

JULY 8th, 1957.

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY

MINUTES OF JULY 8th MEETING.

The School Board of the Metropolitan School District of North Posey County held its regular meeting on Monday, July 8th, at 8:00 P.M., in the Administrative Office at Poseyville, with the following members present: Mason Price, Carl Kohlmeyer, Allen Hicks and Gordon Rogers. Robert Redman, Eugene Morlock and Norman Wade did not attend this meeting. Also present were: Mr. Eldon R. Crawford, Superintendent, Ralph Schuler, Attorney; and Charles Roberts and Lloyd Hutchinson, Principals.

THE MEETING WAS CALLED TO ORDER by Mr. Price.

BUSINESS WAS AS FOLLOWS:

1. THE MINUTES OF THE JUNE 24th MEETING were read and approved. Motion was made by Mr. Rogers -- seconded by Mr. Hicks -- to accept the minutes. Motion carried.

2. CLAIMS NOS. 453-469 were presented for approval and payment.

3. INSURANCE:

A. BOILER:

In the June 24th meeting, the purchase of boiler insurance was approved, but the limited or broad coverage was not designated. It was explained that the insurance of \$100,000 coverage for Poseyville and Griffin, and \$25,000 coverage for Wadesville gym -- the broad coverage -- would amount to \$1042.28 for a three-year period, in payments of \$416.92 the first year, and \$312.68 the next two years. After a discussion on the advisability of getting the broad coverage, Mr. Rogers made the motion to use the broad coverage insurance for the boilers. Seconded by Mr. Kohlmeyer. Carried.

B. MUSICAL INSTRUMENTS:

Mr. Crawford presented a list of the musical instruments owned by Poseyville School. After a discussion, Mr. Kohlmeyer made the motion to pay \$15 on the insurance premium due on musical instruments at Poseyville School. Seconded by Mr. Rogers. Motion carried.

4. RECOMMENDATION FOR EMPLOYMENT:

A. TEACHER AT WADESVILLE SCHOOL:

Due to the resignation of Mrs. Ellen McClary, Commerce teacher at Wadesville, and the creation of a vacancy in Business Education, Mr. Crawford and Mr. Roberts recommended that Charles Christmas, a member of the Wadesville staff, be assigned to teach Business subjects in that school. It was also recommended that Mrs. Lucille Lamb, a licensed elementary teacher, be employed as 7th & 8th grade instructor, thus relieving Mr. Christmas and other high school teachers of academic teaching assignments on the 7th and 8th grade level -- at a basic salary of \$4583, which is according to the officially adopted salary schedule. Motion was made by Mr. Kohlmeyer -- seconded by Mr. Hicks -- that this recommendation be accepted. Motion carried.

B. ASSISTANT SUPERINTENDENT:

Mr. Crawford recommended that Mr. Charles Roberts be appointed as Assistant Superintendent, beginning August 1st, according to action taken by the Board in its March 25th meeting. Mr. Roberts would work under the general direction of the Superintendent, with responsibility for Business Operations including Purchasing, Repair and Maintenance of School Plants, Supervision of Custodial and Maintenance Personnel, Supervision of Transportation Services, and such other assignments as may be made by the Superintendent with approval of the Board.

The motion was made by Mr. Kohlmeyer to accept the recommendation of Mr. Roberts' employment, the salary details to be worked out at a later date. Seconded by Mr. Hicks. Motion carried.

5. GENERAL OBLIGATION BOND ISSUE:

1. The motion was made by Mr. Hicks, seconded by Mr. Rogers, and unanimously carried, that the Board approve and accept the petition of the taxpayers calling for the Board to issue general obligation bonds, and that the Board proceed to take the necessary steps to authorize the issue of bonds.

2. The motion was made by Mr. Rogers, seconded by Mr. Kohlmeyer, and unanimously carried, that the Board shall issue general obligation bonds in the amount of \$188,000.00 for the construction of a new school building, and the payment of expenses incidental thereto, and further calling for the

Board to give the necessary notice of this action, and of the sale of the bonds.

3. The motion was made by Mr. Kohlmeier, seconded by Mr. Rogers, and unanimously carried, that the Secretary give notice of the additional appropriation needed for the expenditure of the proceeds of the bonds, by publication in the Poseyville News and the Cynthiana Argus, for two weeks, and by posting in three public places, and that such hearing on said appropriation be held on July 22, 1957.

6. REPAIR AND MAINTENANCE REPORT:

Mr. Roberts gave a report on the progress of building repairs.

7. BIDS -- FURNITURE:

Mr. Hicks made the motion, seconded by Mr. Rogers, that the Board adopt a policy to consider materials on which bids are received for school furniture on the basis of quality and cost; study of bids and materials to be made by Mr. Roberts and Mr. Crawford, and recommendations submitted to the Board at their next meeting. Motion carried.

The Furniture Bids were opened and studied -- action to be taken later.

BIDS -- COAL:

Mr. Rogers made the motion, seconded by Mr. Hicks, to accept the lowest and the best bid on coal. The bids are to be tabulated and report given at the next meeting. Motion carried.

THE MEETING ADJOURNED AT 11:30. SPECIAL MEETING JULY 15th, at 8:00 P.M. -- in the Administrative Office, for the purpose of discussing electrical heating.

Signed Mason Price
Chairman

Carl Kohlmeier
Secretary

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY

JULY 8, 1957.

RECOMMENDATION #1 -- RE: EMPLOYMENT OF PERSONNEL.

(Mrs. Lucille Lamb)

TO THE SCHOOL BOARD OF THE
METROPOLITAN SCHOOL DISTRICT
OF NORTH POSEY COUNTY.

