

***Randolph Central School Corporation  
Board of School Trustees Meeting  
Agenda***

**REGULAR SESSION  
TUESDAY, JULY 12, 2016, 6:00 p.m.  
BOARD ROOM, SUPERINTENDENT'S OFFICE  
103 N. EAST ST.  
WINCHESTER, INDIANA 47394**

- A. Welcome/Call to Order**
1. Pledge of Allegiance/Moment of Silence
  2. **President's Prerogative**  
The Board will recognize the WCHS Girls' Tennis team, who won their first-ever sectional title in 2016.
- B. Approval of Agenda**  
Board Members and Dr. Hinshaw may ask for items to be added to or deleted from the agenda.
- C. Citizen Comments**  
Members of the public may make comments or ask questions about agenda items.
- D. Consent Agenda**
1. **Claims/Finance**  
Claims numbered 908 through 1038 dated July 5, 2016.
  2. **Minutes**  
Regular Session – June 14, 2016
  3. **Substitute Teacher List**  
New substitute applicants recommended: None
  4. **Fund Report and Monthly Appropriation Recap**
  5. **Athletic Balances**
- E. Personnel**
1. **Certified Personnel**
    - a. **Recommendation to Employ Elementary Teacher**  
Dr. Hinshaw will recommend that the Board employ Allison Wine as a second grade teacher at Baker Elementary School for the 2016-2017 school year.
    - b. **Recommendation to Employ Spanish Teacher**  
Dr. Hinshaw will recommend that the Board employ Derek Baker as a Spanish teacher at Winchester Community High School for the 2016-2017 school year. Due to meeting the academic needs of students in a hard to staff area, Dr. Hinshaw will recommend that his beginning salary be increased by four (4) steps.

- c. **Request for Leave of Absence**  
Dr. Hinshaw will recommend that the Board grant the request for a leave of absence for Christina Tarter beginning at the start of the 2016-2017 school year, August 8, 2016. She will be returning October 19, 2016. She will be using 12 sick days and three personal days during her leave.
  - d. **Notice of Retirement**  
Dr. Hinshaw has accepted the notice of retirement of Douglas Fletcher, band director of “The Force” and director of instrumental music at Winchester Community High School, effective after the Indiana State Fair Band Day Contest, August 6, 2016.
  - e. **Recommendation to Employ Director of Instrumental Music**  
Dr. Hinshaw will recommend that the Board employ Jeremiah Boes as the director of instrumental music at Winchester Community High School for the 2016-2017 school year.
  - f. **Notice of Resignation**  
Dr. Hinshaw has accepted the resignation of Cierra Simmons, fourth grade teacher at Willard Elementary School, effective June 29, 2016.
  - g. **Recommendation to Clarify Supplemental Contracts**  
Dr. Hinshaw will ask the Board to approve clarifying that the supplement contract for twenty (20) days for Jeremiah Boes was for summer band in 2015 and to issue an additional supplemental contract for twenty (20) days for summer band for 2016. Dr. Hinshaw will also ask the Board to approve a supplemental contract for forty (40) days for Douglas Fletcher for summer band in 2016. Mr. Fletcher supervised summer band in 2011 prior to beginning his regular teaching contract with the corporation in 2011-12.
2. **Non-Certified Personnel**
- a. **Recommendation to Employ Special Ed Paraprofessional**  
Dr. Hinshaw will recommend that the Board employ Lisa Bihn as a special education paraprofessional at Driver Middle School for the 2016-17 school year.
  - b. **Notice of Resignation**  
Dr. Hinshaw has accepted the resignation of Elijah Jones, elementary physical education paraprofessional for the corporation.
  - c. **Recommendation to Employ Food Service Director**  
Dr. Hinshaw will recommend that the Board employ a food service director for the Randolph Central School Corporation.
3. **Extra-Curricular Personnel**
- a. **Recommendation for Spanish Club Sponsor**  
Dr. Hinshaw will recommend that the Board approve Derek Baker as the Spanish Club sponsor for Winchester Community High School.
  - b. **Notice of Resignation**  
Dr. Hinshaw has accepted the resignation of Katie Lash from her positions as a school improvement chair, class of 2018 sponsor, and academic team coordinator for Winchester Community High School.

- c. **Recommendation for Class of 2018 Sponsor**  
Dr. Hinshaw will recommend that the Board approve Kristie Shoup as a class of 2018 sponsor at Winchester Community High School.
- d. **Notice of Resignation**  
Dr. Hinshaw has accepted the resignation of Cierra Simmons as the girls' basketball coach for Willard Elementary School.

**F. Reports**

**1. Report from the Superintendent**

- a. **Athletic Training Services**  
Dr. Hinshaw will report that the corporation has been notified that St. Vincent Randolph will no longer provide athletic training services in the 2016-17 school year. Mr. Hargrave is working to prepare a proposal for a future meeting.
- b. **Financial Report**  
Dr. Hinshaw will report on the state of the school corporation's finances, including continued decline in Title I support for 2016-17. Title I funding has declined to \$335,393 from \$377,130 in 2015-16. In 2012 the amount was more than \$438,000.
- c. **Personnel and Staffing for 2016-17**  
Dr. Hinshaw will report on personnel and staffing for 2016-17. At present, nearly all positions are filled for the next school year. For the second year in a row, the district has experienced very low turnover.

