

**MINUTES OF THE MEETINGS  
OF THE BOARD OF SCHOOL TRUSTEES OF  
CASTON SCHOOL CORPORATION**

**Executive Session:** The Caston School Board of Trustees met in the administration building on Tuesday, June 17, 2014 for an Executive session under I.C. 5-14-1.5-6.1(b)(9) to discuss a job performance evaluation of individual employees. The meeting was called to order at 6:01 PM by President, Mr. Jason Herd. Present at the meeting were board members Mr. Russell Phillips, Mrs. Michaela Slisher, Mr. Jason Herd, Mr. Gary Baumgardner and Mr. Bruce Cress. Also present was Mrs. Lucinda Douglass, Interim Superintendent.

The meeting adjourned at 7:03 PM.

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**Regular Meeting:** The Caston Board of School Trustees met Tuesday, June 17, 2014, in the administration building to conduct the regular business of the school board. Present were Board members Mr. Russell Phillips, Mrs. Michaela Slisher, Mr. Jason Herd, Mr. Gary Baumgardner and Mr. Bruce Cress. Also present was Interim Superintendent, Mrs. Lucinda Douglass; Corporation Attorney, Mr. Robert Murray and High School Principal, Mr. Adam Strasser. Patrons attending the meeting included Darla Powlen and Peggy Dague.

Board President, Mr. Jason Herd, called the regular meeting to order with the pledge of allegiance at 7:05 P.M.

**Celebrations:** Caston continues to celebrate accomplishments of students and staff in the areas of Academics, Athletics and the Arts. The following were mentioned as celebrations:

- The following teachers voluntarily participated in a training for “Flipped Classroom” instructional model: Mr. Carl Davis, Mr. Mike Buczkowski, Ms. Trisha Karcher, Mr. Eric Linn, Mrs. Nyssa Tierney, Miss Teresa Button, Mrs. Amber Helt, Mrs. Vicki Wagoner, Miss Jessica Stiffler, Mr. Pat Rombold, Mrs. Chelsey Correll
- Ms. Debb Stevens, Athletic Director, has been named “Indiana Athletic Director of the Year” by the Indiana Wrestling Coaches Association
- Caston students circulated 39,217 items through the Caston K-12 library this past school year. This statistic reinforces the fact that reading is being promoted and valued within the Caston School Corporation.

**Public comment re: advertised items:** (None)

**Consent Agenda:** Mrs. Slisher moved, seconded by Mr. Baumgardner, to approve the consent agenda items as follows:

- a. Approve minutes of the June 3, 2014 Public Hearing, Public Work Session and Regular Board Meeting
- b. Presentation and review of claims
- c. Consider approval of Mrs. Chelsea McDonald for the position of High School Special Education Instructional Assistant
- d. *(Removed to be considered separately)*
- e. Approval of May, 2014 Treasurer’s Report

Vote was 4 – 1 with Mr. Phillips voting Nay

d. Mr. Phillips moved, seconded by Mrs. Slisher, to approve the proposed Superintendent Contract for Mrs. Lucinda Douglass to be effective July 1, 2014 to June 30, 2017

Vote was 4-1 with Mr. Cress voting Nay

**Old Business:**

Mrs. Slisher moved, seconded by Mr. Baumgardner, to (a) approve the recommendation for health insurance eligibility to be for employees working 30 hours or more weekly (full-time employees) *with the exception of Class A Bus Drivers who are part of a closed, grandfathered group of employees as outlined in the following section.* Additionally, Mrs. Slisher moved, seconded by Mr. Baumgardner to (b) to adopt the revised salary schedule for classified employees for the 2014-15 school year as follows:

## **Employment of Part Time Workers (Classified Staff) – Effective July 1, 2014**

**Instructional Assistants** - All instructional assistants currently employed through Title I funding as well as those transferred to our corporation payroll through LAJSSC, and any additional corporation IA's hired for the 2014-15 school year and beyond will be employed as part-time workers (less than 30 hours weekly.)

