



Fairfield Community Schools  
School Board of Trustees Meeting Agenda  
May 23, 2019  
7:30 A.M.  
Central Office

1. Meeting called to order by Board President, Marilee Keim
2. Recognize Visitors
3. Approve Employments and Resignations
  - A. Approve Appointment and Contract for Dr. Robert Evans as Superintendent
  - B. Approve Employment of Cynthia Noward – Speech and Language Pathologist – MEMS
  - C. Approve Resignations
    1. Carmen Cunningham – MEMS Educational Technology Asst.
    2. Irma Miller – MEMS Educational Asst. – Title I
4. Reports from Business Manager, Phil Menzie
  - A. Approve Expense over \$20,000 – New Classroom Furniture at FJSHS
5. Reports from Assistant Superintendent, Monica Kegerreis
6. New Business, Interim Superintendent Bruce Stahly
  - A. Approve addition of ELL coordinator position – discussed at 5/9/2019 Board meeting
  - B. Approve addition of Social Worker position – tabled at 5/9/2019 Board meeting
  - C. Approve Grant - MEMS outdoor lab - \$5,000 from Lowes
  - D. Approve Donations
    1. FJSHS – Music Booster donation of \$1,100 for Winter Guard and \$1,500 donation for Concert and Show Choir
    2. FJSHS – Blue and Gold/Alumni donation of \$1,799 for Athletic Department for HUDL
7. Sign Previously Approved Contracts
8. Adjourn

The next school board meeting is scheduled for June 13, 2019, at 6:00 P.M. at Fairfield Community Schools Central Office.

*This meeting is a meeting of the School Board in public for the purpose of conducting the School Corporation's business and is not to be considered a public community meeting. There will be time for public participation as indicated by agenda item 2. The meeting site is fully-accessible. Any person requiring further accommodation should contact the Superintendent at the School Corporation's central office.*

NOTICE OF PUBLIC MEETING CONCERNING THE  
PROPOSED CONTRACT BETWEEN  
FAIRFIELD COMMUNITY SCHOOL CORPORATION  
EMPLOYING A SUPERINTENDENT

On May 14, 2019 at 6:00 p.m. in the Fairfield Schools' Central Office located at 67240 County Road 31, Goshen, Indiana 46528, the Board of School Trustees will meet to discuss and hear from the public objections to and support for the proposed contract employing a superintendent, which will be effective from July 1, 2019 to June 30, 2022.

Proposed Contract Details

	<u>2019-2020 school year</u>
Annual Base Salary	\$ 120,000
Annual 403(b) Plan Contribution	\$ 4,800
Annual Teacher Retirement Fund Contribution @	\$ 3,600
Annual 401(a) Plan Contribution @	\$ 1,200
Annual Group Health Insurance Premium Contribution*	\$ 20,006
Annual Group Dental Insurance Premium Contribution*#	\$ 886
Annual Long Term Disability Premium Contribution*#	\$ 255
Annual Term Life Premium Contribution (\$240,000 Death Benefit)*	\$ 298
Annual Technology Allowance	\$ 650
Annual Automobile Allowance	<u>\$ 2,500</u>
 Total of Proposed Contract Details	 \$ 154,195

\* Indicates that Fairfield Schools' contribution may be adjusted if the insurance carrier increases the premiums for same level of coverage.

# Indicates that Fairfield Schools' contribution on behalf of the superintendent is the same amount that is contributed on behalf of certified teachers.

@ Indicates that Fairfield Schools' contribution on behalf of the superintendent is the same percentage of salary that is contributed on behalf of certified teachers.

**Health Saving Account:** The superintendent receives a contribution to a health savings account on the same basis as other certified teachers of Fairfield Schools.

**Agreement Length:** The proposed contract is for a term of 36 months. The proposed contract can be canceled by the Board of School Trustees for the reasons set out in Indiana statute. By mutual agreement, the superintendent and Fairfield Schools can cancel the proposed contract at any time.

