

REGULAR BOARD MEETING MINUTES

Administration Building
January 11, 2021
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 11, 2021, with all members present. Also in attendance was Dr. Brad Yates, Superintendent; Julie Meitzler, Asst. Superintendent; Amy Dunwiddie, Corporation Secretary; Steve Baker, Rick Mettler and Schlaura Linderwell, Administrators; Steve Frettinger, interested patron; and Devan Filchak, News Banner representative.

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

Amy Dunwiddie administered the *Oath of Office* to all board members present (Correlated File #2021-17).

Requirements for the first meeting in January include the reorganization of offices and the floor was opened for nominations to elect a new President. Bruce Holland nominated Julie Thompson and Angie Sheets seconded the nomination. Julie Thompson was elected President by unanimous vote.

Newly elected President Thompson then opened the floor for nominations for Vice-President. Trent White nominated Bruce Holland and Mike Murray seconded the nomination. Bruce Holland was elected Vice-President by unanimous vote.

President Thompson opened the floor for nominations for Secretary. Angie Sheets nominated Mike Murray and Bruce Holland seconded the nomination. Mike Murray was elected Secretary by unanimous vote.

Board Members volunteered to serve on the following committees and were appointed as such:

Legislative Liaison	Mike Murray
Long Range Planning	Bruce Holland
Facilities Planning	Trent White
Negotiations	Julie Thompson

On a motion by Bruce Holland and second by Trent White, Julie Meitzler was appointed as Corporation Treasurer and Brenda Clamme was reappointed as Deputy Treasurer for the calendar year 2021. The motion passed unanimously.

The services of Andrews & Crell PC as legal counsel, with Colin Andrews as primary counsel, was approved unanimously on a motion by Mike Murray and second by Angie Sheets. The district will continue to use the legal services of the ISBA for most legal school matters and Barnes & Thornburg LLP and/or Church, Church, Hittle and Antrim for more extensive legal matters that warrant their expertise such as contract negotiations and employment law.

During the President's Prerogative portion of the meeting, President Thompson thanked Mike Murray for his past leadership as board president and commented on the great start to the second

semester of the school year with low COVID numbers among staff and students. President Thompson also reported that iTown Church would be sponsoring another grocery pick up for the community on January 21st at the elementary school and that BHS Athletics would be hosting the ACAC basketball tournament on January 12 & 15. The high school boys swim team was recognized for their success at the Jay County Invitational with swimmers breaking personal records and the high school wrestling team was commended for their performance at Team State in Fort Wayne and being selected as one of 11 schools to qualify to compete in the Class throughout the state.

Minutes for the Regular Board Meeting held on December 14, 2020, were approved by consensus and appropriate signatures affixed thereon.

Vouchers for the period of December 15, 2020, through January 11, 2021, were approved by consensus and appropriate signatures affixed on the voucher register.

The Fund Report for December was approved by consensus.

The Bank Statement for December was approved by consensus.

Mrs. Meitzler reported on COVID-19 and curriculum updates.

Dr. Yates updated the Board on district projects, updates to the calendar year 2021 budget process; a debt management plan update; and possible school board professional development opportunities.

Dr. Yates provided Organizational Charts for Education and Operations (Correlated File #2021-18) along with a flow chart outlining the district's order for succession as outlined in board policy CI (Temporary Administrative Arrangements).

The Board approved the following resignations as presented. The motion by Bruce Holland and second by Trent White passed unanimously.

Kennedy Johnson

Substitute Teacher

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

Eric Mettler	HS Asst. Baseball Coach (2/3 stipend)
Ryan Crist	HS Asst. Baseball Coach (2/3 stipend)
Tim Garrett	HS Asst. Baseball Coach (2/3 stipend)
Ben Sprunger	MS Wrestling Coach
Brooks Morgan	MS Wrestling Coach
Brady Johns	MS Wrestling Coach (volunteer)
Tyson Brooks	MS Track Coach
Intent-to-Employ	Head Softball Coach
Intent-to-Employ	Asst. Softball Coach (2 positions)

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

Teresa King	12/16/20 - 2/10/21
Diana Ebbinghouse	1/4/21 - 1/15/21

John Houlihan
Beverly Balash

1/4/21 - 1/31/21
1/28/21 - 3/8/21

The Board approved a donation of \$520.00 to Bluffton High School in memory of Jim Cobb as presented. The motion by Mike Murray and second by Trent White passed unanimously.

