NOTE: These are “proposed” minutes and will not be approved until the January 21, 2020 School Board Meeting.

Middlebury Community Schools

4:00 p.m. Administration Center
Tuesday January 7, 2020

School Board Minutes

CALL TO ORDER – President Paul Gayler called the January 7, 2020 School Board Meeting of the Board of School Trustees to order at 4:00 p.m. All Board Members were present, with the exception of Mrs. King. Other in attendance included Jane Allen, Superintendent, Robby Goodman, Assistant Superintendent, Josh Yoder, Director of Business Services, Jeff Palmer, Director of Buildings and Grounds and Melissa Deak, Director of Transportation.


Mrs. Allen informed the school board that the following teachers are retiring at the end of the 2019-2020 school year.

- Byron Warkentin, Heritage Intermediate School, 4th grade teacher
  - 40 years
- Patti McGlauchlen, Middlebury Community Schools Literacy Coordinator
  - 42 years
- Paula Klunder, Jefferson Elementary, 2nd grade teacher
  - 38 years

EXPRESSIONS FROM PATRONS – None.

CONSENT AGENDA –

- Minutes from the December 10, 2019 School Board Meeting
- Claim Lists
- Donations under $500
- Personnel List
- 2019 November Financial Report

EMPLOYMENT:

Northridge High School
  Certified: Donna Stajkowski, 0.6 Technology Coach
  Start Date: August 12, 2020

Northridge Middle School
  Classified: Samantha Borden, 12 Month Custodian
  Replacing: Alan May, Start Date: January 8, 2020

Orchard View Elementary School
  Classified: Heather Weatherholt, 3.5 Hour Cafeteria Worker
  Replacing: Diane Beasey, Start Date: January 8, 2020

York Elementary School
  Classified: Ashlee Stingel, Temporary 5.75 Hour Instructional Assistant
  Start Date: January 8, 2020
Transportation Department
   Classified:  Shanda Patterson, Substitute Bus Monitor
   Replacing:  Sandra Hoover, Start Date:  January 13, 2020

TRANSFER:
   Northridge High School
      Certified:  Kris Brown, Blended Learning Teacher, to:
                  Special Education Teacher, Start Date:  January 8, 2020
   Middlebury Elementary School
      Classified:  Paul Young, 12 Month Custodian, to:
                  Northridge Middle School, 12 Month Custodian
                  Replacing:  Matt Smith, Effective Date:  December 16, 2019
      Classified:  Charlotte Bontrager, 9 Month Custodian, to:
                  12 Month Custodian, Replacing:  Paul Young
                  Start Date:  December 16, 2019
   Orchard View Elementary School
      Classified:  Diane Beasey, 3.5 Hour Cafeteria Worker, to:
                  York Elementary School, 3 Hour Cafeteria Worker
                  Replacing:  Pam Smeltzer, Start Date:  January 8, 2020
      Classified:  Erika Leisure, 6.5 Hour Life Skills Para, to:
                  6.5 Hour Special Education Para, Mixed Ability
                  Replacing:  Katie Kalb, Start Date:  January 23, 2020
   Transportation Department
      Classified:  Sandra Hoover, Substitute Bus Monitor, to:
                  6.5 Hour Bus Monitor, Replacing:  Linda Garty
                  Start Date:  January 21, 2020

RESIGNATION:
   Northridge High School
      Certified:  Donna Stajkowski, Technology Coach
                  Effective Date:  May 29, 2020
   Northridge Middle School
      Certified:  Shawna Davenport, NJS Sponsor
                  Effective Date:  December 4, 2019
   Transportation Department
      Classified:  Linda Garty, Bus Monitor
                  Effective Date:  December 30, 2019

RETIREMENT:
   Administration Center
      Classified:  Rosemary Thomas, Administrative Assistant
                  Effective Date:  July 24, 2020
      Classified:  James Bontrager, Building Technician
                  Effective Date:  May 29, 2020