As a result of the resignation of Mrs. Ellen McClary and the creation of a vacancy in Business Education in the Wadesville High School, the following recommendations are made:

1. Assignment of Business subjects in the Wadesville High School to Mr. Charles Christmas who is a member of the Wadesville staff and licensed to teach Business Education.
2. Employment of Mrs. Lucille Lamb, a licensed elementary teacher, as instructor in grades 7 & 8, thus relieving Mr. Christmas and other high school teachers of academic teaching assignments on the 7th & 8th grade level, and at the same time establishing a more desirable school situation for grades 7 & 8.
3. Approval of a contract with Mrs. Lamb for the 1957-'58 school year at a basic salary of \$4583, which is according to the officially adopted salary schedule.

Signed Charles E. Rohrer Principal.

Edwin R. Brangsd Superintendent.

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY.

JULY 8, 1957.

RECOMMENDATION #2 -- RE: EMPLOYMENT OF PERSONNEL.

(Mr. Charles E. Roberts)

TO THE SCHOOL BOARD OF THE
METROPOLITAN SCHOOL DISTRICT
OF NORTH POSEY COUNTY.

In accordance with action taken by the Board, in its March 25th meeting, in which a recommendation for employment of a full-time Assistant Superintendent by August 1st if possible, but not later than September 1st, was approved; we wish to recommend Mr. Charles Roberts for this position.

It is recommended that the position be designated as "Assistant Superintendent", working under the general direction of the Superintendent, with responsibility for Business Operations including Purchasing, Repair and Maintenance of School Plants, Supervision of Custodial and Maintenance Personnel, Supervision of Transportation Services, and such other assignments as may be made by the Superintendent with approval of the Board.

It is further recommended that the contract for this position be for ____ years ending _____, 19 ____; and that the salary be commensurate with the position and the duties and responsibilities connected with it.

Signed: Edwin R. Crawford
Superintendent.

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTYMINUTES OF JULY 15th MEETING.

The School Board of the Metropolitan School District of North Posey County held a special meeting on Monday, July 15th, at 8:00 P.M., in the Administrative Office. All Board members were present; also Mr. Eldon R. Crawford, Superintendent; Mr. Charles Roberts, Assistant Superintendent; Ralph Schuler, Attorney; Lloyd Hutchinson and Roy Goerges, Principals.

THE MEETING WAS CALLED TO ORDER BY MR. PRICE.

BUSINESS WAS AS FOLLOWS:

1. ELECTRICAL HEATING:

Mr. Sutton introduced Mr. Conant, representative of an electrical heating company, and Mr. Richardson, an engineer, who were at the meeting to explain the advantages of electrical heating in the new schools. Some of the advantages, as they see it, are: Electric heating is safest, cleanest and most easily utilized for expansion of heating, eliminates cost of a custodian, maintenance cost of the heating system would be smaller, less insurance would be needed; each room would have "push button operation", thus eliminating heating the entire building in case of special meetings, etc. As an example of the estimated cost -- Mr. Conant stated that Marrs Center School, according to rates suggested by Southern Indiana Gas & Electric Co., could possibly be heated for around \$3100 a year -- this Marrs Center building to be an 8 room school.

Mr. Richardson, engineer, stated that a study of different types of heating systems was being made on the Marrs Center School. He stated that plans had been drawn for electrical heating system and two other heating systems for the Marrs Center School, and that bids would be received on each system -- thus determining which installation would be the less expensive, pointing out advantages of each system, etc.

After these men left, Mr. Crawford suggested that the Board members study the electrical heating literature given them, and discuss the matter more thoroughly at the next meeting.

2. CLAIMS NOS. 470 to 481 and bills were presented for approval and payment. The claim for the lawn mower purchased at Griffin School -- in the amount of \$255.25 -- was presented to the Board for payment. In the Board meeting of April 8th, \$210, the quoted price from Stinson & Gimmeson, was allowed for the mower, but Mr. Goerges explained that this particular mower was not available at the time needed; therefore a different type was purchased. Mr. Redman made the motion to pay the difference on the mower. Seconded by Mr. Morlock. Motion carried.

Mr. Kohlmeyer made the motion to pay the bills. Seconded by Mr. Wade. Motion carried.

3. BIDS ON FURNITURE:

Mr. Roberts recommended the following bids:

Item #1 -- 112 units of tables and chairs -- \$1895.20 -- Lee School Supply Co.

Item #2 -- 48 combination desks and chairs (Mr. Roberts would like to switch these to table and chairs) -- \$1532.80 -- Allied School Supply Co.

Item #3 -- 38 chair desks -- \$499.20 -- Lee School Supply Co.

Item #4 -- 38 straight back chairs -- \$323 -- O. J. Steffy & Son.

Item #5 -- 2 Fold-a-leg Mitchell tables -- \$60 -- O. J. Steffy & Son.

Item #6 -- 6 Teachers' Desks -- highest bid -- \$444.90 -- but most suitable -- Allied School Supply.

Item #7 -- 6 Teachers' Chairs -- \$58.50 -- Rundell School Supply Co.

Mr. Roberts recommended that the above bids, amounting to \$4813-60, be considered and that he be given permission to make these bids into contracts, send in the orders, and have the contracts ready to be signed by the Board at the next meeting. Mr. Wade made the motion to accept Mr. Roberts' recommendation on the furniture bids; seconded by Mr. Morlock. Motion carried.

4. COAL BIDS:

After a brief discussion on the coal bids, Mr. Rogers made the motion to postpone action on these bids until next meeting. Seconded by Mr. Hicks. Motion carried.

5. PERSONNEL:

A. CHARLES ROBERTS' SALARY & CONTRACT:

No action taken on this matter. Postponed until next meeting.

B. PRINCIPAL AT WADESVILLE:

Mr. Crawford stated that Mr. Bill Wilson, Coach at Wadesville, had applied for the position as Principal at Wadesville -- the vacancy being created when Mr. Roberts was appointed as Assistant Superintendent. Since Mr. Wilson meets the qualifications necessary for this position, Mr. Crawford recommended that he be employed, his duties to begin August 1, 1957. After a discussion, Mr. Redman made the motion to employ Mr. Wilson as Principal. Seconded by Mr. Wade. Motion carried.

