

**Western School Corporation  
Russiaville, IN 46979  
November 15, 2011**

Minutes of the regular meeting of the Western Board of School Trustees held on November 15, 2011

Members Present: J. Conrad Maugans, Linda Singer, Harry Kenworthy, Don Wells, Jeff Davidson, Mike Koloszar, and Jon Marley (arrived at 6:07 p.m.)

Others Present: Rick Davis, Lissa Stranahan, Heather Hendrich, Steve Arthur, Allyson Gordon, Peggy Obermeyer, Greer Pressgrove, Alan Girton, Tammy and Brian Johnson, Brian Caldwell, Toni Miller, Jerry Scott Jr., Vanessa Scott, Cheryl Harshman, Julie Pownall, Danielle Rush, Abby Rodgers, Randy McCracken, Pam Carter, Taffy Clevenger, and Ralph Carpenter

Mr. Davidson led prayer and Mrs. Singer led the Pledge of Allegiance prior to the official opening of the meeting.

**Item #1 – Opening of the Meeting**

Mrs. Singer called the meeting to order at 6:02 p.m.

**Item #2 – Approval of the Agenda**

Mr. McCracken indicated that he had an addition to the Personnel section of the agenda. Mr. Maugans made a motion to approve the agenda as amended by Mr. McCracken. Mr. Davidson seconded the motion which passed 6-0.

**Item #3 – Approval of the Minutes**

Mr. Maugans made a motion to approve the minutes of the October 18, 2011 regular meeting. Mr. Davidson seconded the motion which passed 6-0.

**Item #4 – Opportunity for Public Comment**

There were no comments from the public.

**Item #5 – Panther Pride**

1. Mrs. Pownall shared the results of the WMS Junior Division Spell Bowl competition.
2. Mr. Davis shared that Matthew Cunningham was named an NHRP scholar.
3. Mr. McCracken shared with the Board that Ann Loveless and Carrie Worland were selected to serve with the textbook adoption process at the state level.
4. Mr. McCracken also shared on behalf of Mr. Berryman about the 8<sup>th</sup> grade cheerleader mentoring program.
5. Mr. McCracken and the Board congratulated Mr. Brian Caldwell and members of the WHS Marching Band on winning another state championship.

Mr. Marley arrived at 6:07 p.m.

**Item #6 – Reports**

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

WESTERN SCHOOL CORPORATION  
TREASURER'S REPORT  
BOARD MEETING 11/15/11

Bank Balance

FFBT Checking Account Balance 10/01/11	\$7,547,248.36
Non-Revenue Receipts	313,624.52
MTD Revenue	1,534,482.07
Disbursements from Clearing Accounts	347,159.89
MTD Disbursements	<u>2,022,700.38</u>
Checking Account Balance 10/31/11	\$7,025,494.68

Total Depository Balance 10/31/11	\$7,025,494.68
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Vendor Claims Submitted For Approval

#59977 - 59999 of 10/19/11 - 10/31/11	\$506,673.54
#60000 - 60185 of 11/01/11 - 11/15/11	<u>\$516,808.41</u>
TOTAL:	\$1,023,481.95

Payroll Claims Submitted for Approval

#7 of 10/14/11	\$524,818.32
#7a of 10/24/11	\$223.00
#8 of 10/28/11	<u>\$27,267.19</u>
TOTAL:	\$1,052,308.51

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Interest on Checking 01/01/11 to 10/30/11

\$14,369.54

pc

Mr. Wells made a motion to approve the Treasurer's report and claim docket. Mr. Davidson seconded the motion which passed 7-0.

