

REGULAR BOARD MEETING MINUTES

Administration Building
April 17, 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, April 17, 2023, with all members present. Also in attendance were Dr. Brad Yates, Superintendent; Tammy Mechling, Corporation Administrative Assistant; Jessica Bricker, Corporation Communications Specialist; Steve Baker, Rick Mettler and Schlaura Linderwell, Administrators; Steve Thompson, Athletic Director; Stephanie Miller, Faculty member; Douglas Curtis and Adam Gray, new Faculty members/Coaches; Kenlie Thomas, Haley Gibson, Conley Shane and Leighton Elkins, students; Jinny Broderick, Heath Gibson, Rachel Gray, Cliff Thomas, Tosha Thomas, and Megan Curtis, interested patrons; and Chet Baumgartner, News-Banner representative.

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

President Holland thanked our athletic workers for their efforts to get the spring sports season underway and recognized Mr. Andrew Cook, BHS Computer Science Teacher, who received a letter from Vice President Kamala Harris thanking him for allowing students the opportunity to video conference with a member of the United States Space Force.

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

Minutes for the Regular Board Meeting held on March 13, 2023, were approved by consensus and appropriate signatures affixed thereon.

Vouchers for the period of March 14, 2023, through April 17, 2023, were approved by consensus and appropriate signatures were affixed on the voucher register.

The Fund Report for March was approved by consensus.

The Bank Statement for March was approved by consensus.

The Fund Transfer Report was approved by consensus.

Mrs. Stephanie Miller and BHS student cast members were present to report on the success of their recent musical performance, *Little Shop of Horrors*.

Mrs. Meitzler reported on district communication, our recent parent/teacher conferences, grant updates and professional growth involving community service.

Dr. Yates reported on a recent tour the Board members took of each school building.

Dr. Yates reported on district projects such as the basketball goals storage option, elementary courtyard playground improvements, water softener installation and the Our Town project. Dr. Yates also reported on the district's biannual State Board of Accounts Audit, Community Engagement, his upcoming presentations at the annual meeting of Indiana Association of School Business Officials, and Kindergarten Registration.

Mr. Murray, in his role as legislative liaison, provided an update on the work of the Indiana General Assembly.

Dr. Yates reported on an updated roofing schedule for the Middle School Roof Replacement Project.

Dr. Yates reported there are no new updates on the High School HVAC Guaranteed Energy Savings Project.

Dr. Yates reported on School Safety Opportunities. In the March meeting, the Board directed Dr. Yates to develop a proposed budget outlining the district's needs in regards to a school safety security referendum. Dr. Yates met individually with each of our school principals to gather feedback regarding school safety needs in our school buildings. Each building provided valuable insight to explore potential expansions in our safety and security efforts. Safety and security needs were identified into three (3) tiers: 1, 2, and 3 with tier 1 being most important. As a result, we have been able to develop the following proposed budget for Year 1 through Year 8 of the referendum period. Our primary focus areas included school resource officers (SRO) and mental health personnel. SRO estimated costs were used based upon our current service contract with the Bluffton Police Department. Mental health personnel estimates were based on Fort Wayne market averages. Based upon our review of programming and services, the following proposed estimated annual budget (in 2024 costs) is:

Tier 1

Elementary School SRO	\$80,000
Middle School SRO	\$80,000
High School SRO	\$80,000
District Mental Health Counselor	\$100,000
Contracted Services for At-Risk Students	\$50,000
Visitor Management System	\$10,000
Safety System Upgrades	<u>\$20,000</u>
Tier 1 Total	\$420,000

Tier 2

Elementary School Social Worker	\$75,000
Middle School Social Worker	\$75,000
High School Social Worker	<u>\$75,000</u>
Tier 2 Total	\$225,000

Tier 3

Building Window Film	\$100,000
Automatic Alert System	<u>\$100,000</u>
Tier 3 Total	\$200,000

Using the proposed estimated annual budget amounts for each tier, we have identified tax rate levels needed to support programming throughout the duration of the eight (8) year safety referendum period. To best estimate projected costs and tax support over the eight (8) year period, the following assumptions were made:

- Assessed valuation annual increase of 2.8%
- Program cost annual increase of 6.0%

Combining the tiered budgets and the estimated costs and tax support, a solvency test was conducted to determine the long-term viability of programs at various referendum tax rate levels. The results of the solvency test are as follows:

Tier 1, 2, & 3	Expenses outpace tax supported levels at all tax rates (Year 2)
Tier 1 & 2	Expenses outpace tax supported levels at all tax rates (Year 6)
Tier 1	Expenses are tax supported at tax rates .0750 or higher

A report of the financial analysis conducted to determine program solvency throughout the eight (8) year period was posted to our district website following the meeting. Dr. Yates recommended the district table any further action on the topic of a school safety security referendum until the May board meeting. This will allow district stakeholders the opportunity to engage with district administrators and board members prior to any potential formal action in May.

The Board approved the following resignations as presented. The motion by Julie Thomspson and second by Mike Murray passed unanimously.

