

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT BOARD OF EDUCATION

BOARD OF FINANCE MEETING

JANUARY 9, 2018 6:45 P.M.

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Board of Finance Defined

- In compliance with State Law, the Board of Education appoints a Board of Finance.
- The Board of Finance designates the public depository(ies) for school funds for a two-year period and reviews the investment reports annually.
- The membership of the Board of Finance shall be the Board of Education as per Board Policy Section 114.
- The President of the Board of Finance shall be the President of the Board of Education; and the Secretary of the Board of Finance shall be the Secretary of the Board of Education.
- The officers elected will hold office until their successors are elected and qualified.

Informational Slide

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Depositories for Corporation Funds

- Regions Bank and First Financial Bank are the current depositories for the corporation funds.
- Dr. Hanna is recommending maintaining both depositories for the corporation.

Motion made to approve the depositories for Corporation Funds as presented.
 Motion by: Nathan McCullough 2nd by: Mike Emens
 Motion Passed: Hufford, Root, Mink, Emens, McCullough

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Removal of Outstanding Checks

- Outstanding checks that are two years old are generally voided to clear them from the books. Vendors can submit a new claim voucher if the funds are still due.
- Dr. Hanna is asking authorization from the Board of Finance to void these checks.

Motion made to approve the removal of outstanding checks as presented.
 Motion by: Mike Emens 2nd by: Joe Mink
 Motion Passed: Hufford, Root, Mink, Emens, McCullough



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Goals for Expenditure Categories

- The Indiana Legislature through Public Law 191-2006 required the governing body of school corporations to establish goals of expenditures that will increase the school corporation's allocation of taxpayer resources directly to student instruction, in light of the unique circumstances present in the school corporation.
- The Rossville Consolidated School District shall maintain or increase the current levels of student instructional/support expenditure categories versus overhead/operational expenditure categories and nonoperational expenditure category as described in Indiana Code.

Motion made to establish the goals for 2018 as presented.
 Motion by: Nathan Root 2nd by: Nathan McCullough
 Motion Passed: Hufford, Root, Mink, Emens, McCullough



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Board of Finance Meeting Adjournment



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**ROSSVILLE CONSOLIDATED
SCHOOL DISTRICT
BOARD OF EDUCATION**

**REGULAR SESSION
JANUARY 9, 2018 7:00 P.M.**

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Call to Order
Mr. Hufford



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Approval of Minutes
Consideration of Claims & Payroll

- December 19, 2017 Regular Session
- Board members received claims docket, payroll claims, and minutes in advance of the meeting.
- Members were asked to contact Dr. Hanna with individual items which they have questions.

Motion made to approve the minutes, claims, and payrolls as presented.
 Motion by: Nathan Root 2nd by: Joe Mink
 Motion Passed: Hufford, Root, Mink, Emens, McCullough

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Election of Officers

- President Motion made to nominate Joe Hufford, President.
- Vice President Motion made to nominate Nathan Root as Vice-President.
- Secretary Motion made to nominate Joe Mink as Secretary.

Motion by: Nathan McCullough 2nd by: Mike Emens
 Motion Passed: Consensus

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New Business – Reorganization
Appointment of Members

- ISBA Delegate
- Athletic Council Representative
- Scholarship Committee Representative

Motion made to appoint Nathan Root as ISBA Delegate, Joe Mink as Athletic Council Representative, and Nathan McCullough as Scholarship Committee Representative.
 Motion by: Mike Emens 2nd by: Joe Mink
 Motion Passed: Hufford, Root, Mink, Emens, McCullough

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New Business – Reorganization
Consideration of Appointment of Personnel

- Treasurer
 - Mrs. Mandi Pennington
- Deputy Treasurer
 - Ms. Jean Herman
- HIPAA Privacy Officer & Complaint Officer
 - Dr. Jim Hanna
- Attorney – Ryan, Moore, Cook, & Triplett
 - Mrs. Kathy Cook, Representative

Motion made to appoint the Treasurer, Deputy Treasurer, HIPAA Officer and Attorney as presented.
 Motion by: Nathan Root 2nd by: Mike Emens
 Motion Passed: Hufford, Root, Mink, Emens, McCullough

