

**Welcome  
To a Meeting of the  
Board of School Trustees  
Randolph Southern School Corp  
One Rebel Drive  
Lynn, IN 47355**

**A G E N D A  
  
MONDAY  
April 10, 2023  
6:30 PM**

**EXECUTIVE SESSION**

**5:00 PM  
Superintendent's Office**

1. Where authorized by federal or state statute.
2. For discussion of strategy for: (A) Collective bargaining
5. To receive information about and interview prospective employees.
9. 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.

## REGULAR MEETING

**6:30 PM**

### **Superintendent's Office Board Room**

I. CALL TO ORDER \_\_\_\_\_ PM Eric Retter

II. APPROVAL OF AGENDA

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

III. MINUTES – Regular Meeting, March 13, 2023 Don Pruitt

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

IV. PRESIDENT'S BUSINESS

PATRONS, STAFF AND STUDENTS MAY IDENTIFY ANY AGENDA ITEM THEY WISH TO ADDRESS AT THIS TIME.

The School Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on corporation matters. Board Policy 0167.3 shall govern public participation at board meetings and the presiding officer shall administer the procedures.

V. ACCOUNTS PAYABLE VOUCHERS and CASH BALANCE

A. Approve payroll voucher date and amount.

March 22, 2023 Payroll Voucher in the amount of: \$154,245.51.

April 7, 2023 Payroll Voucher in the amount of: \$134,576.01.

B. Accounts Payable Vouchers and Cash Balance

Account Payable Vouchers 2597 to 2681 in the amount of \$707,517.55.

March 31, 2023 Cash Balance Education Fund: \$685,143.47

March 31, 2023 Operations Fund: \$218,177.55

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

VI. NEW BUSINESS

A. Business Items

1. Cafeteria Fund Personnel Duties Invoicing

Superintendent recommends the approval of proportionally invoicing the Cafeteria Fund for time spent by the janitors to clean up the cafeteria before and after lunch and time spent by Certified Staff and Paraprofessionals to supervise and assist with Cafeteria students during the lunch period. Time and effort logs or timesheets will be utilized for tracking and invoicing time spent performing tasks on Cafeteria duties. This motion is effective April 1<sup>st</sup>, 2023.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

2. CPM Certificate for Payment

Superintendent recommends approval of the certificate of payment for \$230,941.37 for work completed on the Extended Learning Center to CPM.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

3. Conflict of Interest Forms

Robert Mangus-Mangus Painting

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

B. Personnel

Superintendent, High School Principal, Elementary Principal, and Athletic Director recommend the Board of School Trustees approve the following personnel items:

1. Approve Maliah Adams as a Bus Paraprofessional for 2 hrs. per day at \$13.37 per hour for the remainder of the 2022-23 school year.
2. Approve FMLA request for Savannah Artley Roberts for the remainder of the 2022-23 school year.
3. Approve Aletha Cook as JH Softball Coach for the 2022-23 school year.

4. Approve Josh Cook as Volunteer JH Softball Coach for the 2022-23 school year.
5. Approve Zoe Fisher as Volunteer Varsity Baseball Assistant Coach for the 2022-23 school year.
6. Approve Sarah Hazelbaker for the Special Education maternity leave teacher for Mrs. Monnin from April 10, 2023 through May 26, 2023 (35 days) at the rate of \$125.00 per day.
7. Approve Jennifer Nyquist as JH Track Coach for the 2022-23 school year.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

C. Fundraisers

Superintendent recommends the Board of School Trustees approve the following fundraisers:

1. National Honor Society request to host the Monte Cowen Fun Run to raise funds to offer a scholarship May 20, 2023. Anticipated income: \$1,000.00. Contact person: Tracey Chambers.
2. Financial Report to Prom Committee's request to host Bingo on March 15, 2023. Anticipated income: \$1,000-\$1,500. Actual income: \$1,372.81. Contact person: Katey Bebout.
3. Financial Report to Junior Class/Prom request to sell kettle corn and various snacks. Anticipated income: \$500.00. Actual income: \$860.00. Contact person: Jordan Austin.
4. Girls JH Softball request to "Pick a Date to Donate" money calendar. Funds raised will be used for equipment, uniforms and gear. The time frame for the fundraiser will be 2-3 weeks. Anticipated income: \$800.00. Contact person: Melissa Kosisko.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

D. Facility Use Requests

1. RCLE Youth Leadership Camp

Superintendent recommends approval of the request for school facilities, bus and driver for the RCLE Youth Leadership Camp from June 19-22, 2023. Students will be able to utilize showers in the evening and the driver(s) will assist with transportation during the day. Travis Jones is in charge of the event and will provide an insurance certificate prior to June 19th.  
Janitor fee assessment?

2. Charles Alfrey has requested use of the High School Gym on April 21st from 12:00 PM-3:00 PM and 4:00 PM-8:00 PM, April 22<sup>nd</sup> from 8:00 AM-12:00 PM and April 23<sup>rd</sup> from 8:00 AM-12:00 PM for rehearsal for the Horizon Winds from Florida-Performance for our students in band.
3. Old German Baptist Youth Group has requested use of the Elementary Gym, High School Gym and High School Cafeteria Sunday, April 30, 2023 from 12:00 PM to 8:00 PM for youth group. Persons in charge are Ben and Carlene Garber. Scott Dingess will check the building on Sunday to ensure it is secure.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

E. Field Trips

F. Curriculum

1. Preschool Program Update

Superintendent has applied for application to become a Legally Licensed Exempt Provider with the Indiana Family and Social Services Administration. This application is the first step to receive Child Card Development Funding through vouchers for free/reduced families. On My Way PreK also provides reimbursement funding, but the school corporation must complete the Paths to Quality training and checklist. These programs would be five (5) hours long for 3-5 year old students.

The Greater Randolph Interlocal Cooperative met on March 29 and April 5 to discuss the preschool deficit and a solution for 2022-23. The number of IEP and Typical Peers (TP) students have tripled in last 10 years with increases to staffing and higher wages to run the program. Revenue from the State/Federal grants and TP rates have not increase proportionally. Therefore, each Randolph County

School Corporation will be invoiced for the proportional revenue share to "catch-up" with program costs and zero out the deficit.  
RS = \$27,324.50    LP=\$13,256.60    RE=\$43,036.00,  
RC=\$71,866.90    MC=\$51,352.70

The catch up payment is due by June 30, 2024. The GRIC Board will also restructure the program an ADM invoicing system, cut staff, increase TP rates, or increase federal grant allocation contributions to ensure revenues equal expenditures.

Superintendent recommends payment of the catch up invoice \$27,324.50 from the Education Fund and Special Education grant. Superintendent also recommends the school corporation run its own Typical Peers Program for 2023-24 to allow for capturing CCDF and On My Way PreK funding. This recommendation will require hiring Preschool paraprofessionals to run the program.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

- G. Board Policy
- H. School Board
- I. Job Descriptions
- J. Donations

Superintendent recommends approval of the following donations:

1. Harbor Freight made a \$200 gift card donation to the Small Engines Team.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

- K. General

## VII. SUPERINTENDENT REPORT

- A. State Board of Accounts (SBOS) Audit Report and Review
  1. The SBOA contracted with Crowe LLP. to conduct the audit from July 1, 2020 to June 30, 2022. Crowe LLP audited the regular accounts for the State and the SBOA audited the federal portions (Cafeteria & ESSER).

2. Crowe LLP. & the Indiana SBOA finished the audit on March 30 with the virtual Exit Conference being on March 31, 2023. Eric Retter, Dr. Bowsman, Melissa Kosisko, Cindee Cowen, Jenna Marquis, Thomas Jacobs (Crowe LLP), Scott Nickerson (Crowe LLP), Kim Wesley (SBOA), and Theresa Alexander (SBOA) were in attendance.
3. Several procedural concerns arose during this school corporation audit. The school corporation has brought these concerns to the SBOA's attention in the official response and corrective action section included the board packet. Specifically, the school corporation raised concerns about meeting statutory guidelines for an audit including an entrance conference and the timeline for the audit to be conducted, the number of auditors sent to RSSC and online requesting information over a two week period (six total), lack of communication from the auditors, lack of the ability to respond to requests in a timely fashion, and the amount of overtime required by RSSC staff to meet the auditor's requests and deadline.
4. There were eight findings that were discussed. Two of the findings pertained submission of to the Schedule of Expenditures and Annual Financial Report aligning with the internal records. Internal records in Komputrol were accurate and complete, but not initialed for review prior to submission to Gateway. Three findings pertained to internal controls and the segregation of duties for Cafeteria Funds monthly reports being reviewed and initial monthly reports prior to submission to the IDOE. One finding pertained to the date of submission for the Indirect Cost Rate being applied to the Cafeteria Fund for payment to the school corporation. One finding pertained to internal controls for reviewing and initialing prior to submission of the ESSER report filed in 2022. One finding pertained to cafeteria operations and checking to see if a vendor had been suspended or debarred from entering into federal contracts. It was also brought to the attention of the auditor that there is no Assistant Superintendent or Business Manager in the office.

