

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT BOARD OF EDUCATION

REGULAR SESSION
JUNE 5, 2018 7:00 P.M.

1

Call to Order Mr. Hufford



2

Approval of Minutes Consideration of Claims & Payroll

• May 1, 2018 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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New Business – Personnel Items Consideration of Resignations

- ★ Mrs. Erdman has submitted her resignation as a Special Education Teacher for Rossville Elementary. Her resignation is effective at the end of the school year.
- ★ Taylor Mink has submitted her resignation as an Instructional Assistant. Her resignation is effective at the end of the school year.
- ★ Mirissa Klecz has submitted her resignation as an Instructional Assistant. Her resignation is effective at the end of the school year.
- ★ Shawn Holford has submitted his resignation as Instructional Assistant effective at the end of the school year.
- ★ Amanda Szabela has submitted her resignation as the Varsity Softball Coach effective at the end of the season.
- ★ Sarah Kavanagh has submitted her resignation as the Choral Director from Rossville Middle/Senior High School effective May 31, 2018.

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New Business – Personnel Items Consideration of Retirement

- Mrs. Christina Griffin has submitted her intent to retire from Rossville Consolidated School District after 31 ½ years of service. On behalf of the school district, we appreciate Mrs. Griffin's service.



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New Business – Personnel Items Consideration of Appointments

- ★ Mr. Gick requests the services of Christina Griffin and Marla Glover to provide four hours of homebound instruction beginning May 7, 2018, through May 23, 2018. The approval would be retroactive in order to meet a student's IEP.
- ★ Mrs. Elliott is recommending Laura Wilson (Cook) and Jamie LaFrance-Morrison (Salad Prep) for cafeteria positions beginning in August, 2018.
- ★ Mr. Dennison is recommending Rachael Hosfield as a Tier 1 Instructional Assistant for the 2018-2019 school year.
- ★ Mr. Gick is recommending Mrs. Robyn Maish as a teacher of English for Rossville Middle/Senior High School. Mrs. Maish holds her Master of Education degree with 10 years of experience. Her salary will be \$45,000.
- ★ Mr. Dennison is recommending Miss Amanda Criss as the Rossville Elementary Special Education teacher. Miss Criss has twelve years experience as a special education teacher working with K-12 students. Her salary will be \$53,000.

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New Business – Personnel Items Consideration of Appointments

- ★ Mr. Gick is recommending Heather Aldridge provide up to 51.5 hours of Extended School Year services for two students as required per their IEP. Mrs. Aldridge would be paid on an hourly rate for these services.
- ★ Mr. Dennison is recommending Nicole Brown as a Tier 1 Special Education Instructional Assistant and Stephanie Noether as a Tier 2 Instructional Assistant for Special Education.
- ★ Mr. Dennison is recommending Megan Trout as the Speech & Language Pathologist for Rossville Schools at a salary of \$44,000.
- ★ Mr. Dennison is recommending Stephanie Williams as the Elementary Library Assistant.
- ★ Mr. Bolser is recommending Mark Struck for the Varsity Girls' Soccer Head Coach and Darrin Haupert for the Varsity Co-Ed Cross Country Head Coach.
- ★ Mr. Dennison is recommending Briana Barbour as the long term substitute teacher to fill Ashley Knox's position, October 2018 – December 2018.

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New Business – Personnel Items Consideration of Tier Placement

Dr. Hanna is recommending tier level placement for Custodial/Maintenance Staff

Employee	Handbook	2017-2018 Tier Level Assignment	2018-2019 Tier Level Assignment
Mark Meredith	Maintenance	Tier I	Tier I
Dan Luper	Maintenance	Tier IV	Tier III
Dawna Brown	Custodial	Tier I	Tier I
Naomi Calvert	Custodial	Tier V	Tier IV
Marsha Chaney	Custodial	Tier II	Tier I
Todd Dillingham	Custodial	Tier I	Tier I
Neal Hawkins	Custodial	Tier I	Tier I
Mike Urick	Custodial	Tier I	Tier I



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New Business – Personnel Item Consideration of Additional Days of Service

- Dr. Hanna is requesting up to seventeen additional days of service from Tammie Hauser.
- Ms. Hauser will be uploading school safety information, updating information for the routing of school buses, and providing additional district wide support services.
- Ms. Hauser will be paid her hourly rate as per the Classified Handbook for Building Secretaries.



