

Minutes

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

BOARD MEETING

May 22, 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 to the agenda.

B. Approval of Agenda

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

II. Approval of Minutes

Mr. Stitzle made a motion to approve the minutes for April. Dr. Goad 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 Comment at this time.

IV. Treasurer's Report and Claim Docket

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

04/28/2023-\$118,907.06 05/09/2023-\$113,263.78

Dr. Hacker made a motion to approve the Treasurer's Report and Claim Docket. Mr. Gambill seconded the motion. The motion passed unanimously.

V. Unfinished Business

No unfinished business at this time.

VI. New Business

A. Personnel

1. Resignations

- a. Jessica Holtsclaw, Paraprofessional, Student Support, White River Valley
- b. Cindy Thomas, Paraprofessional, Student Support, Bloomfield
- c. Maude Roberts, Paraprofessional, Life Skills, Bloomfield
- d. Kara Roberts, Teacher, Life Skills, Southwest

2. Termination

- a. Paige Holstein, Paraprofessional, Life Skills, Southwest

3. Retirements

No retirements at this time

4. New Employment

- a. Mikah Leigh, Life Skills Teacher, Greene County

5. Transfer

No transfers at this time.

6. Leaves

No leaves at this time.

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

B. Update Non-Certified Support Staff Handbook, Second 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 digital 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 digital 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. Hacker made a motion to approve the changes to the Non-Certified Staff Handbook. Mr. Gambill seconded the motion. The motion to approve the changes to the Non-Certified Staff Handbook passed unanimously.

C. Updated total sick leave hours per Employment Assignment by adding 208 days, First Reading.

D. Add 208 Day Work Assignment to Days and Calendar Per Assignment, First Reading.

E. Within Workman's Compensation add a line that states injuries must be reported to the Director and Human Resources Coordinator within forty-eight hours of claimed injury, First Reading.

Mr. Stitzle made a motion to approve the first reading for changes to the Non-Certified Handbook. Dr. Goad seconded the motion. The motion to approve the first reading for updated changes to the Non-Certified Handbook passed unanimously.

VII. Information from Greene Sullivan Special Education Cooperative

A. Director's Report

Medicaid funding will begin to return to the original funding amount from Pre-Covid. The decrease will occur in increments. The first decrease will be in July, down 2% of the current funding. Mrs. Woodrum gave updated information on the Alternate Diploma and Certificate of Completion.

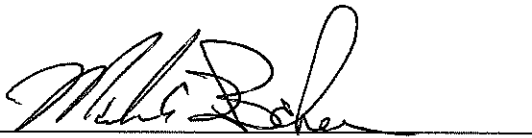
VIII. Board comments

The July board meeting has been changed to Jul 31, 2023 .

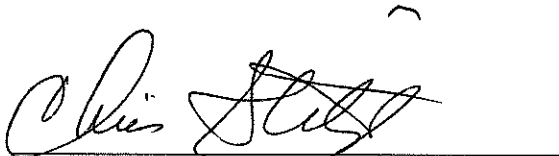
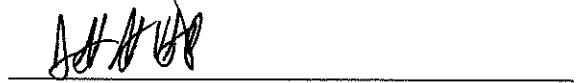
IX. Adjournment

The next GSSEC Board of Superintendents Meeting is scheduled for June 26 , 2023 with the executive meeting beginning at 9:00 a.m. and public meeting beginning at 9:30 a.m.

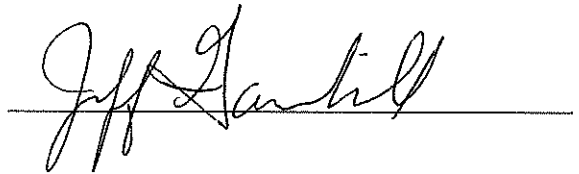
Dr. Goad made a motion to adjourn the meeting. Dr. Vandeera seconded the motion. The meeting was adjourned at 9:54 a.m.



Board President



Vice President



Secretary