B. Cigna Mid-Year Review April 4, 2023

- The aggregate claims are running at 155% of expected and Cigna has paid out \$107,428 in specific stop-loss claims through March 2023 for the current policy period. The current policy year had 4 claimants exceed \$30,000 in claims. These 4 claimants account for 45% of the total aggregate spend.

- From a utilization perspective, the following observations can be made:
  - Catastrophic claims are driving 57.2% of the plan spend.
  - Non-catastrophic claims (under \$25k) have an increased utilization of 85%.
  - Some of this is coming from the increased spend in outpatient services.
  - Discussed the increased facility cost utilization which stems from higher-than-average outpatient surgery costs.
  - Coming out of the COVID pandemic has globally increased utilization for many clients as elective procedures are now being performed.
- Pharmacy spend has remained consistent over the last 24 months.
- There has been an increase in depression medications-this is consistent what we are seeing on a global basis.
- ER utilization increased for true emergency room situations. There were 3 visits that could have been redirected to a lower cost facility.

Recommendations from Cigna for education of the employees:

- Promote MD-Live services-flyers attached.
- Promote utilization of LabCorp and Quest-the plan currently has a significant amount of labs performed at the hospital which is the most expensive place to have services rendered.
- Promote the behavioral health services/tools that Cigna has to offer-see digital link.

C. RSHS Bathroom Renovation Tentative Quotes on Option A (Traditional) and Option B (Single stalls).

1. We have contacted 4 General Contractors over the last year.
  - Muhlenkamp Building Corp. provided a quote a year ago of \$128,200, but those prices have increased dramatically by 10% to \$154,000. They are providing an updated quote.
  - Pridemark is providing a quote.
  - Whisenhunt cannot get to the project until this fall.
  - Taylor Construction has not replied.
2. Pridemark stated that the Traditional renovation seems to be coming back cheaper. Initially, they told us the Unisex would be cheaper.

D. Continuation From March Agenda:



Due to the recent reduction in ADM and future funding, RIF notices may be issued to some certified staff between May 1 and July 1 per IC 20-28-7.5-2. Paraprofessional support is funded by Title and Special Education grants. Administration would consider staff retirement and attrition prior to any RIF. Administration is reviewing the Master Schedules staffing needed to provide services for the projected ADM. Administration is reviewing split classes at the elementary, a 6 period day at RSHS, and continued sharing of staff between RSE and RSHS, and student interns for student assistance/tutoring.

#### E. Maintenance Report

1. Mobilflex doors have been installed in the east and west hallways at the high school to provide better security during evening and weekend events.
2. New handicap bus is scheduled to arrive next week.

#### F. ADM Count

2022-2023 Official Count Day – September 16, 2022 and February 1, 2023.

	9/16/22	10/13/22	11/10/22	12/08/22	1/05/23	2/01/23	3/09/23	4/6/23
Pre-K 46								
K	34	34	34	35	36	36	36	37
1	38	39	39	37	36	35	35	35
2	41	41	41	41	41	40	40	40
3	30	30	30	30	29	28	28	27
4	29	30	30	30	29	29	29	29
5	40	40	40	41	41	40	40	39
6	35	36	36	35	36	33	33	33
Total	247	250	250	249	248	241	241	240
7	41	41	40	39	39	37	37	37
8	35	36	37	37	37	34	34	34
9	36	37	36	36	35	34	33	32
10	36	37	37	36	35	35	35	35
11	48	48	47	48	48	46	44	44
12	29	29	29	29	29	28	28	28
HS Total	225	228	226	225	223	214	211	210
Corp Total	472	478	476	474	471	455	452	450

### VIII. PRINCIPAL REPORTS

#### A. Elementary

B. High School

1. Received applications and interviewing for the Varsity Girls Basketball Coach position.

2. Master Schedule Draft Update-ongoing

IX. FACULTY, STAFF and/or STUDENT COMMENTS

X. PATRON COMMENTS

XI. BOARD COMMENTS

XII. ADJOURNMENT \_\_\_\_\_ PM

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**NEXT REGULAR MEETING: May 8, 2023, 6:30 PM**  
**Superintendent's Office Board Room**