

**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  
July 11, 2016  
7:30 PM**

**EXECUTIVE SESSION  
6:30 PM  
Administrative Office**

- 5. To receive information about, and interview prospective employees**

**REGULAR MEETING  
7:30 PM**

- I. CALL TO ORDER \_\_\_\_\_ Patricia Tillson
- II. MINUTES – June 13, 2016 -- Public Hearing Janet Caudle  
June 13, 2016 – Regular Meeting
- III. PRESIDENT’S BUSINESS
- PATRONS, STAFF AND STUDENTS MAY IDENTIFY ANY AGENDA TIME THEY WISH TO ADDRESS AT THIS TIME.
- IV. OLD BUSINESS
- V. ACCOUNTS PAYABLE VOUCHERS and CASH BALANCE
- A. Accounts Payable Vouchers and Cash Balance
- June 30, 2016 Cash Balance General Fund \$391,536.10
- VI. NEW BUSINESS

A. Business Items

1. School Corporation Health Insurance Premium Adjustment

Seventeen insured members waived coverage when the final census was submitted to United Health Care in June 2016. The reduction of enrollees was more than 10% and caused a slight increase in rates. Superintendent recommends the School Corporation pay the difference in rates for staff members for 2016-2017 school year per the United Health Care quote as presented.

2. Jr./Sr. High School Teacher Handbook for 2016-2017

Superintendent and Jr./Sr. High School Principal recommend the Board of School Trustees approve the 2016-2017 Jr./Sr. High School Teacher Handbook as presented.

3. Title I Grant 2016-2017

Superintendent and Elementary Principal recommend the Board of School Trustees approve the 2016-2017 Title I Grant for \$79,136.40. A grant summary sheet is attached with breakdown of allocations for employees. The IDOE released 85% of the grant June 21, 2016 and will be releasing an additional 15% when the USDOE approves final allocation amounts.

4. Credit Card for Cafeteria Department

Superintendent recommends the Board of School Trustees approve authorization of a credit card for Cafeteria Director per Board Policy 6423, 6470, and the following guidelines:

Authorized expenses equals \$2,000 maximum for food supplies, equipment, cafeteria supplies and expenses related to job duties.

Cafeteria Director is the only authorized user and card must be maintained in his/her possession at all times. A log sheet will be kept and submitted to the High School Treasurer for purchases.

Credit Cards are not to be used to by-pass the accounting system of the school corporation and purchase orders must be submitted. The credit card purchases will be paid from the Cafeteria account.

Credit Cards are not to be used for personal expenses.

5. Textbook/Device Rental and Consumable Fees for 2016-2017

Superintendent, Elementary Principal, and Jr./Sr. High School Principal recommend the Textbook/Device Rental and Consumable Fees for 2016-2017 as attached. Chromebook rental will be \$101.84 grades 3-12.

6. Adult Breakfast and Lunch Prices for 2016-2017

Superintendent and Food Service Director recommend the Board of School Trustees approve adult breakfast price of \$1.55 and adult lunch price of \$2.95 per IDOE and USDA guidelines.

B. Personnel Items

Superintendent, Jr./Sr. High School Principal, Elementary Principal and Director of Operations recommend the Board of School Trustees approve the following personnel positions and transfers:

1. Mark Miller, Assistant Maintenance Director, at \$15.00/hr. effective July 1, 2016, 85% from General Fund and 15% from Transportation Fund. Benefits to follow the Non-Certified Handbook.
2. Meghan Kirkman, Elementary Teacher, for the 2016-2017 school year at \$32,144.00. Benefits to follow the current Master Agreement.
3. Tammy Parker from Kindergarten to Second Grade.
4. Tiffany Ridgway from Fourth Grade to Kindergarten.
5. Tyler Hostetler as Boys and Girls Cross Country Coach at \$1,761.00 for each position for a total of \$3,522 contingent upon expanded criminal history check.
6. Ralph Dalzell, Jr. as Groundskeeper at \$10.63 per hour for 2.5 to 3.00 hours per day effective July 1, 2016.
7. Mrs. Cindee Cowen pay adjustment of an additional \$2.00 per hour for Cafeteria Treasurer duties to be paid from the extra-curricular Cafeteria Fund. Mrs. Cowen spends approximately one to two hours a day working Cafeteria receipts, purchase orders,

expenditures, and My School Bucks. Expenditures and revenues vary from \$20,000 to \$50,000 per month. These duties go beyond typical high school extra-curricular accounts.

8. Mrs. Annette Wilson pay adjustment of an additional \$1.00 per hour to be paid from Capital Projects Fund for duties associated with Technology Director and key employee. Mrs. Wilson was instrumental in acquiring \$75,000 Tech Grant, technology infrastructure upgrade, and implementation of one-to-one devices in grades K-12.

C. Fund Raisers

D. Facility Requests

E. Field Trips

F. Curriculum

G. Board Policy

1. Criminal Organization Policy

Superintendent recommends the second reading and approval of Policy 5840 (Criminal Organization and Criminal Organizational Activity). The Randolph County School Safety Committee met on May 16<sup>th</sup> per I.C. 20-26-18 and I.C. 20-19-3-12(d).

2. Board Policy Updates

Superintendent recommends the first reading of the following policy updates: 0120, 0122, 0123, 2271, 2421, 5460, 5461, 2510, 6152, 5200, 5540, 6111, 8510, 8531, 8540, and 8606. Summation of the policies will be reviewed.

H. School Board

I. Job Descriptions

J. Donations

K. General

VII. PRINCIPAL REPORTS

- A. Jr./Sr. High School Report
- B. Elementary Report

VIII. SUPERINTENDENT REPORT

- A. Google Training June, 28, 29 and 30<sup>th</sup>.
- B. Staffing Update
- C. ISTEP Update
- D. Bond Update
- E. Maintenance Report
- F. Delinquent account letters for Textbook Rental and Cafeteria Fees were sent on July 1, 2016. Parents and guardians have one more opportunity to set up payment arrangements before submission to collections.

IX. FACULTY, STAFF and/or STUDENT COMMENTS

X. PATRON COMMENTS

XI. BOARD COMMENTS

XII. ADJOURNMENT

**NEXT MEETING:**

**August 8, 2016  
7:30 PM  
Elementary Cafeteria**