

## REGULAR BOARD MEETING MINUTES

Administration Building  
January 23, 2023  
6:00 P.M

The regular meeting of the Board of School Trustees of the Bluffton-Harrison Metropolitan School District was held on Monday, January 23, 2023, with all members present, except Trent White. Also in attendance were Dr. Brad Yates, Superintendent; Julie Meitzler, Asst. Superintendent; Tammy Mechling, Corporation Administrative Assistant; Jessica Bricker, Corporation Communications Specialist; Steve Baker, Rick Mettler and Schlaura Linderwell, Administrators; Tara Cocanower, faculty member; Steve Frettinger, interested patron; and Holly Gaskill, News-Banner representative.

President Holland called the meeting to order at 6:00 P.M.

President Holland commended students, staff and faculty on a great start to the second semester and expressed appreciation for the choral talent during our recent middle school and high school choir concerts.

President Holland noted there were no registered public commenters to speak at the meeting.

Minutes for the Regular Board Meeting held on January 9, 2023, were approved by consensus and appropriate signatures affixed thereon.

Minutes for the Board of Finance Meeting held on January 9, 2023, were approved by consensus and appropriate signatures affixed thereon.

Vouchers for the period of December 13, 2022, through January 23, 2023, were approved by consensus and appropriate signatures were affixed on the voucher register.

The Fund Report for December was approved by consensus.

The Bank Statement for December was approved by consensus.

The Fund Transfer Report was approved by consensus.

Mr. Baker reported on the 2022 Bluffton High School graduation rate. Bluffton High School ranked 18<sup>th</sup> out of all high schools in the state with 98.3% of students graduating.

Mrs. Meitzler reported on district communication, curriculum, instruction, assessment, professional development, and an update to insurance claims.

Mrs. Meitzler reported on the results and recommendations of our Grading and Learning Survey.

Dr. Yates updated the Board on district projects, the upcoming State Board of Accounts audit, a request from LifeWise Academy, district financial information and the JUUL Litigation.

Dr. Yates provided Organizational Charts for Education and Operations (Correlated File #2223-19) along with a flow chart outlining the district's order for succession as outlined in board policy CI (Temporary Administrative Arrangements).

Dr. Yates updated the Board on the Middle School Roof Replacement and Improvements Project by reporting that items continue to be addressed in the evening hours. The project team has met to begin planning for roof replacement work to begin in March/April 2023. The district has identified a designated construction zone to limit interruptions to school traffic while maximizing construction efforts.

Dr. Yates updated the Board on the High School HVAC Guaranteed Energy Savings Project by reporting that non-academic areas continue to be updated within the high school. Progress is ahead of schedule for work to be completed during the school year. Summer work is staged and ready once the building becomes available at the conclusion of the school year. Dr. Yates also provided the Board with a summary of the financial status of the bond issue.

The Board approved retirement requests from Brenda Sagstetter, Middle School Mild Interventions Teacher (24 years) and Sheryl Makowski, High School Health Sciences Education Teacher (10 Years) as presented. The motion by Julie Thompson and second by Mike Murray passed unanimously with much appreciation.

The Board approved administrative leave with pay for Troy Sheets on the dates of January 13<sup>th</sup> and January 17<sup>th</sup>, as presented. The motion by Bruce Holland and second by Julie Thompson passed 3-0, with Angie Sheets abstaining from the vote.

On a motion by Mike Murray and second by Julie Thompson, the Board approved suspension with pay for David Brinneman for a half day on December 13<sup>th</sup> and a full day on December 14<sup>th</sup>, as well as suspension without pay on December 15<sup>th</sup> and 16<sup>th</sup>. The motion passed unanimously.

The Board approved the following resignations as presented. The motion by Bruce Holland and second by Julie Thompson passed 3-0, with Angie Sheets abstaining from the vote.

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|-------------------|---|
| Melanie Davis     | HS Athletic Secretary   |
| Trent Miller      | Bus Driver  |
| Jason Rybinski    | 8 <sup>th</sup> Grade Science Teacher (retroactive to his 8/23/22 resignation date) |
| Troy Sheets       | MS Custodian  |
| Hunter Cunningham | HS Girls' Tennis Coach  |
| Arminda Ehrman    | ES Title I Instructional Asst.  |
| Anne Rockwell     | ES Secretary  |

The Board approved the following employment recommendations as presented. The motion by Angie Sheets and second by Mike Murray passed unanimously.

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|-------------------|-----------------------------------|
| Tim McKnight      | Bus Driver                        |
| Dominique Simpson | ES Spec. Ed Instructional Asst.   |
| Kyle Linton       | Substitute Study Table Supervisor |
| Tara Cocanower    | HS Academic Bowl Coach            |



