

**Western School Corporation
Russiaville, IN 46979
September 20, 2011**

Minutes of the 2011 Budget Hearing and the regular meeting of the Western Board of School Trustees held on Tuesday, September 20, 2011 at 6:00 p.m.

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

Others Present: Randy McCracken, Abby Rodgers, Pam Carter, Ralph Carpenter, Dick Taylor, Suzie Reagle, Melissa Myers, Jennifer Denham, Scott Fecher, Adam McDorman, April Beatty Smith, Liz Soutar, Erin Soutar, Amy Sutton, Lissa Stranahan, Jerry Paul, Ryan Berryman, Chris Lowry, Suzi Morgan, Ashleigh Burket, Mary Grinstead, Heather Hendrich, Steve Arthur, Heidi Webster, Katie Sundheimer, Rhondalynn Rushing, Julie Pownall, Matt Hines, Rick Davis, Danielle Rush, Bryan Gaskins, Chris Keisling, Cheryl Harshman, Laura and Dennis Spier

Mr. Kenworthy opened the meeting with prayer and Mrs. Singer led the Pledge of Allegiance.

Budget Hearing

Mrs. Singer opened the hearing at 6:00 p.m. Mr. McCracken thanked Pam Carter for her hard work getting the budget prepared. He also indicated that an updated CPF Plan was at each Board member's seat. Mr. McCracken reviewed the budget information and forms, including the resolutions.

There were no comments from the public.

Mr. Maugans made a motion to approve the following:

1. Resolution to adopt the CPF Plan
2. Resolution to adopt the Bus Replacement Plan
3. The Tax Neutrality Resolution

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

Mrs. Singer closed the hearing at 6:05 p.m.

Regular Meeting

Item #1 – Opening of the Meeting

Mrs. Singer called the meeting to order at 6:06 p.m.

Item #2 – Approval of the Agenda

Mr. McCracken indicated that he had items to add to the Personnel section of the agenda. 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

Mr. Kenworthy made a motion to approve the minutes of the August 16, 2011 regular meeting. Mr. Marley 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 the following with the Board:

1. Mr. Jerry Paul, Veterans for a Better Community, presented an award to Western School Corporation for collecting over one million tabs for the Ronald McDonald House.
2. Pictures from Mrs. Unger's class reading to Mrs. Nicholson's Life Skills class were shown.
3. A letter from Katie Denta, former WHS student, thanking Mr. Davis and his staff for preparing her for college.
4. Mr. Davis, WHS Principal, presented the ACT scores.
5. Western School Corporation's AYP/PL221 results.

Item #6 – Reports

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

WESTERN SCHOOL CORPORATION
 TREASURER'S REPORT
 BOARD MEETING 09/20/11

Bank Balance

FFBT Checking Account Balance 08/01/11	\$4,730,200.77
Non-Revenue Receipts	4,201,053.50
MTD Revenue	2,038,827.37
Disbursements from Clearing Accounts	186,674.92
MTD Disbursements	<u>2,185,379.58</u>
Checking Account Balance 08/31/11	\$8,598,027.14

Total Depository Balance 08/31/11 \$8,598,027.14

Vendor Claims Submitted For Approval

#59553 - 59582 of 08/17/11 – 08/31/11	\$929,447.18
#59573 - 59766 of 09/01/11 – 09/20/11	<u>\$677,113.19</u>
TOTAL:	\$1,606,560.37

Payroll Claims Submitted for Approval

#2 of 08/05/11	\$374,576.41
#2a of 08/08/11	\$2,678.00
#3 of 08/19/11	<u>420,249.02</u>
TOTAL:	\$797,503.43

 Interest on Checking 01/01/11 to 08/31/11 \$10,843.38

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 Maintenance:** Mr. Carpenter submitted the following report:

Director of Maintenance Report

September 2011

- Primary and Intermediate Project
 - Primary boiler start-up 9-15
 - Intermediate boiler start-up this week
- Primary and Intermediate Playgrounds
 - Nature walk cleared, and sprayed for ivy
- Required inspections and certifications
 - Boiler Inspections Complete
 - Opening and cleaning
- Roof
 - Roof Asset Management Program (Garland)
- Energy Savings
- Head Custodians
 - Reducing multiples
 - Finding the most cost effective products

Respectfully Submitted,

Ralph A. Carpenter

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

September 14, 2011

Skyward

I have been very pleased with our transition to Skyward. Although there are significant learning curves to overcome at some levels, the process has been going very well despite the enormous amount of setup and configuration required. I am currently working on making sure every student is coded properly for our count day this Friday and making sure our Mid-Term reports are available early next week. We are conducting before/after school Skyward Q&A sessions for teachers that may have questions and to reinforce the peer training they received. We have launched the Family Access module for parents to have access to grades and other information online. The feedback I have received has been overwhelmingly positive from parents. We are still working on getting as many parents as possible to provide email addresses as we attempt to communicate electronically with parents & guardians as much as possible. In just the past two days (Sept. 12 & 13) we have recorded 880 Family Access logins.

There is a Skyward Users Conference in Indianapolis on October 13th that we will plan to send 4-5 staff members to for additional training.

Start of School

With the amount of support devoted to Skyward it has been a challenging start to the school year. Our staff has been working very hard to handle all of the requests. We are currently “caught-up” with all of the data imports to the various student applications including Keyboarding programs, Accelerated Reader, and numerous textbook online systems – some of these are new that correspond to the new textbooks. We have run into some phone expansion issues with the addition of the KASEC employees and we are very close to having those issues resolved.

Our new web site has also been received very well and we have been spending a considerable amount of time getting caught up with additional web page updates and training building-level staff to be able to update their individual web sites.

State Reporting

State reporting has also been a challenge as we move to Skyward and adjust to new processes to make sure student data is recorded properly. One element that has caused considerable extra work is Racial/Ethnic codes. Our old system did not accurately meet Federal data reporting requirements and in the transition to Skyward we have to clean up our Federal Race codes on several students. Our Real Time report is working very well and we are preparing for our Membership report based on September 16th count day. Work is also underway for the Vocational Education report that we are going to pull from Skyward. I am also in the process of finalizing our Title I data submission as we had to wait until the completion of the Jump Start session to complete that data.

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

1. Life Skills classrooms
 - a. Materials and equipment are in process as part of a Assistive Technology Grant from IDOE

2. Case conferences held between 8/22-9/16
 - a. Primary 9
 - b. Intermediate 14
 - c. Middle School 9
 - d. High School 18
 - e. Private school 2
 - f. First Steps/Preschool 2

3. Indiana IEP
 - a. This system is beginning to show signs of stability. Teachers are beginning to use the program for preparing notices and drafts for case conferences.
 - b. Trainings soon to be scheduled

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

1. ADM Comparison will be shared at the meeting.

2. Immunizations – Currently we have the following number of students needing immunizations in each building:
 - Primary – 38
 - Intermediate – 8
 - Middle School – 115
 - High School – 30

Most are due to newly enrolled students or those entering the 6th grade and are being affected by the new laws. The nurses are beginning to make calls. Parents who do not respond to the nurses' calls will receive a call from the building principal or me.

Students in grades 6-12 must have all required immunizations as in the past but now must also have 2 doses of varicella (chickenpox) vaccine on or after the first birthday or a written history of the disease. A signed written statement from the parent/guardian is acceptable for proof of immunity but must include the month and year the disease occurred or the age of the child when the disease occurred. These students must also have a dose of tetanus-diphtheria-acellular pertussis (Tdap) given on or after 10 years of age (this is a booster to the additional 5 they must already have). The other requirement for this age group is a dose of meningococcal conjugate vaccine (MCV4). This actually went into effect last school year (2010-2011).