2. Director of Transportation: Mrs. Clevenger submitted the following report:



**Western School Corporation  
Taffy Cooke, Director of Transportation, Safety, and Security**

## **November School Board Meeting**

### **Security**

**11/2 We had two drug dogs and a bomb dog here – they covered the middle school and a portion of the high school parking lot**

**Working with Mr. Berryman to improve supervision in weight room after school and also working on a better system for Saturdays to get lay coaches in the buildings without handing out keys to all of them.**

**Working with Ralph to get lighting for our bus lot – currently, the only lights we have are on the bus barn and the area where the buses park is quite dark – Ralph has obtained three quotes and has been so helpful in determining our needs out there.**

### **Transportation**

**Each of our drivers and most of our subs have completed a one-hour refresher course with our driver trainer on how to do a thorough pre-trip on their bus. Several of the seasoned drivers admitted that even they learned something!**

**Brenda Strunk and I met last week and are working together to get a plan in place to get our staff re-certified in CPR/AED usage.**

3. Director of Maintenance: Mr. Carpenter submitted the following report:

## Director of Maintenance Report

November 2011

- **Indoor Air Quality**

I have been taking part in webinars to increase my awareness of air quality issues that could affect our schools. I have recently participated in one for mercury and have Green Clean upcoming. I am also attending the Indoor Air Quality Workshop held at Lafayette, on 11-15-11. This workshop is to discuss the role of the IAQ coordinator, required school policies and building practices, and required signage.

- **Bus Lot Lighting**

With Mrs. Clevenger, we have discussed the need of security lighting at the bus parking area. We have contacted three contractors to discuss those needs and to obtain estimates for installation of needed lighting.

- **Roof**

We have met with four roofing contractors about the needed roof work. Our goal is to patch and repair at this time and develop a plan for next year for needed replacement of failing roof systems. We will review the bids and get repairs made as soon as possible.

- **Performance Project**

We have had an issue with the windows in the Intermediate building that are directly behind the newly installed room units. The windows are breaking due to thermal stress. Performance was notified, and is having all windows replaced that could be affected. Half of the windows were replaced on 11-5, with the remaining windows scheduled to be completed by 11-19. Test and Balance is also complete.

Respectfully Submitted,

*Ralph A. Carpenter*

4. Director of Technology: Mr. Taylor submitted the following report:

# Technology Director Report

November 8, 2011

## **HECC Conference**

Bill Maki and I will be attending the Hoosier Educational Computer Coordinators conference on November 9<sup>th</sup>, 10<sup>th</sup>, & 11<sup>th</sup>. We will be attending workshops on the first two days of the Conference. I will be attending workshops related to 1:1 computing and implementing mobile learning in the classroom. Bill will be attending a two-day workshop with Lightspeed which is the product we use for content filtering, Internet policies, and usage reports. I will be a co-presenter at one of the concurrent sessions on Friday on the topic of Data Management. This is the 25<sup>th</sup> annual HECC Conference and has grown to over 1000 attendees.

## **Staying Connected**

Mrs. Lissa Stranahan has been instrumental in organizing a special Staying Connected presentation on Wednesday, November 16<sup>th</sup> at 6:00 p.m. in the Auditorium. A description of the presentations is as follows:

Parents of all Western students K-12 are invited to a presentation on staying connected with school through our new Skyward information system plus how to stay connected at home with information from Lt. Donald Whitehead of the Kokomo Police Department Cyber Crimes Division who will address cyberbullying and keeping your kids safe in an online environment.

## **Required on-line ISTEP Testing**

We are again working toward meeting installation and testing requirements for on-line ISTEP testing next spring. We are currently scheduled to test 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, & 8<sup>th</sup> grade on-line for the multiple choice portion of the test.

## **Other Technology Items**

- We have completed our first round of Acuity testing in grades 3-8 and things went very well from the technology standpoint. There was a setup/configuration issue with Acuity that caused an incorrect test version to be assigned but that has been resolved.
- English 9 and English 10 teachers have received their initial training for Star Reading. This program is designed to diagnose and assess reading comprehension skills linked to the End of Course Assessment for English 10.