C. SECRETARIAL SERVICES:

Mr. Crawford reported that Betty Walters had decided to go back to work at Poseyville School in August -- her health being the determining factor in her decision -- and that Mrs. Jeanne MacAndrews had applied for a job at either the Poseyville School or in the Administrative Office -- wherever the vacancy would occur. After a discussion, the motion was made by Mr. Redman -- seconded by Mr. Kohlmeier, to employ Mrs. MacAndrew in the Administrative Office -- on a trial basis -- for a reasonable length of time -- then determine whether or not to employ her for the remainder of the school year. Motion carried. (Betty Walters will probably work in the Administrative Office during the summer months.)

6. WATER DRILLING:

Mr. Crawford reported that the drillers are on the job at the elementary school site. He stated that the State Board of Health prefers a 10" hole, but it would O.K. an 8" hole. The 8" hole was decided upon and contracted for.

On the High School site, the State Board of Health reported that either one 12" or two 6" wells were needed; Mr. Little stated that the drilling costs would be practically the same on either the 12" hole or the two 6" wells -- the only difference in price of the wells would be for the additional pump, controls, etc. Mr. Rogers made the motion -- seconded by Mr. Kohlmeier -- to approve the two 6" wells. Motion carried.

7. REPORT ON HOLDING CORPORATION MEETING:

Mr. Schuler reported that about 20 persons recommended as initial subscribers to the stock of the holding corporation met on July 9th. The group decided to issue shares in the amount of \$1500.00, par value \$25.00 per share, to be offered initially in the amount of \$300.00 or 12 shares per township, in order to spread control over the entire district. It was requested of the shareholders that contracts be made and the names of the initial subscribers be submitted within two weeks.

8. SCHOOL CALENDAR -- PAYROLL SCHEDULE:

The School Calendar and Payroll Schedule for the 1957-58 school year were distributed and explained to the Board members. The motion was made by Mr. Rogers -- seconded by Mr. Hicks -- to adopt the calendar and pay schedule. Motion carried.

9. SALARY -- BOWMAN, VETERAN TRAINING INSTRUCTOR:

Mr. Crawford stated that Mr. Bowman had asked for an increase in salary. Each month, the School District receives a check in the amount of \$1 per enrolled man in Mr. Bowman's class, and he has asked that this check (or the equivalent) be added to his salary each month. The motion was made by Mr. Wade, seconded by Mr. Rogers, to give Mr. Bowman a \$20 a month raise -- or \$240 a year increase -- beginning July 1st. Motion carried.

10. I.U. and PAOLI MEETINGS:

Mr. Crawford reported briefly on the Conference at I.U., and the Budget meeting at Paoli. Mr. Crawford recommended that the Board approve mileage on this trip. The motion was made by Mr. Morlock -- seconded by Mr. Rogers -- to pay Mr. Roberts mileage for this trip. Motion carried.

11. WADESVILLE ATHLETIC CLUB LEASE:

The Athletic Club Lease -- on building to be used as Cafeteria for Wadesville School -- was signed by the President and Secretary of the Board.

12. POLICIES:

Mr. Crawford stated that we plan to draw up policies on employment and dismissal of non-teaching employees, such as custodians, secretaries, etc. He also

stated that we plan to draw up a policy on centralizing purchasing in this office, to be supervised by Mr. Roberts; a policy on use of the school buildings, etc.

13. BUDGET:

Mr. Crawford reported that the first publication of the Budget is due not later than August 9th.

14. LABOR UNION LETTER:

Mr. Crawford stated that he had received a letter from the Labor Union, requesting a meeting to determine a wage scale for the building program.

MEETING ADJOURNED AT 11:00 P.M. Next REGULAR MEETING will be on July 22nd, at 8:00 P.M., in the Administrative Office.

Mason Price
Chairman

Carl Kahlmeyer
Secretary

JULY 22, 1957.

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY.

MINUTES OF July 22nd MEETING.

The School Board of the Metropolitan School District of North Posey County met on Monday, July 22nd, at 8:00 P.M., in the Administrative Office at Poseyville.

The following members were present: Mason Price, Carl Kohlmeyer, Norman Wade, Allen Hicks, and Eugene Morlock. (Gordon Rogers and Robert Redman were not present.) Also present were: Mr. Eldon R. Crawford, Superintendent; Mr. Charles Roberts, Assistant Superintendent; Ralph Schuler, Attorney; and Roy Goerges, Lloyd Hutchinson & William Wilson, Principals.

THE MEETING WAS CALLED TO ORDER by Mr. Price.

BUSINESS WAS AS FOLLOWS:

