

**CLAY COMMUNITY SCHOOLS
ORGANIZATIONAL AND REGULAR SESSION
SCHOOL BOARD MEETING
Thursday, January 10, 2019
7:30 P.M.**

Notice is hereby given that the Clay Community Schools Board of Trustees will meet in organizational and regular session on Thursday, January 10, 2019, at 7:30 p.m. in the Board Room of the Central Administrative Office, 1013 S. Forest Avenue, Brazil, IN 47834.

AGENDA

BOARD ORGANIZATION

- NOMINATION AND ELECTION OF OFFICERS
- APPOINTMENT OF TREASURER AND DEPUTY TREASURER
- APPROVAL OF EMPLOYEE BONDS
- DESIGNATION OF NEWSPAPERS FOR LEGAL ADVERTISEMENTS
- APPOINTMENT OF MEMBERS TO BID OPENING COMMITTEE
- ESTABLISHMENT OF MEETING TIMES AND DATES
- APPOINTMENT OF CORPORATION ATTORNEYS

- I. **Call to Order**

- II. **Consent Agenda**
 - A. **Claims**
 - B. **Board Meetings**
 - C. **Field Trips**
 - D. **Personnel**

- III. **Comments from Patrons**

- IV. **Old Business**
 - A. **Building Project Update**
 - B. **School Bus Bids**

- V. **Superintendent's Report**

- VI. **New Business**
 - A. **Resolution for Interest Deposits**
 - B. **Resolution to Transfer Appropriations**
 - C. **2019 Transfer of Funds Certificate**
 - D. **Resolution to Prepay Claims**
 - E. **Resolution to Transfer from One Fund to Another**
 - F. **Resolution to Execute Monthly Transfer of Basic Grant Funds from the Education Fund to the Operations Fund**

- G. eLearning Days**
- H. Request for Permission to Advertise for the Replacement of Main Gymnasium Flooring at Clay City Jr/Sr High School**
- I. Indiana Department of Education Required Course Changes**
- J. Request for the Disposition of Surplus Furniture, Equipment, and Miscellaneous Items for the 2019 Calendar Year**

VII. Board Member Comments

VIII. Future Agenda Items

IX. Adjournment

Prior to the board meeting, fiber connection bids for ESE, FPE, JTE, ME, VBE, GOALS Academy, and the maintenance building will be opened. The bids will be awarded at the February 14, 2019, board meeting.

BOARD MEETING ITEMS 1/10/2019

School Board Reorganization

A. Nomination and Election of Officers

The board will first take nominations for Board President. Once the new president is elected, he/she will move to the president's seat and conduct the meeting. The new Board President's first order of business will be to open nominations for Board Vice-President and then Board Secretary and Assistant Secretary.

A few points to keep in mind about elections and nominations:

- Nominations do not require a second.
- It is not necessary to close the nominations.
- If only one person is nominated, acclamation is acceptable.
- A member can decline to be nominated.
- A member can vote for himself/herself.
- A simple majority is all that is needed to be elected.

Nomination for President:

Vote: _____

Nomination for Vice President:

Vote: _____

Nomination for Secretary:

Vote: _____

Nomination for Assistant Secretary:

Vote: _____

B. Treasurer and Deputy Treasurer

It is recommended that Mark Shayotovich be appointed Treasurer with Sheri Yocom as Deputy Treasurer.

Motion: _____

Second: _____

Discussion

Vote: _____

C. Approval of Employee Bonds

It is recommended that the school corporation bond the following employees and positions:

Mark Shayotovich - Corporation	\$300,000
Sheri Yocom - Corporation	\$300,000
Clay City Jr/Sr High School Extra-Curricular Treasurer	\$100,000
Clay City Jr/Sr High School Building Principal	\$100,000
Clay City Jr/Sr High School Athletic Director	\$20,000
Northview High School Extra-Curricular Treasurer	\$220,000
Northview High School Building Principal	\$220,000
Northview High School Athletic Directors	\$20,000
North Clay Middle School Extra-Curricular Treasurer	\$65,000
North Clay Middle School Building Principal	\$65,000
North Clay Middle School Athletic Directors	\$20,000
Clay City Elementary Extra-Curricular Treasurer	\$20,000
Clay City Elementary Building Principal	\$20,000
East Side Elementary Extra-Curricular Treasurer	\$20,000
East Side Elementary Building Principal	\$20,000
Forest Park Elementary Extra-Curricular Treasurer	\$20,000
Forest Park Elementary Building Principal	\$20,000
Jackson Township Elementary Extra-Curricular Treasurer	\$20,000
Jackson Township Elementary Building Principal	\$20,000
Meridian Elementary Extra-Curricular Treasurer	\$20,000
Meridian Elementary Building Principal	\$20,000
Staunton Elementary Extra-Curricular Treasurer	\$20,000
Staunton Elementary Building Principal	\$20,000
Van Buren Elementary Extra-Curricular Treasurer	\$20,000
Van Buren Elementary Building Principal	\$20,000
Cumberland Academy Extra-Curricular Treasurer	\$20,000
Cumberland Academy Building Principal	\$20,000
All other Employees (Corporation Blanket Bond)	\$50,000

Motion: _____

Second: _____

Discussion

Vote: _____

D. Designation of Newspapers for Legal Advertisements

It is recommended that the following newspapers be designated for legal advertisements:

- Brazil Times*
- Clay City News*
- Parke County Sentinel*

Motion: _____
Second: _____
Discussion _____
Vote: _____

E. Appointment of Members to Bid Opening Committee

Even though bid openings are conducted during school board meetings, the Board still needs to appoint the administrative staff who will open the bids and prepare the award recommendation to the Board every time there is a bid opening. It is recommended that the following administrative personnel be appointed to this committee:

Mr. Jeffery Fritz	Superintendent
Mr. Mark Shayotovich	Director of Business Affairs
Mr. Michael Howard	Director of Extended Services

Other staff members can be asked to serve on the committee if the bid being considered warrants their service.