**Work days:** The superintendent receives 20 vacation days of which he may carry over 10 unused days to the following year, but may not possess more than 30 days. At the time of his retirement, the superintendent shall receive \$30 for each accumulated, unused sick day that he possesses with a maximum number of days being the same as established in Fairfield Schools' existing collective bargaining agreement. That maximum number is presently set at 203 days. Fairfield Schools will deposit in his 403(b) account that payment within one month following the superintendent's retirement.

**Annual Performance Stipend:** The superintendent may receive an annual performance stipend if he achieves the rating of "Effective" or "Highly Effective." Whether he receives the stipend and the amount of the stipend shall be wholly within the discretion of the school board, but under no circumstance shall that stipend exceed \$4,000.00.

**Increases:** The Board of School Trustees annually reviews the superintendent's performance.

# Millersburg Elementary-Middle School

3b

Fairfield Community Schools

**Teresa Zook**  
Principal

**Dr. Stahly**  
Superintendent

Ben Peery  
Elementary  
Guidance

P.O. Box 238  
203 E. Main St.  
Millersburg, IN 46543

**Wanda Miller**  
Secretary

Ph (574) 642-3074

Fax (574) 642-3918

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To: School Board and Dr. Bruce Stahly  
From: Teresa Zook  
Date: May 15, 2019  
Reason: Hire of SLP

I would ask that the board approve the hire of Cynthia Noward as a Speech and Language Pathologist at Millersburg Elementary-Middle School. Cynthia would be coming from Westview School Corporation with experience in her field. This would be replacing the contracted service that MEMS had for the 2018-2019 school year. Cynthia will be hired under the Licensed Classified contract (approved by the board on May 9, 2019). We are excited to have her as a part of the MEMS team.

Thank you for considering this hire.

Teresa Zook

MEMS Principal

# Millersburg Elementary-Middle School 3c1

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To: School Board and Dr. Bruce Stahly  
From: Teresa Zook  
Date: May 17, 2019  
Reason: Resignation

I would ask that the board approve the resignation of Carmen Cunningham as a computer tech at MEMS at the end of the 2018-2019 school year. We are sad to see her leave because she was amazing at her job. Unfortunately, she needed a job with health benefits for her family. We wish her the best.

Thank you for considering this resignation.

Teresa Zook

MEMS Principal

# Millersburg Elementary-Middle School 3c 2

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To: School Board and Dr. Bruce Stahly

From: Teresa Zook

Date: May 13, 2019

Reason: Resignation of para

I would ask that the board approve the resignation of Irma Miller. Irma was a Title I para at Millersburg Elementary-Middle school. Due to the loss of Title I funds and not feeling like the other openings were a good fit, Irma has decided to resign her position at MEMS. We wish her the best.

Thank you for considering this request.

Teresa Zook

MEMS Principal

May 16, 2019

TO: Dr. Stahly and Board of School Trustees

FROM: Phil Menzie

RE: May 23rd School Board Meeting Notes

**Agenda Items:**

1. **Approval of Expense over \$20,000:** We are asking for approval for an expenditure over \$20,000 for new classroom furniture for the Jr/Sr High School. This has been an annual expenditure over the past few years as we upgrade and replace classroom furniture. It has been a budgeted item each year. We would be making the purchase from KI Furnishing Solutions in the amount of \$29,981.90. We have purchased from them in prior years, so this furniture will match what we already have. KI is the approved furniture vendor for the K12 Indiana State Bid Contract.