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Board of Education Reorganization Proposed Meeting Dates & Times

- January 9, 2018
- February 6, 2018
- March 6, 2018
- April 3, 2018
- May 1, 2018
- June 5, 2018
- July 3, 2018
- August 7, 2018
- August 21, 2018
- [Budget Review]
- September 11, 2018
- [Budget Hearing]
- October 2, 2018
- [Budget Adoption]
- November 6, 2018
- December 4, 2018
- December 18, 2018

Work Session 6:30 p.m. - Regular Meeting 7:00 p.m.

Motion made to adopt the proposed meeting dates and times as presented.
Motion by: Nathan McCullough 2nd by: Joe Mink
Motion Passed: Hufford, Root, Mink, Emens, McCullough



New Business – Financial Item Consideration of Additions and Renovation Project Bids

- Rossville Consolidated School District conducted a bid opening on the additions and renovation project on December 21, 2017.
- Tecton has reviewed all submitted bid material, interviewed contractors, and in some instances asked for supplemental classification documentation.
- Dr. Hanna along with Tecton Construction Management are recommending qualified contractors and their bids cover all the project scope as noted in the construction documents.



New Business – Financial Item Consideration of Additions and Renovation Project Bids

- Bid Package # 1 – Masonry Contract
- Biancofiori, Inc. - \$1,015,000
- Bid Package # 2 – Structural Steel
- Indiana Steel Fabrication, Inc. - \$597,000
- Bid Package # 3 – Caulking Contract
- Building Services, Inc. - \$62,286
- Bid Package # 4 – General Trades
- JR Kelly Company, Inc. - \$2,482,000
- Bid Package # 5 – Roofing & Gutters
- Hinshaw Roofing - \$343,185
- Bid Package # 6 – Hollow Metal Frames
- Mulhaupt's, Inc. - \$754,215
- Bid Package # 7 – Aluminum Doors
- Central Indiana Glass & Glazing - \$197,750
- Bid Package # 8 – Floor Covering
- Blakely Corporation - \$241,625
- Bid Package # 9 – Painting & Wall Covering
- Heritage Classic Construction - \$132,600
- Bid Package # 10 – Gymnasium Sports Floor
- Conner Sports - \$85,175



New Business – Financial Item Consideration of Additions and Renovation Project Bids

- Bid Package # 11 – Toilet Partitions, Lockers
- LAMMCO - \$88,543
- Bid Package # 12 – Gym Equipment
- Lee Company, Inc. - \$195,580
- Bid Package # 13 – Fire Suppression Contract
- Brenneco Fire Protection - \$160,026
- Bid Package # 14 & #15 – Combination Plumbing & HVAC
- North Mechanical Contracting - \$3,717,000
- Bid Package # 16 – Electrical Contract
- Brand Electric - \$1,369,000
- Bid Package # 17 – Excavation & Sitework
- F & K Construction - \$1,137,210

Motion made to approve the additions and renovation project bids as presented.
Motion by: Nathan Root 2nd by: Joe Mink
Motion Passed: Hufford, Root, Mink, Emens, McCullough



New Business – Financial Item Consideration of Transfer Resolution

- The treasurer transferred appropriations to balance the major fund accounts within the 2017 budget in January.
- Dr. Hanna is requesting approval of the transfers of the major funds.

Motion made approve the transfers made within the major fund accounts as presented.
Motion by: Nathan McCullough 2nd by: Mike Emens
Motion Passed: Hufford, Root, Mink, Emens, McCullough



New Business – Financial Item Consideration of Clearing Control Balance

- The Indiana State Board of Accounts in their audit exit review identified that the Clearing Control account balance need be a positive balance.
- The Board of Education authorized a transfer to the Clearing Control account to comply with the State Board of Accounts requirements as suggested by the Field Examiner.
- The final amount necessary to balance the Clearing Control accounts is \$8,120.36 which is greater than the previous authorized amount.
- Dr. Hanna is requesting approval to retroactive transfer the funds to balance the accounts.

