

**CLAY COMMUNITY SCHOOLS  
ORGANIZATIONAL AND REGULAR SESSION  
SCHOOL BOARD MEETING  
Thursday, January 14, 2016  
7:30 P.M.**

Notice is hereby given that the school corporation Board of Trustees will meet in organizational and regular session on Thursday, January 14, 2016, at 7:30 p.m. in the Board Room of the Central Administrative Office, 1013 S. Forest Avenue, Brazil, IN 47834.

**\*REVISED 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 ATTORNEY

- 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. School Bus Bids**
- V. Superintendent's Report**
- VI. New Business**
  - A. Resolution for Interest Deposits**
  - B. Resolution to Transfer Appropriations**
  - C. 2016 Transfer of Funds Certificate**
  - D. Resolution to Prepay Claims**
  - E. Resolution to Transfer from One Fund to Another**
  - F. Appointment to CCS Technology Committee**
  - G. School Resource Officer Contract**

**H. Coordinator of Adult Education Programs Job Description Revision  
First Reading**

**VII. Board Member Comments**

**VIII. Future Agenda Items**

**IX. Adjournment**

**Notice is hereby given that before/after the public session, an executive session will be held pursuant to:**

**Indiana Code 5-14-1.5-6.1 (b) (9)**

**To discuss a job performance evaluation of individual employees**

**Indiana Code 5-14-1.5-6.1 (b) (3)**

**For discussion of the assessment, design, and implementation of school safety and security measures, plans, and systems**

**BOARD MEETING ITEMS 1/14/2016**

**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 Director	\$20,000
North Clay Middle School Extra-Curricular Treasurer	\$65,000
North Clay Middle School Building Principal	\$65,000
North Clay Middle School Athletic Director	\$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 and times remain the same.

Motion: \_\_\_\_\_  
 Second: \_\_\_\_\_  
 Discussion \_\_\_\_\_  
 Vote: \_\_\_\_\_

**G. Appointment of Corporation Attorney**

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 10, 2015

Executive Session Certification: December 10, 2015

Green Reference Page \_\_\_\_\_

**C. Field Trips**

1) Northview High School Choir students who had been selected to the Indiana All-State Choir to Fort Wayne, Indiana, January 14-16, 2016, to rehearse with special guest conductor, requiring overnight stay.

2) Clay City Junior/Senior High School FCCLA members who are attending the State FCCLA Conference to Marriott East Hotel & Conference Center, Indianapolis, Indiana, February 25-27, 2016, requiring overnight stay.

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. School Bus Bids**

Director of Extended Services Mike Howard will provide a recommendation for approval of school bus bids. 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. 2016 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. Appointment to CCS Technology Committee**

Amy Burke Adams was recently asked to serve again on the CCS Technology Committee. Amy has requested board approval to continue to serve on this committee or to appoint a different board member to the committee, if the board so desires. (Other committee appointment requests will be brought to the board as necessary.); therefore, it is requested that the board appoint a board member to the CCS Technology Committee.

Motion \_\_\_\_\_  
Second \_\_\_\_\_  
Discussion \_\_\_\_\_  
Vote \_\_\_\_\_

**G. School Resource Officer Contract**

Information is included with the board packet. Tim Rayle contacted several school corporations that utilize School Resource Officers (SROs). After discussing several options, LawMan Security & Consulting was contacted. Tim Rayle, Mike Howard, Mark Shayotovich, Clay County Chief Deputy Josh Clark, and I met with two representatives from LawMan Security & Consulting. LawMan hires local, county, and state police officers from the area and provides the officers' liability and worker's comp insurance. The officers are employees of LawMan and not of CCS or the Clay County Sherriff's Department. Lawman will also provide the necessary SRO training for the officers who will be working in the CCS buildings. Attorney Michelle Cooper developed a written agreement with LawMan, and we will be utilizing the company's standard contract as well. Hourly wages for the SROs will be paid to LawMan once a month utilizing the school safety grant. Your approval to contract SRO services with LawMan Security & Consulting for the remainder of this school year is recommended.

Yellow Reference Page \_\_\_\_\_

Motion \_\_\_\_\_  
Second \_\_\_\_\_  
Discussion \_\_\_\_\_  
Vote \_\_\_\_\_

**H. Coordinator of Adult Education Programs Job Description Revision First Reading**

Changes are being recommended for the Coordinator of Adult Education Programs job description. The job description was originally approved by the Board during the November 12, 2015, school board meeting. Enclosed are the recommended changes. This is a first reading, so no vote is required.



**VII. Board Member Comments**

**VIII. Future Agenda Items**

**IX. Adjournment**