

**ROSSVILLE CONSOLIDATED
SCHOOL DISTRICT
BOARD OF EDUCATION**

**REGULAR SESSION
JULY 11, 2017 7:00 P.M.**

1

Call to Order
Mr. Hufford



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**Approval of Minutes
Consideration of Claims & Payroll**

• June 6, 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: Mike Emens
 Motion Passed: Hufford, Root, Mink, Emens, McCullough

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**New Business – Policy Items
Consideration of Policies**

The legislative action of the 2017 Indiana General Assembly required some changes to current policies of the Rossville Consolidated School District, as well as, additional policies to be considered.

- ★ Section 419 – Teacher Appreciation Grants – HEA 1001 provides for teacher appreciation grants to be distributed to schools for teachers who are Highly Effective and Effective. School Boards must annually adopt a policy on the amount of stipends that will be given to teachers that qualify. A policy has been developed which details the distribution of the funds.
- ★ Section 516 – Transfer Students - The policy was updated to include the school's ability to deny transfer of a student with a history of unexcused absences.
- ★ Section 600 – Criminal History - The updated policy added language indicating that the school would conduct expanded child protection index checks and applicant employment reference checks.
- ★ Section 618 – Child Abuse and Neglect - The updated policy details the responsibility of all staff to report child abuse or neglect immediately to the Department of Child Services or local law enforcement.
- ★ Section 632 – Criminal History Checks – School Employees - The policy reflects the new requirement for school employees to have an expanded criminal history check every five years.

Motion made to approve the policies for a first reading as presented.
 Motion by: Mike Emens 2nd by: Nathan McCullough
 Motion Passed: Hufford, Root, Mink, Emens, McCullough

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**New Business – Personnel Items
Consideration of Job Descriptions**

- ★ Administrator – Attendance/Athletic Director – Middle/Senior High School
- ★ Administrator – Dean of Students – Elementary
- ★ Administrator – Dean of Students – Middle/Senior High School
- ☆ Classified – Maintenance – Assistant – Supervisor of 1st Shift Custodians

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

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**New Business – Personnel Items
Consideration of Leave of Absence**

- Donetta Miller has requested a Family Medical Leave of Absence for seven weeks beginning the start of the school year.
- Dr. Hanna is recommending approval of this request.

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

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New Business – Personnel Items Consideration of Resignation

★ Theresa Urick submitted her resignation as Custodian effective July 7, 2017.

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

New Business – Personnel Items Consideration of Appointment

- Dr. Hanna and Mr. Gick interviewed five highly qualified candidates from a field of forty for the position of Attendance/Athletic Director for Rossville Middle/Senior High School. These five candidates were narrowed to two and an extensive background check was conducted on both individuals.
- The background checks were extremely enlightening. While both candidates had comments about their personality, the delineator were the comments about one particular candidates ability to get the job, complete the nuts and bolts of the task, is hard working, and the ability to find solutions to hard problems. Those comments described Mr. Clay Bolser.
- Therefore, after reviewing all the information available, Dr. Hanna is recommending Mr. Clay Bolser as the Attendance/Athletic Director at a salary of \$64,000 for a 200 day contract.



New Business – Personnel Items Consideration of Appointment

- Mr. Gick, Mrs. Woodruff, and Mrs. Dunn interviewed five highly qualified candidates from a field of sixteen (16) for the position of Professional School Counselor for Rossville Middle/Senior High School.
- They are recommending Ms. Kristin Gaines for the position. Ms. Gaines salary would be \$40,000 with an additional five contracted days for an additional \$1,200. Her total salary would be \$41,200.
- Dr. Hanna is recommending Ms. Gaines for employment.



New Business – Personnel Items Consideration of Appointments

- ★ Mr. Ty Wright is being recommended as a Tier III Custodian.
- ★ Mr. Todd Dillingham is being recommended as a Tier I Custodian.
- ★ Mrs. Colleen Jacoby is being recommended as the Guidance Secretary for Rossville Middle/Senior High School
- ★ Mrs. Gretchen Ford is being recommended to be increased up to 29 hours per week to provide services to students.

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

New Business – Personnel Items Consideration of Classified Handbooks

★ Dr. Hanna is recommending updates to the Custodian Handbook.

Job Classification	Pay Rate/Per Hour
Custodian – Supervisor	16.00
Custodian – Tier I	14.25
Custodian – Tier II	13.50
Custodian – Tier III	12.75
Custodian – Tier IV	12.25
Custodian – Tier V	12.00

★ Dr. Hanna is recommending updates to the Instructional Assistant Handbook.

Job Classification	Maximum Work Hours Per Week	Pay Rate/Per Hour
Tier I – Instructional Assistant	35 hours maximum per week <small>(Eligible for Health Insurance Benefits)</small>	11.85
Tier II – Instructional Assistant	29 hours maximum per week	11.85

New Business – Personnel Items Consideration of Classified Handbooks

★ Dr. Hanna is recommending updates to the Maintenance Assistant Handbook.

