

MINUTES OF MEETING  
CLINTON PRAIRIE SCHOOL CORPORATION  
May 17, 2016

The Clinton Prairie School Corporation Board of Trustees met in regular session on May 17, 2016 at 6:50 P.M., at the administrative office, 4431 W Old State Rd 28, Frankfort, Indiana. Present were Board Members Timothy Snyder M.D., Dave Larsh, Michael McGraw, Superintendent Chris Sampson, Vicki Bailey as recording secretary, Richard Langston school attorney, Mike Perry, Joe Walker, Jonathan Shannon, Morgan Smith, Abigail Mennen, Cindy Rutledge, Alisa Rutledge, Brad Smith, Joe Lahrman, Elizabeth Oshel, Hillary Doyle, Becky Boddicker, Sarah Sabens, Brent Miller, Cathy Price, Carly Crabtree, Katelyn Simon, Erin Budreau, Gerard Skibinski, Stan Smith, Anna Wieseman from The Frankfort Times and Ken Hartman from WILO.

The meeting was opened with the Pledge of Allegiance.

The agenda was approved on a motion by Mr. Larsh and a second by Mr. McGraw. The vote was unanimous.

There were no public comments.

The consent agenda was approved on a motion by Mr. Larsh and a second by Mr. McGraw. The vote was unanimous. The consent agenda contained the April 19, 2016 minutes along with the May 17, 2016 claims.

General	APV # 4774
Clearing	APV # 4775-4776
General	APV # 4777-4778
Clearing	APV # 4779-4780
General	APV # 4781-4784
Capital Projects	APV # 4785-4786
Payroll	APV # 4787
Clearing	APV # 4788
General	APV # 4789-4790
Payroll	APV # 4791
Payroll	APV # 4792
Clearing	APV # 4793
General	APV # 4794-4795
Clearing	APV # 4796
General	APV # 4797
Capital Projects	APV # 4798-4799
School Lunch	APV # 4800-4801
Construction	APV # 4802
Clearing	APV # 4803
General	APV # 4804-4808
Capital Projects	APV # 4809
Bus Replacement	APV # 4810
Clearing	APV # 4811-4813

General	APV # 4814-4839
Capital Projects	APV # 4840-4860
Transportation	APV # 4861-4867
School Lunch	APV # 4868-4872
Book Rental	APV # 4873-4876
Medicaid Reimb St.	APV # 4877

Mr. Larsh moved to approve the following staff recommendations. Retirements; Jeannie Robbins-Elementary Para-Professional, Bonnie Joseph-Cafeteria. Non-Renewal; Blair Lawson-K-2 Special Education. New Hires; Erin Budreau-Speech Pathologist, Catherine Price-Elementary Teacher Grade 5, Abigail Mennen-Elementary Teacher Grade Kdg., Katelyn Simon-Elementary Teacher Grade 2, Hillary Doyle-Elementary Teacher Grade 4, Carly Crabtree- Elementary Teacher Grade 6, Alisa Rutledge- K-2 Special Education Teacher, Melissa Heim-Jr./Sr. High Science, Elizabeth Oshel-Jr./Sr. High Science, Brad Smith-Dean of Students. Mr. McGraw seconded the motion and the vote was unanimous.

Mr. McGraw moved to approve the following summer staff recommendations. Ryan Walker-maintenance, Paint Crew approximately 3-4 people as needed. Summer School Jr./Sr. High; ESL-Jennifer Miller, Physical Education-Lukas Harlow & Eric Ulrich, U.S. Government-Matt Scott & Eric Ulrich, Band-Skylar Aichinger, SAE-Amber Bedwell, English-Tara Smith & Aaron Coe, Credit Recovery-Donna Kirkpatrick. Elementary; Grade 3 Reading-Elaine Schoonveld, Mr. Larsh seconded the motion and the vote was unanimous.

Hadley Thomas was appointed to the Harmeson/McClamroch Scholarship Committee representing Washington Township on the recommendation from Mr. McGraw. Mr. Larsh moved to approve the recommendation with a second from Mr. McGraw. The vote was unanimous.