For this school year, in addition to all other required immunizations for students entering kindergarten and 1st grade, they must now have 2 appropriately documented varicella (chickenpox)

vaccines, or physician documentation of disease history (parent letter does not work for this age group), or laboratory evidence of immunity. Also, if a child receives one vaccine and then subsequently has chickenpox, the second dose of varicella is not needed, just the proper documentation.

3. WESTAG - The first BBPC meeting of this school year is scheduled for September 22, from 4:00 till 5:15 p.m.

4. Pine Valley – Homework Club and School Connection

The Kokomo Housing Authority provides a tutor for students in grades K-12 who live in Pine Valley. Currently the tutor is available to assist students as needed. Earlier this year, I met with Deborah Harsh, Pine Valley Tutor to see how we could help. From our conversation, we determined that providing the link between the school and her would provide the greatest assistance.

I have met with all Primary and Intermediate teachers who have students in their class that live in Pine Valley. The teachers have been given a packet to send home to the parent/guardian describing the Homework Club and provides for the release of information between the school and tutor. Our teachers are very receptive to making this connection and providing resources for Deborah.

5. Ivy Tech will have their Kick-off Celebration to their Mentoring Program titled “boMANi” at Western on September 23, 2011 from 7:30 to 8:30. Sgt. Harvey Walden of VH1 Celebrity Fit Club will be present to take our advanced P.E. students through a work-out. The mentoring program targets the African American male student, in an effort to help this population be successful in completing their degree.

6. Curriculum

- Curriculum Mapping Updates
- Textbook Adoption
 - Miscellaneous
 - Art
 - Music
 - Business Education
 - Industrial Technology Education
 - Family and Consumer Science
 - Physical Education
 - We are having a few challenges getting the correct math materials from last year’s adoption for grades 1-5. The company initially sent all Common Core material and nothing including the Indiana Academic Standards. The material we requested had a combination of the two as required for the transition to the Common Core. The correct material was to be shipped right away but as of this date, we have not received the material. Teachers in these grades have now reviewed the materials and will supplement the Common Core resources with the Indiana Academic Standards to ensure all necessary content is covered.

7. Private School Teacher – The special education law requires public schools to use a proportionate share of their federal dollars received to provide special education services for students attending private schools, which are located within the boundaries of the public school district. Initially, we had planned to meet this requirement through the use of an instructional assistant, as requested on July 5 with Teacher of Record responsibilities being assigned to a teacher at Western. After further

discussion and knowing the proportionate share amount, we have now determined that it would be best to hire a part-time special education teacher, who could also serve as Teacher of Record. This could develop into a full-time position with the change in the use of Additional Pupil Count (APC) dollars from the state, effective January 1, 2012.

We have now posted for a part-time special education teacher who would serve identified special education students who attend St. Joan, Victory Christian Academy, Chapel Hill, and Home Schooled students within our district. In the past, this staff member was provided by KASEC but prior to the reorganization, this person was reassigned. This is a new position to Western as the LEA, so I ask your approval to create the position for KASEC.

8. Before School Child Care – In the past, we have discussed the need for before school child care for middle school and high school staff members with younger children in the Primary and Intermediate. The recent trend was for staff to bring their children to school and have the child remain in their class or work area until the time for the elementary buildings to begin. This situation was not ideal. To address the issue, we have begun a Before School Child Care Program at minimal cost to the staff. The current cost is \$2 per day per student. We need 10 students daily to cover the cost. Currently we have two aides that will provide the supervision. The aides will work out their supervision days and act as back-ups for one another should one be ill. The aides will be paid \$11.15 per hour and will supervise the children from 7:10 a.m. till 8:40 a.m. daily. Since this service takes place on school grounds, I ask for your official approval.
9. Wabash Valley – I recently met with representatives from Wabash Valley to determine the cost associated with the membership in comparison to the savings. I also discussed the membership with our principals. After review and discussion, I have determined that we should continue to be a part of the organization.
10. Planning
 - Teacher Evaluation
 - Caring and Kindness
 - Tutoring
 - Vinton Circle
 - Briarwick
 - Bradford Run
 - Fox Acres
 - Russiaville
 - E-Verify
 - ECA Accounts and Camps