On a motion by Bruce Holland and second by Angie Sheets, the Board adopted a resolution (Correlated File #2021-19) 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 2020 Transfer Resolution (Correlated File #2021-20) as presented and will instruct the Secretary to file with the County Auditor a copy of the transfers and the resolution for certification and transmission to the State Board of Tax Commissioners. The motion by Trent White and second by Bruce Holland passed unanimously.

The Board approved policy DIDA (Fixed Asset Inventory) on first reading as presented. Increasing the threshold for inventoried equipment from \$1,000 to \$5,000 will align our policy with federal asset management thresholds and also align with the district's current policy DO (Materiality Threshold). The motion by Mike Murray and second by Angie Sheets passed unanimously.

The following policies were 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 Bruce Holland passed unanimously.

BBAA – School Board Authority
BBBB – Board Member Oath of Office
BBF-E – School Board Member Ethics
BCA – Board Organizational Meeting
BCB – Board Officers
BCD & BCD-E – Board/Superintendent Relationship

The Board approved the 2021 Expenditure Goals (Correlated File #2021-21) as presented on a motion by Bruce Holland and second by Mike Murray. 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 Bruce Holland and second by Angie Sheets passed unanimously.

On a motion by Bruce Holland and second by Trent White, the Board approved the following amendments to the BHMSD Classified Handbook as presented. The motion passed unanimously.

(1) Paid Leave Due to Quarantine During a Public Health Emergency

During a public health emergency, as declared by the Governor of Indiana, Bluffton-Harrison Metropolitan School District shall provide classified personnel with additional paid leave beyond any paid leave provided by the state and/or federal government not to exceed ten (10) paid leave days under the following criteria:

a. The classified employee is placed on quarantine by the school corporation during a public health emergency due only to exposure as a result of the normal duties performed by a classified personnel serving in positions covered by the BHMSD Classified Handbook.

b. The classified employee has exhausted all state and/or federal paid leave available.

c. Paid leave taken under this section of the BHMSD Classified Handbook is a one-time benefit to a classified employee. The paid leave due to quarantine during a public health emergency may only be taken over consecutive work days not to exceed ten (10) paid leave days. Intermittent leave is not permissible.

d. Paid leave taken under this section of the BHMSD Classified Handbook may not be used as a continuation of any state and/or federal paid leave (e.g. FFCRA paid leave).

(2) Instructional assistants serve a pivotal role in school operations, and the limited supply of substitute teachers creates a unique situation where the occasional reassignment of instructional assistants is necessary to cover the absence of a teacher. When an instructional assistant serves in a substitute teacher capacity, the instructional assistant hourly rate can be lesser than that of a substitute teacher, depending on the instructional assistant's years of experience with the district. I am recommending an increase of \$1.00 per hour for instructional assistants whenever assigned to serve as a substitute teacher. The recommended hourly rate increase is equal to the difference between a substitute teacher's hourly rate and the entry-level hourly rate for an instructional assistant.

The Board re-approved the 2021 Board Meeting Schedule (Correlated File #2021-05) to include the two new board members taking office as presented. The motion by Mike Murray and second by Angie Sheets passed unanimously.

With there being no additional business to come before the board, the meeting was adjourned at 6:28 P.M. on a motion by Mike Murray and second by Trent White. The motion passed unanimously.

BOARD OF SCHOOL TRUSTEES:

Bruce E Holland

Julie A Thompson

Mike Murray

Angie Sheets

Trent White