1. The MINUTES OF THE REGULAR MEETING OF JULY 8th, and the MINUTES OF THE SPECIAL MEETING OF JULY 15th were read and approved.
2. CLAIMS NOS. 482-503 were presented for approval and payment. The motion was made by Mr. Wade -- seconded by Mr. Hicks -- to pay the bills. Motion carried.
3. COAL BIDS:
Coal bids were again discussed, and Mr. Roberts recommended that they be awarded as follows: Items #1 (Cynthiana), #3 (Poseyville Gym), and #5 (Griffin) -- to Gene Rogers. Items #2 (Poseyville School), and #4 (Wadesville School & Gym) -- to West Coal and Lime Yard. Mr. Kohlmeyer made the motion to accept Mr. Roberts' recommendation on Coal Bids. Seconded by Mr. Hicks. Motion carried.
4. SIGNING OF FURNITURE CONTRACTS:
All Board members signed the contracts for buying of school furniture.
5. SEPTIC TANKS -- GRIFFIN:
Mr. Roberts reported that he had contacted Alfred Cooper about cleaning three septic tanks at Griffin School. The cost would be \$850.00, and that would include installing a grease trap. Since this bid seemed to be rather high, Mr. Roberts agreed to get more information and report at the next meeting -- and await board action before ordering it to be done.
6. NEW BUILDING:
 - A. WAGE SCALE:
Mr. Crawford reported that Mr. Soucie and Mr. Smallwood, of the Labor Union, had met with him and some of the Board members, to set a wage scale on labor for our building program. It was suggested that the rates submitted be checked with Mr. Al Sweet, a representative of contractors. The motion was made by Mr. Hicks to authorize Ralph Schuler to represent the Board and sign the wage scale after it is signed by Mr. Sweet. Seconded by Mr. Wade. Motion carried.
 - B. HEATING -- ELECTRIC -- HOT WATER:
A short discussion was held on electrical and hot water heating, advantages and disadvantages of each, etc.
Mr. Crawford stated that Mr. William Kercheval, Sales Engineer for American Air Filter Co., Inc., was inviting our board members to a buffet supper and the "1957 Cooling Caravan", a display of school classroom ventilators -- at Hotel Vendome, Evansville, Indiana, Thursday evening, July 25, 1957. Six or seven of the group decided to attend this meeting.
 - C. WATER WELL -- ELEMENTARY SITE:
Mr. Crawford reported that the water well is completed and tested. A sample is in the Administrative Office -- to be picked up and reported on by the State Board of Health.
 - D. CAFETERIA TABLES:
The question was raised as to what type of cafeteria tables will be used in the new building -- ones that are folded into the walls -- or -- ones that fold in the middle and are on wheels, to be rolled anyplace you want to roll them. The advantages of the ones that fold into the wall are: storage and quick access. Others need storage space built, someone to place them where they are needed, etc. The wall type storage tables would cost \$650 for each table. It is estimated that 6 would be needed, since each table would accommodate 20 children. Benches are included with these tables. The other tables would cost \$278 each. The Board agreed that it wanted specifications on each type, and a decision would be made at a later date.

E. CHANGES TO BE MADE -- ELEMENTARY BUILDING:

It was decided that shower facilities should be included in the elementary building. The space provided for storage -- directly across the corridor from the Multi-purpose room -- could be used for this purpose.

In the Nurse's room -- there would be a door between the Nurse's room and the Principal's office. Also some storage space could be cut out, leaving at least 20 feet in the clear -- for vision testing; soundproofing the Nurse's room for testing hearing.

Mr. Crawford read the specifications of different types of floor finishes, base board finishes, and other interior finishes.

Mr. Price mentioned that a representative had contacted him, asking for an opportunity to meet with the Board concerning the use of Bedford stone in our building project. This man is to be contacted and asked to attend the August 12th meeting.

Mr. Crawford stated that a representative of the State Board of Education would be here Tuesday, July 23rd, to inspect both school sites.

7. ADDITIONAL APPROPRIATION RESOLUTION:

On motion duly made by Carl Kohlmeier and seconded by Allen Hicks, and adopted by the following vote: Aye- Mason Price, Allen Hicks, Carl Kohlmeier; Nay -- Norman Wade, Eugene Morlock; the ~~propos~~ of publication and posting of notices of the special appropriation were ordered approved and made a part of the record of the Board.

On motion duly made by Allen Hicks, and seconded by Carl Kohlmeier, and adopted by the following vote: Aye - Mason Price, Allen Hicks, Carl Kohlmeier; Nay -- Norman Wade, Eugene Morlock; the appropriation resolution as read and fully copied into the minutes, was adopted.

On motion duly made by Allen Hicks, and seconded by Carl Kohlmeier, and adopted by the following vote: Aye - Mason Price, Allen Hicks, Carl Kohlmeier; Nay -- Norman Wade, Eugene Morlock; the Secretary of the board was directed to file with the auditor of Posey County, for transmission to the State Board of Tax Commissioner, the showing required to secure the approval of said board of the additional appropriation made at this meeting.

8. PERSONNEL:

A. SECOND GRADE TEACHER AT WADESVILLE:

As a result of the resignation of Mrs. Riola Rankin and the creation of a vacancy in the Second Grade, Wadesville Elementary School, the following recommendations are made: Employment of Mrs. Vertis (Irene) Deal, a licensed elementary teacher, as instructor in Grade 2 at Wadesville; approval of a contract with Mrs. Deal for the 1957-58 school year at a basic salary of \$3551, which is according to the officially adopted salary schedule. This recommendation was made by Mr. William Wilson and Mr. Eldon R. Crawford. Mr. Kohlmeier made the motion -- seconded by Mr. Hicks -- that this recommendation be accepted. Motion carried.

B. SEIFERT:

Mr. Crawford stated that we had received no resignation, as yet, from Mr. Seifert, and that he would be contacted again this week.

C. J. D. FOSTER -- AG. TEACHER:

Mr. Foster's travel expense was brought up at this meeting. In trying to determine Mr. Foster's mileage, he gave an estimate of actual miles traveled the last 2 years. In 1955-56, he traveled 6156 miles, and was paid for 5143 miles; outside of service area 966 miles. In 1956-57, he traveled 8176 miles and was paid for 6,000 miles -- or \$420; 2459 miles outside of service area. His estimated 1957-58 travel in service area will be 9,000 miles, and 3,000 outside. He mentioned that half of his travel will be reimbursed by the State. After a discussion, Mr. Kohlmeier made the motion to pay Mr. Foster \$630 a year travel, or for 9,000 miles @ .07 per mile. Seconded by Mr. Morlock. Motion carried.

Mr. Foster's salary is to be set up at the next meeting.

D. CHARLES E. ROBERTS' CONTRACT:

Mr. Roberts recommended the following: Salary \$6420 a year, plus \$600 Travel, plus .06 per mile for travel outside of the District. He also asked that a 3 year contract be drawn up -- and that it be written into the contract that he be granted time to attend certain important meetings without loss of pay. After a discussion, Mr. Morlock made a motion to pay Mr. Roberts \$6420 salary, \$600 travel. Seconded by Mr. Hicks. Motion carried.

