

Western School Corporation

Russiaville, IN

January 19, 2016

Minutes of the regular meeting of the Western Board of School Trustees held on January 19, 2016 at 6:00 p.m.

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

Members Absent: Linda Singer

Others Present: Randy McCracken, Abby Rodgers, Heather Hendrich, Pam Carter, Lissa Stranahan, Craig Shearer, