

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

**MILAN COMMUNITY SCHOOL CORPORATION**

**JULY 21, 2014**

**The Board of School Trustees met in regular session at 7:00 p.m. on Monday, July 21, 2014.**

**Attending were Board members Timothy Tuttle, Gregory Lewis, Edward Amberger, Randy Kirk and Jason. Also attending was Superintendent Paul Ketcham. President Timothy Tuttle presided. The meeting opened with the Pledge of Allegiance.**

**Mr. Lewis motioned to approve the minutes from the regular meeting on June 16, 2014, the executive session on July 14, 2014. Seconded by Mr. Kirk. Motion carried 5-0.**

**Comments from Patrons/Staff:**

**Linda Baker stated the school buses looked really nice.**

**Mr. Kirk questioned whether World History would be offered at the high school this year. Mr. Ketcham stated it would be combined with another class. Mr. Kirk also asked if we were transporting students to St. Nicholas School. Mr. Ketcham noted this had been done for many years by a contract driver, and we have continued to do it. He stated we have charged St. Nicholas a fee for the past two years for mileage. Mr. Kirk asked about insurance coverage and Mr. Ketcham stated he would check with our insurance carrier. He assured Mr. Kirk the students being transported live in our school district and their parents pay taxes for our school. Mr. Kirk asked if there was a corporation policy concerning this or if the Board had approved this practice. He stated he was against doing this and he was concerned about the wear and tear on the bus, the insurance issue and other aspects. Mr. Ketcham stated he would check into it.**

**Old Business: None**

**New Business:**

**Mr. Ketcham presented policy #6151 *Student Seclusion and Restraint* for the Board's approval. He noted this policy is required by law. It states: "Maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees. There are times when it becomes necessary for employees to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves or others. Seclusion and physical restraint shall be used only as a last resort as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the**

imminent safety of students and others. Positive behavior interventions and supports and conflict de-escalation methods shall be used regularly to minimize the need for restraints and seclusions. These methods must be used before the use of restraints and seclusions. School employees must make every effort to prevent the need for use of restraints and seclusion to others. Seclusion and restraint are procedures in which a student is isolated from others (seclusion) or physically held (restraint) in response to significant behaviors which place the student or others at risk of harm. Students and adults may be harmed when seclusion and restraint are used. Seclusion and restraint may inadvertently reinforce or strengthen the problem behavior. They may be used inappropriately as behavioral intervention rather than as a safety procedure, or may be used inappropriately for behaviors that do not rise to a level of putting someone at risk of harm. They should be avoided to the greatest extent possible without endangering the safety of students and staff.

Seclusion or physical restraint shall not be used as a form of punishment, as a disciplinary measure, as a means of coercion or retaliation, or as a convenience. Except in the case of an emergency, only employees who have been trained in Crisis Prevention Intervention (CPI) within the past two (2) years may implement physical restraint or seclusion with a student. Physical restraints and/or seclusions should be used only when a student's physical behavior poses an imminent threat of serious physical harm to the student or to other persons present, or damage to school property. Seclusion - All schools should adopt a school-wide positive behavioral system for all students, all staff, and all settings. This means that trained school staff will use preventative assessments to identify where, under what conditions, with whom, and why specific inappropriate behavior may occur. Likewise, students who demonstrate positive behavioral strategies are rewarded. The use of seclusion or physical restraint with a student with a disability may be precluded by, or subject to, additional parameters set forth in the student's IEP. Seclusion means the confinement of a student alone, within or outside the classroom, under conditions that physically prevent the student from leaving.

Any enclosure for isolated time out shall be designed to allow continuous visual supervision of the student and communication with the student. Any enclosure for isolated time out shall not use a device that requires a key or special knowledge on a required exit from the room. An adult must supervise the confined student and must be able to see the student at all times. A student shall be released from isolated time out at

least 1 minute after the behavior ceases, or as identified in the behavioral intervention plan or IEP. A verbal threat, use of profanity, or verbal displays of disrespect for themselves or others does not constitute a physical danger unless a student demonstrates a means or intent to carry out the threat. Any enclosure for isolated time out shall have the same ceiling height as the surrounding room(s) and be large enough to accommodate the student but also another individual who is monitoring the student, shall be constructed of materials/objects the student cannot use to harm him/herself or others, and must be designed so the student cannot climb the walls. Any area used for seclusion must comply with all applicable health and safety requirements. Restraint - Physical restraint means holding a student or otherwise restricting the freedom of movement. The student unwillingly participates. Restraint may be employed only when the student poses a physical risk to him/herself or others, when other interventions have failed, when there is no medical contraindication to its use, and when the staff using the restraint have been trained. The use of seclusion or physical restraint with a student with a disability may be precluded by, or subject to, additional parameters set forth in the student's behavioral intervention plan or IEP. A verbal threat, use of profanity, or verbal displays of disrespect for themselves or others does not constitute a physical danger unless a student demonstrates a means or intent to carry out the threat. Any application of physical restraint shall take into consideration the safety and security of the student and shall not rely upon the student's pain as an intentional method of control. In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the supervising adult(s) shall consider the potential of injury to the student, and emotional and educational well-being of other students, and any requirements as stated in the behavioral intervention plan or the IEP. Schools shall not use mechanical restraints to restrict a child's freedom of movement. In addition, schools shall not use prone or supine forms or restraint. A student shall be released from physical restraint immediately upon a determination by the employee administering the restraint that the student is no longer in imminent danger of causing physical harm to themselves or to others. If physical restraint is imposed upon a student whose primary mode of communication is sign language, the student shall be permitted to have his or her hands free of restraint for brief periods, unless the employee administering the restraint determines that such freedom appears likely to result in harm to the student or to others. Seclusion and Restraint - Physical restraint/seclusion should be stopped when the risk of danger has stopped. Restraint and seclusion should

