

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF SCHOOL TRUSTEES**

**MILAN COMMUNITY SCHOOL CORPORATION**

**DECEMBER 17, 2012**

The Board of School Trustees met in regular session at 7:00 p.m. on Monday, December 17, 2012. Attending were Board members Edward Amberger, Timothy Tuttle, Gregory Lewis, and Linda Baker; Randy Kirk was absent. Also attending was Superintendent Dr. Thomas Reale. President Timothy Tuttle presided. The meeting opened with the Pledge of Allegiance.

Mr. Amberger motioned to approve the minutes of the regular meeting on November 19, 2012. Seconded by Mrs. Baker. Motion carried 4-0.

**Comments from Patrons/Staff:**

Career Center student, Dillon Davidson, addressed the Board stating his concerns that the morning bus to the Career Center was cold, and the driver was operating the bus one-handed because she needed to constantly wipe the condensation off the windshield. He stated he felt this was because the driver was not permitted to take the bus home to her residence like the regular route drivers. He was concerned about the safety of this procedure. Mr. Tuttle stated the Board would take this under advisement.

**Old Business:**

Dr. Reale stated last month the Board was given new policy #6410 that governs student email accounts. He reiterated this policy was the initiative of the high school principal, Mr. Ketcham, since every student now has a corporation email account. He recommended approval of the policy at this time. Mr. Amberger motioned to approve the policy. Seconded by Mr. Lewis. Motion carried 4-0.

Dr. Reale stated last month he had given the Board information about the 2013-14 calendars adopted by neighboring school corporations and the Board asked him to compose some options for the December meeting. He presented two calendars, one that closely reflects those of other corporations with a two week fall break; and one that resembles our calendar from this year with a one week fall break. He noted these two options have been discussed with the governing members of the teachers' association. He noted if the one week fall break calendar is adopted, fall break moves from the 2<sup>nd</sup> week

of October to the 3<sup>rd</sup> week. He asked the Board to look over the calendars, contact him with any questions, and be prepared to vote at the January meeting.

**New Business:**

**Dr. Reale presented a revision to Policy #9250 – Fundraising - for a first reading, with approval at the January meeting. He noted during the state board of accounts biennial visit, they expressed concern over the refunding of money to 8<sup>th</sup> grade students who fundraised more money than necessary to pay for their Washington D.C. trip. He revised the policy to standardize it so any money raised during a fundraiser stays with the organization. The new policy states: “Any class, club, organization, athletic team, booster club, PTO, or other student or patron group that wishes to conduct any type of fundraising activity that involves the students of the Milan Community Schools must have the approval of the building principal, superintendent, and the Board of School Trustees. A fundraising form must be filled out at least ten days in advance and approved by the principal, the superintendent, and the Board of School Trustees before the fundraising activity may begin. Only fundraising activities that benefit the Milan schools and their students shall be approved. All funds raised shall be deposited into the account of the sponsoring organization. Students may be credited individually within the account for funds they raise to cover their own costs to participate in a particular activity. However, should a student raise more money that is necessary to cover his/her cost of participation, the extra money shall remain in the account of the organization to be used for the common good of that organization. It shall not be disbursed to students. Students, as representatives of the schools, are discouraged from making house-to-house canvasses for the purposed of solicitations, but rather should contact family and friends.”**

**Dr. Reale presented new policy #3550 – Corporation Credit Card Use - for a first reading, with approval at the January meeting. He stated during their visit, the state board of accounts informed him this was a necessity. The policy states: “Certain employees of the school corporation are required from time to time to expend funds in the performance of school corporation business when a purchase order is neither practical nor possible. The Board of School Trustees authorizes the administration to maintain a bank credit card under the following conditions: 1. The corporation treasurer shall serve as custodian of**

corporation credit cards. 2. The cards shall be used only for the purchase of items or services covered by the adopted school corporation budget. 3. The cards shall be returned to the treasurer as soon as the necessary business or purchase has been completed. Detailed receipts for all charges should be submitted to the treasurer at the time of return, but no later than ten calendar days afterward. Failure to do so shall result in the cost of the undocumented charge being deducted from the employee's next paycheck. 4. The treasurer shall maintain a log for signing out credit cards. When signing out a card, the employee shall agree in writing to reimburse the corporation within ten calendar days for any personal charges made or official charges for which there is no documentation, and consent to payroll deduction for failure to reimburse or provide documentation. 5. Credit cards shall not be used to circumvent the normal purchase order accounting system."

Dr. Reale presented new policy #4150 – Professional Dress - for a first reading. He noted the new teacher evaluation system has a section on professionalism and refers to the professional dress of teachers. He stated this policy was drafted largely by the Milan teachers' association based on existing policies at Batesville and Jac-Cen-Del. He noted this new policy meets our needs and is fair to the teachers. The policy states: "Teachers are role models for their students. What teachers wear and how they carry themselves will have a strong impact on children. Dress creates a first impression, and everyone in this world communicates nonverbal messages through outward appearance. Since teachers work with young, impressionable minds, it is all the more desirable to present a professional look in the classroom. Doing so sends an initial message that our teachers are mature, professional, capable, and competent. For these reasons, it is important that teachers wear appropriate attire during school hours on school days. Accordingly, the following are not considered professional attire: a. Sweatshirts; b. Sweatpants/Warm ups; c. Graphic or casual T-shirts; d. Shorts above the knee; e. Jeans; f. Flip-flops or other beach shoes; g. Athletic shoes (unless medically necessary); h. Piercings utilized other than in the ears; and i. Tattoos and other forms of body art (unless covered). In prior consultation with the principal, it is acceptable for teachers to wear other instructionally appropriate attire when the nature of the class or activity makes traditional professional attire impractical or inadvisable. Additionally, there

are occasions when casual attire is acceptable. Examples include: a. Medical issues; b. Spirit days; c. Field trips; and d. Participation in building charity events.”

