

## Board Meeting Minutes Mays Community Academy

March 3, 2016  
6:00 PM at MCA

### **Board Members:**

*Present:* Nansi Custer, Deanna Disney, Shannon Dawson, Marcia Schwering

*Absent:* Greg Jarman

*Others Present:* Melissa Morgan, Krissi Williams, Steve Schwering, Lisi Campbell, Christy Hamilton, Whitney Durbin, Anita Jackson, Trish Mastin, Adam Schwering, Curtis Schwering, Hattie Isenberg, Kevin Davis, Drew Durbin, Scott Wildey, Francie Patterson, Sara Booth

### **Proceedings:**

*Meeting called to order at 6:01 PM by Nansi Custer, Board President*

Pledge and Moment of Silence

Marcia MOTIONS to approve February's minutes; seconded and approved.

### **CEO/Financials Report:**

Financial statements will be provided two months prior to approval month; February's statements were provided at the February meeting. Krissi Williams will have new reporting policy in place for the April meeting.

### **Compensation Days:**

Deanna MOTIONS that comp days be accrued per diem; seconded and passed.

### **Indiana Charters Contract:**

Language was added to include no early termination fees and address changed to corporation post office box; Kevin Davis will remain project manager. Deanna MOTIONS to approve the contract with Indiana Charters; seconded and passed.

### **Teacher Evaluations:**

For scheduling purposes, evaluations with Margaret Holley are being planned for after Spring break; she will be providing reports in May.

### **Peer Reviews:**

This policy has caused some friction amongst staff members; Krissi Williams suggests that these evaluations be performed on a quarterly basis, be kept strictly confidential, anonymous, and will be given directly to the Board to review.

### **Budget:**

Krissi Williams discussed the need for a policy to allow the CEO to make emergency purchases, up to a specified dollar amount, without the need for Board approval. After some discussion,

Marcia MOTIONS that the CEO has the authority to make emergency purchases with a limit of \$5,000 per month; Shannon seconded and passed. (Board Resolution F1 2016)

**Kindergarten Round-Up:**

The event will be on April 9, 2016 from 8:00 AM to 12:00 PM; events and activities are being planned; Sara Booth is working on advertising efforts with local agencies; Lisi reported that Gracie Marlatt has offered to bring the blocks to the building for a week to allow for teacher use; Lisi suggests that we foster a relationship Rush County Parenting Council (Purdue Extension); April 15, 2016 has been suggested as the date

**Personnel Changes (reported by Krissi Williams):**

Gary Nigh has resigned as full-time custodian; he will remain a part-time employee. Drew Durbin has been hired as the new full-time custodian. Drew's hours will be from 6:30 AM – 2:30 PM. Gary's hours will be 2:30 PM – 6:30 PM. Due to personal issues, Haley Lawhorne has resigned as full-time classroom aide. The administration is working on hiring a new aide.

**Collections Policy:**

Melissa Morgan suggests that the collections process for lunch money from first semester be started in mid-January; textbook rental collections should be started at the beginning of April. Deanna MOTIONS that the Director of Operations have the authority to send delinquency notice letters to parents with overdue accounts allowing 30 days to pay before the small claims count process is initiated; Marcia seconded and passed.

**Test Security Policy:**

Shannon MOTIONS to accept the proposed Test Security policy; seconded and passed.

**Letter to Editor:**

The Banner offered to publish a 'Letter to the Editor' as part of our advertising efforts; Shannon will draft it and get it to Sara for publication in the paper.

**Health Insurance Policies:**

Jerry Lehman completed the health insurance policies; overall, staff members are pleased with the outcome. Scott Wildey suggested VSP for vision coverage during the 12-month waiting period.

**Tuition Reimbursement:**

Krissi Williams suggests that if tuition reimbursement is offered, there should be a commitment required by the staff member; also, she needs to verify with the State Board of Accounts that there is not a conflict. She recommends setting the reimbursement amount be set according to state school prices; Krissi suggests for every \$5,000 spent on an employee, they agree to a 2-year commitment; Anita Jackson suggests a 2.0 GPA requirement and reimbursement for classes where a grade of C or higher was earned; Marcia and Krissi will work on a policy for approval at next month's meeting.

#### Director of Operations:

Enrollment is at 115; there have been no suspensions or expulsions; ISTEP is ready. Teachers from lower-grades will be assisting with testing; Booster Club will provide snacks and treats during ISTEP testing; Sara will poll the staff on their needs and report to Lisi.

#### Building Safety and Operations:

Bus drivers will be given discipline slips to track issues on the buses and issue punishments; Adam, Curtis, and Steve Schwering noted they are in need of substitute bus drivers; Anita Jackson will work on compiling bus route information to make plotting easier; Anita noted that there are some minor repairs that need completed; she will meet with Krissi to discuss. After ISTEP, a school-wide, large drill which meets at least three state requirements will be performed.

#### Booster Club:

Lisi Campbell noted that the Spaghetti Supper is being planned; she will confirm a date with the office; the Booster Club will be providing handouts for Kindergarten Round-Up; officers will be voted on at the April 12 meeting; the Chili Supper raised \$886.34 after expenses. Deanna volunteered to organize a silent auction for the Spaghetti Supper.

#### Miscellaneous:

Krissi Williams will research the marketing grant to see if billboard costs will fall into the parameters. The website should be up and ready to go immediately; Krissi will check with Adam and Greg to facilitate this. Nansi noted there are many requests coming in about a preschool program. Lisi inquired about expanding through eighth grade; Nansi noted we must master Pre-K through sixth grades before we even consider expanding; also, we are unable to offer many of the programs the middle and high schools offer. Lisi will be considering a homeschool extension program for the future.

#### Corporation Policies & Protocol:

Melissa Morgan and Krissi Williams will begin drafting and finalizing policies for the Board's review and approval; the binders will be available before the next meeting. Next year, the Board will move into a governance-only role.

#### Board Comments:



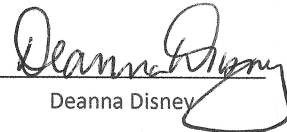
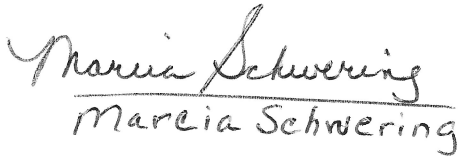
Deanna noted that Dr. Seuss week went very well; she was very impressed with the reading level of some of the students.

Public Comments:

Lisi Campbell will provide education materials for the Board about accessibility laws and special education services; Lisi will meet with Melissa Morgan, Trish Mastin, and LaDonna Raab to present at next month's meeting.

Meeting adjourned at 8:18 PM by Nansi Custer  
Minutes submitted by Sara Booth, Secretary

MINUTES APPROVAL

 Nansi Custer	 Shannon Dawson	 Deanna Disney	<hr/> <p>ABSENT</p> <hr/> Greg Jarman
 Marcia Schwering			