9



New Business – Personnel Items Consideration of Job Share

- Mrs. Touloukian presented a proposal to do a job share program with a fellow teacher.
- Mr. Dennison and Dr. Hanna researched the proposal, interviewed the candidate for the shared position, and formatted a plan of action.
- Dr. Hanna would like to recommend moving forward with the proposal.
 - Mrs. Touloukian would move to part-time status and Mrs. Gipson would be hired on a part-time basis to fulfill the responsibilities of the position.
 - Mrs. Touloukian would have a 111 day contact which salary would be prorated to \$21,970 for the 2018-2019 school year.
 - Mrs. Meghan Gipson salary for the 75 day contract would be \$14,845.
 - The benefits would be as outlined in the Master Teacher Contract with the leave days prorated.

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



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New Business – Personnel Items Consideration of Classified Handbooks

- Dr. Hanna is recommending updates to the Before & After School Child Care Handbook.

Job Classification	Pay Rate/Per Hour
AM Positions	12.10
PM Positions	9.25

- The handbook would be effective for the 2018-2019 school year.



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New Business – Personnel Items Consideration of Classified Handbooks

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

Job Classification	Pay Rate/Per Hour
Middle/Senior High School Secretary (203 days)	14.80
Athletic Secretary (192 days)	14.80
Elementary Secretary (203 days)	14.80
Guidance Secretary (198 days)	14.80

- The handbook would be effective for the 2018-2019 school year.



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New Business – Personnel Item Consideration of Classified Handbook

- Dr. Hanna is recommending the 2018-2019 Classified Handbook be set for the Bus Drivers.
- The compensation package for the Bus Drivers is as follows:
 - Special Education Pre-School Route - \$60.00
 - Town Route - \$60.00
 - Regular Route - \$80.00
- Bus Drivers will also be paid at a rate of \$12.00 per hour for Extra-curricular trips with a minimum of \$36.00.
- The handbook would be effective for the 2018-2019 school year.



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New Business – Personnel Items Consideration of Classified Handbooks

- Dr. Hanna is recommending updates to the Cafeteria Handbook.

Job Classification	Pay Rate/Per Hour
Cafeteria Manager	15.85
Assistant Cafeteria Manager	12.50
Cooks # 1, # 2, & # 3	12.10
Cafeteria Monitors # 1 & # 2	12.10

- The handbook would be effective for the 2018-2019 school year.



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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	15.50
Custodian – Tier I	14.50
Custodian – Tier II	13.75
Custodian – Tier III	13.00
Custodian – Tier IV	12.50
Custodian – Tier V	12.00

- The handbook would be effective July 1, 2018.



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New Business – Personnel Items Consideration of Classified Handbooks

- Dr. Hanna is recommending updates to the Data Specialists Handbook.

Job Classification	Pay Rate/ Annual
Data Specialists – PowerSchool Specialists	\$7,650
Data Specialists – State Reporting Specialists	\$3,100

- The handbook would be effective for the 2018-2019 school year.



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New Business – Personnel Items Consideration of Classified Handbooks

- Dr. Hanna is recommending updates to the Director of Building and Grounds Handbook.

Job Classification	Pay Rate/ Per Hour
Director of Building & Grounds	26.50

- The handbook would be effective July 1, 2018.



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New Business – Personnel Items Consideration of Classified Handbooks

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

Job Classification	Pay Rate/ Per Hour
Extracurricular Accounts Treasurer	15.00

- The handbook would be effective for the 2018-2019 school year.



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New Business – Personnel Items Consideration of Classified Handbooks

- 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 (Eligible for Health Insurance Benefits)	12.10
Tier II – Instructional Assistant	29 hours maximum per week	12.10

- The handbook would be effective for the 2018-2019 school year.



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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	17.75
Maintenance Assistant – Tier II	16.50
Maintenance Assistant – Tier III	15.50
Maintenance Assistant – Tier IV	14.50
Maintenance Assistant – Tier V	14.25

- The handbook would be effective July 1, 2018.