E. TEACHER AT GRIFFIN:

Mr. Roy Sanders was recommended by Mr. Goerges & Mr. Crawford as teacher to replace Mr. Gerald Beloit, who is called to Military Service. The contract with Mr. Sanders will be a temporary contract, subject to termination at the return and reinstatement of Mr. Beloit; basic salary of Mr. Sanders to be \$3483, plus stipulated sums according to the salary policy, for extra duties. The motion was made by Mr. Wade -- seconded by Mr. Kohlmeyer -- to employ Mr. Sanders as Griffin teacher. Motion carried.

F. PRINCIPALS' PAY FOR SUMMER RECREATION:

On Principals being paid for Summer Recreation program work, Mr. Crawford recommended that the Summer Recreation contracts be terminated July 31st, and Principals' salary to start August 1st, thus avoiding an overlapping of contracts. Mr. Kohlmeyer made a motion to accept Mr. Crawford's recommendation -- seconded by Mr. Morlock. Carried.

9. CUMULATIVE BUILDING FUND:

Mr. Crawford reported that we have been authorized to set the levy for the Cumulative Building fund.

10. BUDGETS:

Mr. Crawford stated that Budgets can be made this week and next.

11. SECRETARY FOR GRIFFIN:

After a discussion on the need of a secretary for Griffin School, the motion was made by Mr. Kohlmeyer -- seconded by Mr. Hicks -- to employ a secretary at Griffin.

MEETING ADJOURNED AT 11:30.

SPECIAL MEETING MONDAY NIGHT, JULY 29th, AT THE ADMINISTRATIVE OFFICE IN POSEYVILLE.

Mason Price
Chairman

Carl Kohlmeyer
Secretary

JULY 22, 1957.

RECOMMENDATION #1 -- EMPLOYMENT OF PERSONNEL.

(Mrs. Vertis (Irene) Deal).

TO THE SCHOOL BOARD OF THE
METROPOLITAN SCHOOL DISTRICT
OF NORTH POSEY COUNTY.

As a result of the resignation of Mrs. Riola Rankin and the creation of a vacancy in the Second Grade, Wadesville Elementary School, the following recommendations are made:

1. Employment of Mrs. Vertis Deal, a licensed elementary teacher, as instructor in Grade 2 at Wadesville.
2. Approval of a contract with Mrs. Deal for the 1957-58 school year at a basic salary of \$3551, which is according to the officially adopted salary schedule.

Signed William Wilson Principal.

Eldon R. Brumsted Superintendent.

JULY 22, 1957.

RECOMMENDATION #2 -- EMPLOYMENT OF PERSONNEL

(Roy Sanders)

TO THE SCHOOL BOARD OF THE
METROPOLITAN SCHOOL DISTRICT OF
NORTH POSEY COUNTY.

We recommend the employment of Mr. Roy Sanders as a teacher in the Griffin High School for the school year 1957-58, in accordance with the following conditions:

1. Action to approve this recommendation to become effective at the time Mr. Jerry Beloit files official notice that he will be absent for military service.
2. The contract with Mr. Sanders will be a temporary contract subject to termination at the return and reinstatement of Mr. Beloit.
3. Basic salary of Mr. Sanders to be \$3483 plus stipulated sums according to the salary policy, for extra duties.

Signed Roy B. Sanders Principal

Eldon R. Bransford Supt.

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTYMINUTES OF JULY 29th MEETING

The School Board of the Metropolitan School District of North Posey County held a special meeting on Monday night, July 29th, at 8:00 o'clock, in the Administrative Office, at Poseyville.

Board members present were: Mason Price, Gordon Rogers, Allen Hicks, Eugene Morlock, Norman Wade, and Carl Kohlmeyer. (Robert Redman was not present). Also present were: Mr. Eldon R. Crawford, Supt., Charles Roberts, Ass't. Supt., Ralph Schuler, Attorney; William Hendrickson and William Wilson, Principals.

THE MEETING WAS CALLED TO ORDER BY Mr. Price.

Mrs. Patricia Kirkman, Mr. Leonard Mauck and Mrs. Don Miller, prospective teachers in our system, attended a portion of the meeting, and were interviewed by the Board.

Mr. Hendrickson and Mr. Crawford recommended that Mrs. Patricia Kirkman be employed to teach Commerce in the Poseyville School -- Basic salary \$3687.

Mr. Wilson and Mr. Crawford recommended that Mr. Leonard Mauck be employed to teach Physical Education and Coach in the Wadesville School -- basic salary \$4503, plus \$750 for coaching basketball and baseball -- total \$5,253.

Mr. Morlock made the motion that we hire Mr. Mauck and Mrs. Kirkman as recommended by the Principals and Mr. Crawford. Seconded by Mr. Hicks. Motion carried.

Mr. Wilson and Mr. Crawford recommended that Mrs. Don Miller be employed to teach Commerce in the Wadesville School -- Basic salary \$3755.

Mr. Kohlmeyer made the motion -- seconded by Mr. Wade -- to accept the recommendation and employ Mrs. Don Miller as Commerce teacher at Wadesville. Motion carried.

MINUTES were read and approved. Mr. Morlock made the motion to approve the minutes. Seconded by Mr. Kohlmeyer. Motion carried.

CLAIMS NOS. 502-511 were presented for approval and payment.

RESIGNATIONS:

Mr. Crawford reported that the following resignations had taken place: Joseph Rankin, Louise Oberhausen, and Erwin Seifert.

MUSIC PROGRAM:

It was recommended that we try to employ an additional music teacher, and that one teacher would handle choral and instrumental music at Poseyville and Cynthiana; the other teacher to handle instrumental and choral music at Griffin, Wadesville and Robinson Twp. schools.

