

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

**MILAN COMMUNITY SCHOOL CORPORATION**

**NOVEMBER 16, 2015**

**The Board of School Trustees met in regular session at 7:00 p.m. on Monday, November 16, 2015. Attending were Board members Gregory Lewis, Timothy Tuttle, and Michael Brandes. Edward Amberger and Jason Honeycutt were absent. Also attending was Superintendent Paul Ketcham. President Gregory Lewis presided. The meeting opened with the Pledge of Allegiance.**

**Mr. Tuttle motioned to approve the minutes from the October 19, 2015 special session and regular meeting. Seconded by Mr. Brandes. Motion carried 3-0.**

**Comments from Patrons/Staff:**

**Linda Baker stated the new digital media sign in front of the high school looked very nice.**

**Old Business: None**

**New Business:**

**Mr. Ketcham presented a parking easement agreement with the Town of Milan for the corporation to grant a twenty foot easement at the property line on the backside of the high school by the baseball and football fields for the construction of a parking area for the town athletic fields and park. The town will be responsible for the cost and maintenance of the parking area. This agreement will be effective for the next ten years and is renewable. Mr. Brandes motioned to approve the agreement. Seconded by Mr. Tuttle. Motion carried 3-0.**

**Mr. Ketcham presented a proposal for the 2016-17 school calendar. He stated he had met with the teachers association and the administrative team to devise the calendar that is similar to those in the past. Highlights of the calendar include: August 1, 2, 3 – Teacher Days; August 4 – 1<sup>st</sup> student day; September 5 – Labor Day no school; October 10-14 Fall break; November 23-25 Thanksgiving break; December 21-January 2 – Christmas break; February 17 – teacher half day, no students (snow make up); February 20 – Presidents' Day no school (snow make up); March 20-31 –Spring Break with first week used as snow make-up days; April 14 – Good Friday – no school (snow make up); May 25 – last**

student day; and Graduation – May 27. Mr. Tuttle motioned to approve the calendar. Seconded by Mr. Brandes. Motion carried 3-0.

Mr. Brandes motioned to approve a conference request from Ginny Shannon to attend the ISNA conference in Indianapolis on November 6-7. Corporation costs will be \$446.00 for registration, lodging and mileage. Seconded by Mr. Tuttle. Motion carried 3-0.

Mr. Tuttle motioned to approve a lease request from Tracey Gobel to use the high and middle school gyms, the cafeteria, and the PA system for a dance team competition on Sunday, February 21, 2016, from 7:00 a.m. – 9:00 p.m. A custodian will be present the entire time, so she will be charged custodial fees of \$11.00 per hour. Seconded by Mr. Brandes. Motion carried 3-0.

#### **Superintendent's Report:**

Mr. Ketcham reported the Trane project had begun with workers completing sealing envelopes for doors and adding UV protective tinting to windows. The project is proceeding with the replacement of all restroom porcelain with water conservation abilities.

#### **Personnel:**

Mr. Ketcham stated he had accepted the resignation of Ashley Hoffman as a four hour night shift custodian at the middle/high school, effective October 30, 2015.

Mr. Brandes motioned to approve the recommendation of Mr. Langferman to reassign Fran Moore to the new position of Student Activity Program Director. Mrs. Moore's present position as high school guidance director will be posted. Seconded by Mr. Tuttle. Motion carried 3-0.

Mr. Tuttle motioned to approve the recommendation of Brian Henkel to employ Calvin McCarthy for the position of full time night shift custodian at the middle school, contingent upon the completion of a satisfactory two week probationary period. Seconded by Mr. Brandes. Motion carried 3-0.

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

Mr. Tuttle motioned to approve vendor checks #38589 through #38675, deposit advice #52519 through #52888, and the financial report. Seconded by Mr. Brandes. Motion carried 3-0.

**President's Prerogative:**

**Mr. Ketcham wished everyone an enjoyable Thanksgiving holiday.**

**Mr. Brandes thanked the patrons for attending the meeting and extended best wishes for a good holiday.**

**Mr. Tuttle thanked those attending, thanked Mrs. Baker for her positive comment, and reminded everyone of the upcoming craft fair on the 21<sup>st</sup>.**

**Mr. Lewis thanked everyone for attending, and wished everyone a safe and enjoyable holiday.**

**Mr. Tuttle motioned to adjourn the meeting. Seconded by Mr. Brandes. Motion carried 3-0.**

**Meeting adjourned 7:13 p.m.**