LEAVE 3430:
   Northridge Middle School
      Certified:  Jennifer Balsbaugh, 8th Grade Science Teacher
                  2020-21 School Year
FMLA LEAVE:
Northridge High School
Classified: Denisse Latisnere-Revard, 12 Month Custodian
From December 16, 2019 to March 9, 2020

EMERGENCY LEAVE:
Northridge Middle School
Certified: Rachel Vallance, Principal
4 Days: January 16, 17, February 21, 24, 2020
Certified: Teri Vasquez, 6th Grade Language Arts Teacher
2 Days: January 10, 17, 2020
Orchard View Elementary School
Certified: Elizabeth Nay, Special Education Teacher
1 Day: December 13, 2019

Mr. Eash moved and Mr. Souder seconded a motion to approve the Consent Agenda as presented. The motion was approved with a vote of 4-0.

CONSIDER APPROVAL OF 2020-2021 SCHOOL BOARD MEETINGS - Mrs. Allen asked for approval of the following proposed list of School Board Meeting dates for the 2020-2021 school year.

2020-2021 Meeting Dates of the Board of Trustees for Middlebury Community Schools

<table>
<thead>
<tr>
<th>2020</th>
<th>2021</th>
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<tbody>
<tr>
<td>July 7, 2020</td>
<td>January 5, 2021</td>
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<tr>
<td>July 21, 2020</td>
<td>January 19, 2021</td>
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<td>August 4, 2020</td>
<td>February 2, 2021</td>
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<td>August 25, 2020</td>
<td>February 16, 2021</td>
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<td>September 8, 2020</td>
<td>March 2, 2021</td>
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<td>September 22, 2020</td>
<td>March 16, 2021</td>
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<td>October 6, 2020</td>
<td>April 13, 2021</td>
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<td>October 20, 2020</td>
<td>May 4, 2021</td>
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<td>November 3, 2020</td>
<td>May 18, 2021</td>
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<td>November 17, 2020</td>
<td>June 1, 2021</td>
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<tr>
<td>December 8, 2020</td>
<td>June 15, 2021</td>
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Mr. Souder moved and Mr. Eash seconded a motion to approve the 2020-2021 School Board Meetings as presented. The motion was approved with a vote of 4-0.

CONSIDER APPROVAL OF BONDS FOR DIRECTOR OF BUSINESS AND SPECIAL EVENT WORKERS – Mrs. Allen requested approval of Bonds for Josh Yoder (Director of Business Services) and for the special event workers. Mr. Souder moved and Mr. Eash seconded a motion to approve the request as presented. The motion was approved with a vote of 4-0.

CONSIDER APPROVAL OF DONATION TO SCHOOLS - Mrs. Allen requested approval of the following donations:
- Jefferson Elementary - $3,075.84 – from the Jefferson PTO
  o To be used for Family Reading Night and Staff Shirts
- Northridge Middle School - $500 – from Showhauler Trucks
  o To be used for Ability Day
- Northridge High School
  o From First Source Bank - $1,000
- To be used for Banker’s Classic
  - From Spectators - $1,074
    - To be used for Girls Basketball – Hoops for Hope
  - From Robert and Nancy Hawkins - $500
    - To be used for Raider Motor Sports
  - From Raider Hoops, Inc. - $5,460
    - To be used for Basketball Shooting Apparatus
  Total of Donations $11,609.84

Mr. Eash moved and Mr. Miller seconded a motion to approve the list of donations as presented. The motion was approved with a vote of 4-0. NOTE: The donations read at the school board meeting were incorrect. The school board actually had the correct list (above) which was approved.

Mrs. Allen provided the board information from January 2019 to December 10, 2019 on total of donations that Middlebury Community Schools had received. The total amount received (to all schools) was $105,634.80. That is an amazing amount of money! Thank you to the Middlebury businesses and patrons!

UNFINISHED BUSINESS – None.

ANNOUNCEMENTS OF FIELD TRIPS – Dr. Goodman reviewed the list of field trips with board members.