As part of Mr. McCracken's report, approval was requested for a part time special education teacher; Mr. Maugans made a motion to approve this addition, seconded by Mr. Koloszar and passed 7-0. Approval was also requested to provide before school child care for employees. Mr. Marley made a motion to approve the child care program. Mr. Davidson seconded the motion which passed 7-0.

Item #7 Head Start MOU

Mr. Kenworthy made a motion to approve the Head Start Memorandum of Understanding. Mr. Wells seconded the motion which passed 7-0.

Item #8 – Curtis and Livers Agreement

Mr. Maugans made a motion to approve the agreement between Curtis and Livers LLC and KASEC. Mr. Davidson seconded the motion which passed 7-0.

Item #9 – Addendum to Handbooks

Mr. Davidson made a motion to approve the attached addendum to the Western School Corporation student handbooks. Mr. Kenworthy seconded the motion which passed 7-0.

B. Bullying

1. This rule applies when a student is:
 - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 - b. Off school grounds at a school activity, function, or event;
 - c. Traveling to or from school or a school activity, function, or event;
 - d. Using property or equipment provided by the school; or
 - e. Using data or computer software that is accessed through a computer, computer system, or computer network of the school corporation.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

Item #10 – Dual Credit Art History

Mr. Marley made a motion to approve the recommendation by Mr. Davis to offer a dual credit program for art history. Mr. Koloszar seconded the motion which passed 7-0.

Item #11 – Permission to Solicit Contributions

Mr. Wells made a motion to approve the request from Pat Berry, Western Middle School teacher, to solicit contributions for their celebration committee. Mr. Davidson seconded the motion which passed 7-0.

Item #12 – Food Service Labor Hours

Mr. Maugans made a motion to approve the adjusted food service hours, as requested by Emily Klingler, Food Service Director. Mr. Marley seconded the motion which passed 7-0.

Item #13 – Off Road School Bus Loading

Mr. Kenworthy made a motion to approve the off road school bus loading locations as requested by Taffy Cooke, Director of Transportation. Mr. Wells seconded the motion which passed 7-0.

Item #14 – Skeptics Club

Mr. Marley made a motion to approve the Skeptics Club as a new club for Western High School. Mr. Kenworthy seconded the motion which passed 7-0.

Item #15 – Acceptance of Transfer Students

Mrs. Singer made a motion to approve the following transfer students:

Malak Eltom – WPS
Cacin Mendenhall – WIS
Cameron Cornelius – WHS
Isaiah Ross – WPS
Jacob Howard - WMS

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

Item #16 – Personnel

Mr. McCracken asked that the Board vote on the following personnel items, and vote on the Varsity Girls Basketball Coach separately.

1. Leave of Absence:
 - a. Eleza King
2. Contract Cancellation:
 - a. Jeff Layden
 - b. David Wise
3. Permission to Post:
 - a. Alternative School Supervisor
4. Resignations:
 - a. Sharon Fields, Alternative School Supervisor
 - b. Toney Lorenz, Custodian
 - c. Jana Hyman, WMS Spec. Ed. Asst.
 - d. Trish Fausett, WIS Secretary
 - e. Pam Wood, Classroom Asst.
 - f. Melissa Ryan, WIS Aide
5. Recommendations:
 - a. Janet Penrod, Little Hoosier Parent Sponsor
 - b. Nhi Arslain, Additional Hours