**2. Report from the Curriculum Director**

- a. **Grant Award**  
Mrs. Chalfant will report that Randolph Central was recently awarded a FY17 Secured School Safety Grant in the amount of \$9,898 to be used for security equipment at Baker, Willard, and Deerfield. This is a matching grant, so corporation equipment funds will be added to improve and enhance safety at the elementary buildings.

**G. Unfinished Business**

**1. Second Reading of Criminal Gangs Policy**

Dr. Hinshaw will present a proposed new policy, 5650, Criminal Gangs and Criminal Gang Activity, for a second reading. The word "gang" has been changed to "organization" in the third paragraph since the first reading. This is a new policy required by state law. A group of community members, including parents, law enforcement, county prosecutor, mental health professionals, representatives of the circuit court, and others, reviewed this proposed policy on May 16, 2016. Barring any objection, Dr. Hinshaw will recommend that the Board adopt the new policy.

**2. Adoption of Internal Control Standards**

Dr. Hinshaw will present the internal control standards developed by a consortium of school business officials and recommend that the Board adopt them.

**H. New Business**

**1. First Reading of Revised Policies 3121 and 4121, Criminal History Records Check**

Dr. Hinshaw will present revised policies 3121 and 4121, criminal history records check,

for a first reading. The revisions are necessary due to changes in state law requiring an expanded child protection index check for all new school employees.

2. **Recommendation to Upgrade HVAC Controls at Baker Elementary School**  
Dr. Hinshaw will recommend that the Board accept the low quote of Cooper Consulting for \$65,240.00 for new, open-protocol HVAC controls at Baker Elementary School.
3. **Memorandum of Understanding on School-Resource Officer**  
Dr. Hinshaw will recommend that the Board grant him the authority to sign a memorandum of agreement with the Winchester Police Department for a school-resource officer at Winchester Community High School-Driver Middle School. Chief Tucker and Mayor Byrum have initiated this proposal, with the City to pay the entire cost of the plan.
4. **Handbook Changes for 2016-17**  
Dr. Hinshaw will present handbook changes for both the elementary handbook and the high school and middle school handbooks and recommend that the Board approve them.
5. **Purchase of Truck for Maintenance Department**  
Dr. Hinshaw will recommend that the Board approve the purchase of a maintenance truck to replace the maintenance van.
6. **Extension of Contract with Adtec**  
Dr. Hinshaw will recommend that the Board extend its contract with Adtec, who provides E-rate services, at the same terms and costs, through June 2020.
5. **Proposed Budget Calendar for 2017 Budget**  
Dr. Hinshaw will present a proposed budget calendar for the 2017 Budget, including proposed special meetings of the Board.
6. **Resolution Regarding Homebound Instruction**  
Dr. Hinshaw will recommend that the Board approve a standard resolution approving homebound instruction for students who are qualified by a case conference committee or Section 504 committee. The teacher(s) would be paid their hourly rate as documented by a timesheet turned in as outlined in Administrative Guidelines 2412. The hiring of these teachers would not come before the Board, but would be approved administratively in order to respect the confidential nature of the student's disability and to expedite the procedure.
7. **Resolution to Pay Bills to Avoid Late Fees**  
Dr. Hinshaw will recommend that the Board approve a standard resolution to make necessary payments for debt service, utilities, and fuel purchases prior to the regular board meeting in order to avoid late fees. This resolution is required by the State Board of Accounts for such payments.
8. **Out-of-State/Overnight Fieldtrip**
  - a. Dr. Hinshaw will recommend that the Board approve the retroactive request of Holly Gutierrez to take the members of the high school girls' basketball team to South Bend, Indiana, June 23-24, 2016 to attend Notre Dame Team Camp.
  - b. Dr. Hinshaw will recommend that the Board approve the retroactive request of Matt Fine to take the members of the high school boys' basketball team to

South Bend, Indiana, June 23-24, 2016 to attend a tournament at Bethel College.

- c. Dr. Hinshaw will recommend that the Board approve the retroactive request of Katy Anderson to take the members of the high school cheerleading squad to Bloomington, Indiana, July 12-14, 2016 to attend camp.

**I. Future Meetings**

Potential late July meeting for personnel items  
August 9, 2016, Regular Session, 6:00 p.m., Central Office

**J. Comments/Correspondence**

**K. Adjournment**

**This meeting is a meeting of the School Board in public for the purpose of conducting the School Corporation's business and is not to be considered a public community meeting. There will be time for public participation as indicated by the agenda.**

**Upon timely request to the Superintendent, the Corporation shall make reasonable accommodation for a disabled person to be able to participate in this activity.**

**The members of Randolph Central School Board of Trustees are regularly updated by the Superintendent and other administrators about happenings in the district. They receive a large packet of information prior to every meeting. They are diligent in reading this information and staying updated on a variety of topics. The Randolph Central Board of School Trustees is committed to the "Best Practices" of the Indiana School Boards Association in that any questions are asked of the Superintendent prior to the meeting, and they come prepared to vote on issues at hand. While it might appear at times that the Board has not given careful consideration to matters on which they vote, they are, in fact, all fully prepared to cast their votes based on the information that is received prior to the meeting.**