- We are currently working on installing new computers and printers for KASEC staff & teachers.
- Skyward Training
  - A special training session for principals and assistant principals was held this week to familiarize administrators with some additional features in Skyward including sending mass emails and messages to parents & students as well as some teacher tracking reports for grade distribution and grade book usage.
  - Our final formal Skyward training will conclude this Friday as our high school and middle school counselors will be trained to begin the scheduling process for next year.

5. Director of Special Education: Mrs. Reagle submitted the following report:

1. Private school services
  - a. Michelle Voss has reported to duty
  - b. Schedule to be set this week for Private schools and Headstart
  - c. Thanks to Heather and Nancy Erb at the Intermediate for finding Michelle a spot to “be” for computer use and lesson planning.
  - d. Compensatory special education services (services not available until special education teacher began Oct 31) will begin right away and will be completed soon.
2. Case conferences
  - a. November a very busy month 29 conferences held between 10/21 and 11/11. Thanks to the principals for helping out with meeting many timelines.
3. Trainings
  - a. Paraprofessional training for Life Skills paraprofessionals
  - b. Autism training for some teachers and paras in the Intermediate
  - c. Crisis Prevention Intervention training scheduled for 11/14 & 15
4. IDOE
  - a. Received Memorandum from IDOE for Finding of Noncompliance for Indicator 11 (Initial evaluations) and 12 (Preschool evaluations). I will be working with Cheryl Harshman to determine the required response. I believe there may be an error in some of the data IDOE used to determine the Finding of Noncompliance. This will be discussed in the upcoming 30 days.

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

1. Caring and Kindness Update – The Caring and Kindness Committee that was initiated last year met on October 27. During the meeting, we shared what was developed last year, “Western Cares”, shared all the initiatives the schools currently do, listed initiatives in the community, and reviewed the connection to Western’s Strategic Plan.

## Western Cares

The Western School Corporation commits to becoming a school corporation of excellence in citizenship through morally based programs that promote:

Character: Choosing to do the wise thing even when no one is looking

Attitude: Deciding to positively choose your reaction to things around you.

Respect: Showing others they are important by what you say and do.

Empathy: Recognizing and sharing another's feeling.

Self-Worth: Looking at yourself with confidence and satisfaction.

Attached is information from the meeting. I believe those in attendance were surprised at all that each building currently does to help and serve others. The next task for the committee is to look at two specific Strategic Plan Goals; "To Demonstrate Respect and Honor for Self and Others", and "To Improve and Enrich Student Learning and Promote Community Values" and then develop an action plan, which includes objectives, tasks/activities and strategies. The committee will then monitor the action plan for implementation and success.

In addition, the State is developing a Bullying curriculum, titled "Bully Safe Indiana". This curriculum is being piloted in Indianapolis. We plan to talk with the State more about the curriculum next week and look for ways to implement it within our Western Cares initiative.

2. Quarterly/Semi Annual Parent Meeting Emphasis – This community parent meeting is the result of a parent meeting I had this summer and is also a strategy of the Strategic Plan. The parents expressed concerns that we need to do more to help parents and victims when acts of violence occur. They also wanted to see more communication and education of parents and students on potential dangers and how to intervene.

Our first parent meeting is on November 16 at 6:00 p.m. in the auditorium. See the attached flyer. The session will include a presentation by Mr. Taylor on our new Skyward student management program and a presentation from Lieutenant Whitehead, from the Kokomo Police Department on internet dangers. The program is titled, "Staying Connected". This Spring we plan on having a second program on bullying.

3. Board Term and Election Update – I have been working with Jim McIntyre on developing a resolution for Western's School Board Elections that will comply with the new law regarding School Board Elections moving from the primary election in May to the general election in November. This

will change the term of a Board Member starting from July 1 to January 1 with the Board Officer elections taking place in January. This will also lengthen each of the current Board Members' term by six months.