- Part-time instructional assistants are not eligible for health insurance plans offered by Caston School Corporation
- Part-time instructional assistants will have a ½ hour unpaid lunch
- Part-time instructional assistants can participate in dental and vision insurance plans with same contribution as other classified staff
- Corporation will make regular contribution toward PERF for IA's employed at least 20 hours weekly
- Severance & retirement plans are available to part-time IA's
- IA's will be eligible to participate in Section 125 voluntary payroll deductions for which they qualify
- IA's may establish a tax sheltered annuity program. A minimum contribution of \$200/year is required if a plan is established

### **Cafeteria Workers**

- Part-Time cafeteria workers (less than 30 hours weekly) are not eligible for health insurance plans offered by Caston School Corporation
- Cafeteria workers will receive ½ hour unpaid lunch if desired (*based upon scheduled workday*)
- Cafeteria workers may participate in dental and vision insurance plans with same contribution as other classified staff
- Corporation will make a regular contribution toward PERF for cafeteria workers employed at least 20 hours weekly
- Cafeteria workers are eligible to participate in Section 125 voluntary payroll deductions for which they qualify
- Cafeteria workers may establish a tax sheltered annuity program. A minimum contribution of \$200/year is required toward this plan if established
- Cafeteria workers employed 30 hours or more weekly will receive the same insurance contributions as all other classified workers
- Cafeteria workers qualify for retirement and severance benefits as per established guidelines

### **Bus Drivers**

#### **CLASS A – ALL DRIVERS HIRED PRIOR TO JULY 1, 2014**

- i. Drivers in this class can opt to continue on an insurance plan they currently take. This would be contributed to at the same rate the corporation contributes for all other classified staff members (*subject to board change*). If drivers choose to do this, they are part of a “closed grandfathered group” – no driver may join this group other than the original members who were grandfathered into this group
- ii. Drivers in class A will be paid \$70/day for a route that could be scheduled up to 3.5 hours daily
- iii. Drivers in CLASS A who drive more than 3.5 hours daily will be compensated a flat hourly rate of \$20/hour for additional hours (for regular route – this does not include fieldtrips or EC runs)
- iv. Drivers in this class may opt to join CLASS B – if, however, this option is voluntarily chosen the driver may not re-enter CLASS A

#### **CLASS B – ALL DRIVERS HIRED JULY 1, 2014 AND THEREAFTER PLUS - ANY DRIVER FROM “CLASS A” WHO VOLUNTARILY ENTERS THIS GROUP**

- i. Drivers in this class are not eligible to participate in the school's health insurance plan
  - ii. Drivers in this class will be paid \$85/day for a route that could be scheduled up to 3.5 hours daily
  - iii. Drivers in this class B who drive more than 3.5 hours daily will be compensated a flat hourly rate of \$24.29/hour for additional hours (for regular route – this does not include fieldtrips or EC runs)
- Field trips/EC trips paid at \$9/hour. Hours of driving a field trip/EC run cannot cause the driver to exceed 29 hours in any one week
  - Out-of-State Fieldtrips would be compensated a minimum of \$100 OR total of hours spent on trip x \$9/hour rate (whichever is higher)
  - Drivers can participate in dental and vision insurance plans with the same contribution as other classified staff
  - Drivers will be eligible to participate in Section 125 voluntary payroll deductions for which they qualify
  - Drivers may establish a tax sheltered annuity program. They must contribute a minimum of \$200/year toward this plan if established

- Drivers will be contracted to drive for total number of student days attended per school calendar year at daily rate (typically 180, but as calendar dictates) plus 2 additional days for training, professional development and bus inspection – this would be 182 days of route pay; however, this may vary due to circumstances interrupting the regular calendar (example would be days “waived” by the state & not needing to be made up by students). Drivers are paid only for days they drive or for which they claim a benefit coming to them (sick day, personal day, bereavement day, etc.)
- Drivers qualify for retirement and severance benefits as per established guidelines