never be used as punishment or discipline. An adult must be within sight of the student at all times during the seclusion or restraint.

Restraint or seclusion should never be used in a manner that restricts a student's breathing or harms the child. REQUIREMENTS FOR TRAINING - All identified Milan Community Schools employees will attend ROD (Ripley, Ohio and Dearborn Co. Special Education Consortium) for Crisis Prevention Intervention (CPI) training. It includes: Appropriate verbal and physical de-escalation of problematic behavior and alternatives to restraint; A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted, including compliance with any BIP or IEP requirements; The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions; Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance; Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; Demonstration by participants of proficiency in administering physical restraint; and frequent retraining of ROD." He noted all employees involved will be CPI trained by ROD. Mr. Kirk motioned to approve the policy as stated. Seconded by Mr. Amberger. Motion carried 5-0.

Mr. Ketcham presented policy #8101 – *Firearms on School Property* to the Board for consideration. The policy states: "This policy applies to persons who may legally possess a firearm under Indiana law. A firearm under this policy is any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion and includes ammunition. No school employee may possess a firearm in a school building or on school property while on duty as a school employee unless the firearm is locked in the trunk of the employee's vehicle, kept in the glove compartment of the employee's locked vehicle or stored out of plain sight in the employee's locked vehicle. An employee who holds one of the following position(s) is authorized to carry a firearm in or on school property while carrying out their duties as an employee: School Resource Officer (SRO). Mr. Kirk motioned to approve the policy as presented. Seconded by Mr. Lewis. Motion carried 5-0.

**Mr. Kirk motioned to grant Mr. Ketcham permission to advertise, interview and/or hire any positions that may become vacant between now and the August meeting. Seconded by Mr. Lewis. Motion carried 5-0.**

**Mr. Amberger motioned to approve a revision to the classified handbook. The revision proposes to permit the Level 1-5, 260-day employees (corporation treasurer, corporation secretary, maintenance supervisors, and full time custodians) be able to carry over five unused vacation days to the following year. Seconded by Mr. Kirk. Mr. Honeycutt questioned whether vacation days were bought out upon retirement and Mr. Ketcham stated no. Motion carried 5-0.**

**Superintendent's Report:**

**Mr. Ketcham informed the Board of the following budget dates: Monday, July 21 - Board authorizes to advertise budgets, levies, rates, CPF, BRP plans and set public hearing; Monday, August 18 - Resolution to authorize adjustments to line 1 & 2 for 2014 & 2015 budgets; Tuesday, August 19 -Board work session (tentative); Friday, August 22 - Deliver budget Form 3, CPF and BRP to newspaper; Friday, August 22 - Submit to DLGF via Gateway – Form 3; Tuesday/Thursday, August 26/28 - First publication; Wednesday, August 27 - Check first publication; Friday, August 29 - Submit Form 3 to county council for review; Tuesday/Thursday, September 2/4 - Second publication; Wednesday, September 3 - Check/Review second publication; Monday, September 15 - Public hearing for budgets, CPF & BRP hearing, Adopt CPF and BRP, Need Resolution to adopt CPF and BRP; Thursday, September 17 - Take CPF Notice of Adoption to paper; Tuesday/Thursday, September 23/25 - Publish Notice of Adoption of CPF; Wednesday, September 24 - Review/Check paper for Notice of Adoption; Monday, October 6 - Request Certificate of No Remonstrance of CPF plan; Monday, October 20 - Adoption of Budgets, Levies, & Rates; and Tuesday, October 21 - File adopted copies with DLGF via Gateway -Mail documentation to Candy Stockoff.**

**Mr. Ketcham presented the summer driver education report prepared by Mr. Gutzwiller. He noted the program was both beneficial to the students and profitable for the corporation.**

**Personnel:**

**Mr. Ketcham stated he had accepted the resignations of the following personnel: Carol Kimla as a part time high school cafeteria worker; Brittany Miller as a middle school special needs**

**instructional aide; Wendy Gall and JoEll Willams as part time elementary cafeteria workers; and Brianna Kraushar as a high school special needs teacher.**

**Mr. Kirk motioned to approve the retirement of David Redwine as a high school custodian for thirty-three years. Seconded by Mr. Amberger. Motion carried 5-0.**

