

MINUTES OF THE REGULAR MEETING OF THE BOARD OF SCHOOL TRUSTEES

MILAN COMMUNITY SCHOOL CORPORATION

AUGUST 15, 2016

The Board of School Trustees met in regular session at 7:00 p.m. on Monday, August 15, 2016. Attending were Board members Jason Honeycutt, Edward Amberger, Michael Brandes, and Gregory Lewis and Timothy Tuttle. Also attending was Superintendent Paul Ketcham. President Jason Honeycutt presided. The meeting opened with the Pledge of Allegiance.

Mr. Brandes motioned to approve the minutes from the July 18, 2016 regular meeting and the executive session. Seconded by Mr. Lewis. Motion carried 5-0.

Comments from Patrons/Staff: None

Old Business:

Mr. Ketcham presented the following addendum for kitchen use to policy # 9320 General

Regulations (use of school facilities):

1. The food service director and kitchen manager shall receive a calendar of events from the building office and/or athletic director, and be informed of kitchen/cafeteria use at the time of scheduling.
2. If individuals/organizations plan to use the kitchen facilities, a kitchen employee must be on the premises. An hourly charge for this service may apply.
3. The kitchen shall remain locked during any event taking place in the cafeteria area, unless prior arrangements have been made with the food service director or kitchen manager.
4. If any building personnel opens the kitchen for an event or individual, a text, email or telephone call must be given to the kitchen manager or food service director at that time.
5. Failure to follow these guidelines may result in individuals and/or organizations being prohibited from kitchen use.

He stated this addendum clarifies expectations for individuals or groups using the kitchen facilities. Mr. Tuttle motioned to approve the addendum. Seconded by Mr. Brandes. Motion carried 5-0.

New Business:

Mr. Amberger motioned to approve a resolution authorizing Mr. Ketcham to attend the budget hearings and make changes to lines 1 and 2, if needed. Seconded by Mr. Tuttle. Motion carried 5-0.

Mr. Ketcham gave an overview of the budget and how money can be expended from each of the funds. He described how enrollment has affected the tax levies over the past several years. He noted our enrollment has declined, but is at a high point from the past several years. He explained how schools each have a different foundation and complexity index, noting schools are paid different amounts by the State according to their

complexity amounts, which deal with the free and reduced rates. He stated if present legislature is passed, taxes on farm land will decrease over the next three years, but increase on the homeowner, which will affect funding. He ended his presentation by stating the eight month energy savings had amounted to around \$38,000, and we are guaranteed \$75,000 by Trane.

Mr. Lewis motioned to approve a \$1000.00 donation from Patterson's Nursery. Seconded by Mr. Tuttle. Motion carried 5-0.

Mr. Brandes motioned to approve the following fundraisers: (1) The boys' basketball program to hold the 33rd annual basketball golf scramble at Hoosier Links on September 11, 2016; (2) The cheerleaders to hold a football toss at all home football games; (3) The MES PTO to (a) sell items from *Believe Kids* catalogs from August 25 – September 9, 2016, (b) sell items from *Little Caesar's* from February 23 – March 6, 2017 and (c) hold a 1 day Splash-n-Dash Youth Triathlon on April 22, 2017; and (4) The FFA to sell fruit and nuts from the Florida Farm Bureau from October 24 – November 11, 2016. Seconded by Mr. Amberger. Motion carried 5-0.

Mr. Tuttle motioned to approve the following: (1) A lease request from Tracey Gobel to use our facilities after school on Wednesday's until 6:00 for Indianette practice. Mr. Prifogle will determine the area to be used after he has consulted the principals as to their current activities. Mrs. Gobel will be informed accordingly. There will be no charge. (2) A lease request from Tracey Gobel to use our high school and middle school facilities on Saturday and Sunday – February 18 and 19, 2017 from 7:00 a.m. – 9:00 p.m. There will be a charge for facility use and custodial fees. (3) A request from Bridget Back on behalf of Child Evangelism Fellowship to hold the *Good News Club* and to use the elementary facilities for activities after school until 4:30 on the following dates: October 20, 27, November 3, 10, 17, December 1, February 2, 9, 16, 23, and March 2 and 9. (4) A request from Carla Thomas and Alyssa Parr to hold the annual Craft Fair on Saturday, November 19, 2016. Mr. Ketcham recommended approving the Craft Fair as a 'forever lease'. Seconded by Mr. Amberger. Motion carried 5-0.