- c. Janna Hyman, WMS Receptionist
- d. Kristi Orem, WPS Temp. Spec. Ed. Asst.
- e. Lisa Shoffner, WHS Study Hall Monitor
- f. Molly Amos, WHS English Inst. Asst.
- g. Shannon Blaisdell, WHS Student Council
- h. Sarah Stapleton, 9th Grade Sponsor
- i. Dawn Pemberton, WHS Science Dept. Chair
- j. Jim Clouse, WMS Spec. Ed. Asst.
- k. Sabrina Blakely, KASEC Paraprofessional
- l. Heather Prater, KASEC Language Facilitator
- m. Lisa Shoffner, 9th Grade Cheerleading
- n. Sarah Stapleton, WHS Student Council
- o. Nicky Rodman, 9th Grade Sponsor
- p. Jill LaCaille, Wit and Whims
- q. Andrew Bowers, WHS French Club
- r. Janna Hyman, 8th Grade Volleyball
- s. Elizabeth Douglass, AMTAG
- t. Emily Ruth, JV Cheer Coach
- u. Fall Coaches, as follows:

- i. Football

- Daryl Sears – 8th Grade Football Assistant (paid)

- Volleyball

- Janna Hyman – 8th Grade Volleyball (paid)

- Cheerleading

- Emily Ruth – Varsity Assistant (paid)

- Lisa Shoffner – 9th Grade (paid)

Della Clouse – 8th Grade (paid)

- v. Emily Klinger, Contract Change
 - w. Jolene Geisner, WIS Secretary
 - x. Sherry Riley, Homebound Instruction
 - y. Suzie Reagle, Homebound Instruction
6. Maternity Leave:
- a. Tricia Harlow
 - b. Micah Bruner

Item #17 – Staffing Needs

Mr. Davidson made a motion to approve the addition of a Reading Remediation/ESL Aide for the Intermediate School. Mr. Maugans seconded the motion which passed 7-0.

Item #18 – Overnight Field Trips

Mr. Maugans made a motion to approve the following field trips:

- a. FCCLA Fall Leadership Rally – 9/22/2011 – 9/23/2011
- b. FFA National Convention – 10/19/2011 – 10/21/2011

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

Item #19 – Just Run! Program

Mr. Marley made a motion to approve the Just Run! Program, as requested by Joni McCracken, Western High School. Mr. Kenworthy seconded the motion which passed 7-0.

Item #20 – Acceptance of Donations

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

- a. Howard Regional Health for \$1,000 donation toward the purchase of a band trailer.
- b. Panther Pack for \$2,000 donation for MS football pants.

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

Item #21 – Professional Improvement Requests

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

Professional Improvement Requests

September 2011

Cheryl Harshman – ISBA (Special Education Updates) – Indianapolis - November 18, 2011

Randy McCracken – 2011 New Superintendent’s Workshop – Indianapolis - September 13, 2011

Heather Hendrich – IAPSS Fifth Advanced Prospective – Indianapolis - September 21, 2011

Taffy Cooke – Security School Safety – Lafayette – September 14, 2011

Taffy Cooke – School Security – Indianapolis –October 26, 2011

Steve Arthur – School Safety Specialist Advanced Academy – Indianapolis – October 25-26, 2011

Matt Hines – Basic Safety Training – Indianapolis – November 15-16, 2011

Randy Messner – Acuity Assessment Training – Hamilton Southeastern Schools – August 30, 2011

Carrie Worland – Acuity Assessment Training – Hamilton Southeastern Schools – August 30, 2011

Lauren Caldwell – Acuity Assessment Training – Hamilton Southeastern Schools – August 30, 2011

Heather Hendrich – Acuity Assessment Training – Hamilton Southeastern Schools – August 30, 2011