PERSONNEL:

Recommendations to employ school custodians, and custodial services were submitted as follows:

1. Mr. Elvin Walters as custodian at the Cynthiana School -- contract beginning August 1, 1957 -- full time service, 12 months per year -- at a salary of \$225 per month.
2. Mr. Wayne Westfall as custodian at the Poseyville School -- contract beginning August 1, 1957 -- full time service, 12 months per year -- at a salary of \$250 per month.
3. Mr. Gus Miller as custodian of the Griffin School -- contract beginning August 1, 1957 -- full time service, 12 months per year -- at a salary of \$225 per month.
4. Wadesville School custodians as follows:
 - (a) George Seiler to serve as custodian of the Wadesville gym and portable building -- contract to begin August 1, 1957 and ending May 31, 1958 -- 10 month term -- salary of \$75 per month.
 - (b) Charles Hoehn to serve as custodian of the Wadesville School -- contract to begin August 1, 1957 and end May 31, 1958 -- 10 month term -- salary of \$75 per month.
 - (c) Catherine Hoehn to serve as custodian of the Wadesville School -- contract to begin August 1, 1957 and end May 31, 1958 -- 10 month term -- salary of \$75 per month.

- (d) Custodial service to be performed in each of one room schools by respective teachers at a salary of \$20 per month for 10 months -- beginning August 1, 1957 and ending May 31, 1958; provided that the teachers who do not wish to clean buildings and grounds will be contracted for 9 months' service.

The motion was made by Mr. Wade to hire the custodians as recommended. Mr. Hicks seconded the motion. Carried.

SCHOOL SECRETARY -- GRIFFIN:

A recommendation was made to employ Mrs. Bernice Farrar as School Secretary at Griffin -- beginning August 1st -- at a salary of \$125 per calendar month. Such employment to be made on a trial basis until January 1st, at which time the employee will be placed under contract if service is satisfactory; terms of contract to be as follows:

Salary \$125 per calendar month -- 10 calendar months' service -- beginning August 1st and ending May 31st of each year.

The motion was made by Mr. Kohlmeyer -- seconded by Mr. Morlock -- to employ Mrs. Farrar as Secretary at Griffin School. Carried.

FOSTER'S SALARY:

Since, previous to this year, Mr. J. D. Foster has not been on the regular pay schedule, it was suggested that he be put on the regular schedule this year. After some discussion, the Board authorized Mr. Crawford to try to arrange other terms with Mr. Foster; if, to no avail, put him on the regular schedule, thus making his contract for \$6065 plus \$630 travel -- beginning July 1, 1957 -- 12 month basis -- ending June 30, 1958.

PRINCIPALS' CONTRACTS:

It was taken by consent that Principals' contracts could be drawn up -- \$6000 salary, plus \$500 travel -- 12 month basis.

BUILDING PLANS:

Mr. Crawford read a letter from the State Dept. of Education, recommending to the State Supt. of Public Instruction -- Wilbur Young -- approval of the request for permission to purchase the 15 acre site for the elementary school. The letter was signed by Alfred E. Speck, Director of Division Schoolhouse Planning -- also signed by Wilbur Young. He also read a similar letter of approval of the request for permission to purchase the 40 acre site for the high school. When evidence is received that both of the sites have been purchased, Mr. Speck stated that he would be in a position to recommend approval of the request for permission to build new structures for the School District. Motion made by Mr. Kohlmeyer -- seconded by Mr. Hicks -- to purchase the elementary site, when we are furnished with proper abstract and title. Four Ayes: Price, Hicks, Rogers, Kohlmeyer; two Nays: Morlock & Wade.

WATER SAMPLE:

Mr. Crawford reported that the sample of water from the elementary site has not yet been picked up by the State Board of Health.

BOND ISSUE APPROPRIATION:

Mr. Schuler stated that the Bond issue appropriation is held in abeyance until the remainder of the 20 day waiting period is over.

HEATING:

Mr. Morlock made a motion -- seconded by Mr. Kohlmeyer -- that the architect prepare alternate specifications for cooling equipment.

USE OF LIMESTONE:

The representative will be here at the August 12th meeting -- to discuss the possibility of using limestone in our building program.

RAY JONES -- FINANCE ADVISOR:

Mr. Crawford reported that Ray Jones could get down here the week of August 19th -- but this date was not suitable for some interested persons. After a discussion, it was decided to set this meeting at a later date. Mr. Crawford was authorized by the Board to make further arrangements.

DRIVER TRAINING CARS:

It was stated that, this year, two schools would use Fords, and two schools would use Chevrolets for driver training cars. Mr. Crawford suggested that the Board approve the plan and approve the policy of alternating next year. Mr. Morlock made the motion that we alternate driver training cars each year -- 2 Fords and 2 Chevrolets. Mr. Wade seconded the motion. Carried.

ASSISTANT SUPERINTENDENT'S CONTRACT:

Mr. Charles Roberts' contract was signed by the President and Secretary of the Board.

POLICIES CONCERNING SCHOOL LUNCH PROGRAM:

Policies to establish responsibilities, authority, working relationships, and procedures in the operation of the School Lunch Program throughout the School District were presented by Mr. Crawford. Mr. Morlock made the motion -- seconded by Mr. Hicks -- to adopt the policies for the School Cafeterias and their operations. Motion carried. (A copy of these policies is in the Minute Book.)

1958 BUDGET:

The proposed 1958 budget for the School District was studied and approved by the Board for publication. Proposed tax rates for school purposes are: Special School -- \$1.50; Tuition -- \$1.10; Cumulative Building Fund - \$.50; Bond Fund - \$.16. The motion was made by Mr. Rogers -- seconded by Mr. Hicks -- to adopt the budget and authorize Mr. Crawford to prepare it for publication, and have the Board members sign it. Motion carried.

CESS POOL AT GRIFFIN:

Mr. Roberts reported that the \$850 would not be paid to clean the cess pool at Griffin. Other arrangements are being made to take care of this matter.

