

Western School Corporation

Russiaville, IN 46979

August 19, 2014

Minutes of the regular meeting of the Western Board of School Trustees held on August 19, 2014

Members Present: Don Wells, Mike Koloszar, Harry Kenworthy, Linda Singer, J. Conrad Maugans, Jon Marley and Donna Shepherd

Members Absent: None

Others Present: Randy McCracken, Abby Rodgers, Heather Hendrich, Pam Carter, Lissa Stranahan, Craig Shearer, Mike Therber, Jeff Qualkinbush, Andy McNeilly, Bart York, Joshua Larsh, Pat Quillen, Matt and Laura Carver, Julie Pownall, Kendra Metcalf, Jill Newby, Rick Davis, Jim McIntyre, Katie Sundheimer, Emily Klingler, Steve Arthur and Bev Austin

Item #1 – Opening of the Meeting

Mrs. Singer called the meeting to order at 6:17 p.m.

Item #2 – Approval of the Agenda

Mr. McCracken indicated that there were additions to agenda item #19, personnel. Mr. Maugans made a motion to approve the agenda as amended by Mr. McCracken. Mr. Koloszar seconded the motion which passed 7-0.

Item #3 – Approval of the Minutes

Mrs. Shepherd made a motion to approve the minutes of both the regular meeting and executive session from July 15, 2014. Mr. Kenworthy seconded the motion which passed 7-0.

Item #4 – Opportunity for Public Comment

There were no comments from the public.

Item #5 – Panther Pride

Mr. McCracken shared a letter from the IU Honors Program in Foreign Languages for HS Students regarding Aron Barrera.

Mr. Kenworthy shared that Aron is a great young man, and we should be proud that he is a Western student.

Item #6 – Reports

1. **Director of Finance:** Mrs. Carter submitted the following report:

WESTERN SCHOOL CORPORATION
TREASURER'S REPORT
BOARD MEETING 08/19/14

Bank Balance

FFBT- Checking Account Balance 07/01/14	\$5,685,291.14
Non-Revenue Receipts	223,239.05
MTD Revenue	1,433,963.52
Disbursements from Clearing Accounts	253,972.96
MTD Disbursements	<u>1,457,119.04</u>
Checking Account Balance 07/31/14	\$5,631,401.71
 Total Depository Balance 07/31/14	 \$5,631,401.71

Vendor Claims Submitted For Approval

#66042 - 66059 of 07/16/14 - 07/31/14	\$371,657.42
#66060 - 66237 of 08/01/14 - 08/19/14	<u>\$665,743.58</u>
TOTAL:	\$1,037,401.00

Payroll Claims Submitted for Approval

# 26 of 07/04/14	\$420,625.54
# 1 of 07/18/14	<u>\$373,129.91</u>
TOTAL:	\$793,755.45

Interest on Checking 01/01/14 to 07/31/14	\$4,477.63
pc	

Mr. Wells made a motion to approve the Treasurer's Report and Claim Docket. Mrs. Shepherd seconded the motion which passed 7-0.

2. Assistant Superintendent: Dr. Hendrich submitted the following report:

Items that I have been working on:

- Held bid meeting for Corporation Office Window Project on July 21, 2014
- Attended Budget Workshop on July 21, 2014
- Visited off-site reunification location to determine plans, should we ever need to evacuate campus and reunite our parents with their children
- Attended meeting with other area Directors of Transportation on July 25, 2014
- Overseeing installation of main entrances intercom systems
- Attended Juvenile Detention Alternatives Initiative of Howard County meeting on July 30, 2014
- Attended United Way 2-1-1 meeting held on August 7, 2014
- Established CPR/AED training dates for staff to be held here on campus on a monthly basis
- Planning transportation needs for the 2014-2015 school year for Western School Corporation students, Life Skills, Head Start, Bona Vista, and School for the Blind/Deaf
- Scheduling Bus Evacuation and 'Intruder in the Building' drills with building principals

3. **Director of Technology:** Mr. Shearer submitted the following report:

Technology Board Update 8/19/14

1. Have been researching the option of moving to online board meeting process. There is a product a lot of K-12 Indiana schools are using called Board Docs. This is a subscription service we would pay per year. Here is the URL with additional information:

<http://boarddocs.com/Home.nsf/WebSuccess>

Features:

1. It allows online agendas public and private areas
 2. Anywhere access via web based access to board packets
 3. Search past meetings for archive reason or research
 4. Archive of all past meetings
 5. Updated live in real time
-
2. Organization of iPads for distribution (Summer process)
 3. Help desk tickets daily
 4. Working with office staff to complete Skyward beginning of year items.
 5. Ongoing state reports

4. Director of Exceptional Learners and Testing: Mrs. Stranahan submitted the following report:

Important Items from Wednesday, July 16, 2014 – Tuesday, August 12, 2014

- ❖ Attended WIDA training on July 17, 2014 at Perry Township as the new WIDA standards are effective this school year for the placement, instruction, and assessment of our English Learners
- ❖ Attended New Special Education Director's Conference on July 23, 2014
- ❖ Attended the Virginia Rojas conference on July 29, 2014 at Perry Township as a resource for our English Learners
- ❖ Interviewed and hired special education teacher paid through grant funding for the non-public school
- ❖ Interviewed and hired a Health/Instructional Aide to provide support and assistance for a high school student
- ❖ Conducted case conferences
- ❖ Interviewed and hired a secretary
- ❖ Met with staff of those working with an incoming Kindergarten student that will require special care to develop coordinated plan
- ❖ Met with special education teachers on opening teacher day
- ❖ Attended training for new paraprofessionals
- ❖ There is a new look to Indiana IEP and the new Indiana Academic Standards for English/Language Arts and Mathematics have been added to the IEP system.
- ❖ The new College and Career Readiness standards for ELA and Math have been adopted and are available online at www.doe.in.gov/standards as well as Test Blueprints that will help teachers prepare students for the new assessment this spring www.doe.in.gov/assessment/istep-grades-3-8 and www.doe.in.gov/end-course-assessments-ecas. Furthermore, a resource guide for special education, high ability, and English Learners is available at www.doe.in.gov/standards/special-populations-students. These have all been shared with the staff.

5. Superintendent: Mr. McCracken submitted the following report:

To: Members of the Western School Board
 From: Randy McCracken
 Re: Superintendent's Report
 Date: August 19, 2014

1. Preliminary Enrollment and Transfer Numbers

Preliminary Enrollments

Western Primary	K	1	2			Total
2009-2010	205	191	200			596
2010-2011	196	207	196			599
2011-2012	172	198	219			589
2012-2013	160	191	180			531
2013-2014	178	196	184			558
2014-2015 (8-12-14)	158	208	196			562

Western Intermediate	3	4	5			
2009-2010	192	156	183			531
2010-2011	180	214	156			550
2011-2012	183	187	218			588
2012-2013	214	172	209			595
2013-2014	189	225	175			589
2014-2015 (8-12-14)	204	186	219		6	615

Western Middle School	6	7	8			
2009-2010	189	197	198			584
2010-2011	209	199	195			603
2011-2012	208	212	202			622
2012-2013	234	214	221			669
2013-2014	214	236	213			663
2014-2015 (8-12-14)	183	209	244		3	639

Western High School	9	10	11	12		Total
2009-2010	195	214	208	190		807
2010-2011	207	197	205	204		813
2011-2012	197	206	193	211		807
2012-2013	217	201	205	182		805
2013-2014	218	212	192	198		820
2014-2015 (8-12-14)	220	215	208	189	9	841

Enrollment Totals and ADM

Year	Total	ADM
2009-2010	2518	2415.5
2010-2011	2565	2467
2011-2012	2606	2520
2012-2013	2600	2520
2013-2014	2627	2541
2014-2015 (8-12-14)	2657	2578

Transfer Students

Year	Accepted	Denied
2009-2010	21	3
2010-2011	58	18
2011-2012	64	4
2012-2013	90	29
2013-2014	76	8 (capacity)
2014-2015 (as of 8-12-14)	44	11 (capacity)
Totals	353	73

2. Budget – I would like to thank Pam for her work on the budget. Tonight I will be asking your permission to advertise Budget Form 3. Budget Form 3 must be advertised two times in two newspapers. Last month our Budget Calendar was approved, which stated the 1st advertisement will be on August 28, 2014 (must be at least 10 days prior to the public hearing) and the 2nd advertisement will be on September 4, 2014 (must be at least 3 days prior to the public hearing).