Nick Miller	HS Academic Bowl Coach
Zella Walborn	Indiana Learns Language Arts/Reading Tutor
Clarissia Tijerina	Indiana Learns Language Arts/Reading Tutor
Holly Mishler	Indiana Learns Language Arts/Reading Tutor
Thad Harter	Indiana Learns Language Arts/Reading Tutor
Sarah Moser	Indiana Learns Language Arts/Reading Tutor
Jenny Tudor	Indiana Learns Language Arts/Reading Tutor
Lisa Sheets	Indiana Learns Language Arts/Reading Tutor
Amy Rusu	Indiana Learns Language Arts/Reading Tutor
Jill Buskirk	Indiana Learns Language Arts/Reading Tutor
April Roberts	Indiana Learns Language Arts/Reading Tutor
Kemper Amstutz	Indiana Learns Math Tutor
Liz Prible	Indiana Learns Math Tutor
Staci Hunt	Indiana Learns Math Tutor
Marah Hill	Indiana Learns Math Tutor
Jason Pierce	Indiana Learns Math Tutor
Liz Claghorn	Indiana Learns Math Tutor
Olivia Fisher	Indiana Learns Math Tutor
Hunter Cunningham	Indiana Learns Math Tutor
Robert Vanderkolk	Indiana Learns Math Tutor
Tonya Isch	Indiana Learns Math Tutor
Nicolle Beer	Indiana Learns Tutoring Bus Driver
Doug Pressler	Boys' HS Baseball Asst Coach
Adam King	Boys' HS Baseball Asst Coach
Tim Garrett	Boys' HS Baseball Asst Coach (1/2)
Marco Betancourt	Boys' HS Baseball Asst Coach (1/2)
Todd Morgan	Boys' HS Baseball Asst Coach (Volunteer)
Luke Petty	Girls' HS Softball Asst Coach (Volunteer)
Erica Bittner	Unified Sports Coach
Hunter Cunningham	Unified Sports Coach
Intent to Employ	HS Athletic Secretary
Intent to Employ	MS Custodian
Intent to Employ	HS Girls' Tennis Coach
Intent to Employ	ES Title I Instructional Asst.
Intent to Employ	ES Secretary
Alexis Vineyard	Substitute Teacher
Tyler Gerber	Substitute Teacher

The Board approved FMLA for the following personnel as presented. The motion by Angie Sheets and second by Mike Murray passed unanimously.

Shayna Dudley	1/18/23 – 2/9/23
Megan Yates	1/16/23 – 2/24/23

The Board approved the following donations as presented. The motion by Julie Thompson and second by Angie Sheets passed unanimously.

Sigma Phi Gamma International	\$200 to the HS, MS and ES each, to be used
Sorority Epsilon Zeta Chapter	for nurse supplies
Bargain Hut	\$1,000 to the ES Community Fund
Clean Fuels National	\$1,240.62 to pay off 2022 year end student delinquent lunch accounts
BHS Class of 1951	\$169.23 for BHS Community Fund to help families in need

The Board approved changes to the following policies on second reading as presented. The motion to approve by Bruce Holland and second by Mike Murray passed unanimously.

BBF-E	School Board Member Ethics
IL	Standardized Testing Program
IL-E	BHMSD Testing Program
ILB	Ethical Testing Policy
JBCAA	Admission of Homeschool Students on a Part-Time Basis

The Board approved changes to the following policies on first reading as presented, as part of an ongoing review of existing board policies. The motion by Julie Thompson and second by Angie Sheets passed unanimously.

JECE	Withdrawal From School / Exit Interview
JECE-R	Student Withdrawal From School Guidelines
JED	Students' Absences and Excuses
JED-R	Students' Absences and Excuses Guidelines
JFCI	Policy on Student Drug and Alcohol Offenses

The following policy was reviewed, with no changes necessary, as part of an ongoing review of existing board policies. The motion to approve by Mike Murray and second by Julie Thompson passed unanimously.

JF	Student Religious Civil Liberties
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The Board approved the 2022 Transfer Resolution (Correlated File #2223-20) as presented and will instruct the Secretary to file with the County Auditor a copy of the transfers and the resolution for certification and and transmission to the State Board of Tax Commissioners. The motion by Mike Murray and second by Angie Sheets passed unanimously.

On a motion by Julie Thompson and second by Angie Sheets, the Board adopted a resolution (Correlated File #2223-21) granting permission for inner-fund borrowing and approval to pay necessary claims between board meetings as permitted by the Indiana State Board of Accounts as presented. The motion passed unanimously.

The Board approved the 2023 Expenditure Goals (Correlated File #2223-22) as presented on a motion by Julie Thompson and second by Bruce Holland. The motion passed unanimously.

The Board granted permission to participate in standard state and federal grant programs including, but not limited to, Title I, Title II, Title III and Title IV as presented. The motion by Angie Sheets and second by Mike Murray passed unanimously.

Dr. Yates provided the Board with an update to the district campus traffic flow, tennis courts and planned safety village (Our Town). Upon review with consultants and architects, the most logical, cost effective approach is recommended as follows:

- ❖ Refurbish and expand the existing tennis courts to create a total of ten (10) tennis courts
- ❖ Add traffic control improvements at the entry and exit points for the middle school
- ❖ Develop the safety village project at the elementary school adjacent to the existing playground

The next phase for progress will be to site topographic and utility surveys for both site locations (middle school and elementary school). This data will aid in the decision making process for a successful project for both locations. On a motion by Julie Thompson and second by Angie Sheets, the Board approved the district to contract for site topographic and utility surveys as presented. The motion passed unanimously.

The Board approved the BHMSD Healthy Operations Plan (Correlated File #2223-23) as presented. The motion by Bruce Holland and second by Mike Murray passed unanimously.

Dr. Yates informed the Board he will soon provide potential dates for Board members to tour each school building.

With there being no additional business to come before the Board, the meeting was adjourned at 7:05 P.M. on a motion by Mike Murray and second by Angie Sheets. The motion passed unanimously.

BOARD OF SCHOOL TRUSTEES:

Bruce E Holland  
Mike Murray

Julie A Thompson  
Angie Sheets