

TRITON SCHOOL CORPORATION
ADMINISTRATION OFFICE
100 TRITON DRIVE
BOURBON, IN 46504-1801

***** BOARD MINUTES *****

Work Session, Finance Meeting, Reorganization & Regular Sessions January 9, 2017

The Board of School Trustees of Triton School Corporation, Marshall and Kosciusko Counties, met for a Work Session at 6:15 PM; a Board of Finance Meeting at 6:50 PM, and for Reorganization and Regular Sessions at 7:00 PM, in the Administration Office, 100 Triton Drive, Bourbon, Indiana, on January 9, 2017.

Members Present: Mrs. Amy Middaugh, Mr. Kevin Boyer, Mrs. Terri Barnhart, Mr. Ken Miller, and Mr. Steve Stichter were present for all of the meetings.

Members Absent: None.

Others Present: Mrs. Donna Burroughs – Superintendent, Mr. Tom McFarland – Business Manager, Mrs. Anita Haines – Corporation Receptionist, Mr. Jeremy Riffle – Elementary Principal, Mrs. Christine Cook – Data Assessment Coordinator, Mr. Robert Ross – Jr./Sr. High School Principal, and Mr. Jim Master – Reporter,

****** WORK SESSION ******

Mrs. Middaugh called the Work Session to order at 6:15 PM. Mrs. Middaugh, Mr. Boyer, Mrs. Barnhart, Mr. Miller, Mr. Stichter, and Mrs. Burroughs were present at the work session.

TOPICS OF DISCUSSION: 2017-2018 school calendar, and potential facility projects.

No other subject matter was discussed during the work session other than the subject matter specified in the public notice.

Adjournment The work session adjourned at 6:45 PM.

****** BOARD OF FINANCE ******

Mrs. Middaugh called the Board of Finance meeting to order at 6:50 PM. Mrs. Middaugh, Mr. Boyer, Mrs. Barnhart, Mr. Miller, Mr. Stichter, Mrs. Burroughs, Mr. McFarland and Mrs. Haines were present at the Board of Finance meeting.

Elections Mr. Stichter made a motion to elect Mrs. Middaugh as the President and Mrs. Barnhart as the Secretary of the Board of Finance. Mr. Miller seconded the motion and it carried 5-0.

Investment Report Mr. McFarland reviewed investments held by the Corporation and he stated that we have a total of \$2,451,918.48 in funds that are available. He requested approval for cancellation of two old outstanding checks, (payroll check #18770 in the amount of \$57.01, and vendor check #17918 in the amount of \$3.25) and for permission to receipt these voided checks into the general fund and transportation fund. Mr. Stichter made a motion to approve these requests and Mr. Miller seconded the motion and it carried unanimously.

Adjournment The meeting adjourned at 6:55 PM.

* * * * **REGULAR SESSION** * * * *

Mrs. Middaugh called the Regular Session to order at 7:00 PM. Mrs. Middaugh, Mr. Boyer, Mrs. Barnhart, Mr. Miller, Mr. Stichter, and everyone listed in "Others Present" were present at the Regular Session.

Consensus
Agenda

Mrs. Barnhart made a motion to approve accounts payable vouchers #2491 - #2648 in the amount of \$830,633.51, payrolls #25 – #26 and including the December 16th performance payroll in the amount of \$424,368.79, for a grand total of \$1,255,002.30; and to approve the minutes of the executive session, work session and regular session that was held on December 13, 2016. Mr. Stichter seconded the motion and it carried 5 – 0.

Patrons'
Comments

There were no patrons' comments.

Adjournment

The meeting adjourned at 7:02 PM.

* * * * **REORGANIZATION SESSION** * * * *

Mrs. Middaugh called the Reorganization Session to order at 7:02 PM. Mrs. Middaugh, Mr. Boyer, Mrs. Barnhart, Mr. Miller, Mr. Stichter, and everyone listed in "Others Present" were present at the Reorganization Session.

Oath of Office

Mr. McFarland administered the "Oath of Office" to Mrs. Middaugh and Mr. Boyer.

Election of
Officers

Mr. Stichter made a motion to retain the current slate of officers, Mrs. Middaugh as President, Mr. Boyer as Vice-President, and Mrs. Barnhart as Secretary of the Board of School Trustees. Mr. Miller seconded the motion and it carried unanimously.

Meeting Date,
Time & Location

Mr. Miller made a motion to continue having all regular meetings in the Administration Office at 7:00 PM, on the second Monday of the month, with the exception of the regular meeting in December and that date will be on December 12th. Mrs. Barnhart seconded the motion and it carried 5-0.

Appointments

TREASURER: Mr. Stichter made a motion to appoint Mr. Tom McFarland as the Corporation Treasurer. Mrs. Barnhart seconded the motion and it carried unanimously.

ATTORNEY: Mr. Stichter moved, Mrs. Barnhart seconded, and the motion carried 5-0, to retain the services of Mr. Timothy S. Shelly, Esquire, from the law firm Warrick and Boyn, LLP, as the Corporation Attorney. The firm's law office is located at 121 West Franklin Street, Suite 400, Elkhart, Indiana.

ISBA DELEGATE/LEGISLATIVE LIAISON: Mrs. Middaugh made a motion to appoint Mrs. Barnhart as the ISBA Delegate/Legislative Liaison. Mr. Stichter seconded the motion and it carried 5-0.

STUDENT HANDBOOK COMMITTEE: Mr. Stichter made a motion to appoint Mrs. Middaugh as the Board representative on the Elementary Student Handbook Committee, and to appoint Mrs. Barnhart as the Board representative on the Jr./Sr. High Student Handbook Committee. This was followed by a second from Mrs. Barnhart. The motion carried 5-0.

