

Western School Corporation

Russiaville, IN 46979

November 17, 2015

Minutes of the regular meeting of the Western Board of School Trustees held on Tuesday, November 17, 2015.

Members Present: Don Wells, Harry Kenworthy, Mike Koloszar, Linda Singer, J. Conrad Maugans and Scott Gaskins

Members Absent: Donna Shepherd

Others Present: Randy McCracken, Abby Rodgers, Heather Hendrich, Pam Carter, Lissa Stranahan, Craig Shearer, Steve Arthur, Tracy Horrell, Allison Turner, Tim Turner, Kendra Metcalf, Nancy Erb, Christy Unger, Janelle Quinn, Liz Douglass, Lori Akers, Ryan Williams, Katie Sundheimer, Marti Lushin, Rick Davis, Josh Larsh, Kelly Tuberty, Brad and Suzi Morgan

Mrs. Singer led prayer and the Pledge of Allegiance prior to the official start 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 was tabling agenda item #15, WHS Tranquility Club. Mr. Maugans made a motion to approve the agenda as amended by Mr. McCracken. Mr. Koloszar 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 13, 2015 regular meeting. Mr. Gaskins seconded the motion which passed 6-0.

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

There were no comments from the public.

**Item #5 – Panther Pride**

Mr. McCracken shared the following:

1. Congratulations to both the WMS and WHS Spell Bowl Teams who advanced to State competition. WMS finished 4<sup>th</sup> in the State and WHS finished 5<sup>th</sup>.

2. WMS Battle of the Books were the final winners of their competition. Winners were Eliza Lutgen, Ethan Lutgen, Abigail Origer, Samantha Hubbard and Andrea Reeder.
3. WHS Marching Panthers won the 2015 ISSMA Class C State Marching Band Finals. This is their 15<sup>th</sup> State Title.

**Item #6 – Reports**

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

WESTERN SCHOOL CORPORATION  
 TREASURER’S REPORT  
 BOARD MEETING 11/17/15

Bank Balance

FFBT- Checking Account Balance 10/01/15	\$8,730,726.85
Non-Revenue Receipts	340,771.20
MTD Revenue	1,999,095.16
Disbursements from Clearing Accounts	339,657.49
MTD Disbursements	<u>2,213,794.91</u>
Checking Account Balance 10/31/15	\$8,517,140.81
 Total Depository Balance 10/31/15	 \$8,517,140.81

Vendor Claims Submitted For Approval

#68954 – 68990 of 10/14/15 - 10/31/15	\$994,430.50
#68991 – 69230 of 11/01/15 - 11/17/15	<u>\$1,363,581.28</u>
TOTAL:	\$1,131,011.78

Payroll Claims Submitted for Approval

# 7 of 10/09/15	\$553,701.81
#8 of 10/23/15	<u>\$543,360.61</u>
TOTAL:	\$1,085,397.35

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 Interest on Checking 01/01/15 to 10/31/15 \$10,718.37

Mr. Wells made a motion to approve the Treasurer’s Report and Claim Docket. Mr. Kenworthy seconded the motion which passed 6-0.

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

**From the Office of Dr. Heather Hendrich, Assistant Superintendent**

- Attached you will find School Liaison Officer Report Data for the month of October
- Completed and Submitted School Safety Grant asking for the following:
  - o Visitor Management System
    - Temporary time-stamped badge provided to all visitors with picture, reason of visit, and location of visit
    - Reports generated instantly of what visitors are in the building
    - Sex Offender database screening of all visitors
    - Student pick-up system will cross-reference to see if individual is a designated pick-up person for that child. A photo ID will be requested. This information will be logged in our system so we can easily retrieve information on any child that was picked up or left school early.
  - o Continuation of School Resource Officers

<u>Discipline</u>	<u>Transportation</u>	<u>Other</u>
10/2/15 (WHS)	10/2/15 (Assisted with vehicle accident	10/30/15(Spoke to Mrs. Engle's class at Middle
10/27/15 (WHS)	after a bus was rear-ended near High School Crosswalk)	School while they were discussing careers)
	10/28/15 (Assisted with student vehicle accident on Alto Road)	
*School Liaison Officers are also monitoring student drop-off and pick-up areas daily, including monitoring High School student drivers (especially in bad weather conditions).		
*School Liaison Officers are also checking exterior doors of all buildings daily.		
*School Liaison Officers are assisting with the supervision of lunch periods on a daily basis.		