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New Business – Personnel Items Consideration of Classified Handbooks

- Dr. Hanna is recommending updates to the Nurse Handbook.

Job Classification	Pay Rate/ Per Hour
Nurse	29.60

- The handbook would be effective for the 2018-2019 school year.



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New Business – Personnel Items Consideration of Classified Handbooks

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

Job Classification	Daily Rate	Job Classification	Hourly Rate
Substitute Nurse	85.00	Substitute Custodian	12.00
Substitute Teacher	70.00	Substitute Cook	12.00
Substitute Secretary	70.00	Substitute Cafeteria Monitor	12.00
Substitute Instructional Assistant	70.00		
Substitute Bus Driver	60/60/80 (Pre-school, Town, & Regular)		



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New Business – Personnel Items Consideration of Classified Handbooks

- Dr. Hanna is recommending updates to the Treasurer & Deputy Treasurer Handbook.

Job Classification	Pay Rate/Per Hour
Treasurer	22.95
Deputy Treasurer	20.40

- The handbook would be effective July 1, 2018.

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



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New Business – Policy Items Consideration of Section 418 – RIF Policy

- The Indiana Legislature passed legislation that required reduction in force (RIF) decisions to be made on the basis of performance, and not seniority.
- The 7th Circuit Court affirmed the federal district court's decision in Elliott v. Madison Consolidated Schools that tenure rights could not be taken away from teachers who earned those rights before 2012.
- Therefore, Section 418 – Reduction in Force Policy needed to be revised to reflect the court ruling.
- Specifically, RIF is first applied to only the probationary and professional teachers in the content area when a reduction is being considered.
- If the teaching content area being considered has only established teachers assigned to the area, then those established teachers would be considered.



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New Business – Policy Items

Consideration of Section 541 – Wellness Policy

- The State of Indiana guidelines mandate that a Wellness Committee be formed for each school district in the state.
- In the spring of 2018, a wellness survey was created; feedback and additional guidance from the state prompted the following revisions to the RCSD Wellness Policy for the 2018-2019 school year.
 - Non-Smart-Snack compliant classroom celebrations will be allowed three times per school year.
 - Individual student birthday celebrations (with non-Smart-Snack-compliant foods) will be allowed.
 - Non-sold food and beverages will comply with Smart Snack guidelines unless they have been approved as a curriculum-based activity.
- For clarification purposes, vending machines are not located in the elementary wing of the school because they contain items that do not meet nutritional guidelines for **elementary** students. However, machines are located in the middle/high school wing and the items they contain do meet federal nutritional guidelines for middle and high school students. Machines do not contain energy drinks.

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New Business – Policy Items

Consideration of Section 700

- The United States Department of Transportation (DOT) revised its regulations on DOT required drug testing with respect to the type of drugs that are to be tested for in the specimen by the approved laboratory.
- The regulation states the drugs listed are the only drugs that may be tested for in a specimen for a DOT required test, such as the ones required under the CDL (commercial driver's license) drug testing program.
- School corporations are required to follow this program for all employees who hold CDLs, which will mainly be school bus drivers.
- Section 700 – Substance Abuse Policy for Employees with Commercial Driver License have been updated to reflect those new requirements.

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

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26

New Business – Policy Item

Consideration of RES Student Handbook

- Mr. Dennison has prepared the 2018-2019 Rossville Elementary Student-Parent Handbook to be considered by the Board of Education.
- Mr. Dennison noted along with school year date change to 2018-2019, the following changes to the handbook:
 - Indicated that the administration will notify Child Protective Services and the county prosecutor if a child breaks an attendance contract with the school. Additionally, "Administration reserves the right to request a letter of incapacity from a child's physician" was added under absence procedures.
 - Added "Students are not allowed to eat food or chew gum on the bus. Water may be allowed, but it is the student's responsibility to check with the bus driver. If bus driver provides a 'treat' then it will be eaten before the bus leaves the school grounds." Under School Bus Operations rules.
- Board members received a copy of the entire handbook.
- Dr. Hanna is recommending adoption of the handbook as presented.