4. Alternative School Update – Kristen Bundy is doing a great job establishing the Alternative School Program. She has contacted the State and is making sure that we meet all the requirements of the grant, which includes having an Advisory Committee. Attached is a program description. Most of the students in the Alternative School Program were not placed in the program due to disciplinary reasons. Most are the result of academics. Ms. Bundy, along with the students developed the attached point program that rewards students for good behavior and the completion of work. We have seen many positive changes in just a short period of time. An agenda item is the approval of fees for students in the Alternative School.
5. Immunizations Update – The number of students without the required immunizations continues to be reduced, however we continue to have a few that still have not complied. Indiana code and Board Policy are clear that students are not to attend school without the proper immunization or without submitting the required religious objection or immunization exception for a child's health. Indiana Code does allow for a waiver; however the waiver is for only 20 days. During the week of November 7, principals began making another round of calls requesting the required immunization records or verification of an appointment. Those who do not have the above information by November 14 will be suspended from school. We hate to have to take this action but we need to have all students in compliance. Additionally, some students on our list are still not compliant from the previous year. Immunizations can be obtained from the child's physician or the Board of Health.
6. Planning
  - Board Retreat Reminder – November 19
  - Miscellaneous Textbook Adoption

**Item #7 – Resolution Electing to Enlarge Participation in the Public Employees' Retirement Fund**

Mrs. Carter asked the Board to approve the Resolution Electing to Enlarge Participation in the Public Employees' Retirement Fund. Mr. Maugans so moved, seconded by Mr. Koloszar. The motion passed 7-0.

**Item #8 – Resolution to Transfer Appropriation**

Mr. Davidson made a motion to approve the Resolution to Transfer Appropriation regarding the Auditorium. Mr. Kenworthy seconded the motion which passed 7-0.

**Item #9 –Resolution for Rainy Day Fund**

Mr. Kenworthy made a motion to approve the Resolution for Rainy Day Fund. Mr. Koloszar seconded the motion which passed 7-0.

**Item #10 – Goals for Expenditure Categories**

Mr. Maugans made a motion to approve the Goals for Expenditure Categories as presented by Mrs. Carter. Mr. Davidson seconded the motion which passed 7-0.



### **Item #11 – Western Alternative Learning Center Fees**

Mr. Davidson made a motion to approve the Western Alternative Learning Center Fees as requested by Mr. Davis. Mr. Wells seconded the motion which passed 7-0.

### **Item #12 – Personnel**

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

1. Resignations:
  - a. Toni Smith, WHS Health Aide
  - b. Lisa Pierce, WMS Kitchen
  - c. Ron Smith, WMS Custodian
  - d. Rick Ryan, WHS Teacher
2. Recommendations:
  - a. Christy Miller, WHS Health Aide
  - b. Sallie Miller, WIS Title I Aide
  - c. Barbara Martin, KASEC Job Coach
  - d. RuthAnn Kirchgessner, Bus Driver
  - e. Mary Kelley, WPS Temp. Title I Aide
  - f. Stacey Hatfield, WPS Temp. Title I Aide
  - g. Jennifer Miller, WHS Spanish Teacher
3. Maternity Leave
  - a. Jessica Chaulk, WMS
  - b. Sabrina Blakley, KASEC
4. Additional Hours for ESL Aide
5. Paraprofessional Position – Life Skills Program
6. ECA/Volunteer Coaches:
  - a. **ECA Coaches**

Heidi Webster	8 <sup>th</sup> Grade Girls Basketball Assistant Coach
Michael Clark	Varsity Softball Assistant Coach
  - Volunteer Coaches**

Michael Laughner	8 <sup>th</sup> Grade Girls Basketball Volunteer Assistant
Bret Shepherd	Middle School Wrestling Volunteer Assistant
Ray Shepherd	Middle School Wrestling Volunteer Assistant

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

### **Item #13 – NEOLA**

Mr. Maugans made a motion to approve the following NEOLA policies: 0100, 0140, 0160, 1411, 1613, 1615, 2370, 2460, 3139, 3211, 3213, 3215, 4211, 4213, 4215, 5120, 5320, 5512, 6460, 6550, 7434, 7540, 7540.03, 7540.04, 8600, 9150, and 9160.