Form 3 contains our CPF plan and Bus replacement plan.

3. Estimate of General Fund Revenue – Attached is our DOE estimate of General Fund Revenue for the 2014-2015 school year. This is based on enrollment estimates that we submitted in June and on projections the state has made. Enrollment impacts our revenue so it is imperative for our enrollment to stay consistent. You can also see from the earlier enrollment information that transfer students play a substantial role in maintaining our stability. Based on our September ADM count, the actual amount we receive from the state may increase or decrease. The same holds true for second semester with the 2nd ADM count in February.

4. Overview of the Facility Planning Public Meeting on August 14, 2014 will be shared at the Board Meeting.
5. Performance Services' Quarterly Report (Attached)
6. 2014 ISTEP+ Results – Pat and Julie

Mr. Quillen, WIS Principal and Mrs. Pownall, WMS Principal, both shared presentations on ISTEP scores.

Item #7 – Approval of Resolutions

Mrs. Shepherd made a motion to approve the following resolution:

1. 1028-Preliminary Determination Resolution 2015 Multi-Purpose Facility Project

Mr. Maugans seconded the motion which passed 6-0-1, with Mr. Marley abstaining.

Mr. Maugans made a motion to approve the following resolution:

1. 1028-Reimbursement Bond Resolution, 2014 GO Bonds

Mr. Kenworthy seconded the motion which passed 7-0.

Mr. Maugans made a motion to approve the following resolution:

1. Additional Appropriation Resolution, 2014 GO Bonds

Mr. Kenworthy seconded the motion which passed 7-0.

Item #8 – 2015 Budget Form 3

Mr. Wells made a motion to approve the advertising of the 2015 Budget Form 3. Mrs. Shepherd seconded the motion which passed 7-0.

Item #9 – Facility Improvements

Mr. Kenworthy made a motion to approve the following items regarding facility improvements:

1. Baseball Backstop Contract
2. Window Replacement Quote Recommendation
3. 40th Parallel Survey Proposal

Mr. Koloszar seconded the motion which passed 7-0.

Item #10 – Strategic Plan

Mr. Maugans made a motion to approve the 2015-2020 Strategic Plan, which will go into effect January 1, 2015. Mrs. Shepherd seconded the motion which passed 7-0.

Item #11 – School Improvement Plans

Mr. Maugans made a motion to approve the school improvement plans of all four schools.

Mr. Maugans shared his appreciation for all of the hard work that went into preparing the plans. Mrs. Singer shared several comments directed at all four schools regarding several positive items that were included in each plan.

Mr. Wells seconded the motion which passed 7-0.

Item #12 – Support Staff Packet

Mr. Kenworthy made a motion to approve an adjustment to the annual pay section of the support staff packet as recommended by Mr. McCracken. Mrs. Shepherd seconded the motion which passed 7-0.

#13 – Handbook Addendum

Mr. Wells made a motion to approve an addendum to all school handbooks regarding bullying. Mr. Maugans seconded the motion which passed 7-0.

Item #14 – Bus Driver Incentives

Mr. Maugans made a motion to approve the request of Dr. Hendrich to offer some incentives to attract bus drivers. Mr. Wells seconded the motion which passed 7-0.

Item #15 – Acceptance of Donations

Mr. Maugans made a motion to accept the following donations:

1. Howard County School Employees Federal Credit Union, \$125.00 for school supplies
2. Donations to Purchase WMS staff shirts
3. Set of classroom atlases for WMS

Mr. Kenworthy seconded the motion which passed 7-0.

Item #16 – Transfer Student Capacity

Mr. Kenworthy made a motion to approve the revision to our transfer capacity guidelines as recommended by Mr. McCracken. Mrs. Shepherd seconded the motion which passed 7-0.