Motion made to approve the 2018-2019 Rossville Elementary Student-Parent Handbook as presented.
 Motion by: Nathan Root 2nd by: Joe Mink
 Motion Passed: Hufford, Root, Mink, Emens, McCullough

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27

New Business – Policy Item

Consideration of Rossville Middle/Senior High School Parent/Student Handbook

- Mr. Gick has prepared the 2018-2019 Rossville Middle/Senior High School Parent/Student Handbook to be considered by the Board of Education.
- New additions to the handbook are highlighted in blue.
- Changes to the handbook are highlighted in yellow.
- Board members received a copy of the entire handbook.
- Dr. Hanna is recommending adoption of the handbook as presented.

Motion made to approve the 2018-2019 Rossville Middle/Senior High School Parent/Student Handbook as presented.
 Motion by: Nathan McCullough 2nd by: Joe Mink
 Motion Passed: Hufford, Root, Mink, Emens, McCullough

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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: Joe Mink 2nd by: Mike Emens
 Motion Passed: Hufford, Root, Mink, Emens, McCullough

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29

New Business – Financial Item

Consideration of Investments - Information

- As per Section 814 – Investment of Public Funds authorizes the corporation treasurer to invest funds to best benefit the corporation.
- Rossville Schools' bond proceeds were deposited into a money market account earning .50%.
- The funds have been transferred to a SWEEP account and the larger portion of funds will be invested in government Treasury Bonds to optimize the rate of return.
- The current SWEEP account rate is 1.48%. A monthly fee will be assessed to this account, BUT interest will more than offset the fee.
- The current Treasury Bond rates range from 1.60 – 2.30%. Fees will be .10% of return.
- All interest earned will be deposited back into the SWEEP account or reinvested.
- Funds are liquid and can be moved at anytime to pay claims on the construction project.
- Future bond proceeds will be invested in this manner.

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

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New Business – Financial Item Consideration of Purchase – Accounting Software

- The District has utilized Komputrol accounting software for approximately 20 years. Although users have adapted to the use of the system, it is very antiquated.
- With the adoption of ESSA (Every Student Succeeds Act) and the changes in the budget occurring in this fall and 2019, respectively, this is the perfect time to acquire a more up-to-date accounting software system.
- Ms. Herman and Mrs. Pennington reviewed at an earlier date, Komputrol's online management system and felt it could potentially meet the use requirements for both payroll, personnel, and budgeting needs. However, the system projected install would be sometime in 2020.
- Ms. Herman and Mrs. Pennington reviewed Software Systems' Financial Management Software at a neighboring corporation and felt it better fit the needs of the District. They also attended a local school corporation who has been using Software Systems for years to view the practical day-to-day use of the system.
- It was determined that Software Systems' accounting software would be a valuable tool for the district in all aspects of use.
- With approval of this purchase, the District will begin the transition to the accounting software, with completion slated for October/November 2018.

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



31

New Business – Financial Item Consideration of Resolution 401 (a) Buyout Plan

- Rossville Schools has been working with Ice Miller, legal counsel, for the past three years with regard to the compliance of the 401 (a) buyout plan held with TIAA to IRS regulations.
- A Voluntary Correction Program (VCP) was submitted to the IRS in February of 2017 with steps outlined to bring the 401 (a) buyout plan into compliance.
- The IRS' compliance statement indicates agreement with the corrective action as proposed on the VCP submission as long as completed corrections, adopt the reinstated Plan document as of September 15, 2015 and properly allocate forfeitures with corrective contributions, are completed within 150 days of the compliance statement dated May 23, 2018.
- TIAA has requested a resolution to allow for the amount currently in the forfeiture account to be allocated to offset the corrective contributions that will be reallocated on a pro-rata basis to participants for each year beginning with 2009.

Motion made to approve the reinstatement of the Plan document and reallocating forfeiture funds as per legal counsels advise and the terms of the VCP.
 Motion by: Nathan Root 2nd by: Joe Mink
 Motion Passed: Hufford, Root, Mink, Emens, McCullough



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New Business – Financial Item Consideration of Elementary Book Rental & Fees

- Mr. Dennison is recommending book rental and fees for Rossville Elementary for the 2018-2019 school year.