Dick Taylor – UNITE Meeting – Brownsburg East Middle School – September 9, 2011

Heidi Webster – ICE Conference – Indianapolis – October 14, 2011

Angie Watson – ICE Conference – Indianapolis - October 14, 2011

Bill Maki – HECC Annual Conference – Indianapolis – November 9-11, 2011

Dick Taylor – HECC Annual Conference – Indianapolis – November 9-11, 2011

Heather Hendrich – School Safety Training – Indianapolis – October 25-26, 2011

Bobbi Myers – Stanz School Show – South Bend – September 21, 2011

Kim Deardorff – Stanz School Show – South Bend – September 21, 2011

Christy Frazier – Stanz School Show – South Bend – September 21, 2011

Lori Larimore – Stanz School Show – South Bend – September 21, 2011

Ralph Carpenter – Extreme Building Solutions – Great Lakes Science Center – September 27-28, 2011

Kristi Leap – Midwest School Social Work Conference – Indianapolis – September 29-30, 2011

Matt Nuss – Academic Coaches Conference – Indianapolis – October 4, 2011

Kay Lazar – Academic Coaches Conference – Indianapolis – October 4, 2011

Greer Pressgrove – Academic Coaches Conference – Indianapolis – October 4, 2011

Patty Young – Academic Coaches Conference – Indianapolis – October 4, 2011

Cheryl Harshman – ICASE – Indianapolis – September 9, 2011

Cheryl Harshman – North Central Roundtable Meeting – Crawfordsville – May 7, 2012

Cheryl Harshman – North Central Roundtable Meeting – Frankfort – April 9, 2012

Cheryl Harshman – North Central Roundtable Meeting - Lafayette – December 12, 2011

Suzie Reagle – Indiana IEP Resource Center: Writing Measurable Goals – Indianapolis – September 16, 2011

Patricia Waterman – ICE Conference – Indianapolis – October 13-14, 2011

Suzie Reagle – ICASE Fall Conference – Indianapolis – September 30, 2011

Cheryl Harshman – Indiana IEP Training – Indianapolis- September 15, 2011

Tammy Norman – Toddler Specialist National Conference – Indianapolis – September 8 &11, 2011

Sue Smolek – Vision Impairment Workshop – Indianapolis – September 23, 2011

Robin Auth – Skyward User Conference – Indianapolis – October 13, 2011

Sherry Yazel – Skyward User Conference – Indianapolis – October 13, 2011

Dick Taylor – Skyward User Conference – Indianapolis – October 13, 2011

Jolene Geisner – Skyward User Conference – Indianapolis – October 13, 2011

Matt Hines – Skyward User Conference – Indianapolis – October 13, 2011

Erika James – Indiana IEP Training – Western – TBD

Amy Lee – Indiana IEP Training – Western – TBD

Brittney Birk – Indiana IEP Training – Western – TBD

Linda Fairchild – Indiana IEP Training – Western – TBD

Barb Barrett – Indiana IEP Training – Western – TBD

Darcy Bennett – Indiana IEP Training – Western – TBD

Nancy Erb – Indiana IEP Training – Western – TBD

Carrie Worland – Indiana IEP Training – Western – TBD

Bev Austin – Indiana IEP Training – Western – TBD

Jenny Bray – Indiana IEP Training – Western – TBD

Allison Turner – Indiana IEP Training – Western – TBD

Kelly Wells – Indiana IEP Training – Western – TBD

Caden Cline – Indiana IEP Training – Western – TBD

Roger Guinn – Indiana IEP Training – Western – TBD

Angie Heston – Indiana IEP Training – Western – TBD

Kendra Metcalf – Indiana IEP Training – Western – TBD

Nicole Rodman – Indiana IEP Training – Western - TBD

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

Item #22 – Board Member Roundtable

Mr. Marley talked about considering the possibility of cross country/track being a credit for physical education.

Mr. Maugans thanked the staff of Western School Corporation.

Mr. Wells welcomed Chris Keisling to the corporation and wished him a successful season.

Mrs. Singer reminded the Board of the upcoming ISBA Fall Conference.

Item #23 – Signing of Documents

The proper documents were signed.

Item #24 – Adjournment

The meeting was adjourned at 6:58 p.m.