A motion was made by Mr. Larsh authorizing to advertise for the purpose of borrowing funds, if needed, from June 1, 2016 through December 31, 2016. The dollar amount will be \$1.5 million. Mr. McGraw seconded and the vote was unanimous.

Mr. Sampson requested approval of a one-time Rainy Day expenditure for the buyout of unused sick days at retirement or severance. This is normally a General Fund expenditure but evaluations were delayed since ISTEP results came in later than expected. Thus, the full impact of raises was from the 2016 budget alone instead of spreading it over the 2015 and 2016 budget. Mr. Sampson stated cash balance in General Fund is not an issue it is Budget Appropriation for 2016. Mr. McGraw moved to approve the one-time expenditure of \$40,690.00 from the Rainy Day fund for the buyout of unused sick days at retirement or severance. Mr. Larsh seconded and the vote was unanimous.

Mr. Larsh moved to approve the Supplemental Service contract of \$52.00 per hour for up to 10 hours per week with Amanda Parton for the 2016-2017. This is contracted services for Special Education. Mr. McGraw seconded and the vote was unanimous.

Mr. Sampson presented for adoption the second reading of policy Criminal Organization and Criminal Organization Activity. Mr. Larsh moved to adopt the Criminal Organization and Criminal Organization Activity policy. Mr. McGraw seconded and the vote was unanimous. New Policy is attached.

Mr. Sampson presented for adoption the second reading of policy Internal Control Standards. Mr. McGraw moved to adopt the Internal Control Standards policy. Mr. Larsh seconded and the vote was unanimous. New Policy is attached.

Mrs. Sarah Sabens requested permission to plan for a European trip in the spring of 2018. Mr. Larsh moved to approve the planning for a European Trip for Spring Break 2018. Mr. McGraw seconded and the vote was unanimous.

Mr. Miller presented AP – TIP IN a program to enhance our AP classes, utilizing a STEM Grant through Notre Dame. Provides training for teachers to improve AP classes and enrollment in our school.

Mr. Shannon requested permission to purchase new Elementary Math Textbooks for adoption. *Everyday Math* program by McGraw-Hill for grades kindergarten through fifth. Mr. McGraw moved to adopt *Everyday Math* by McGraw-Hill for grades kindergarten through fifth. Mr. Larsh seconded and the vote was unanimous.

Mr. Shannon presented a letter from Pat Burkhalter CEOC (County Education Outreach Coordinator) for the Clinton County Farm Bureau Inc. Board of Directors. She would like for her Young Farmer group to revamp the Elementary Courtyard into a viable outdoor classroom. It would be at no cost to the school corporation. They are looking into grants and would like to involve the FFA/Ag students, the Life Skills students and the Master Gardeners that teach or work at Clinton Prairie, along with the Farm Bureau Board members and community. Their purpose is to teach children where our food comes from and how to be good stewards of the land.

Gerard Skibinski (OMS) and Stan Smith (Gill Construction) reviewed project bids taken on May 12, 2016. Two bids were received for the base project. Alternate #1) New siding on existing maintenance building, Alternate #2) Elementary carpet replacement-Group A, Alternate #3) Elementary carpet replacement-Group B, Alternate #4) Elementary carpet replacement –Group C, Alternate #5) Elementary carpet replacement-Group D, Alternate #6) Elementary bleacher replacement, Alternate #7) Spandrel glass replacement, Alternate #8) EIFS repairs and recoating, Alternate #9) Door and hardware replacement-Group A, Alternate #10) Door and hardware replacement-Group B, Alternate #11) Door and hardware replacement-Group C, Alternate #12) Door and hardware replacement-Group D.