**Part-time EC Treasurer/Bookstore**

- Employed at 5.5 hours daily for 225 days yearly
- Starting wage \$12
- Employee is not eligible for health insurance
- Employee is eligible for dental/vision at same contribution as all other classified employees
- Employee is eligible for PERF at regular contribution by corporation
- Employee may establish a tax sheltered annuity program. Employee must contribute a minimum of \$200/year toward this plan if established
- Employee is eligible to participate in Section 125 voluntary payroll deductions for which he/she qualifies
- Employee is eligible for retirement and severance benefits as per established guidelines

**Salary Ranges for Hourly Workers (Classified Staff)**

<b>Level</b>	<b>Hour Rate Beg._____</b>	<b>Hour Rate Post 90-day</b>	<b>Advance 1 2 – 5 Yrs</b>	<b>Advance 2 4 – 10 Yrs</b>	<b>Advance 3 7 – 13 Yrs</b>	<b>Advance 4 10 – 16 Yrs.</b>	<b>Advance 5 14 – *20+</b>
1	9.50	9.90	10.30	10.70	11.10	11.50	11.90
2	10.00	10.40	10.80	11.20	11.60	12.00	12.40
3	10.50	10.90	11.30	11.70	12.10	12.50	12.90
4	11.00	11.40	11.80	12.20	12.60	13.00	13.40
5	11.50	11.90	12.30	12.70	13.10	13.50	13.90
6	12.00	12.40	12.80	13.20	13.60	14.00	14.40
7	12.50	12.90	13.30	13.70	14.10	14.50	14.90
8	13.00	13.40	13.80	14.20	14.60	15.00	15.40
9	13.50	13.90	14.30	14.70	15.10	15.50	15.90
10	14.00	14.40	14.80	15.20	15.60	16.00	16.40
11	14.50	14.90	15.30	15.70	16.10	16.50	16.90
12	15.00	15.40	15.80	16.20	16.60	17.00	17.40
13	15.50	15.90	16.30	16.70	17.10	17.50	17.90
14	16.00	16.40	16.80	17.20	17.60	18.00	18.40
15	16.50	16.90	17.30	17.70	18.10	18.50	18.90
16	17.00	17.40	17.80	18.20	18.60	19.00	19.40
17	17.50	17.90	18.30	18.70	19.10	19.50	19.90
18	18.00	18.40	18.80	19.20	19.60	20.00	20.40
19	18.50	18.90	19.30	19.70	20.10	20.50	20.90
20	19.00	19.40	19.80	20.20	20.60	21.00	21.40
21	19.50	19.90	20.30	20.70	21.10	21.50	21.90
22	20.00	20.40	20.80	21.20	21.60	22.00	22.40
23	20.50	20.90	21.30	21.70	22.10	22.50	22.90
24	21.00	21.40	21.80	22.20	22.60	23.00	23.40

25	21.50	21.90	22.30	22.70	23.10	23.50	23.90
26	22.00	22.40	22.80	23.20	23.60	24.00	24.40
27	22.50	22.90	23.30	23.70	24.10	24.50	24.90
28	23.00	23.40	23.80	24.20	24.60	25.00	25.40
29	23.50	23.90	24.30	24.70	25.10	25.50	25.90
30	24.00	24.40	24.80	25.20	25.60	26.00	26.40
31	24.50	24.90	25.30	25.70	26.10	26.50	26.90
32	25.00	25.40	25.80	26.20	26.60	27.00	27.40
33	25.50	25.90	26.30	26.70	27.10	27.50	27.90
34	26.00	26.40	26.80	27.20	27.60	28.00	28.40

*\*Employees beyond 20 years could be offered annual performance stipends if budget allows.*

### **LEVELS FOR CASTON SCHOOL CORPORATION EMPLOYEES**

**INSTRUCTIONAL ASSISTANT (Part Time) – LEVEL 4 – 7** (Starting low = \$11.00, Top High = \$14.90)  
Annual = \$11,700 - \$15,850 (5.75 hours daily, 185 day contract, no health benefits offered)

**EC TREASURER/BOOKSTORE (Part Time) – LEVEL 6– 11** (Starting low = \$12.00, Top High = \$16.90)  
Annual = \$14,850 - \$20,914 (5.5 hours daily, 225 day contract, no health benefits offered)