Motion made to approve the transfer as presented.
Motion by: Nathan Root 2nd by: Nathan McCullough
Motion Passed: Hufford, Root, Mink, Emens, McCullough



Reports and Information Rainy Day Fund Transfer

- Indiana Code allows a school corporation to transfer unused and unencumbered balances in funds raised by a tax levy.
- The Board of Education authorized the transfer of unused and unencumbered General Fund dollars to the Rainy Day Fund up to \$140,000.
- A transfer of \$140,000 was made from the General Fund to the Rainy Day Fund during the year end process.

Motion to approve the final amount transferred to the Rainy Day Fund as presented.
 Motion by: Nathan Root 2nd by: Joe Mink
 Motion Passed: Hufford, Root, Mink, Emens, McCullough



New Business – Personnel Item Consideration of Retirement

- Jane Emens has submitted her intent to retire at the end of the 2017-2018 school year.
- Dr. Hanna is recommending accepting her retirement from Rossville Consolidated School District and is extremely appreciative of her 33 years of service in the Cafeteria.



New Business – Personnel Item Consideration of Resignation

- Mackenzie Davis has submitted her letter of resignation as the Speech-Language Pathologist effective February 28, 2018.
- Dr. Hanna is recommending accepting her resignation and is appreciative of her service to the district.



New Business – Personnel Item Consideration of Resignation

- ☆ Rochelle Grove has submitted her letter of resignation as the Before/After School Childcare Supervisor effective January 5, 2018.
- ☆ Tiffany Brettnacher has indicated to Mr. Bolser that she will no longer be able to complete her duties as 6th Grade Cheer Coach.
- Dr. Hanna is recommending accepting these resignation and is appreciative of their service to the district.



New Business – Personnel Item Consideration of Appointment

- Dr. Hanna is recommending Taylor Mink as the Before/After School Childcare Supervisor beginning January 4, 2018. Mrs. Mink will work with Mrs. Grove the first two days to transition into the program.
- Dr. Hanna is recommending Carrie Geheb as the 6th Grade Cheer Coach effective immediately.

Motion made to approve the personnel items as presented.
 Motion by: Nathan McCullough 2nd by: Mike Emens
 Motion Passed: Hufford, Root, Mink, Emens, McCullough



New Business – Policy Item Consideration of Chapter 3 Review & Revisions


- ☆ Section 300 – Classified Personnel Defined Revised
- ☆ Section 301 – Selection of Classified Personnel Reviewed
- ☆ Section 302 – Qualification of Classified Personnel Reviewed
- ☆ Section 303 – Assignment of Classified Personnel Reviewed
- ☆ Section 304 – Duties and Responsibilities of Classified Personnel Reviewed
- ☆ Section 305 – Length of Day Reviewed
- ☆ Section 306 – Salary/Benefit Schedule for Classified Personnel..... Reviewed
- ☆ Section 307 – Suspension of Classified Personnel Reviewed
- ☆ Section 308 – Voluntary Termination of Employment Reviewed
- ☆ Section 309 – Worker's Compensation Law Reviewed
- ☆ Section 310 – Unrequested Leave of Absence – Disability Reviewed
- ☆ Section 311 – Leaves of Absence Reviewed
- ☆ Section 312 – Absence and Tardiness of Classified Personnel Reviewed



New Business – Policy Item

Consideration of Chapter 7 Review & Revisions


- ☆ SECTION 700 - ALCOHOL AND CONTROLLED SUBSTANCES TESTING POLICY FOR COMMERCIAL DRIVERS LICENSE (CDL) EMPLOYEES.....Revised
- ☆ SECTION 701 - BUS DISCIPLINERevised
- ☆ SECTION 702 - VAN/CAR USE.....Revised
- ☆ SECTION 703 - VEHICLE IDLING POLICY.....Revised

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New Business – Policy Item

Consideration of Chapter 10 Review & Revisions


- ☆ SECTION 1000 - PEST CONTROL AND USE OF PESTICIDESRevised
- ☆ SECTION 1001 - USE OF AUTOMATED EXTERNAL DEFIBRILLATORS.....Revised
- ☆ SECTION 1002 - CHEMICAL MANAGEMENT POLICY.....Revised