Item #17 – NEOLA

The Board was presented with the following policies/guidelines for first reading: 1240, 1241, 1543, 2700, 3124, 5114, AG 5114, 9270, 5320, AG5320, 2221, 8432, 0132.1, 1220, 8311, 3131, 1615, 3215, 4215, 5512, 7434, 5605, AG5605A, AG5605B, 5630.01V2, 5830, 8500, 8510, 8540, 9210, 9211, AG9211, 1617, 3217, 4217, 5772, 7217, AG5772

Item #18 –Background Check Guidelines

Mr. Maugans made a motion to approve guidelines to provide consistency for parent volunteer background checks. Mr. Kenworthy seconded the motion which passed 7-0.

Item #19 – Personnel

Mr. Maugans made a motion to approve the following personnel items:

1. Recommendations:
 - a. Joan Walls – Title I Aide, WIS
 - b. Kristina Harden – Kindergarten Teacher, WPS
 - c. Jeff Himelick – Bus Driver
 - d. Kathy Davis – HS Bookstore/ECA Treasurer, WHS
 - e. Rachel Csonka – Deaf and Hard of Hearing Interpreter, KASEC
 - f. Tiffany Herrera – 4th Grade Teacher, WIS
 - g. Erin Soutar – Early Morning Child Care
 - h. Sacha Gill – Spec Ed Aide, WIS/Volleyball Coach, WHS
 - i. Carrie Worland – Jump Start Aide, WIS
 - j. Janelle Quinn – Jump Start Teacher, WIS
 - k. Jennifer Broniak – 5th Grade Teacher, WIS
 - l. Cheryl Fry – Lifeskills Paraprofessional, KASEC
 - m. Teena McGuire – Cook, WMS
 - n. Traci DeHaven – Cafeteria Worker, WMS
 - o. Heather Kauffman – Title I Aide, WPS
 - p. Dean Ousley – Math Café, WHS
 - q. Haleigh Johnson – Kindergarten Teacher, WPS
 - r. Tina Smith – Temp Spec Ed Teacher, WSC
 - s. Kateland Alexander – 1st Grade Teacher, WPS
 - t. Amy Messer – Secretary, Admin
 - u. Jami Boe-Jeffery – Temp Health/Instructional Aide, WHS
 - v. Judith Leslie – Title I Aide, WPS
 - w. Becky Bulawa – Primetime Aide, WPS
 - x. Cynthia Bickford – Title I Aide, WPS
 - y. Kim McHaney – Spec Ed Teacher, WIS
 - z. Stacey Steele- Title I Aide, WPS
 - aa. Continued Employment: Rebecca King – Spec Ed Aide, WHS
 - bb. Kiersten Veldkamp – MS Drama Club

- cc. Gregg Lockwood – WYO/FCA, WHS
 - dd. Sherri Crowell – WHS Drama Club
 - ee. Katie Moore – Primetime Aide, WPS
 - ff. ECA Recommendations:
 - i. Adam Morelock, Co-sponsor Class of 2016
 - ii. Chelsie Lawson, Academic Fine Arts Team Coach/Art Club Co-sponsor
 - iii. Pat Waterman, Academic All Around Coach
 - iv. Steven Nichols, Chess Club
 - v. Livia Briar, Art Dept Chair
 - vi. Lacey Haseley, Social Studies Chair
 - gg. Principal and Asst Principal Contract Extensions
 - hh. Ashton Bray – Regular Contract, WPS
 - ii. Matt Carver – Interim Asst Principal, WHS
 - jj. Shannon Armstrong – Cafeteria Worker, WPS
 - kk. Maureen Beckwith – Cafeteria Worker, WMS
 - ll. Joshua Spencer – Temp Spec Ed Teacher, WSC
 - mm. Gail Karr – Title I Aide, WIS
 - nn. Ashley Tackett – English Café, WHS
2. Resignations:
- a. Jeanann Boswell, WPS
 - b. Della Clouse, MS Drama Club
 - c. Greer Pressgrove, WPS
 - d. Chrystal Campbell, KASEC
 - e. Robert King, WHS
 - f. Karon Johnson, WMS
 - g. Karen Keisling, Admin
 - h. Bobbie Egloff, WHS
 - i. Darcy Bennett, WIS
 - j. Allison Turner, 6th Grade Class Sponsor
 - k. Lacey Haseley, Sophomore Class Sponsor
3. Medical Leave:
- a. John Davis, Transportation
4. Personal Leave:
- a. Gena Harshman, KASEC
5. Coaching Resignation/Recommendations:
- a. Resignation
 - i. Kirby Booker, Girls JV Basketball, Varsity Softball Asst, Volleyball
 - b. Recommendations:
 - i. Chrystal Campbell, Jr High Volleyball
 - ii. Chad Coy, Jr High Football Volunteer
 - iii. Chad Shepherd, Jr High Football Volunteer
 - iv. Jennifer Zirkle, Varsity Gymnastics