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

**Technology Board Update 11/17/2015**

1. One of our main datacenter servers went down on 11/6/15 around 12PM. With the redundancy and resilience with our datacenter the impact was kept to a minimum and resources were back online within 3 to 5 minutes of the outage.
2. We will soon be allowing students to update iPads to iOS9 to give them more features and functions.
3. We have been having iPad supply issues the past month or so. The company we use for iPad repair and purchasing has been swamped in the past couple months. This has slowed delivery of repaired iPad as well as receiving additional inventory iPads for KASEC students.

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

*From the Office of Lissa Stranahan, Director of Exceptional Learners and Testing*

**Important Items from Wednesday Oct. 7, 2015 – Tuesday, Nov. 10, 2015**

***Title I***

- A recent memo from the IDOE concerning Title I was issued.
  - “Currently, the Indiana Department of Education is working with U.S. Department of Education (USED) through technical assistance to ensure that the allocation process used by Indiana is aligned with USED requirements. This technical assistance will result in final allocations in Indiana most likely being different than the original planning allocations sent on May 27, 2015. Some LEAs may see increases while others will see decreases in the amount preliminarily allocated for planning. Given that knowledge, it is recommended that a conservative approach to the expenditure of Title I funds be taken until the final allocations can be provided to all LEAs.”

***Testing***

- NCSC alternate assessment results have been made available to schools
- ISTEP results have been made available to schools
- Parents have access to their student’s ISTEP scores through the parent network beginning November 9, 2015

***Miscellaneous***

- Attended the State EL Conference hosted by WVEC in West Lafayette
- College visit with a class of seniors in Mrs. Metcalf’s class to IUPUI

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

1. **IDOE Inclement Weather Virtual Learning Application**

We have applied for the IDOE Inclement Weather Virtual Learning Option and have received approval. The following are two ways that we will use the days:

- On a Day of Inclement Weather – For this year, we plan to continue to try to forecast days so that we give teachers a two day notice so they can prepare the lesson and have their students download the needed material the day before the potential event. Eventually we would like to be able to call the use of elearning the morning of the event, but we are not quite there for all staff. Our goal is to be able to do this next year, which would require teachers to have the lesson and materials needed to their students by 9:00 a.m. on the day of the cancellation. This would also require more communication and planning with students and parents so they are equally as prepared.
- On a Make-Up Day – This option allows us to use elearning on an actual make-up day, such as Martin Luther King Day, Presidents Day, our snow make-up day in May, or any other given make-up day that could potentially be needed.

Based on the Virtual Learning Application and discussions during our elearning committee meetings, there are a few changes that will need to be made. In order for learning to be continuous, we want to make sure all teachers cover content that would have been covered had school been in session. Overall our teachers did a good job with this but we want to make sure we clearly communicate the requirement of the application to all teachers, parents, and students. It also means that in the event of a cancellation where elearning is used, we need students to come back to school with their lessons complete. To do this, we will no longer give all students a blanket two days to complete their work. Unless there are extenuating circumstances, work will be due at the start of the first back to school. In addition, instead of basing attendance on completed work, we will take attendance through the Learning Management System or by parents initialing assignment sheets for the younger grades.

To prepare for eLearning days this year, we will again have practice on campus runs in November and December. Technology Integrators are also providing training for staff and students and sending home information to parents. We have also surveyed staff and parents to gather more input on the elearning process and internet access away from the school.

2. Performance Services Report (see attached).

3. Planning

- Construction
  - Completion of Current Projects
  - Planning for South Gym Locker Room Renovation
- Beginning to Prepare for Contract Negotiations
- Professional Learning Communities Implementation – Year 1
- Beginning Stages of Planning for iPad Replacement
- Mathematics Textbook Adoption
- Planning for Next Teacher Development Committee Meeting

#### **Item #7 – Goals for Expenditure Categories**

Mr. Maugans made a motion to approve the goals for expenditure categories. Mr. Wells seconded the motion which passed 6-0.

#### **Item #8 – Designation of Depository**

Mr. Kenworthy made a motion to approve Bank of Berne as the depository for Western School Corporation. Mr. Koloszar seconded the motion which passed 6-0.

#### **Item #9 - School Calendars**

Mr. Kenworthy made a motion to approve both the 2016-17 and 2017-18 school year calendars. Mr. Gaskins seconded the motion which passed 6-0.

