

MINUTES OF THE REGULAR MEETING OF THE BOARD OF SCHOOL TRUSTEES

MILAN COMMUNITY SCHOOL CORPORATION

JULY 15, 2013

The Board of School Trustees met in regular session at 7:00 p.m. on Monday, July 15, 2013. Attending were Board members Timothy Tuttle, Edward Amberger, Gregory Lewis, and Jason Honeycutt. Randy Kirk was absent. Also attending was Superintendent Paul Ketcham. President Timothy Tuttle presided. The meeting opened with the Pledge of Allegiance.

Mr. Amberger motioned to approve the minutes of the regular meeting on June 17, 2013, and the executive session on July 11, 2013. Seconded by Mr. Honeycutt. Motion carried 4-0.

Comments from Patrons/Staff: None

Old Business:

Mr. Ketcham presented revised policy #4210 - *Certified Staff Work Hours and Work Year* - for consideration. This policy was originally presented at the March meeting and replaces expired contract language. The revised policy states: "Work hours for certified employees of the school corporation shall be 35 hours per week, exclusive of lunch, plus the possibility of one thirty-minute meeting before or after school per principal direction. These hours may be extended in the case of an emergency as determined by the superintendent. The work year shall consist of 185 days. Parent-teacher conferences and after-school detention coverage shall be counted as separate days within the 185-day total." Mr. Honeycutt motioned to approve the policy. Seconded by Mr. Amberger. Motion carried 4-0.

Mr. Ketcham stated the supervision of the custodial staff was originally part of the director of operations' job description, but has been left unaddressed. He proposed changing the title of maintenance technician to maintenance supervisor; putting them in charge of supervising, scheduling and evaluating the custodians in their respective buildings; and having input on hiring and firing. The supervisors will report to the assistant superintendent, and be evaluated by the superintendent. Mr. Lewis motioned to approve changing the job description of maintenance technician to maintenance supervisor. Seconded by Mr. Amberger. Motion carried 4-0.

Mr. Ketcham proposed making the maintenance supervisors salaried positions instead of hourly pay. He stated currently the two maintenance men have had about \$1500 per year of overtime pay. He noted he wanted to make an adjustment and add \$4500 to their annual salary with no overtime or compensation pay. They would be expected to oversee the night time custodial staff, as well as the day time staff. Mr. Amberger motioned to approve the salary adjustment, retroactive to July 1, 2013. Seconded by Mr. Honeycutt. Motion carried 4-0.

Mr. Honeycutt motioned to approved a change in the classified handbook that would have the custodians reporting to the maintenance supervisors in lieu of the director of operations. Seconded by Mr. Amberger. Motion carried 4-0.

Mr. Ketcham stated last month the Board was presented with a high ability policy proposal as prepared by Brenda Walter, Alecia Fryman, Stephanie Siemer and Carol Jackson. He noted this policy was a requirement by the state in order to receive monies for our high ability students. He stated he fully endorsed the policy and recommended approval. Mr. Lewis motioned to approve the policy. Seconded by Mr. Amberger. Motion carried 4-0.

New Business:

Mr. Lewis motioned to approve the following lease agreements: Michelle Novinger to use the track, parking lot and restrooms for a 5K walk on July 27th. She will be billed for custodial hours; and Milan Youth Football to use the football field, scoreboard, locker rooms and restroom facilities on August 17th for a PeeWee Football Jamboree. They will be billed for custodial fees and field repair. Mr. Prifogle stated the concession stand would not available. Seconded by Mr. Honeycutt. Motion carried 4-0.

Mr. Amberger motioned to give Mr. Ketcham permission to advertise, interview and/or hire any positions that may become vacant between now and the August meeting, or if an increase in elementary enrollment results in unwanted class sizes. Seconded by Mr. Lewis. Motion carried 4-0.

Mr. Ketcham explained per state law the 2014 budget must be advertised four times in the newspaper. Mr. Amberger motioned to approve the advertisement dates. Seconded by Mr. Lewis.

Motion carried 4-0.

Mr. Lewis motioned to approve the following budget schedule: Budget review for Board members on August 19th at 6:00 p.m. prior to the regular board meeting; the public budget hearing on September 16th at 6:30 p.m. prior to the regular board meeting; and the budget adoption on October 21st at 6:45 p.m. prior to the regular meeting. Seconded by Mr. Amberger. Motion carried 4-0.

Personnel:

Mr. Ketcham reported he had accepted the resignation of Shelly Hoffman as a part time elementary cafeteria employee.

Mr. Lewis motioned to approve the recommendation of Mr. Ketcham to employ Lauren Siefert as the family and consumer science teacher. Seconded by Mr. Amberger. Motion carried 4-0.

Mr. Amberger motioned to approve the recommendation of Mrs. Rogers to employ Joshua Terwilleger as an elementary special education teacher. Seconded by Mr. Lewis. Motion carried 4-0.

Mr. Lewis motioned to approve the recommendation of Mr. Murphy to employ Brandy Hicks as a half-day middle school math teacher and half-day instructional technology coach. Seconded by Mr. Amberger. Motion carried 4-0.

Mr. Amberger motioned to approve the recommendation of Mr. Langferman to employ Rick Koch to serve as a long-term substitute for Alecia Fryman who will be out on an extended medical leave. Seconded by Mr. Lewis. Motion carried 4-0.

Mr. Amberger motioned to approve the recommendation of Mr. Murphy to employ Mary Jo Reer as a special needs instructional aide to fill the vacancy of Karen Schmitt. Seconded by Mr. Honeycutt. Motion carried 4-0.

Mr. Amberger motioned to approve the recommendation of Mrs. Rogers to employ Amanda Hughes as the elementary school nurse. Seconded by Mr. Lewis. Motion carried 4-0.

Mr. Amberger motioned to approve the recommendation of Mr. Murphy for Linda Oelker to act as the sponsor for the National Junior Honor Society. Seconded by Mr. Lewis. Motion carried 4-0.

Claims and Financial Report:

Mr. Lewis motioned to approve vendor checks #36118 through #36196, deposit advice #41595 through #41827, and the financial report. Seconded by Mr. Honeycutt. Motion carried 4-0.

President's Prerogative:

Mr. Ketcham stated he was humbled and honored to serve as the superintendent and thanked the Board for their vote of confidence.

Mr. Amberger motioned to adjourn the meeting. Seconded by Mr. Honeycutt. Motion carried 4-0. Meeting adjourned 7:16 p.m.