

SPECIAL SERVICES OF MARION COUNTY
GOVERNING BOARD MEETING
January 24, 2025
RISE LEARNING CENTER - LGI Room, Door #2
8:30 A.M.

This is a meeting of the Governing Board in public for the purpose of conducting the business of Southside Special Services of Marion County (SSSMC) and is not to be considered a public community meeting. There will be time for public participation as indicated on the agenda.

- 1.0 Opening Items
- 1.1 Call to Order Dr. Laura Hammack
- 1.2 Board Members
- Dr. Laura Hammack, President
- Dr. Patrick Spray, Vice President
- Dr. Scott Collins, Secretary
- 2.0 Public/Patron Comments - Time limited with sign-up sheet Mrs. Nikki Cahill
- 3.0 Recognitions - John Walker Ms. Kristyn Dingledey
- 4.0 Consent Agenda Mrs. Nikki Cahill
- 4.1 Minutes of November 15, 2024 Regular Meeting
- 4.2 Personnel Report
- New Hires
 - Resignations/Retirements
 - Transfers/Changes
 - FMLA/Leaves
 - Employment Contracts
- 4.3 Professional Leave Requests
- 4.4 Claims and Payroll Docket
- 5.0 Items Requiring Action Mrs. Nikki Cahill
- 5.1 2025/2026 School Calendar
- 5.2 Updated Administrative Guidelines – see below

Policy Set 1- approval of first reading November, 8, 2024

• Second reading and approval January 24, 2025

- A100- Non Discrimination and Anti-Harassment
- A-100E Notice of Nondiscrimination and Harassment Complaint Form
 - A125- Nepotism, Conflicts of Interest, Gifts and Use of Corporation Resources
 - A125-R Staff Conflicts of Interest
 - A125-E Uniform Conflict of Interest Disclosure Statement
 - A175- Whistleblower Protection
 - A175-R Whistleblower Protection Reporting Form
 - A175-E Whistleblower Protection
 - A200- Firearms, Weapons and Destructive Devices
 - A225- Reporting of Suspected Child Abuse or Neglect
 - A250- No Tobacco Policy
 - A275- School Wellness
 - A285- No Distracted Driving
 - A300-Responsible use of Technology
 - A301-Wireless Communication Devices
 - A325-Communicable Diseases
 - A350 Civility and Decorum
 - C100 Anti Bullying
 - C150- Use of Restraint and Seclusion with Students
 - C400-R Restraint and Seclusion Plan (AG) C175-Student Suicide Prevention and Awareness
 - C550-Search and Seizure
 - C550-R Search and Seizure (AG)
 - D125 -Evaluation of the Executive Director

D150- Governing Board - Executive Director Relationship
D175 - Governing Board-Staff Communications
D200- Standard of Care and Supervision of Students
D225- Staff Ethics
D250 Teacher Appreciation Grant D275 Drug-Free Workplace

Policy Set 2- approval of first reading January 24, 2025

B100- Board Authority and Philosophy
B125- School Board Leadership and Support
B150- Organization
B225- Meetings
C200- Anti-Bullying
D325 Personal Background Checks and Mandatory Reporting
D350- Fitness for Duty Leaves and Examinations
D375 Employee Discipline
D400 FMLA
D400-R FMLA AG
D425- Employee Benefits
D450 Resignation
D475 Justifiable Decrease
D475-R Justifiable Decrease (AG)
E100 Adoption of Curricular Materials
E100-R Adoption of Curricular Materials (AG)
F100 Internal Controls and Reporting Losses, Shortages, Variances, or Thefts
F100-R Sample Internal Control Handbook
F125- Purchasing Procedures and Capital Assets
G100- Facility Safety
G100-R Metal detector Wands w Suspicion Only
G125- Criminal Organization Activity
G150 Registered Sex or Violent Offenders revised citation
G150-R Registered Sex or Violent Offenders (AG)
G200 Environmental Health & Safety Issues
G225 Vehicle Idling
H100 School Visitors and Parent -Family Engagement
H175 Questioning of Students

Policy Set 3- approval of first reading January 24, 2025

- B175 Functions
- B200 Membership
- C225 Parental Access to Instructional Material and Surveys
 - C225-R Grievance Procedure
- C525 Medical Needs at School
- F150 Use of Credit Cards
 - F150-R Use of Credit Cards Rule
- F175 Collection and Forgiveness of Debts (Bad Debt)
- F200 Investment Income
- F225 Crowdfunding
 - F225-E Online Fundraising and Crowdfunding Policy Request Form
 - F225 -R Online Fundraising and Crowdfunding (AG)
- F250 Travel Expenses
 - F250-R Travel Expenses (AG)
- G250 Pest Control