#### **Item #10 – Parent Teacher Conferences**

Mr. Maugans made a motion to approve the recommendation from Mr. McCracken to allow elementary teachers to conduct parent/teacher conferences in the evening on September 27, 2016. In exchange for working an extra half day on September 27, those choosing to do so only have to work a half day in the morning of September 28. Mr. Wells seconded the motion which passed 6-0.

#### **Item #11 – Make Up Day**

Mr. Gaskins made a motion to approve January 18, 2016 as a make-up day for the school cancellation on October 7, 2015. This day will be an elearning day. Mr. Maugans seconded the motion which passed 6-0.

#### **Item #12 – Bus Purchase Recommendation**

Mr. Koloszar made a motion to approve the bus purchase recommendation as presented by Dr. Hendrich. Clarification was made on the price comparison between the 84-passenger Bluebird bus to the 84-passenger Thomas bus. It appears from the specifications that Thomas was less expensive than Bluebird. However, in the specifications provided to the Board, the service credit and other dealer options (flip-up seats, camera system, and radio system) was not included in the Thomas quote. With these taken out of both, a Thomas 84-passenger bus would be \$116,149 and a Bluebird 84-passenger bus would be \$111,721.00. Consequently, due to the Bluebird being the lower quote, we asked for approval to purchase two 84-passenger Bluebird buses. Mr. Kenworthy seconded the motion which passed 6-0.

#### **Item #13 – New HS Courses**

Mr. Maugans made a motion to approve the addition of the following HS courses:

AP Computer Science

AP Art History

Earth and Space Science

Computer Illustration and Graphics

Technology Enterprises

Mr. Gaskins seconded the motion which passed 6-0.

**Item #14 – Surplus Property**

Mr. Koloszar made a motion to approve the declaration of the following as surplus property:

IKON copier at WIS

Mr. Gaskins seconded the motion which passed 6-0.

**Item #15 – WHS Tranquility Club**

This item was tabled.

**Item #16 – NEOLA**

Mr. Wells made a motion to approve policy 5111. Mr. Maugans seconded the motion which passed 6-0.

**Item #17 – Personnel**

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

1. Recommendations:
  - a. Jet Sundheimer –Temp Art Teacher, WPS
  - b. Terri Steele – Increase in Hours, WMS
  - c. Kelly Babbs – Cook, WHS
  - d. Kelly Bowman – Cafeteria Worker, WMS
  - e. Administrator/Director Contracts
  - f. Support Staff Pay Increase
  - g. Non Public Special Education Staff
  - h. Trevor Young, Varsity Wrestling Asst Coach
  - i. Jesse Archer, Varsity Wrestling Asst Coach
  - j. Toney Benedict, Jr. High Wrestling Coach
  - k. Roger Eubank, Jr. High Asst Wrestling Coach
  - l. Austin Shepherd, Wrestling Volunteer Coach
  - m. Brett Shepherd, Wrestling Volunteer Coach
  - n. Scott Goudy, Wrestling Volunteer Coach
  - o. Greg Cottingham, Wrestling Volunteer Coach
  - p. Ray Shepherd, Wrestling Volunteer Coach
  - q. Emily O'Brien, 8<sup>th</sup> Grade Girls Basketball Asst Coach
  - r. Greg Unger, Varsity Boys Basketball Asst Coach

- s. Monty Sanders, 7<sup>th</sup> Grade Boys Basketball Asst Coach
- t. John Capps, JV Boys Basketball Coach
- u. Bobbi Hillis, Boys Swimming Asst Coach
- 2. Medical Leave:
  - a. Melissa Carter, WHS
- 3. Maternity Leave:
  - a. Kirby Booker, WPS
  - b. Kateland Alexander, WPS
- 4. Resignations:
  - a. Ashley Hawkins, Early Morning Childcare
  - b. Jamie Howery, Boys Swimming Asst Coach
  - c. Ray Shepherd, Jr. High Wrestling Coach
  - d. Austin Shepherd, HS Asst Wrestling Coach
- 5. Support Staff Evaluation Rubric

Mr. Wells seconded the motion which passed 6-0.

