

**CLAY COMMUNITY SCHOOLS
ORGANIZATIONAL AND REGULAR SESSION
SCHOOL BOARD MEETING
Thursday, January 13, 2022
7:00 P.M.**

Notice is hereby given that the Clay Community Schools Board of Trustees will meet in organizational and regular session on Thursday, January 13, 2022, at 7:00 p.m. in the Auditoria of Clay City High School, 601 North Lankford Street, Clay City, IN 47841.

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. **CCS School Board Policy Revisions – Second Reading**

- V. **Superintendent’s Report**

- VI. **New Business**
 - A. **Resolution for Interest Deposits**
 - B. **Resolution to Transfer Appropriations**
 - C. **2022 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. School Bus Bids**
- H. Building Project Bids**
- I. Board Policy 3220.01 – Teacher Appreciation Grant – Revision**
- J. Rural and Low-Income School Grant**
- K. Chromebook Bid**
- L. Parke County Public Library Board Appointment**
- M. 2-Hour Delay Waiver for Cooks and Classified Instructional and Office Staff**

VII. Board Member Comments

VIII. Future Agenda Items

IX. Adjournment

BOARD MEETING ITEMS 1/13/2022

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
Parke County Sentinel

Motion: _____
Second: _____
Discussion _____

Vote: _____

E. Appointment of Members to Bid Opening Committee

The Board needs to appoint the administrative staff who will open the bids and prepare the award recommendations 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. Jesse Trunnell	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 7:00 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, as well as the start time of meetings at 7:00 P.M.

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 9, 2021

Executive Session Certification: January 4, 2022

Green Reference Page _____

C. Field Trips

Enclosed are proposed field trips, and approval is recommended.

Green Reference Page _____

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. CCS School Board Policy Revisions – Second Reading

Information regarding several proposed policy revisions recommended by Neola was presented at the December 9 regular session, and no changes were proposed during the first reading. 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. 2022 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 of 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. School Bus Bids

At the August 12, 2021, regular session, the board approved the request to solicit bids for new school buses through CIESC. Director of Extended Services Jesse Trunnell has provided a recommendation, which is included in the board packet, for the approval of school bus bids. Your approval is recommended.

Yellow Reference Page _____

Motion _____

Second _____

Discussion _____

Vote _____

H. Building Project Bids

Information from Director of Extended Services Jesse Trunnell is included in the board packet regarding bids for the NHS entrance doors and CO renovations/HVAC projects. Your approval of the bids is recommended. (Bids will be opened on January 10, so bid information will be sent to the board prior to the January 13 board meeting.)

Motion _____
Second _____
Discussion _____
Vote _____

I. Board Policy 3220.01 – Teacher Appreciation Grant – Revision

Information from Dr. Tim Rayle is included in the board packet regarding a request to revise Board Policy 3220.01 – Teacher Appreciation Grants. Since the revision only involves adding some minor wording, it is requested that the board waive the second reading. Your approval is recommended.

Yellow Reference Page _____

Motion _____
Second _____
Discussion _____
Vote _____

J. Rural and Low-Income School Grant

Kathy Knust is requesting permission from the Board of School Trustees to complete and submit the Rural and Low-Income School Grant application. Your approval is recommended.

Motion _____
Second _____
Discussion _____
Vote _____

K. Request for Permission to Advertise for Bids for Chromebooks

Bill Milner, Director of Technology, is requesting permission to advertise for bids for 1000 Chromebooks for kindergarten, fourth grade, and eighth grade students. Your approval is recommended.

Yellow Reference Page _____

Motion _____
Second _____
Discussion _____
Vote _____

L. Parke County Public Library Board Appointment

Information is included in the board packet regarding the need for the CCS Board of Trustees to appoint a member to the Parke County Public Library. A request from Parke County Public Library Director Lindsey Bishop to appoint Mr. Randy Kneeland is included in the board packet. The board may entertain a motion on this request.

Yellow Reference Page _____

Motion _____
Second _____
Discussion _____
Vote _____

M. 2-Hour Delay Waiver for Cooks and Classified Instructional and Office Staff

As per the Classified Handbook, it is recommended that the board waive the 2-hour delay time missed by Cooks and Category II and III Classified Instructional and Office Staff for January 7, 2022. Your approval is recommended.

Motion _____
Second _____
Discussion _____
Vote _____

VII. Board Member Comments

VIII. Future Agenda Items

IX. Adjournment