TEXTBOOK ADOPTION COMMITTEE: Mr. Boyer moved, Mr. Stichter seconded, and the motion carried 5-0, to appoint Mrs. Barnhart as the Board representative for the Elementary Textbook Adoption Committee, and Mrs. Middaugh as the Board representative for the Jr./Sr. High Textbook Adoption Committee.

BOARD POLICY REPRESENTATIVES: Mr. Miller made a motion to appoint Mrs. Barnhart and Mrs. Middaugh as the Board Policy Representatives. This was followed by a second from Mr. Boyer. The motion carried 5-0.

Board Salaries	Mr. Miller made a motion to continue with the annual salary of \$1,500.00 for Board Members and to grant Board members the option of signing a waiver allowing individual members to accept a lesser annual salary which is to be determined by the individual member. Mrs. Barnhart seconded the motion and it carried 5-0.
Conflict of Interest Forms	Mrs. Burroughs informed the Board that each of them will need to sign a Uniform Conflict of Interest Disclosure Statement.
Adjournment	Mrs. Middaugh declared the meeting adjourned at 7:08 PM.

* * * * **REGULAR SESSION** * * * *

Mrs. Middaugh called the Regular Session to order at 7:08 PM. Mrs. Middaugh, Mr. Boyer, Mrs. Barnhart, Mr. Miller, Mr. Stichter, and everyone listed in "Others Present" were present at the Regular Session.

Personnel	<p>Mr. Miller moved, Mr. Boyer seconded, and the motion carried 5-0, to approve the following personnel items:</p> <ul style="list-style-type: none"> • Hire Mrs. Ashley Doll as the Elementary Secretary-ECA Treasurer, retroactive to her start date of January 4, 2017; • Hire Mr. Blake Schori as the Boys' Varsity Assistant Golf Coach, contingent upon the number of student athletes on the golf team, supporting the need for an assistant coach; • Hire Mrs. Lori Shively as the Fifth Grade Girls Basketball Coach; • Hire Mrs. Erin Feldman as the Sixth Grade Girls Basketball Coach; • Utilize Mr. Tim Shively as a volunteer in the fifth grade girls basketball program and Mrs. Amy Middaugh as a volunteer in the sixth grade girls basketball program; and • Approve a salary increase for Mrs. Anita Haines, retroactive to the December 23, 2016 payroll, for receiving a Human Resources Specialist certification from the Indiana Association of School Business Officials.
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Mr. Stichter made a motion to approve new contracts for teachers and administrators for the 2016/2017 school year. Mrs. Barnhart seconded the motion and it carried unanimously.

Corporation Policy – First Reading	Mrs. Burroughs gave a synopsis of the Corporation policies that are new policies and existing policies that need to be updated as per the recommendation of NEOLA. This is considered the first reading of the new policies and proposed revisions.
Other Business	<p>Mr. McFarland explained the End of Year Allowance of Transfers in the 2016 budget. Mr. Boyer made a motion to approve the transfers as presented. Mrs. Barnhart seconded the motion and it carried 5-0.</p>

Mrs. Burroughs apprised the Board of Ms. Heather Barron's resignation from the Bourbon Public Library. She stated that the Corporation contracted with the Bourbon Public Library for Ms. Barron to oversee the library at the Jr./Sr. High School. Mrs. Burroughs requested that the Interlocal Agreement for the Provision of Professional Library Services contract between Triton School Corporation and the Bourbon Public Library Board be canceled as of June 30, 2017, and that the Corporation pursue having a teacher at the Jr./Sr. High School receive the proper certification to oversee the library. Mr. Stichter moved, Mr. Boyer seconded, and the motion carried 5-0 to approve Mrs. Burroughs requests.

Subsequent to Mrs. Burroughs recommendation, Mr. Miller made a motion to utilize February 20 and April 14, 2017 as student make up days. Mrs. Barnhart seconded the motion and it carried unanimously.

Other Business (Cont.)	Mr. Riffle and Mr. Ross reviewed the school letter grade reports for their respective buildings. Both of the buildings received a letter grade of a “B” for the 2015/2016 school year, netting an overall letter grade of a “B” for the Corporation. Mrs. Burroughs reported that Triton teachers received the highest amount in performance awards in relation to any of the schools in our vicinity.
Superintendent’s Report	<p>Mrs. Burroughs identified the following core values that have been recognized since the previous meeting:</p> <p>Continuous Improvement: The in-service sessions that were held at both buildings on January 4th shows continuous improvement. The teachers worked diligently and the administrators planned appropriately to provide professional development for the staff.</p> <p>High Expectations: Triton teachers receiving the highest performance award pay in our area is evidence of high expectations. Our teachers have worked hard and they’ve done a great job.</p> <p>Shared Leadership: Our extra-curricular coaches and sponsors of winter activities is representative of shared leadership. Our coaches and sponsors are ambassadors for Triton School Corporation.</p> <p>Social Responsibility: We received many thanks from Triton patrons for the holiday assistance projects throughout the community.</p> <p>Evidence-Based Decision Making: We have upcoming meetings scheduled to make presentations on our future facility needs and on the Corporation finances. Triton staff members are invited to attend a meeting on January 12th at 7:30 AM in the Elementary media center. Meetings will be held in the auditorium at the Jr./Sr. High School on January 23rd at 7:00 PM, and January 24th at 1:00 PM for the general public. A meeting was previously held on January 4th for Jr./Sr. High School staff members.</p> <p>Accountability: Our new plan for the librarian exhibits accountability.</p>
Patrons’ Comments	There were no patrons’ comments.
Building Reports	Mr. Riffle gave an update on events at the Elementary and Mr. Ross reported on events at the Jr./Sr. High School.
Adjournment	There being no other business to come before the Triton Board of School Trustees, Mrs. Middaugh declared the meeting adjourned at 7:47 PM.