**Item #18 – Professional Improvement Requests**

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

Steve Arthur – CPI Training – Western – January 11, 2016

Autumn Smith – Indiana Music Educator’s Assn Professional Development – Ft Wayne – January 14-16, 2016

Janel Baker – Indiana Music Educator’s Assn Professional Development – Ft Wayne – January 14-16, 2016

Heather Hendrich – Midwest Regional Turf Foundation Herbicide Workshop – Indianapolis – December 3, 2015

Jenna Maple – CPI Training – Taylor – January 11, 2016

Leslie Guy – Trauma Informed Care – Bowen Center – December 2-4, 2015

Catherine Phifer – CPI Training – Taylor – January 11, 2016

Gen Turner – CPI Training – Taylor – November 30, 2015

Suzie Reagle – ISBA Current Issues in Special Ed Conference - Indianapolis – November 13, 2015

Lori Meeks – CPI Training – Western – January 11, 2016

Lissa Stranahan – Transition to Committee Meetings – Lafayette – January 21 and April 21, 2016

Lissa Stranahan – CPI Refresher Training – Taylor – January 11, 2016

Leslie Guy – CPI Training – Taylor – November 30, 2015

Carrie Worland – CPI Training – WSC – January 11, 2016

Nicole Irwin – CPI Training – Taylor – November 30, 2015

Erika James – CPI Training – Taylor – January 11, 2016

Jill Wyrick – CPI Training – Taylor – November 30, 2015

Amy Breisch – CPI Training – Taylor – January 11, 2016

Tina Smith – CPI Training – Taylor – January 11, 2016

Twyla Carlson – CPI Training – Taylor – November 30, 2015

Susan Workman – CPI Training – Taylor – January 11, 2016

Suzie Reagle – IASP Region III Workshop – Lafayette – December 3, 2015

Kathy Roberts – IASP Region III Workshop – Lafayette – December 3, 2015

Judey Budenz-Anders – IASP Region III Workshop – Lafayette – December 3, 2015

Steve Hoheimer – IASP Region III Workshop – Lafayette – December 3, 2015

Amy Auzins – IASP Region III Workshop – Lafayette – December 3, 2015

Heather Wheeler – CPI Training – Taylor – November 30, 2015

Jennifer Bray – CPI Training – Taylor – January 11, 2016

Melissia Grant – Ivy Tech Dual Credit Professional Development – Lafayette – December 1, 2015

Dan Healton – IMEA Professional Development Conference – Ft Wayne – January 15-16, 2016

Keith Whitford – Midwest Band/Orchestra Clinic – Chicago – December 17-18, 2015

Tracy Horrell – CPI Training – Taylor – November 30, 2015

Pat Quillen – CPI Training – Taylor – January 11, 2016

Melissia Grant – Winter Ag Teacher Workshop – Trafalgar – January 14, 2016

Matt Carver – IASP Asst Principal Conference – Indianapolis – November 20-21, 2015

Madison Quinnette – STEM Conference – Purdue – January 14, 2016

Cynthia Eveland – STEM Conference – Purdue – January 14, 2016

Monica Zavala – STEM Conference – Purdue – January 14, 2016

Heidi Webster – STEM Conference – Purdue – January 14, 2016

Liz Douglass – STEM Conference – Purdue – January 14, 2016

Melissa DeWeese – STEM Conference – Purdue – January 14, 2016

Mary Quinn – CPI Training – Taylor – November 30, 2015

Keith Whitford – CPI Training – Taylor – November 30, 2015

Heather Yentes – CPI Training – Taylor – November 30, 2015

Sacha Burkett – WHS IMA Field Trip – Indianapolis – December 8, 2015

NWEA Training

Mr. Gaskins seconded the motion which passed 6-0.

#### **Item #19 – Board Member Roundtable**

Mr. Wells thanked everyone for their prayers and well wishes regarding his recent surgery.

Mr. Kenworthy thanked everyone for the turnout at the meeting.

Mr. Koloszar congratulated the band and spell bowl teams.

Mr. Maugans shared how thrilled he is for the band and their success, acknowledging the sacrifices made by students, staff and parents to make their program so successful. He also praised the corporation for the academic successes as well.

Mr. Gaskins congratulated the fall sports on great seasons and wished everyone a Happy Thanksgiving.

Mrs. Singer shared several articles highlighting the many activities and accomplishments going on at Western. She also thanked the buildings for their newsletters.

#### **Item #20 – Signing of Documents**

The proper documents were signed.

#### **Item #21 – Adjournment**

The meeting was adjourned at 6:53 p.m.