Karl Grau	HS Boys Basketball Coach
Dorinda Coleman	Special Needs Bus Driver (End of 2022-2023 school year)
Mandy Newton	MS Custodian
Amber Poole	ES Instructional Asst and Childcare Supervisor
Elisabeth Klopfenstein	HS Instructional Asst (End of 2022-2023 school year)

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

Adam Gray	8 th Grade Preparing for College & Careers Teacher / Boys Basketball Head Coach
Doug Curtis	MS Personal Finance Teacher / Girls Basketball Head Coach
Carla Rizer	HS Social Studies Teacher (Start of 2023-2024 school year)
Jessica Barker	Elementary School Teacher (Start of 2023-2024 school year)
Caleb Lloyd	HS Special Education Mild Interventions Teacher (Start of 2023-2024 school year)
Laura Xayyachack	Internal Transfer from 6 th Grade Reading Teacher to MS Art Teacher (Start of 2023-2024 school year)
Amy Rusu	Internal Transfer from 6 th Grade Writing Teacher to 6 th Grade Reading Teacher (Start of 2023-2024 school year)
Marah Hill	Mentor to Abby Steffen for the 2022-2023 school year
Jill Buskirk	Mentor to Caleb Lloyd for the 2023-2024 school year
Jaci Moser	ES PAT Member
Jill Mounsey	ES PAT Member
Megan Weldy	ES PAT Member
Lindsay Schroeder	ES PAT Member
Tammy Funk	ES PAT Member

Gretchen Grau	ES PAT Member
Erica Bittner	ES PAT Member
Grace Sommerfeld	ES PAT Member
Zella Walborn	ES PAT Member
Amy Yates	MS Custodian (Work start date 4/3/23. Ms. Yates turned in a resignation letter on 4/14/23, stating her last day of work will be 4/21/23.)
Tiffany Winebrenner	Preschool Instructional Asst / Childcare Supervisor
Jerry Baller	Special Purpose Bus Driver
Kole Meyer	Special Purpose Bus Driver (Remainder of the 2022-2023 school year)
Stephanie White	Special Purpose Bus Driver (Remainder of the 2022-2023 school year)
John Jackson	Transfer from Bus Driver to Part Time Sp. Ed. Bus Driver (Start of the 2023-2024 school year)
Mike Jefferson	HS Baseball Asst Coach (Volunteer)
Jared Grandlienard	Boys MS Tennis Coach (Volunteer)
Ashlee Xayyachack	HS Volleyball Asst Coach
Carson Sheets	Substitute Teacher
Samantha White	Substitute Teacher
Jennifer Isch	Substitute Nurse
Intent to Employ	HS 3 rd Shift Custodian

The Board approved FMLA for Erin McKinley from 5/5/23-5/12/23 as presented. The motion by Mike Murray and second by Trent White passed unanimously.

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

Dream Team	\$1,727.40 for installation of two communication boards on the elementary school playground
Farm Bureau	Two new books for the elementary school library
Liechty Farms, Inc.	\$750 to the elementary school for preschool supplies
Anonymous	<i>History of wells County Schools</i> book to BHMSD

The Board granted permission for Dr. Yates to advertise for an Additional Appropriation hearing and public meeting to appropriate already receipted funds for the debt service fund (Correlated File #2223-26), which will allow the district the authority to expend additional funds from our cash balance in the debt service fund to meet our annual debt service obligation. The motion by Julie Thompson and second by Angie Sheets passed unanimously.

The Board approved the appointment of Mrs. Kathryn Penrod as the new Trustee to the School Employees' Benefit Trust, due to the upcoming retirement of Mrs. Rebecca Stotlar. The motion by Trent White and second by Angie Sheets passed unanimously.

The Board approved updates to the Preschool Handbook, per requirements by the Family and Social Services Administration, which include documenting an emergency situation plan, documenting a written plan in the event of provider illness, injury, or death, and documenting a

discipline guidance procedure. The motion by Mike Murray and second by Julie Thompson passed unanimously.

The Board approved creation of Policy EEACE (Alcohol and Controlled Substance Testing Policy for Preschool Employees) on first reading only, as presented. In addition to the preschool handbook changes required by the Family and Social Services Administration, it was also required to put a policy in place to address alcohol and controlled substance testing for preschool employees. The motion by Bruce Holland and second by Trent White passed unanimously.

Policy AFC (Teacher Evaluation and Development Plan) was approved on first reading as presented. A rubric for the Speech Language Pathologist and Speech Language Pathologist Assistant was added to better meet the requirements of the SLP and SLPA. The motion by Julie Thompson and second by Angie Sheets passed unanimously.

Policies JFK, JG and JG-R were approved on second reading as presented. The motion by Trent White and second by Mike Murray passed unanimously.

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

JBCA

Transfer Students

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

JGF

Habitual Truant

JH

Reporting Child Abuse/Child Neglect

JHCC

Training and Health Precautions for Communicable Diseases

JHCCB

Policy and Guidelines for Controlling Head Lice in the School

With there being no additional business to come before the Board, the meeting was adjourned at 7:00 P.M. on a motion by Mike Murray and second by Trent White. The motion passed unanimously.

BOARD OF SCHOOL TRUSTEES:

Bruce E Holland
Mike Murray

Julie Thompson
Angie Sheets
Chris Holt