### **Project Base Bid**

#### **3D Professional Contracting, Inc. - \$1,838,000.00**

Alt. #1 - \$26,000.00, Alt. #2 - \$20,000.00, Alt. #3 - \$23,000.00, Alt. #4 - \$23,000.00, Alt. #5 - \$30,000.00, Alt. #6 - \$66,000.00, Alt. #7 - \$20,500.00, Alt. #8 - \$92,000.00, Alt. #9 - \$50,000.00, Alt. #10 - \$50,000.00, Alt. #11 - \$50,000.00, Alt. #12 - \$18,500.00

**MacDougall Pierce Construction, Inc. - \$1,920,000.00**

Alt. #1 - \$30,000.00, Alt. #2 - \$21,100.00, Alt. #3 - \$23,200.00, Alt. #4 - \$23,500.00, Alt. #5 - \$30,600.00, Alt. #6 - \$82,500.00, Alt. #7 - \$25,000.00, Alt. #8 - \$95,000.00, Alt. #9 - \$50,300.00, Alt. #10 - \$50,800.00, Alt. #11 - \$51,100.00, Alt. #12 - \$19,900.00

The board discussed ideas with Mr. Skibinski and Mr. Smith on what could be removed from the project list so it would be within our bond budget. It was decided to table a decision and meet again on Monday, May 23 to finalize the project list.

Information Items: April Nurse report. One-time special distribution per SEA 67 in which each taxing unit within the county will be getting a portion of excess money in the county trust account. Our portion will come as CAGIT (county adjusted gross income tax) to be deposited in our Rainy Day Fund in the amount of \$23,020.00. The board was also informed of the 2014-15 Teacher Evaluation ratings.

The meeting was adjourned at 8:15 P.M. on a motion by Mr. Larsh and a second by Mr. McGraw. The vote was unanimous

\_\_\_\_\_  
Dave Larsh, Secretary

Attest:

\_\_\_\_\_  
President

\_\_\_\_\_  
Member

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Member

**Criminal Organizations and Criminal Organization Activity in Schools**

The Board of School Trustees of the Clinton Prairie School Corporation Prohibits criminal organization activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Organization means a group with at least three (3) members that specifically:

- (1) Either:
  - A. Promotes, sponsors, or assists in; or
  - B. Participates in; or
- (2) Requires as a condition of membership or continued membership; The commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Criminal Organization Activity means a student who knowingly or intentionally actively participates in a criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization.

Per state law, a school employee shall report any incidence of suspected criminal organization activity, criminal organization intimidation, or criminal organization recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected criminal organization activity and who makes this report in compliance with the school corporation procedure is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected criminal organization activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal organization activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal organization activity is confirmed, according to the code of conduct. Consequences for a student who engages in criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal organization activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Criminal organization awareness education that shows promise of effectiveness based on research. The criminal organization awareness education information should be revised and updated regularly to reflect current trends in criminal organization and criminal organization-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to criminal organization involvement and an incentive to leave criminal organization involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

The policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide criminal organization prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on criminal organization prevention and intervention resources within a jurisdiction on a periodic basis. The criminal organization awareness information should be revised and updated regularly to reflect current trends in criminal organization activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support criminal organization prevention and intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

LEGAL REFERENCE: IC 20-26-18  
IC 20-33-9-10.5  
IC 35-45-9-1

Adopted 05/17/2016

## **INTERNAL CONTROLS**

All employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the school corporation shall act with due diligence in duties involving the school corporations' fiscal resources.

Per state law, the Board adopts the *Uniform Internal Control Standards for Indiana Political Subdivisions* in order to aid in the prevention and detection of fraud, financial impropriety, or irregularity.

The Clinton Prairie School Corporation shall be responsible to implement the internal control standards designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the school corporation and to recommend to the Board any policies or procedures required to carry out the standards.

Training shall be provided on the internal control standards and procedures to all school employees and newly hired employees whose duties include receiving, processing, depositing, disbursing, or having access to school and extracurricular funds. Such training should be given periodically to these employees whenever the standards have been changed or updated, including new school corporation policies and procedures relating to the internal control standards and training to refresh the employees on the standards requirements.

LEGAL REFERENCE: IC 5-11-1-27

Adopted 05/17/2016