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New Business – Policy Item

Consideration of Chapter 8 Review

- SECTION 800 - GOALS AND OBJECTIVES
- SECTION 801 - BUDGET PREPARATION
- SECTION 802 - BUDGET HEARING
- SECTION 803 - BUDGET IMPLEMENTATION
- SECTION 804 - SYSTEM OF ACCOUNTING
- SECTION 805 - PAYMENT OF VOUCHERS
- SECTION 806 - PAYROLL AUTHORIZATION
- SECTION 807 - PAYROLL DEDUCTIONS
- SECTION 808 - EXTRA-CURRICULAR FUNDS
- SECTION 809 - STUDENT FEES AND CHARGES
- SECTION 810 - PURCHASES OF SUPPLIES AND MATERIALS
- SECTION 811 - VENDOR RELATIONS
- SECTION 812 - TEXTBOOK RENTAL FUND
- SECTION 813 - LEAVING MONEY AND PERSONAL VALUABLES IN THE BUILDING
- SECTION 814 - INVESTMENT OF PUBLIC FUNDS
- SECTION 815 - REIMBURSABLE MILEAGE
- SECTION 816 - GIFTS AND DONATIONS TO THE SCHOOL CORPORATION
- SECTION 817 - RAINY DAY FUND
- SECTION 818 - CREDIT CARDS
- SECTION 819 - REVIEW AND SECOND AUDIT OF FREE AND REDUCED LUNCH APPLICATIONS
- SECTION 820 - THRESHOLD FOR MATERIAL LOSS, SHORTAGE, OR THEFT OF SCHOOL FUNDS OR PROPERTY
- SECTION 821 - COLLECTION AND FORGIVENESS OF DEBT
- SECTION 822 - INTERNAL CONTROLS
- SECTION 823 - CAFETERIA CHARGE/PAYMENT RETURN POLICY


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New Business – Policy Item

Consideration of Chapter 9 Review & Revisions

- ☆ SECTION 900 - USE OF SCHOOL PROPERTIESRevised
- ☆ SECTION 901 - ENERGY CONSERVATIONRevised
- ☆ SECTION 902 - FIXED ASSETS INVENTORY.....Revised

Motion made to approve Chapter 3, 7, and 10 as presented for a second reading and Chapter 8 and 9 for a first reading.
 Motion by: Mike Emens 2nd by: Joe Mink
 Motion Passed: Hufford, Root, Mink, Emens, McCullough

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New Business - Miscellaneous Item

Consideration of Out-of-State Conference

- Mrs. Amanda Szabela has requested to attend the Harry Truman Presidential Library in Independence, Missouri from July 16 through July 20, 2018.
- The conference provide guest speakers and provide a tour of the only World War I museum in the United States.
- Dr. Hanna is recommending approval of this trip.


Motion made to approve the out-of-state conference as presented.
 Motion by: Nathan McCullough 2nd by: Mike Emens
 Motion Passed: Hufford, Root, Mink, Emens, McCullough

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Reports & Information

Field Trip Reports

Group	Date of Trip	Activity	Location
Rossville Choirs	January 27, 2018	District Solo & Ensemble Contest	West Lafayette
Middle School High Ability Students	April 6, 2018	Challenger Learning Center – North	Hammond

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Reports & Information Conference Requests

Staff Attending	Date of Conference	Conference Title	Location
★ Kristin Troxell Alisha Maish Emily Heater	March 6, 2018	Dr. Jean's Active Learning Adventure: Let's Make it Purposeful, Planful, and Playful	Indianapolis



Public Comments

- The President will ask for any additional comments from the gallery.
- The President asks that you identify yourself prior to making comments and to limit your comments to three (3) minutes.

Adjournment

- The President will ask for a motion to adjourn the regular Board meeting.

Next Board Meeting

➤ February 6, 2018 – 6:30 p.m. Work Session
7:00 p.m. Regular Session