Motion: _____
Second: _____
Discussion _____
Vote: _____

F. Establishment of Meeting Times and Dates

Current regular school board meetings are held on the second Thursday of the month at 7:30 p.m. in the Board Room of the Central Administrative Office at 1013 S. Forest Avenue, Brazil, IN. It is recommended that the current board meeting dates remain the same. It is recommended that the start time of meetings be changed to 7:00 P.M., as explained in the board packet.

Orchid Reference Page _____

Motion: _____
Second: _____
Discussion _____
Vote: _____

G. Appointment of Corporation Attorneys

It is recommended that we keep Jeff Boyll as the Corporation's local attorney. It is also recommended that he not be placed on a retainer, but used only on an as-needed basis. Access to free legal advice through the Indiana School Boards Association is available. Bose, McKinney & Evans will continue to be used for major legal issues, Barnes & Thornburg will continue to be used for financial matters, and Lewis & Kappes will be used for negotiations.

Motion: _____
Second: _____
Discussion _____
Vote: _____

I. Call to Order – Pledge and Prayer

II. Consent Agenda

A. Claims

Claims will be sent under separate cover and approval is recommended.

B. Board Meetings

Enclosed are the school board minutes for the following meetings, and approval is recommended:

Regular Meeting: December 13, 2018

Green Reference Page _____

C. Field Trips

None at this meeting

D. Personnel

Enclosed are the personnel items, and approval is recommended.

Pink Reference Page _____

Motion _____

Second _____

Discussion

Vote _____

III. Comments from Patrons

IV. Old Business

A. Building Project Update

An update of the building project will be provided at the board meeting.

B. School Bus Bids

Director of Extended Services Mike Howard has provided a recommendation, which is included in the board packet, for the approval of school bus bids. Your approval is recommended.

Tan Reference Page _____

Motion _____

Second _____

Discussion

Vote _____

V. Superintendent's Report

VI. New Business

A. Resolution for Interest Deposits

Enclosed is a resolution that is passed each year. Approval is recommended.

Yellow Reference Page _____

Motion _____

Second _____

Discussion _____

Vote _____

B. Resolution to Transfer Appropriations

Enclosed is a resolution that is passed each year. Approval is recommended.

Yellow Reference Page _____

Motion _____

Second _____

Discussion _____

Vote _____

C. 2019 Transfer of Funds Certificate

This goes with the Resolution to Transfer Appropriations that is passed each year. Approval is recommended.

Yellow Reference Page _____

Motion _____

Second _____

Discussion _____

Vote _____

D. Resolution to Prepay Claims

Enclosed is a resolution that is passed each year. Approval is recommended.

Yellow Reference Page _____

Motion _____

Second _____

Discussion _____

Vote _____

E. Resolution to Transfer from One Fund to Another

Enclosed is a resolution that is passed each year. Approval is recommended.

Yellow Reference Page _____

Motion _____
Second _____
Discussion _____
Vote _____

F. Resolution to Execute Monthly Transfer of Basic Grant Funds from the Education Fund to the Operations Fund

Enclosed is a resolution to allow for transferring a portion the monthly basic tuition payment received from the state. As a result of the HEA 1009, the monthly basic tuition grant must be fully deposited in the Education Fund. Some of those funds are needed to pay for expenditures that are now paid from the Operations Fund. These transfers are necessary to fund those expenditures and are consistent with guidance provided by the State Board of Accounts and the DLGF. Your approval is recommended.

Yellow Reference Page _____

Motion _____
Second _____
Discussion _____
Vote _____

G. eLearning Days

Information from Assistant Superintendent Dr. Tim Rayle is included in the board packet regarding a request for CCS to apply for the Indiana Department of Education eLearning Day Program for the 2019-20 school year. Your approval is recommended.

Yellow Reference Page _____

Motion _____
Second _____
Discussion _____
Vote _____

H. Request for Permission to Advertise for the Replacement of Main Gymnasium Flooring at Clay City Jr/Sr High School

Mike Howard, Director of Extended Services, requests permission to advertise for the replacement of the main gymnasium flooring at Clay City Jr/Sr High School. Your approval is recommended.

Motion _____
Second _____
Discussion _____
Vote _____

I. Indiana Department of Education Required Course Changes

Kathy Knust, Curriculum and Grants Coordinator, requests permission to include the new Indiana Department of Education (IDOE) required course changes on all Northview High School and Clay City High School scheduling information for students and parents. Final approval and IDOE updates were made available to Indiana schools on December 27, 2018, after the Central Curriculum Committee and Board of School Trustees had approved local changes for the 2019-2020 school year. Curricular updates need to be made and will be sent to the Central Curriculum Committee in April, 2019, and the Board of School Trustees in May, 2019. Additional information is included in the board packet. Your approval is recommended.

Yellow Reference Page _____

Motion _____

Second _____

Discussion _____

Vote _____

J. Request for the Disposition of Surplus Furniture, Equipment, and Miscellaneous Items for the 2019 Calendar Year

Mike Howard, Director of Extended Services, is requesting permission from the Board for the disposition of surplus furniture, equipment, and miscellaneous items for the 2019 calendar year. Your approval is recommended.

Motion _____

Second _____

Discussion _____

Vote _____

VII. Board Member Comments

VIII. Future Agenda Items

IX. Adjournment