Kindergarten	\$192.94	4 th Grade	\$211.94
1 st Grade	\$209.03	5 th Grade	\$197.12
2 nd Grade	\$203.74	Intense	\$130.43
3 rd Grade	\$215.37		



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New Business – Financial Consideration of Textbook Fees

- Mr. Gick is recommending the textbook rental and fees for the 2018-2019 school year for Rossville Middle/Senior High School. Also included is a list of novels from English teachers 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 2018-2019 Textbook Rental and Fees as presented.
 Motion by: Nathan Root 2nd by: Joe Mink
 Motion Passed: Hufford, Root, Mink, Emens, McCullough

34

New Business – Financial Consideration of School Bus Purchase

- The 2018 School Bus Replacement plan called for the replacement of two school buses. and
- One activity bus has already been purchased.
- Dr. Hanna is recommending purchasing a 78 passenger size conventional school bus with seating for 72. This will allow additional leg room for the passengers and a minimal cost.
- Dr. Hanna is recommending using the Central Indiana Educational Service Center bid as we have done in the past to purchase this bus.
- He is recommending the lowest, most responsive bid which was for a IC bus from Midwest Transit at a cost of \$93,752 with the trade-in of bus number 8.
- While the lowest bid was lower by \$695, it did not include \$953 in specified equipment. Therefore, the lowest most responsive bid is from Midwest Transit.

Motion made to approve the purchase of a 78 passenger size 72 seat conventional school bus from Midwest Transit as presented.
 Motion by: Mike Emens 2nd by: Joe Mink
 Motion Passed: Hufford, Root, Mink, Emens, McCullough



35

New Business – Financial 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: Mike Emens
 Motion Passed: Hufford, Root, Mink, Emens, McCullough



36

New Business – Miscellaneous Item Consideration of Overnight Field Trip

- Amanda Keafer is requesting an overnight field trip for the Rossville High School Dance Team to travel to Ball State University to attend a dance camp.
- The students would depart Rossville High School on July 14, 2018, and return on July 18, 2018.
- Dr. Hanna is recommending approval of the trip.

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



New Business – Miscellaneous Item Consideration of Out-of-State Field Trip

- Rossville FFA is requesting the following out-of-state field trips:
 - ★ Rafting, June 11-13, 2018, Oak Hill, West Virginia
 - ★ Leadership Conference, June 25-30, 2018, Washington, D.C.
 - ★ Envirothon Team, July 22 – 27, 2018 in Pocatello, Idaho
 - ★ Forestry Team, July 28 – August 2, 2018, Jackson's Mill State 4-H Conference Center, Weston, West Virginia
- Dr. Hanna is recommending approval of these trips.

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



New Business – Miscellaneous Item Consideration of Summer Camp Program

THE FOLLOWING ATHLETIC CAMPS HAVE BEEN REQUESTED

- Junior Golf Camp - Grades K – 8th
 - June 5-8, 2018
- Junior Golf League - Grades 6th – 8th
 - June 6th
 - June 13th
 - June 20th
 - June 27th

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



Reports & Information Field Trip Reports

Group	Date of Trip	Activity	Location
5 th Grade	May 8, 2018	Visit to the Workhouse	Rossville
K-12 Intense Needs Classes	May 11, 2018	Visit to Fair Oaks Farm	Fair Oaks
Summer P.E.	June 20, 2018	Turkey Run State Park Visit	Marshall
Summer P.E.	June 26, 2018	Purdue University Disc Golf Course	West Lafayette



Reports & Information Conference Requests

Staff Attending	Date of Conference	Conference Title	Location
★ Kristin Gaines	May 3, 2018	INTERS Training	Frankfort
★ Buck Fuller	May 9, 2018	Mole Pest Management	Indianapolis
★ Kim Zink, Tammy Fay, Denisha Howell, & Aislin Yoder	August 17, 2018	Nonviolent Crisis Intervention	Lebanon
★ Katie Camp	June 20, 2018	Tech Up Your Math Game	West Lafayette
★ Dan Luper Buck Fuller	July 10, 2018	Purdue Turf and Field Day	West Lafayette



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.

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Adjournment

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

Next Board Meeting

- July 3, 2018 – 6:30 p.m. Work Session
7:00 p.m. Regular Session

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