6. Adjusted Hours:
 - a. Missie Ritchie, WPS
7. AMTAG Recommendations/Resignation:
 - a. Recommendations:
 - i. Jennifer Fisher, Spanish
 - ii. Jennifer Broniak, Dance
 - iii. Math Bowl, Liz Douglass
 - iv. Spell Bowl, Christy Unger
 - v. Heidi Webster, Crafts
 - vi. Liz Soutar, Yearbook
 - vii. Nicole Irwin, Random Acts of Kindness
 - viii. Liz Soutar, Tech/Media
 - ix. Teresa Mooney, Embroidery
 - x. Liz Douglass, Girl Power
 - xi. Randy Messner, Ashley Shanks, Meagan Dunn – Little Hoosiers
 - b. Resignation:
 - i. Nicole Irwin, Little Hoosiers

Mr. Wells seconded the motion which passed 6-0-1, with Mrs. Shepherd abstaining.

Item #20 – Professional Improvement Requests

Mr. Wells made a motion to approve the following professional improvement requests:

Jacob Turner – Conexus Training – Indianapolis – June 22-28, 2014

Lissa Stranahan – EL/Title III Directors Meeting – MSD of Lawrence Twp – August 22, 2014

Heather Hendrich – School Safety Specialist Academy – Indianapolis – September 29-30, 2014

Pat Quillen – School Safety Academy – Indianapolis – September 29-30, 2014

Lissa Stranahan – New Special Ed Director Training – Pike Township – July 23, 2014

Julie Pownall – Advanced School Safety Training – Indianapolis – September 29-30, 2014

Kay Lazar – Indiana Academic Standard Professional Development Conference – Indianapolis – October 1, 2014

Brooke Gibson – Indiana Academic Standard Professional Development Conference – Indianapolis – October 1, 2014

Twyla Carlson – RISE Training – WVEC – July 29-30, 2014

Twyla Carlson – School Safety Basic Training – Indianapolis – November 18-19, 2014

Suzi Morgan – Intro to IN Academic Math Standards – WVEC – August 27, 2014

Allyson Parker - Intro to IN Academic Math Standards – WVEC – August 27, 2014

Colleen Jankovich - Intro to IN Academic Math Standards – WVEC – August 27, 2014

Heidi Webster – STEM School Planning Retreat – Purdue – September 25, 2014

Madi Briscoe - STEM School Planning Retreat – Purdue – September 25, 2014

Cindy Eveland - STEM School Planning Retreat – Purdue – September 25, 2014

Liz Douglass - STEM School Planning Retreat – Purdue – September 25, 2014

Heather Yentes – Indiana Academic Standard Professional Development Conference – October 1, 2014

Mr. Koloszar seconded the motion which passed 7-0.

Item #21 – Board Member Roundtable

Mrs. Shepherd welcomed Matt Carver in his new role. She also thanked Mrs. Pownall and Mr. Quillen for their presentations on ISTEP, and shared that she has heard nothing but positive comments from patrons on the proposed building projects.

Mr. Maugans echoed the sentiments of Mrs. Shepherd.

Mr. Koloszar asked Mrs. Pownall about enrollment numbers.

Mr. Kenworthy commented on how large the current eighth grade class is.

Mr. Wells thanked everyone for their hard work.

Mrs. Singer shared that Mr. McCracken had recently held a cookout at his house for new teachers and what a great idea that was. She also thanked the principals for all of their hard work with the large amount of hiring this year.

Item #22 – Signing of Documents

The proper documents were signed.

Item #23 – Adjournment

The meeting was adjourned at 7:18 p.m.