

**MINUTES OF THE WORK SESSION OF THE BOARD OF SCHOOL TRUSTEES**

**MILAN COMMUNITY SCHOOL CORPORATION**

**MAY 13, 2013**

The Board of School Trustees met for a work session at 7:00 p.m. on Monday, May 13, 2013. Attending were Board members Timothy Tuttle, Gregory Lewis, Edward Amberger, Randy Kirk, and Jason Honeycutt. Also attending was Superintendent Dr. Thomas Reale and high school principal Paul Ketcham. President Timothy Tuttle presided. The meeting opened with the Pledge of Allegiance.

Mr. Tuttle welcomed the two people in the audience and informed them this was a work session and there would be no public comments. The purpose of the meeting was to discuss items for Board approval at the regular May meeting.

Dr. Reale presented copies of the middle school handbook changes stating the changes would be voted on at the regular May meeting.

Dr. Reale presented new policy #4210 – *Certified Staff Work Hours and Work Year* stating this policy needed to be enacted to be in compliance with state law. He explained he and the principals had met with the teacher committee to discuss the policy and it had been revised from 37 hours to 36½ hours. Teachers would work 7 hours per day on Monday and Friday, exclusive of lunch, and 7½ hours per day on Tuesday, Wednesdays, and Thursdays. The work year would consist of 185 days. Mr. Ketcham explained the additional time would be used for teacher collaboration and professional development. He stated there is little time for individual departments to meet on a regular basis, since not all teachers in a department have the same prep time during the day. It was noted teachers would be compensated for the extra time. Board members questioned the built in professional development half days, and Mr. Ketcham explained the proposed policy would allow for more frequent training and maximize collaborative efforts. Dr. Reale stated this policy would be incorporated with the proposal to change school hours for students and teachers for the 2013-14 school year. The proposed student hours would be 8:15 – 3:25 every day, and the teachers would report from 8:00 – 3:30 Monday and Friday, and 7:30 – 3:30 on Tuesday, Wednesday and Thursday.

**The proposed later student times would make bus pick-ups later, which is a safety advantage, and would have no impact on after school activities.**

**Dr. Reale informed the board Karen Hunter had accepted a position at Sunman-Dearborn schools. He stated since her Milan position was eliminated, he and Mr. Ketcham propose the creation of a new position of custodial/instructional aide for Mrs. Hunter, in case her position with Sunman-Dearborn doesn't work out. He noted this new position would allow Mrs. Hunter to stay at Milan, if she wishes, and maintain the benefits she presently has. He explained there is a need for a half time custodian at the high school and he had recently accepted the resignation of a middle school aide, so that position needed to be filled. Mr. Kirk stated he did not feel the need to create a position and offer a job to Mrs. Hunter since she had accepted a job at Sunman-Dearborn. Dr. Reale noted he had consulted school attorney Larry Eaton concerning this matter, and Mr. Eaton felt this was an equivalent position.**

**Mr. Ketcham brought a proposal concerning a change in the Maintenance Technician job description. He and Dr. Reale propose to change the title to Maintenance Supervisor, have them report to the assistant superintendent, and put them in charge of supervising, scheduling and evaluating the custodians in their respective buildings. He noted they will have input on hiring and firing which allows them to be salaried employees. They will each receive an additional \$3000 to their salary.**

**Dr. Reale presented adjustments to the classified employee pay schedule. In addition to the \$3000 to Class 4 employees (maintenance supervisor) and making them salaried, he would like to award an additional fifty cents per hour to the Class 8 employees (instructional aides). He noted this additional sum would close the gap between the aides and the cafeteria employees and make the scale fairer.**

**Dr. Reale presented the following miscellaneous changes to the classified employee handbook:**

- (1) Where appropriate, change references to 'Director of Operations' to 'Assistant Superintendent';**
- (2) On the custodian job description change reports to: to 'Maintenance Supervisor'; (3) change 'bus**

monitor' to 'bus aide'; and (4) on bus driver pay rate, drop the words 'add \$10 if Career Center is driver's only route'.

Mr. Ketcham presented a proposal for a new position of data coordinator. He stated Five Star Technologies does not get involved in state reports and when Mr. Sturgeon leaves, there will be no one to do this time consuming job. He noted Mrs. Newton has tendered her resignation as high school treasurer as of May 31<sup>st</sup>, but would be willing to take this part time job. He stated she has worked with Mr. Sturgeon and has the skills and capacity to fill this role that has no perks or benefits, just an hourly wage of \$14.92. He noted the annual cost to the corporation would be approximately \$8900.00. Mr. Tuttle questioned whether this was something Dr. Reale needed to do in his new position. Mr. Ketcham stated Dr. Reale will be quite busy with transportation, teacher evaluations, special needs IEP meetings, and other parts of his new position. He stated Mrs. Newton is very proficient in pulling information out of PowerSchool. It was noted if awarded the position, Mrs. Newton would need to train someone else in the event she leaves our employment. Mr. Honeycutt stated he felt Mr. Langferman, as high school principal, needed to attend special needs IEP meetings. Mr. Ketcham stated the request for Dr. Reale to attend the meetings came from Mrs. Rogers. He noted at least one administrator would be present at all IEP meetings and we would do what was best for the students.

Mr. Ketcham proposed hiring a half day math teacher at the high school level in order to give more flexibility to the schedule and eliminate Dr. Reale teaching a German class. He stated it would also allow for algebra enrichment classes to be offered so students would be more prepared to take the ECA tests. This position would be on a year to year basis.

Mr. Ketcham noted Mrs. Rogers had stated she would like to hire another special needs teacher. She explained the number of students is increasing and another teacher is needed to assure these students get the foundation they need.

Mr. Ketcham stated the high school book fees will not increase next year and his goal is to have a lesser amount in the future.

**Mr. Amberger questioned why an employee, who had gotten hurt at work last fall, was now required to take sick days when she did follow up doctor visits. Dr. Reale explained our past practice was to take a full pay sick day, or the reduced worker's compensation pay. Mr. Kirk stated she should not have to take a sick day since she got hurt at work. After much discussion, Mr. Tuttle asked Dr. Reale to investigate the workers' comp practices of other area schools.**

**Mr. Kirk questioned why the liability insurance premiums were increasing by \$20,000. Dr. Reale stated it was because of our excessive workers' comp claims. He noted Randy Roberts of Hummel Winters Insurance had gotten proposals from three companies, but Indiana Insurance still had the lowest rates. He noted worker comp claims stay on the books for five years, and since ours were considered excessive, this was reflected in premium rates. After discussion, Mr. Tuttle requested Dr. Reale put the insurance up for bid, with and without workers comp.**

**Mr. Amberger motioned to adjourn the meeting. Seconded by Mr. Lewis. Motion carried 5-0. Meeting adjourned 8:25 p.m.**