Job Classification	Pay Rate/Per Hour
Maintenance Assistant – Tier I	17.50
Maintenance Assistant – Tier II	16.50
Maintenance Assistant – Tier III	15.25
Maintenance Assistant – Tier IV	14.50
Maintenance Assistant – Tier V	14.25

★ Dr. Hanna is recommending updates to the Building Level Secretaries Handbook.

Job Classification	Pay Rate/Per Hour
Middle/Senior HS Secretary	14.50
Athletic Secretary	14.50
Elementary Secretary	14.50
Guidance Secretary	14.50

New Business – Personnel Items Consideration of Classified Handbooks

- ★ Dr. Hanna is recommending updates to the Treasurer & Deputy Treasurer's Handbook.
- ★ Dr. Hanna is recommending updates to the Extracurricular Accounts Treasurer's Handbook.

Job Classification	Pay Rate/Per Hour
Treasurer	22.50
Deputy Treasurer	20.00

Job Classification	Pay Rate/ Per Hour
Extracurricular Accounts Treasurer	14.70

New Business – Personnel Items Consideration of Classified Handbooks

- ★ Dr. Hanna is recommending updates to the Data Specialist Handbook.
- ★ Dr. Hanna is recommending updates to the Director of Buildings and Grounds Handbook.

Job Classification	Annual Pay Rate
Data Specialist I	7,500
Data Specialist II	7,500

Job Classification	Pay Rate/ Per Hour
Director of Buildings & Grounds	26.00

New Business – Personnel Items Consideration of Classified Handbooks

- ★ Dr. Hanna is recommending updates to the Substitute Employees Handbook.

Job Classification	Daily Rate
Substitute Nurse	85.00
Substitute Teacher	70.00
Substitute Secretary	70.00
Substitute Instructional Assistant	70.00
Substitute Bus Driver	58/58/76 (Pre-school, Town, & Regular)

Job Classification	Hourly Rate
Substitute Custodian	12.00
Substitute Cook	11.50
Substitute Cafeteria Monitor	11.50

New Business – Personnel Items Consideration of Classified Handbooks

- ★ Dr. Hanna is recommending updates to the Cafeteria Handbook.
- ★ Dr. Hanna is recommending updates to the Nurse's Office Assistant Handbook.

Job Classification	Pay Rate/Per Hour
Cafeteria Manager	15.50
Assistant Cafeteria Manager	12.25
Cooks # 1, # 2, & # 3	11.85
Cafeteria Monitors # 1 & # 2	11.85

Job Classification	Maximum Work Hours Per Pay Hour	Pay Rate/ Per Hour
Nurse's Office Assistant	16 Hours	16.00

Motion made to approve the Handbooks as presented.

Motion by: Nathan McCullough 2nd by: Joe Mink

Motion Passed: Hufford, Root, Mink, Emens, McCullough

New Business – Personnel Items Consideration of Contracts

- ★ The Dean of Students for the Middle/Senior High School has been assigned additional responsibilities with the update of the job descriptions. Therefore, Dr. Hanna is recommending updating the Contract of Employment with Mr. Ryan Smith to compensate him accordingly for the additional duties assigned. His base salary would be set at \$68,000.
- ★ Dr. Hanna is recommending the contract with Mr. Dennison be continued at a base rate of \$83,500 for the 2017-2018 school year. Mr. Dennison's contract would be a two year agreement which aligns with the biennium.

Motion made to approve the Contracts for Employment as presented.

Motion by: Nathan Root 2nd by: Joe Mink

Motion Passed: Hufford, Root, Mink, Emens, McCullough

New Business – Personnel Item Consideration of Status Quo Contracts

Heather Aldridge	38,521	Joel Good	41,721	Kathy Jackson	60,596	Beverly Ploughe	59,120
Stephen Back	33,500	Amy Goris	37,021	Jill Johnson	38,721	Mike Priest	65,409
Kaitlyn Barrett	37,221	Christina Griffin	62,329	Sherri Johnston	37,221	Betsy Remaly	57,640
Angie Bogan	47,108	Dale Griffin **	78,131	Sarah Kavanagh	37,500	Christina Schaefer	39,408
Tom Bowyer	62,200	Amanda Hart	34,351	Alisha Maish	40,203	Amanda Szabela	34,351
Jesse Davis **	51,721	Paul Haynes	37,221	Cheryl McClirath	60,724	Brian Thomas	48,321
Mackenzie Davis	42,721	Emily Heater	44,256	Abby McMurry	34,721	Julia Touloukian	34,721
Cortney Dunn	45,721	Tom Hedde	47,521	Christopher Miller	48,404	Kristin Troxell	34,351
Shann Dunn	46,500	Jessica Herman	45,876	Donetta Miller	60,596	Benjamin Underwood **	37,836
Susan Erdman	48,276	Phyllis Hutsell	40,268	Tamara Mohler	57,888	Wynn Wikman	44,708
Charlotte R Fakes	47,721	Michele Houser	50,675	Mason Morrison	44,500	Joel Wilson	42,115
Tamara Fay	49,443	Denisha Howell	34,221	Sheila Oliver	45,876	Anthony Wiltse	35,721
Carrie Geheb	48,721	Royce Huffer	35,721	Marcus Painter	49,500	Aislin Yoder	33,500
Chad Geheb	50,739			Ashley Pelling	33,721	Tracy Zehner	41,721
Marla Glover	60,596			Adam Phelps	35,521	Kim Zink	34,521

** Denotes additional days

Eligible teachers shall receive an increase to their base salary as per section 4.3 of the Master Contract.