Mr. Brandes motioned to approve a revision in the CDL drug policy that changes the percentage rate of testing for drivers from 50% to 25%. Seconded by Mr. Tuttle. Motion carried 5-0.

Mr. Lewis motioned to add a change in school calendar item to the agenda. Seconded by Mr.

Tuttle. Motion carried 5-0.

Mr. Ketcham stated presently February 17, 2017 is designated as a teacher half day with no students so teachers can attend a PLC. He recommends changing that date to a no school day and the teachers will have extended days twice in the fall and twice in the spring for PLC. Mr. Amberger motioned to approve the recommendation. Seconded by Mr. Brandes. Motion carried 5-0.

Superintendent's Report:

Mr. Ketcham stated he plans to be more consistent and enforce user fees for our facilities. He also presented a thank you note for use of the pool from Milan Aquatics.

Personnel:

Mr. Ketcham reported he had accepted the resignations of Casey Gilmour as a special needs aide at the elementary effective July 22, 2016, Joanne Siebert as junior varsity volleyball coach effective July 25, 2016, Terry Wullenweber as varsity volleyball coach effective August 10, 2016, Jill Mitchell as full time high school cafeteria worker effective August 10, 2016, and Kim Brown as a special needs instructional aide at the elementary effective August 11, 2016.

Mr. Tuttle motioned to approve the addition of a classified recommendation to fill the vacancy of Kimberly Brown. Seconded by Mr. Amberger. Motion carried 5-0.

Mr. Brandes motioned to approve the following classified recommendations: (1) Mr. Langferman's recommendations to employ Renda Copeland and Melissa King for student specific instructional aides for the 2016-17 school year; (2) Mrs. Rogers' recommendations to employ Sandy Andrew, Jessica Strassell, Kristen Honeycutt and Cayla Bowling as full time special needs instructional aides for the 2016-17 school year; (3) Mr. Murphy's recommendations to employ Sheri Cunningham to fill the three week medical leave of Jennifer Wullenweber, and Carol Schmidt to fill the six week maternity leave of Shawna Potts.; (4) Josh Berger's recommendations to (a) reassign Shannon Hayes to the high school, (b) employ Pamela Tucker as a middle school custodian, and (c) employ Charlotte Gascon as a four hour custodian at the high school/middle school pending a CBC; (5) Ginny Shannon's recommendation to employ Sandra Hill as a part time elementary cafeteria worker; and (6) Amy Fox's recommendation to employ Pamela Reese for a full time position in the high school cafeteria. Seconded by Mr. Tuttle. Motion carried 4-0-1, with Mr. Honeycutt abstaining.

Mr. Amberger motioned to approve the following extracurricular recommendations: (1) Mrs. Roger's recommendation to approve Judy White and Kris Bushhorn as elementary spell bowl coaches; (2) Mr. Langferman's recommendation to approve Jessica Bowling as the sophomore class sponsor; and (3) Mr. Prifogle's recommendation to approve Jennifer Wullenweber as varsity volleyball coach. Seconded by Mr. Lewis. Motion carried 5-0.

Claims and Financial Report:

Mr. Lewis motioned to approve vendor checks #39291 through #39363, deposit advice #56350 through #56502, and the financial report. Seconded by Mr. Brandes. Motion carried 5-0.

President's Prerogative:

Mr. Ketcham thanked the four patrons for attending and stated this was one of the smoothest starts for a school year he had experienced. He thanked all the employees – teachers, aides, custodians, secretaries, bus drivers, and cafeteria workers for doing a great job.

Mr. Lewis thanked everyone for coming, thanked Patterson's for the donation and wished everyone a safe and productive school year.

Mr. Tuttle wished everyone success with their academics and extracurricular activities.

Mr. Brandes thanked everyone for attending and wished the new employees success in the upcoming school year. He stated he had an opportunity to tour the readiness kindergarten class and was very impressed.

Mr. Amberger thanked everyone for coming and dittoed what other members had said.

Mr. Honeycutt thanked those attending and Patterson's for the donation.

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

Meeting adjourned 7:33 p.m.