**ISS/STUDY HALL SUPERVISOR – LEVEL 4 –9** (Starting low = \$11.00, Top High = \$15.90)  
Annual = \$15,263 - \$22,061 (7.5 hours daily, 185 days)

**BUILDING SECRETARY – LEVEL 5 – 11** (Starting low = \$11.50, Top High = \$16.90)  
Annual = \$18,400 - \$27,040 (8 hours daily, 200 day contract for Bldg. Secretary)

**BUILDING/GROUNDS SUPERVISOR – LEVEL 15 – 23** (Starting low = 16.50, Top High = \$22.90)  
Annual = \$34,320 - \$47,632 (8 hours daily, 12 month contract)

**HEAD CUSTODIAN – LEVEL 8 – 15** (Starting low = \$13.00 = Top High = \$18.90)  
Annual = \$27,040 - \$39,312 (8 hours daily, 12 month contract)

**CUSTODIAN – LEVEL 6 – 13** (Starting low = \$12.00, Top High = \$17.90)  
Annual = \$24,960 - \$37,232 (8 hours daily, 12 month contract)

**SCHOOL NURSE – LEVEL 14– 18 FOR LPN** (Starting low = \$16.00, Top High = \$20.40)  
**LEVEL 25 - 32 FOR 4-YEAR BSN+** (Starting low = \$21.50, Top High = \$27.40)  
Annual = \$23,680 - \$40,552 (8 hours daily, 185 day contract)

**ADMIN ASSOC. FOR FINANCE – LEVEL 17-23** (Starting low = \$17.50, Top High = \$22.90)  
Annual = \$36,400 - \$47,632 (8 hour day, 12 month contract)

**ADMIN ASSOC. FOR PERSONNEL – LEVEL 16 – 21** (Starting low = \$17.00, Top High = \$21.90)  
Annual = \$35,360 - \$45,552 (8 hour day, 12 month contract)

**TECHNOLOGY DIRECTOR – LEVEL 25 – 34** (Starting low = \$21.50 – Top High = \$28.40)  
Annual = \$44,720 - \$59,072 (8 hour day, 12 month contract)

**ASST. TECHNOLOGY – LEVEL 8 – 12** (Starting low = \$13.00 – Top High = \$17.40)  
Annual = \$27,040 - \$36,192 (8 hour day, 12 month contract)

**SUPERVISOR BUS/MAINTENANCE – LEVEL 15 – 24** (Starting low = \$16.50 – Top High = \$23.40)  
Annual = \$34,320 - \$48,672 (8 hour day, 12 month contract)

**CAFETERIA MANAGER – LEVEL 11-17** (Starting low = \$14.50 – Top High = \$19.90)  
Annual = \$22,620 - \$31,044 (8 hour day, 195 day contract)

**CAFETERIA STAFF (Part Time) LEVEL 1 - 8** (Starting low = \$9.50 – Top High = \$15.40)  
Not to exceed 29 hours, no health benefits offered, 181 days or as calendar dictates

**CAFETERIA STAFF (30+ hours Full Time) LEVEL 1 – 8** (STARTING LOW = \$9.50 & TOP HIGH = \$15.40) is eligible for participation in school corporation's group health insurance plan, 181 days or as calendar dictates

**Substitute Teacher** – daily rate \$65/day for all substitutes (7 hour day – 8:00 – 3:30 w/unpaid ½ hour lunch)

**Substitute Teacher** – daily rate (*without a teaching degree serving in same position for more than 15 consecutive school day, on the 16<sup>th</sup> day the rate will be - \$85.00*)

**Substitute Pay** (Aide/Cafeteria/Secretary) – (*\$8.50/hour*)

**Substitute Pay** (Custodian) – (*\$10/hour*)

**Substitute Pay** (Nurse) - *\$15/hour if licensed nurse, \$10/hour if other substitute*

**LICENSED BUS DRIVER –**

**Class A** (Closed grandfathered group) - \$70/day w/health insurance contributions if elected (only those hired prior to July 1, 2014) \*Hourly rate if driving route more than 3.5 hours daily = \$20/hour