QUOTATION: 19RH-544/C

# Fairfield High School 2019 Classroom desks and Chairs

CREATED 5/7/2019 | REVISED 5/10/2019 | Valid Through 8/5/2019

*ro to phil*


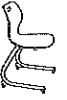






# QUOTATION

CREATED 5/7/2019  
 VALID THROUGH 8/5/2019  
 Prepared By Randy Hayes  
 Quote Filename Fairfield High School 2019 Classroom desks and Chairs - 19RH-544/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options	
<b>Tag 1: Intellect Wave Two Student Desks</b>						
1.1	IWDD/29	Intellect Wave Two-Student Desk,29"H	80	\$230.00	\$18,400.00	
		Edge Finish Glide Option Carton Code Option Book Storage Option Frame Color Surface Finish KI Laminates Top Size Price Description: Freight Excluded/Open Market	Chocolate edge Nylon glides Optional blanket wrapping (for orders of 100 units or more) No book storage Champagne Metallic KI Laminates SILICON EVOLVE 4811-60 Top Size 19"x60"	/ECT /NG /BLW /NB /CM Standard /LSV INFO		
<b>Tag 1: Intellect Wave Two Student Desks</b>				<b>WorkGroup Product Subtotal</b>	<b>\$18,400.00</b>	
<b>Tag 1: Intellect wave Cantilever Chair</b>						
2.1	IWC18	Intellect Wave Cantilever Chair,Large	155	\$64.98	\$10,071.90	
		Frame Color Shell Color Shell NFR Glide Option Carton Code Option Price Description: Freight Excluded/Open Market	Champagne Metallic No Fire Retardant Nordic Nylon glides Racked	/CM /NFR /PND /NG /RCK		
<b>Tag 1: Intellect wave Cantilever Chair</b>				<b>WorkGroup Product Subtotal</b>	<b>\$10,071.90</b>	

## Quote Summary

**Product SubTotal: \$28,471.90**  
**Freight \$1,510.00**  
**Estimated Sales Tax: See Notes**  
**Quote Total: \$29,981.90**

## NOTES:

- Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.
- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.



**Final Considerations:**

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at [www.KI.com/terms](http://www.KI.com/terms)

Prepared by Randy Hayes

"Reference Only"

Market Code: 2=2=K-12

Opportunity #:

Quote Filename: Fairfield High School 2019 Classroom desks and Chairs - 19RH-544

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:  
KI  
1330 Bellevue Street  
Green Bay, WI 54302
2. The following items must be included on all purchase orders:
  - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
  - Ship To Information: complete legal name, address, contact name, contact phone number
  - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
  - Issue Date: date the purchase order was issued
  - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
  - Purchase Order Total: total of all items and services included on the purchase order
  - Authorization: signature of authorized purchasing agent or buying entity
  - Order Details: reference a fully optioned KI quote (ex: 11KGGH-85432) or include all the information listed below
    - Quantity of each item
    - Complete model number, including all finish and option information (by line item)
    - Net purchase price (by line item)
    - Extended net purchase price (all line items)
    - Any additional applicable charges (ex: installation and/or delivery charges)
    - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

**Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.**

# Millersburg Elementary-Middle School

bc

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To: School Board and Dr. Bruce Stahly  
From: Teresa Zook  
Date: May 16, 2019  
Reason: MEMS

I would ask that the board approve the grant to Millersburg Elementary-Middle School in the amount of \$5,000 from Lowe's. The middle school applied for this grant to go towards the outdoor lab.

Thank you for considering the acceptance of this grant.

Teresa Zook

MEMS Principal

bdl



## **Fairfield Jr.-Sr. High School**

FOSTERING THE DEVELOPMENT OF KNOWLEDGE, SKILLS, AND CHARACTER

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#1 Falcon Dr. 67530 US 33 • Goshen, Indiana 46526 • 574-831-2184

Amy Bertram, Principal

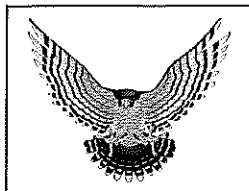
Nick Jones, Assistant Principal

Moises Trejo, Assistant Principal

To: Bruce Stahly  
Fr: Amy Bertram  
Date: 5/12/19  
Re: Music Booster Donations

I recommend we accept two donations from the Music Boosters – a \$1,100 donation for the Winter Guard and a \$1,500 donation for Concert and Show Choirs.

bd2



## **Fairfield Jr.-Sr. High School**

FOSTERING THE DEVELOPMENT OF KNOWLEDGE, SKILLS, AND CHARACTER

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#1 Falcon Dr. 67530 US 33 • Goshen, Indiana 46526 • 574-831-2184

Amy Bertram, Principal

Nick Jones, Assistant Principal

Moises Trejo, Assistant Principal

To: Bruce Stahly  
Fr: Amy Bertram  
Date: 5/12/19  
Re: Athletic Donation

I recommend we accept the \$1,799 donation from the Blue & Gold/Alumni Association to the Athletic Dept for HUDL.