- G275 Animals on Corporation Property
 - G275-E Service Animal Registration Form
- G350 Audio Video and Digital Recording of Meetings
- G360 Data Breach and Protection Policy
- G425 Pledge of Allegiance and Moments of Silence
- H125 Relations with Special Interest Groups
 - H125-R Relations with Special Interest Groups
- H150 Public Comments and Concerns
- H200 Public Records
 - H200-R Request for Personnel File Access
- H225 School Support Organizations
- H250 School Library Material Removal Request Procedure
 - H250-E School Library Material Removal Request Form

6.0 Items For Information/Discussion

- 6.1 Financial Report
- 6.2 RLC District Counts

Mrs. Nikki Cahill
Mr. Andrew Carlton

7.0 Other Business

- 7.1 Rec Hall Update

Mrs. Nikki Cahill

Next Meeting: March 7, 2025 @ Rise Learning Center at 8:30 a.m.

The Board's meeting site is fully accessible to all persons. Any person requiring further accommodation should contact Teresa Ruark in the SSSMC's administration office at 317-789-1622.

Governing Board

1/24/25

Nikki Cahill, Dr. Spray, Dr. Collins, Dr. Hammack, Pam Johnson, Kristyn Dingle

1.0 Opening Items

1.1 Called to Order: 8:31 Dr. Laura Hammack

1.2 Board Members

Dr. Laura Hammack, President

Dr. Patrick Spray, Vice President

Dr. Scott Collins, Secretary

2.0 Public Comments

None

3.0 Recognition

Mr. John Walker

4.0 Consent Agenda:

4.1 Minutes from Nov 15

4.2 Personnel Report

4.3 Professional Leave Requests

4.4 Claims and Payroll Docket

Motion; 2nd; approved

Passes 3-0

5.0 Items Requiring Action

5.1 25-26 school year Calendar

Motion; second; approved

Passes 3-0

5.2 Administrative Guidelines (see below)

Administrative Guidelines

Policy Set 1- approval of first reading November, 8, 2024

- **Second reading and approval January 24, 2025**

A100- Non Discrimination and Anti-Harassment

- A-100E Notice of Nondiscrimination and Harassment Complaint Form

A125- Nepotism, Conflicts of Interest, Gifts and Use of Corporation Resources

- A125-R Staff Conflicts of Interest
- A125-E Uniform Conflict of Interest Disclosure Statement

A175- Whistleblower Protection

- A175-R Whistleblower Protection Reporting Form
- A175-E Whistleblower Protection

A200- Firearms, Weapons and Destructive Devices
 A225- Reporting of Suspected Child Abuse or Neglect
 A250- No Tobacco Policy
 A275- School Wellness
 A285- No Distracted Driving
 A300-Responsible use of Technology
 A301-Wireless Communication Devices
 A325-Communicable Diseases
 A350 Civility and Decorum
 C100 Anti Bullying
 C150- Use of Restraint and Seclusion with Students

- C400-R Restraint and Seclusion Plan (AG) *(We have not included a document for this as we believe we previously worked with you to create this. If that's accurate, just label, sign and date your current AG, but if you have any concerns or aren't sure if your current AG is appropriate, we can either send you one or review what you have.)*

 C175-Student Suicide Prevention and Awareness
 C550-Search and Seizure

- C550-R Search and Seizure (AG)

 D125 -Evaluation of the Executive Director
 D150- Governing Board - Executive Director Relationship
 D175 - Governing Board-Staff Communications
 D200- Standard of Care and Supervision of Students
 D225- Staff Ethics
 D250 Teacher Appreciation Grant *(You likely already adopted a TAG Policy for 2024. If so, can simply re-adopt under this number to preserve the numbering system.)*
 D275 Drug-Free Workplace

Policy Set 2- approval of first reading January 24, 2025

- B100- Board Authority and Philosophy
- B125- School Board Leadership and Support
- B150- Organization
- B225- Meetings
- C200- Anti-Bullying
- D325 Personal Background Checks and Mandatory Reporting
- D350- Fitness for Duty Leaves and Examinations
- D375 Employee Discipline
- D400 FMLA
 - o D400-R FMLA AG
- D425- Employee Benefits