**Class B - \$85**/per day for route up to 3.5 hours (Part time, no health benefits offered)

\*Hourly rate if driving route more than 3.5 hours daily = **\$24.29**/hour

**Beginning July 1, 2014 all classified staff employed by Caston School Corporation will be placed on the new salary schedule as determined by supervisor & Superintendent.**

Placement within the beginning salary range may be at the discretion of the supervisor & Superintendent based upon previous experience and level of training, etc. While an employee would typically start at the beginning of a range, the flexibility is there to increase this in cases where there might be a particular employee wanted/needed for a position where it might require a little higher starting wage to attract to the position, etc.

Probationary period for all newly hired employees is 90 days. At end of 90 days, favorable review could/may warrant advancement to post review level; however, advancement is not guaranteed and may be contingent on budgetary constraints.

Advancement within a position is contingent upon 2 criteria:

- 1) Completion of requisite years of service within the Advance level
- 2) Satisfactory performance of responsibilities as evaluated by immediate supervisor. Supervisor must provide criteria warranting moving an employee to the next level within the specified range – another year of service is not an automatic qualifier

\*An employee who has achieved the highest wage within the specified range and has more than 20 years of experience qualifies for an annual stipend to be determined by supervisor & board contingent upon funding – this is not guaranteed and may be contingent on budget.

Vote for both items (a) & (b) above were Unanimous 5 – 0

Mr. Cress moved, seconded by Mr. Baumgardner, to approve the second reading of Board Policies as follows:

- i. 7217 – Possession of Firearms and Weapons by Visitors
- ii. 5630.01 – Use of Seclusion and Restraint with Students
- iii. 8510 – Wellness

Unanimous 5 – 0

Mrs. Slisher moved, seconded by Mr. Baumgardner, to approve the revised LAJSSC Joint Service and Supply Agreement

Vote was 4 – 1 with Mr. Phillips voting Nay

**New Business:**

Mr. Phillips moved seconded by Mr. Cress to approve the 2014-2015 Textbook Rental Prices as presented.

Unanimous 5 - 0

Mr. Baumgardner moved seconded by Mrs. Slisher to approve for publication on the school webpage the deadline of August 1<sup>st</sup>, 2014 for out-of-district transfer enrollment and a limit of 15 students per grade levels K-12 for the 2014-15 school year.

Unanimous 5 - 0

Mr. Cress moved seconded by Mr. Baumgardner to approve the request for the Rising Stars JH Drill Team, Band and Cheerleaders to participate in the Twelve Mile 4<sup>th</sup> of July Parade.

Unanimous 5 - 0

Mr. Baumgardner moved, seconded by Mr. Herd, to approve the purchase of a new 2015 Chevrolet Silverado 4WD Pickup from Shepherd's Chevrolet-Buick in Rochester as quoted. The board also requested that Mr. Taylor investigate the option of adding toolboxes and plow to be installed by the dealer.

Unanimous 5 - 0

**Other Business:** (None)

**Reports and Information:**

The following reports and information was provided to the school board of trustees:

- a. Revenue Report as of 4/31/14
- b. Appropriation Report for month ending 5-31-14
- c. 2015 Budget Preparation Schedule
- d. Caston Summer Shootout
- e. Receipts and Expenditures of Extra-Curricular Accounts – May, 2014
- f. HS Achievement Report by Mr. Strasser, HS Principal

**Public Comment:** Mrs. Darla Powlen thanked the school board for the bus driver insurance decision

**Board Comment:**

Jason Herd asked for a Project Lead the Way update  
 Michaela Slisher mentioned the need for new beds for the nurse's office  
 Mr. Phillips asked for an update on the Logansport Bus Stop for out-of-district students

**Adjournment:** Mr. Cress moved, seconded by Mr. Baumgardner, that the regular meeting be adjourned at 9:20 P.M.

Unanimous 5 - 0

**CASTON BOARD OF SCHOOL TRUSTEES**

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