**Mr. Honeycutt motioned to put an additional item on the personnel agenda. Seconded by Mr. Amberger. Motion carried 5-0.**

**Mr. Kirk motioned to approve Mr. Langferman's recommendations to employ Shannon Morris as a high school math teacher and Edward Pasko as a Spanish teacher; and Mrs. Rogers' recommendation to employ Lisa Ludwig as an elementary teacher. It was noted that Ms. Morris and Ms. Ludwig are both first year teachers. Seconded by Mr. Lewis. Motion carried 5-0.**

**Mr. Lewis motioned to approve Randy Combs as an assistant varsity football coach. Seconded by Mr. Honeycutt. Motion carried 5-0.**

**Mr. Kirk motioned to approve Rich Healy as an assistant varsity football coach. Seconded by Mr. Amberger. Motion carried 5-0.**

**Mr. Honeycutt motioned to approve Brian Beeler as an assistant varsity football coach. Seconded by Mr. Kirk. Motion carried 5-0.**

**Mr. Kirk motioned to approve Cliff Willoughby as a volunteer assistant who will be paid the summer weight training stipend. Seconded by Mr. Amberger. Motion carried 5-0.**

**Mr. Kirk motioned to table the recommendation of Ryan Langferman as a volunteer varsity football coach. Motion died for lack of a second.**

**Mr. Lewis motioned to approve Ryan Langferman as a volunteer varsity football coach. Seconded by Mr. Honeycutt. Mr. Amberger stated during home football games, Mr. Langferman needs to be acting as the principal and not as a coach on the football field. Mr. Ketcham assured the Board that Mr. Langferman would assume principal duties during home football games. Motion carried 4-1, with Mr. Kirk opposed.**

**Mr. Kirk motioned to approve Daniel Craig as a volunteer varsity football coach. Seconded by Mr. Honeycutt. Motion carried 5-0.**

**Mr. Honeycutt motioned to approve Michael Brandes as a volunteer varsity football coach. Seconded by Mr. Kirk. Motion carried 5-0.**

**Mr. Kirk motioned to approve Tony Pennington, Brian Owens and David Arkenberg as middle school football coaches; and Jeremy Vinup as a volunteer middle school football coach. Seconded by Mr. Honeycutt. Motion carried 5-0.**

**Mr. Kirk motioned to approve the employment of Irene Thielmann as the driver of bus route #8, and Carrie Bruns as a substitute bus driver. Seconded by Mr. Amberger. Motion carried 5-0.**

**Mr. Lewis motioned to approve the employment of Shelly Hoffman, Amy Detraz, Kelly Ferreira and Celeste Herzog as elementary cafeteria workers. Seconded by Mr. Amberger. Motion carried 5-0.**

**Mr. Ketcham recommended approval of the creation of a school resource officer position for the 2014-15 school year. He noted the position will be funded with grant money and money from the general fund. He explained that a job description and compensation would be developed and presented to the Board before a candidate is hired. Mr. Lewis motioned to approve posting the position. Seconded by Mr. Kirk. Motion carried 5-0.**

**Mr. Ketcham requested approval for the creation of a 180-day classified position as an alternative learning center aide for the high school and middle school. He noted the position is justified due to the closing of the alternative school at the Career Center. He explained the job will be posted and applications reviewed and evaluated by Mr. Langferman, Mr. Murphy and himself. A job description will be developed and compensation will be in accordance with the classified handbook. Mr. Kirk questioned if our finances would allow the hiring of another position. Mr. Ketcham assured him we are financially sound and since this is a classified position, if money becomes an issue, the position will be eliminated. Mr. Kirk motioned to approve the position. Seconded by Mr. Lewis. Motion carried 5-0.**

#### **Claims and Financial Report:**

**Mr. Kirk had questions about some of the claims. He asked how much the new press box was going to cost. Mr. Ketcham stated the final cost would be approximately \$10,000, but the corporation was only paying \$6000 and the athletic department was financing the remainder. Mr. Kirk then**

questioned why the small yellow bus was repainted white. Mr. Ketcham explained that if yellow, with stop arm and flashing lights, the bus could only be driven by a CDL driver. Now that it is white, anyone with a valid driver's license can drive the bus. This is helpful because CDL drivers are hard to find and now the aide could drive the bus, if needed. Mr. Kirk expressed his displeasure with the repainting of the bus. Mr. Honeycutt motioned to approve vendor checks #37198 through #37297, deposit advice #46252 through #46655, and the financial report. Seconded by Mr. Amberger. Motion carried 5-0.

**President's Prerogative:**

Mr. Ketcham stated school starts in two weeks and he is excited about all the good things that are happening.

Mr. Kirk stated he had nothing personal against Mr. Langferman, but Mr. Langferman was hired to be a principal, and that is why Mr. Kirk voted against him being a volunteer football coach.

Mr. Lewis thanked everyone for attending and expressed best wishes for the remainder of the summer.

Mr. Kirk motioned to adjourn the meeting. Seconded by Mr. Amberger. Motion carried 5-0.

Meeting adjourned 7:31 p.m.