- D450 Resignation
- D475 Justifiable Decrease
 - D475-R Justifiable Decrease (AG)
- E100 Adoption of Curricular Materials
 - E100-R Adoption of Curricular Materials (AG)
- F100 Internal Controls and Reporting Losses, Shortages, Variances, or Thefts
 - F100-R Sample Internal Control Handbook
- F125- Purchasing Procedures and Capital Assets
- G100- Facility Safety
 - G100-R Metal detector Wands w Suspicion Only (*let us know if you are employing random detections and if you are, we can swap this policy out for a version that covers random detections*)
- G125- Criminal Organization Activity
- G150 Registered Sex or Violent Offenders revised citation
 - G150-R Registered Sex or Violent Offenders (AG)
- G200 Environmental Health & Safety Issues
- G225 Vehicle Idling
- H100 School Visitors and Parent -Family Engagement
- H175 Questioning of Students

Policy Set 3- approval of first reading January 24, 2025

- B175 Functions
- B200 Membership
- C225 Parental Access to Instructional Material and Surveys
 - C225-R Grievance Procedure
- C525 Medical Needs at School
- F150 Use of Credit Cards
 - F150-R Use of Credit Cards Rule
- F175 Collection and Forgiveness of Debts (Bad Debt)
- F200 Investment Income
- F225 Crowdfunding
 - F225-E Online Fundraising and Crowdfunding Policy Request Form
 - F225 -R Online Fundraising and Crowdfunding (AG)
- F250 Travel Expenses
 - F250-R Travel Expenses (AG)
- G250 Pest Control
- G275 Animals on Corporation Property



Perry Township Schools * Beech Grove City Schools * MSD of Decatur Township

Dr. Spray Motioned to approve all items from 4.10 through 4.40
Dr. Collins seconded the motion
All Items from 4.10 through 4.40
Approved 3-0

5. ITEMS REQUIRING ACTION:

- 5.10 CBA
Dr. Spray Motioned to approve Item 5.10
Dr. Collins seconded
Motion Approved 3-0
- 5.20 Executive Director Contract
Dr. Collins Motioned to approve Item 5.20
Dr. Spray seconded
Motion Approved 3-0
- 5.30 Updated Administrative Guidelines
Dr. Spray Motioned to approve Item 5.30
Dr. Collins seconded
Motion Approved 3-0

6. ITEMS FOR INFORMATION/DISCUSSION

- 6.10 Financial Report
- 6.20 RLC District Counts

7.0 OTHER BUSINESS

- 7.1 Rec Hall Update

Adjournment

- G275-E Service Animal Registration Form
- G350 Audio Video and Digital Recording of Meetings
- G360 Data Breach and Protection Policy
- G425 Pledge of Allegiance and Moments of Silence
- H125 Relations with Special Interest Groups
 - H125-R Relations with Special Interest Groups
- H150 Public Comments and Concerns
- H200 Public Records
 - H200-R Request for Personnel File Access
- H225 School Support Organizations
- H250 School Library Material Removal Request Procedure
 - H250-E School Library Material Removal Request Form

Motion; second; Passes 3-0

6.0 Items for Information/Discussion

6.1 Financial Report

Beginning and ending balances

6.2 RLC District Counts

201 students total

34 non-member students

No questions; motion; second; approved

Passes 3-0

7.0 Other Business

7.1 Rec Hall Updated:

Resubmitted plans, 2 minor items, still in city and permit items are expected this week

No questions

March 7th next meeting

Dr. Hammock and Dr. Spray will send representatives; Dr. Collins will be in attendance

Budget review moved to April

Adjournment 8:40 - Dr. Hammack



S O U T H S I D E
SPECIAL SERVICES
OF MARION COUNTY

Perry Township Schools * Beech Grove City Schools * MSD of Decatur Township

- ***There being no further business, Dr. Collins made a motion to adjourn the meeting. Dr. Spray seconded and the meeting was adjourned at 8:44 a.m.***

Next Regular meeting is scheduled for January 24th, 2024 @ 8:30 am

The Board's signatures below certify approval of or rejection of the Board meeting minutes.

Matthew Maca 1/24/25

Dr. Collins 1/24/25

Dr. Spray 1/24/25

(AYE)

(NAY)