MEETING ADJOURNED AT 10:45.

NEXT REGULAR MEETING, MONDAY, AUGUST 12th, at 8:00 P.M., IN THE ADMINISTRATIVE OFFICE.

SIGNED:

Mason Price
(Chairman)

Carl Kahlmeyer
(Secretary)

JULY 29, 1957.

RECOMMENDATIONS

TO: The School Board of the Metropolitan School District of North Posey County.

TEACHERS

Recommendations to employ teachers for the school year 1957-58 are submitted as follows:

1. Mrs. Don Miller to teach Commerce in the Wadesville School -- Basic Salary - \$3755.
2. Mr. Leonard Mauck to teach Physical Education and Coach in the Wadesville School -- Basic salary - \$4503, plus \$750 for coaching Basketball and Baseball, -- Total \$5,253.

Signed: William J. Stidley
Principal of Wadesville School.

Eldon R. Branson
Supt., Metropolitan School District
of North Posey County.

3. Mrs. Patricia Kirkman to teach Commerce in the Poseyville School -- Basic Salary \$3687.

Signed: William F. Lindrickson
Principal of Poseyville School.

Eldon R. Branson
Supt., Metropolitan School District
of North Posey County.

CUSTODIANS

Recommendations to employ school custodians and custodial service are submitted as follows:

1. Mr. Elvin Walters as custodian at the Cynthiana School, to be placed under contract beginning August 1, 1957, at a salary of \$225 per month, term of service to be full time, 12 months per year.

Signed: _____
Principal of Cynthiana School.

Eldon R. Branson
Supt., Metropolitan School District
of North Posey County.

2. Mr. Wayne Westfall as custodian of the Poseyville School, to be placed under contract beginning August 1, 1957, at a salary of \$250 per month, term of service to be full time, 12 months per year.

Signed: William F. Lindrickson
Principal of Poseyville School.

Eldon R. Branson
Supt., Metropolitan School District
of North Posey County.

CUSTODIANS (continued)

3. Mr. Gus Miller as custodian of the Griffin School, to be placed under contract beginning August 1, 1957, at a salary of \$225 per month, term of service to be full time, 12 months per year.

Signed:

Roy B. Gentry
Principal of Griffin School.

Eldon R. Crawford
Supt., Metropolitan School District of
North Posey County.

4. Wadesville School custodians are recommended as follows:

- (a) George Seiler to serve as custodian of the Wadesville gym and portable building at a salary of \$75.00 per month for 10 months, term of service to begin August 1, 1957 and end May 31, 1958.
- (b) Charles Hoehn to serve as custodian of the Wadesville School at a salary of \$75.00 per month, for 10 months, term of service to begin August 1, 1957 and end May 31, 1958.
- (c) Catherine Hoehn to serve as custodian of the Wadesville School at a salary of \$75.00 per month for 10 months, term of service to begin August 1, 1957 and end May 31, 1958.
- (d) Custodial service to be performed in each of one room schools by the respective teachers at a salary of \$20.00 per month for 10 months beginning August 1, 1957 and ending May 31, 1958; such services to include cleaning of building and grounds in August, prior to opening of school; provided that the teachers who do not wish to clean buildings and ground will be contracted for 9 months' service.

Signed:

William Wilson
Principal of Wadesville School

Eldon R. Crawford
Supt., Metropolitan School District
of North Posey County.

SECRETARIES

Recommendations to employ School Secretaries are submitted as follows:

1. Mrs. Bernice Farrar to serve as School Secretary at the Griffin School, beginning August 1st, at a salary of \$125 per calendar month. Such employment to be on a trial basis until January 1st, at which time the employee will be placed under contract if service is satisfactory; terms of contract to be as follows:

Salary -- \$125 per calendar month.

Term of Service -- Ten calendar months per year,
beginning August 1st and ending
May 31st of each year.

Signed:

Roy B. Gentry
Principal of Griffin School.

Eldon R. Crawford
Supt., Metropolitan School District of
North Posey County.

PROPOSED POLICY RE: - SCHOOL CAFETERIAS AND OPERATION1. School cafeterias shall be under the general supervision of the School Board and Administrative Office.

The responsibility of directing the operation of cafeterias shall be delegated to principals of the schools. This responsibility shall include the following:

- (a) Recommendation for employment and dismissal of cafeteria personnel.
- (b) Assignment of duties and responsibilities to the cafeteria personnel.
- (c) Establishing wage policies.
- (d) Requiring personnel to meet standards of the State Health Department.
- (e) Supervision of collection and disbursement of cafeteria funds, keeping required records, and making reports.
- (f) Reporting to the School Board and Administrative Office.
- (g) Complying with rules and regulations as set up by the School Lunch Division of the State Department of Education, State Health Department, and other agencies to qualify for participation in the Federal school lunch program.

2. School Cafeteria Personnel -- Employment and Dismissal.

- (a) Employment. The procedure for employment shall be as follows:
When a vacancy occurs, interested applicants shall be asked to submit a written application on the prescribed form for non-instructional employees. The principal shall recommend in writing to the Superintendent and School Board the applicant who, he feels, is most suitable. The Board shall act to appoint or reject.

Officially appointed cafeteria workers shall be placed under written contract, which contract shall stipulate the duties of the worker, salary, hours, conditions of termination, etc.

Experienced cafeteria workers who will be re-employed for the 1957-58 school year shall be recommended to the Board for approval and contracts negotiated.

- (b) Termination of Employment.

- (1) Dismissal during school year: If and when it becomes necessary to dismiss a cafeteria worker during the school year, the principal shall submit a dismissal recommendation in writing to the Board and obtain approval. Such recommendation should state clearly the grounds for the proposed dismissal, such grounds to be considered by the Board and deemed justifiable.

Upon approval of a dismissal recommendation, the principal shall be authorized to notify the worker at least two weeks in advance, in writing, stating the reason for such action, and notifying the worker that she is entitled to a hearing before the Board and Superintendent, if she so desires.