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

### **Item #14 – Elementary Wrestling Camp**

Mr. Maugans made a motion to approve the Elementary Wrestling Camp held on November 1-3 and November 7-9, 2011. Mr. Davidson seconded the motion which passed 7-0.

**Item #15 – Holiday Spirit Clinic**

Mr. Wells made a motion to approve the Holiday Spirit Clinic to be held on December 15, 2011. Mr. Davidson seconded the motion which passed 7-0.

**Item #16 – Purdue Boiler Bash Cheerleading Competition**

Mr. Davidson made a motion to approve the request by Allyson Gordon for the WHS cheerleaders to attend the Purdue Boiler Bash Cheerleading Competition to be held on January 28, 2012. Mr. Wells seconded the motion which passed 7-0.

**Item #17 – Professional Improvement Requests**

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

***Suzie Reagle*** – North Central Roundtable – Lafayette – December 12, 2011

***Suzie Reagle*** – North Central Roundtable – Frankfort – April 9, 2012

***Suzie Reagle*** – North Central Roundtable – Crawfordsville – May 7, 2012

***Patricia Waterman*** – Indiana Library Federation Conference – November 14-16, 2011

***Brian Caldwell*** – Conn-Selmer Band Instrument Company Pilot Program – Elkhart – November 22, 2011

***Randy Messner*** – Acuity Training – Hamilton Southeastern – October 31, 2011

***Lauren Caldwell*** – Acuity Training – Hamilton Southeastern – October 31, 2011

***Carrie Worland*** – Acuity Training – Hamilton Southeastern – October 31, 2011

***Heather Hendrich*** – Acuity Training – Hamilton Southeastern – October 31, 2011

***Jessica Coble*** – Indiana Foreign Language Teachers Assn. Conference – Indianapolis – October 28-29, 2011

***Jenny Bray*** – PVE Classroom Visit – Taylor – December 1, 2011

***Suzie Reagle*** – ISBA Conference – Indianapolis – November 18, 2011

***Cheryl Harshman*** – ICASE Committee on Teacher Evaluations – Indianapolis – October 24, 2011

***Randy McCracken*** – Classroom Walkthroughs, A Tool in the Improvement of Teaching and Learning – WVEC – January 19, 2012

***Randy McCracken*** – Building an Ideal Performance Pay Model – WVEC – December 7, 2011

***Twyla Carlson*** – 2011 Indiana State EL Conference – W. Lafayette – November 2, 2011

***Marti Lushin*** – 2011 Indiana State EL Conference – W. Lafayette – November 2, 2011

***Terra Neuhauser*** – 2011 Indiana State EL Conference – W. Lafayette – November 2, 2011

**Wendi Campbell** – 2011 Indiana State EL Conference – W. Lafayette – November 2, 2011

**Cheryl Harshman** – ICASE Meeting – Carmel – November 22, 2011

**Cheryl Harshman** – ICASE Meeting – Indianapolis – December 7, 2011

**Rick Davis** – IASP Fall Principals Conference – Indianapolis – November 21-22, 2011

**Randy McCracken** – IAPSS Annual Meeting – Indianapolis – November 30-December 2, 2011

**Patricia Waterman** – Indiana Library Federation Conference – Fort Wayne – November 14-16, 2011

**Ralph Carpenter** – Indoor Air Quality Workshop – WVEC – November 15, 2011

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

**Item #18 – Board Member Roundtable**

Mr. Koloszar and Mr. Wells both congratulated the WHS Band on their 4<sup>th</sup> straight win.

Mr. Kenworthy thanked Mr. McCracken and the Caring Committee for a very impressive meeting.

Mrs. Singer thanked the administration for being present at the Board meetings.

Mr. Maugans encouraged everyone to participate in the sock challenge, and shared that his church was doing its own sock challenge.

**Item #19 – Signing of Documents**

The proper documents were signed.

**Item #20 – Adjournment**

The meeting was adjourned at 6:35 p.m.