ANNOUNCEMENTS AND CORRESPONDENCE – Mrs. Allen gave the following announcement regarding the virus that affected Middlebury Community Schools over the Christmas vacation. This statement is also on our website.

“At the beginning of Christmas break, the computer network for Middlebury Community Schools experienced a virus outbreak. In response to this, the technology department took the network down as quickly as it could in order to stop the spread of the virus. MCS also contacted and began working with two different entities that specialize in situations such as this. It was determined that our data was not compromised and is safe. The school system had backups of data and the technology department has been working to bring systems back online in an orderly manner to ensure that the network is protected and safe. In response to this, all students and staff were asked to reset their login passwords upon returning to school. All students and staff with a school-issued Windows laptop also needed to turn it in so that the proper new protections can be put in place on each device. Chromebooks and personal devices were not affected by this issue. It will probably take weeks and months for all of our systems to return to normal. We appreciate the parents and community understanding and we apologize for inconveniences that this may cause.”

“Our Technology Department with the leadership of our director Jeremy Miller, has worked tirelessly every day and night as well as weekends to bring us back the technology we have grown accustomed to using every day. I cannot thank them enough for their skills and especially their willingness to give up their vacation time to help us recover. We are blessed with the best possible people. I just wanted to thank them publicly for their hard work!”

Mr. Gayler (and Mr. Miller) asked if there is something we could do as a corporation to prepare and prevent this from happening again. Mrs. Allen said that was a good question. First of all, we have had Phishing Training going on in our district, due to some problems that occurred with fake emails last year. After talking to the company that is helping our district with this they are 100% certain that this virus happened because someone “clicked” on an email/link that looked legitimate but was a fake. We have to be very, very careful not to click on an email if we don’t know who it is or
who it came from. Mr. Eash questioned if it could have been a student but Mrs. Allen thought it was probably a staff member. Our home directories have not been recovered and it may take some time to get that information back to the teachers and staff members. In the future that data will be stored elsewhere. The teachers will struggle through that part of it until these are recovered, because a lot of work (lesson planning, etc.) they have done they will have to do over. We learn from our mistakes, continually. Mr. Miller questioned if it damaged equipment and was told it did not. He also asked about the financial impact – how may tech staff members were involved and how we are re-arranging the system. Mrs. Allen said there were seven techs that worked over the holidays, day and night. MCS had to purchase a new piece of equipment to provide us with a safe storage area. We also had to move Power School to the cloud (at a cost), move Versitrans (transportation software), and pay the people who helped us. She indicated that she told the staff it’s between $50,000 to $200,000 to clean this up, which doesn’t count our personnel costs. We probably could have paid the ransom but the concern was it doesn’t always work and they could do it again. She again wanted to say a big thank-you to our technology department!!

ANNOUNCEMENT OF TRAVEL – Dr. Goodman reviewed the list of travel requests with board members.

EXPRESSIONS FROM BOARD MEMBERS –
Mr. Eash – Kudo’s to Jeremy and his staff! They’ve done a great job. To Mr. Palmer – there has been nice progress being made on the Athletic project. Looks like they are taking advantage of the lack of snow. Looking good!

Mr. Souder – He wanted to affirm all the energy Mr. Miller and his staff have been doing to get MCS back together.

Mr. Miller – Looking forward to Mr. Gayler’s leadership in leading the corporation in this new decade.

Mr. Gayler – Thanked Mr. Miller and his staff. When he asked if we were prepared, he just was concerned we have allocated the appropriate funds if there is a problem. They are doing an outstanding job. Thank you!

OTHER BUSINESS – None.

ADJOURNMENT - Mr. Souder moved and Mr. Eash seconded a motion to adjourn the January 7, 2020 school board meeting at 4:22 p.m. into Executive Session. The motion was approved with a vote of 4-0. The next school board meeting will be on January 21, 2020.

______________________________                            ___________________________
Paul Gayler, President                        Joanna King, Vice President

______________________________                            ___________________________
Robert Stouder, Secretary                    Mitch Miller, Member

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Gregg Eash, Member