- (2) Dismissal at the end of the school year: In the event any worker is not to be re-employed for the following year, written notice shall be given on or before the final day of the school term by the principal. Such notice shall be given upon prior favorable action of the Board, on a recommendation for dismissal, and shall state that in the event the employee is to be considered for employment the following year, she will be notified in advance by August 1st.

Employees who are not given dismissal notice at the end of the school year, shall be entitled to employment the following fall.

- (3) Employees who resign during the school year shall be required to notify the principal, in writing, at least two weeks in advance. Employees who are entitled to employment at the beginning of any school year and who wish to resign shall notify the principal in writing not later than August 1st.

3. Cafeteria Funds.

Cafeteria funds shall be handled as a part of the school activity funds and set out in the accounting procedure separate from all other activity funds.

4. Recommendations:

It is recommended that:

- (a) A uniform price for school lunches be established in all schools of the district.
- (b) A uniform wage scale be established in all schools throughout the district for cafeteria workers.
- (c) A head cook or cafeteria manager be designated in each cafeteria, whose responsibility it will be to plan the menus, plan the work, assign jobs and plan buying of supplies. This person should be consulted in the matter of choosing and recommending the other workers. Reasonable additional remuneration should be paid for this extra responsibility.
- (d) Careful attention should be given to buying in sufficient quantities at wholesale or reduced prices; also full advantage should be taken of available government commodities. Buying should be supervised by principals. The possibility of buying certain items in quantity for all cafeterias in order to reduce costs should be studied.
- (e) Policies, rules and regulations, and procedures concerning operation of the school lunch program should be developed cooperatively with all people concerned and put in writing as a guide.

JULY 29, 1957.

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY

BUDGET APPROPRIATIONS -- 1958.

ACCOUNT A -- ADMINISTRATIVE

A-1 Board of School Trustees

(a) School Board Salaries -----	\$750
(b) School Bd. Travel, Adv., etc. ---	700
(c) Legal Service -----	600
Total -----	\$2050

A-2 Office of Superintendent

(a) Salaries of Supt. and Asst. -----	13,620
(b) Salaries of Secretaries -----	4,200
(c) Supplies -----	700
(d) Furniture & Equipment -----	600
(e) Travel, Printing, etc. -----	1,500
(f) General Office Expense:	
(1) Rent -----	\$480
(2) Lights -----	100
(3) Water -----	30
(4) Telephone -----	150
(5) Janitor Serv. ----	540
(6) Fuel -----	150
(7) OASI -----	200
Total -----	1,650

Total - A-2 -----	\$22,270
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TOTAL -- ADMINISTRATIVE -----	\$24,320
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ACCOUNT B -- INSTRUCTION

B-1 Principals' Salaries -----	\$ 24,000
B-2 Supervisors' Salaries -----	12,000
B-3 Teachers' Salaries -----	195,000
B-4 Clerical Service -----	5,000
B-5 Substitute Teachers -----	3,000
B-6 Instructional Supplies -----	5,000
B-7 Books and Repairs -----	1,500
B-8 Travel, Prin. and Teachers -----	4,500
B-9 Special Classes -----	1,000
TOTAL -- INSTRUCTION -----	\$251,000

ACCOUNT C -- CO-ORDINATE ACTIVITIES

C-2 Medical and Dental Inspection -----	\$ 500
C-3 School Nurse -- Salary and Travel -----	4,000
C-4 School Nurse -- Supplies -----	200
C-5 School Transportation -----	50,000
C-9 Speech Therapy -----	1,000
TOTAL -- CO-ORDINATE ACTIVITIES -----	\$ 55,700

ACCOUNT D -- OPERATION

D-1 Wages, Janitor -----	\$ 12,000
D-2 Fuel -----	4,500
D-3 Water -----	300
D-4 Light & Power -----	4,000
D-5 Janitorial Supplies -----	3,000
D-6 Care of Grounds -----	1,200
D-7 School Tel., Laundry, Trash, etc. -----	700
D-8 Prin. Office Supplies -----	600
TOTAL -- OPERATION -----	\$26,300

1958 BUDGET (continued)

ACCOUNT E -- MAINTENANCE

E-1	Upkeep of Grounds -----	\$ 1,500
E-2	Repair to Buildings -----	6,000
E-3	Repair to Service Systems -----	5,000
E-4	Janitor and Non-Instructional Equipment -----	1,000
E-5	Instructional Apparatus -----	4,000
E-6	Furniture -----	5,000
E-7	Repair of School Bus -----	500
TOTAL -- MAINTENANCE -----		\$23,000

ACCOUNT F -- FIXED CHARGES

F-1	Rents -----	\$ 500
F-2	Insurance -----	1,500
F-4	OASI -- Janitors & School Secretaries -----	500
F-5	Official Bonds -----	400
TOTAL -- FIXED CHARGES -----		\$ 2,900

ACCOUNT G -- AUXILIARY ACTIVITIES

G-2	Cafeteria -----	\$ 600
G-3	Vet. Training Instructor -----	5,720
G-4	Vet. Training Instructor's Travel -----	960
G-9	Summer Education -----	3,000
TOTAL -- ACCOUNT G -----		\$10,280

JULY 29, 1957.

RECOMMENDATION

TO THE SCHOOL BOARD OF THE
METROPOLITAN SCHOOL DISTRICT
OF NORTH POSEY COUNTY.

We submit recommendation for employment of teacher for the
School Year 1957-'58 as follows:

Mr. Robert Owen to teach elementary grades at the Huber
School, Salary to be a total of \$3483 and Pay for Janitor's
Service to be \$200, a total of \$3683.

Signed this 12th day of August, 1957.

William J. Wilham
Principal, Wadesville Schools

Eldon R. Brown
Superintendent, Metropolitan
School District of North Posey
County.