Motion made to approve the status quo contracts as presented.

Motion by: Nathan Root 2nd by: Joe Mink

Motion Passed: Hufford, Root, Mink, Emens, McCullough

New Business – Curricular Items Item

Consideration of Non-Standard Waiver

- Dr. Hanna is requesting approval for of a Non-Standard Waiver to have Mr. Underwood properly licensed to teach Computer Tech Support
- The course allows students to explore how computers work.

Motion made to approve the Non-Standard Waiver as presented.
 Motion by: Mike Emens 2nd by: Joe Mink
 Motion Passed: Hufford, Root, Mink, Emens, McCullough

New Business - Financial Item

Extracurricular Financial Report

- Rossville School Extracurricular Account
- Rossville School has submitted their annual Extracurricular Financial Report for the school year.
- This report is required by the State Board of Accounts as their final financial report for the school year.
- This report will be subject to audit at a future date.

Motion made to accept the annual Extracurricular Financial Report as presented.
 Motion by: Nathan Root 2nd by: Joe Mink
 Motion Passed: Hufford, Root, Mink, Emens, McCullough

New Business – Financial

Consideration of Textbook Fees

- ★ Mr. Gick is recommending the textbook rental and fees for the 2017-2018 school year for Rossville Middle/Senior High School.
- ★ Dr. Hanna is also including a list of novels from the teachers of English used to supplement classroom instruction.
- ★ Finally, the corporation attorney, Kathy Cook, has provided the Board with her legal opinion concerning the adoption of the underlying basis for determination of the fees.

Motion made to approve the 2017-2018 fees for Rossville Middle/Senior High School as presented.
 Motion Passed: Nathan Root 2nd by: Joe Mink
 Motion Passed: Hufford, Root, Mink, Emens, McCullough

New Business - Financial Item

Consideration of Surety Bond

- The school corporation has several employees bonded because of their duty assignments.
- Dr. Hanna is requesting the Board authorize and approve a bond for the following employees for the amount indicated:
 - ★Mandi Pennington as Treasurer is bonded for \$50,000,
 - ★Jean Herman as Deputy Treasurer is bonded for \$50,000,
 - ★Irma Goris as ECA Treasurer is bonded for \$30,000, and
 - ★Carla Elliott as Food Stamp Manager is bonded at \$10,000.

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

New Business - Miscellaneous Item

Consideration of Overnight Field Trip

- The Rossville High School Cross Country Team is requesting permission to have a Cross Country Team Camp at Prophetstown State Park in West Lafayette from July 24-27, 2017.
- Twelve students will be participating in the camp with four chaperones.
- Dr.Hanna is recommending approval of this request.

Motion made to approve Cross Country Team's overnight field trip as presented.
 Motion by: Nathan Root 2nd by: Joe Mink
 Motion Passed: Hufford, Root, Mink, Emens, McCullough

New Business - Miscellaneous Item

Consideration of Overnight Conference

- Mrs. Elliott and Mrs. Cornell are requesting to travel to Grand Haven, Michigan to attend a Meal Magic Training.
- Meal Magic is the new software program the corporation will be using for food service.
- Dr. Hanna is recommending approval.

Motion made to approve overnight conference as presented.
 Motion by: Nathan McCullough 2nd by: Joe Mink
 Motion Passed: Hufford, Root, Mink, Emens, McCullough

New Business - Miscellaneous Item Declaration of Surplus Equipment

- Rossville Consolidated School District has a variety of equipment that is no longer in use and should be declared surplus.
- Surplus equipment will be disposed of according to Indiana Law.
- A list of the surplus equipment items has been provided to the Board for consideration.

Motion made to approve the materials listed as surplus and direct the Superintendent to dispose of the materials as per Indiana Law.

Motion by: Nathan Root 2nd by: Joe Mink

Motion Passed: Hufford, Root, Mink, Emens, McCullough



Reports & Information Conference Requests

Staff Attending	Date of Conference	Conference Title	Location
★ Janelle Pattengale	August 8-9, 2017	American Red Cross First Aid CPR/AED Instructor Course	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

- August 8, 2017 – 6:30 p.m. Work Session
 - 6:45 p.m. Spotlight
 - 7:00 p.m. Regular Meeting
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