

Minutes

Greene-Sullivan Special Education Cooperative
Administrative Offices 77 "A" Street N.E., Linton, IN

BOARD MEETING

April 24, 2023
Executive Session
9:00 a.m.

The purpose of this executive session will be:

The discussion of confidential student records, [IC 5-14 -1.5-6.1 (b) (7), (8)]; To discuss before a placement decision an individual student's abilities, past performance, behavior and needs, [IC 5-14-1.5-6.1 (b) (8)]; To receive information about prospective employees, [I.C. 5-14 -1.5-6.1 (b) (5)]; To discuss a job performance evaluation of individual employees. This subdivision does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process, [IC 5-14-1.5-6.1(b) (9)]; To receive or discuss information about the budget, [IC 5-14-1.5-2 (3) (A)].

Regular Session Agenda

9:30 a.m.

Dr. Mark Baker, Northeast, President
Mr. Chris Stitzle, Southwest
Mr. Jeff Gambill, Shakamak
Dr. Kathy Goad, Linton-Stockton
Dr. Bob Hacker, White River Valley
Dr. Scott Van Der Aa, Bloomfield

I. Call to Order

A. Additions or Deletions to Agenda

No additions or deletions.

B. Approval of Agenda

Dr. Hacker made a motion to approve the agenda. Mr. Gambill seconded the motion. The motion passed unanimously.

II. Approval of Minutes

A. March 20, 2023

Dr. Goad made a motion to approve the March Minutes. Mr. Stitzle seconded the motion. The motion passed unanimously.

III. Public Comments

Comments are limited to three minutes per person per Public Comments and Concerns Policy adopted 5/12/2020

No public comments at this time.

IV. Treasurer's Report and Claim Docket

a. Payroll Vouchers since the last board meeting are as follows:

03/27/2023- \$114,074.14 04/14/2023 \$91,680.68

Mr. Gambill made a motion to approve the treasurer's report and claim docket. Dr. Hacker seconded the motion. The motion passed unanimously.

V. Unfinished Business

No unfinished business at this time.

VI. New Business

A. Personnel

1. Resignations

- a. Cindy Thomas, Paraprofessional, Student Support, Bloomfield

2. Termination

No terminations at this time.

3. Retirements

No retirements at this time.

4. New Employment

- a. Rachel McKee, Paraprofessional, Life Skills, Linton Elementary
- b. Elizabeth Chandler, Paraprofessional, Life Skills, Sullivan Elementary

5. Transfer

- a. Misty Ausman, Paraprofessional, Preschool, Linton Elementary

6. Leaves

Mr. Stitzle made a motion to approve the personnel changes. Dr. Goad seconded the motion. The motion passed unanimously.

B. Permission to Hire Life Skills Teacher

- 1. Permission to hire an additional elementary Life Skills teacher for Greene County.

Dr. Hacker made a motion to approve hiring an additional special education Life Skills teacher, for Linton Elementary School, beginning the 2023/2024 school year. Mr. Gambill seconded the motion. The motion passed unanimously.

C. Update Non-Certified Support Staff Handbook, Second Reading

- a. Under Employment of Support Staff and Evaluation of Support Staff the job titles need to be updated to read as follows:

- i. Job Coach updated to Behavior Coach
- ii. Receptionist updated to Administrative Assistant
- iii. Secretary removed from list
- iv. Deputy Treasurer updated to Human Resources Coordinator
- v. Treasurer updated to Director of Finance

Mr. Gambill made a motion to approve the final reading to update non-certified support staff handbook titles. Dr. Goad seconded the motion. The motion passed unanimously.

D. Update Non-Certified Support Staff Handbook, First Reading

a. Under Employment of Support Staff, Days and Calendar Per Assignment and Evaluation of Support Staff the job titles need to be updated as follows:

- i. Job Coach to Behavior Coach
- ii. Receptionist to Administrative Assistant
- iii. Remove Secretary
- iv. Remove Deputy Treasurer
- v. Treasurer to Director of Finance
- vi. Add Human Resources Coordinator

b. Special Leave Language, Sick Leave, and Assigned Hours Chart-change wording from hourly to daily.

Time Sheets-Update to:

- i. All GSSEC employees are required to use the UKG Ready app to report days absent. All missed days are expected to be reported in advance, if possible, or by 6:30 am the morning of. All non-certified staff are required to utilize the app to clock in and out daily to record time worked. It is the responsibility of the staff member to complete their own time sheet *within the app* and submit it in accordance with the payroll time period calendar. It is illegal for anyone other than the employee who worked the hours to login to the UKG app and make adjustments to time or days. Timesheets not submitted in a timely manner *within the app* may not be paid until the following payroll.

Dr. Goad made a suggestion to change the UKG Ready app to digital app. All board members agreed. Mr. Stitzle made a motion to approve the first reading, with changes for the second reading. Dr. Hacker seconded the motion. The motion passed unanimously.

VII. Information from Greene Sullivan Special Education Cooperative

A. Director's Report

Mrs. Woodrum reported that GSSEC has now gone live with their UKG app. This app allows non-certified staff to clock in and out for work. The transition has gone smoothly. Time sheets will no longer be used. Mrs. Woodrum stated that long evaluations have started and it has been rewarding to see the dedication and teaching taking place.

VIII. Board comments

Dr. Van Der Aa was introduced and welcomed by all board members.

IX. Adjournment

The next GSSEC Board of Superintendents Meeting is scheduled for May 22, 2023 with the executive meeting beginning at 9:00 a.m. and public meeting beginning at 9:30 a.m.

Dr. Hacker made a motion to adjourn the meeting. Dr. Van Der Aa seconded the motion. The meeting was adjourned at 9:45 a.m..