Mr. Lewis motioned to approve the following six teachers and two parents to serve on the elementary Reading Adoption Committee: Melissa Sanders, Stephanie Siemer, Robbi Gray, Cinda Ahlrich, David Wall, Judy White, Heather Thomas and Monica Strzok. Seconded by Mr. Amberger. Motion carried 4-0. Mr. Amberger asked about the effects of electronics and book adoption. Dr. Reale stated even if we use laptops, there will be a set of textbooks in every classroom.

#### **Superintendent’s Report:**

Dr. Reale gave an update on the gravel lot adjacent to the elementary school. He commented that Mr. Eaton had been given permission to proceed with the transfer of property from the Town of Milan to the school corporation. There should be no cost for this transfer except the legal and survey fees, which the corporation will pay.

Dr. Reale stated the corporation car had been repaired and the final cost was \$1263.22.

Dr. Reale had the following information for the Board.

1. A reminder that due to election changes, the January board meeting would include an organizational meeting and be held on the 14<sup>th</sup>, since the reorganization must be within the first fifteen days of the year.
2. The elementary PTO has been awarded \$20,000 from the Rising Sun Regional Foundation to complete the library project. He congratulated the PTO and thanked the Foundation for their support.
3. The 1953 and 1954 banners are nearing completion and should be returned before the end of the basketball season.

Dr. Reale noted that for the past two years, the Board had allowed him to teach a German class one period per day in order to allow the other German teacher to teach an additional algebra class at the high school. He advised the Board that Mr. Ketcham was working on the schedule for the 2013-14 school year and asked for their thoughts on him continuing to teach. Mr. Tuttle stated it was admirable that Dr. Reale had stepped up to teach the class, and he knew Dr. Reale worked long hours and weekends and did a good job. He stated it would be nice if Dr. Reale only had to worry about his superintendent duties. Mr. Amberger stated Dr. Reale does a good job, but he thinks he should be a full time administrator, and not a teacher. He noted the new RISE system will take a lot of time and we need to find someone else to

teach the German class. Mrs. Baker asked about the additional cost if Dr. Reale did not teach the one class. Mr. Lewis asked about options. Dr. Reale stated that theoretically we need to find a math teacher for one period a day, and the other option was to have the math class sizes raised to about thirty students per class. He noted this was an ECA concern, because math is the most commonly failed subject and class size has an effect on achievement. He stated another option was dropping a higher level math class. Mr. Tuttle commented we couldn't afford to give up a math class and the principal should explore trying to find another teacher. Dr. Reale stated he would instruct Mr. Ketcham to build a schedule without him as a teacher and would bring completed result to the Board for a decision.

**Personnel:**

Mr. Lewis motioned to approve Bethany Roberts as an elementary special needs instructional aide and Eric Hurst as a high school special needs instructional aide/job coach. Both positions are until the end of the 2012-13 school year and will be reimbursed by ROD. Seconded by Mrs. Baker. Motion carried 4-0.

Mr. Lewis motioned to approve Lisa Bradshaw as the 8<sup>th</sup> grade girls' basketball coach. Seconded by Mr. Amberger. Motion carried 4-0.

**Claims and Financial Report:**

Mrs. Baker motioned to approve vendor checks #35425 through #35517. payroll checks #23481 through #23628, deposit advice # 39058 through #39296, and the financial report. Seconded by Mr. Amberger. Motion carried 4-0.

**President's Prerogative:**

Dr. Reale thanked Mrs. Baker for her six months of service on the Board, stating it had been a pleasure working with her. He wished everyone a Merry Christmas and safe holiday season with their families.

Mrs. Baker thanked the Board for the opportunity to serve, stated it had been great working with Dr. Reale, wished new Board member Jason Honeycutt good luck, and extended a Merry Christmas to everyone.

**Mr. Amberger thanked Mrs. Baker for serving on the Board, thanked everyone for coming, wished everyone a Merry Christmas, and asked everyone to keep the people involved in the recent Connecticut tragedy in their thoughts and prayers.**

**Mr. Lewis thanked the Rising Sun Regional Foundation for their generosity, thanked the teachers, staff members and all employees for their hard work, wished everyone a Healthy and Happy Christmas, and asked everyone to pray for the people in Connecticut and peace for our country.**

**Mr. Tuttle asked everyone to keep Connecticut in their thoughts and prayers, thanked the Rising Sun Regional Foundation for their extreme generosity in supporting our various projects, thanked Mrs. Baker for stepping up and serving on the Board, and wished everyone a Merry Christmas.**

**Mrs. Baker motioned to adjourn the meeting. Seconded by Mr. Amberger. Motion carried 4-0. Meeting adjourned at 7:26 p.m.**