewing personnel qualified to meet the needs as outlined above.

Signed this _____ day of _____ 1959.

Supt. Met. Sch. Dist. of N. Posey Co.

Acting Director of Elementary Education
Met. Sch. Dist. of N. Posey County.

Prin. of North Posey Jr.-Sr. High School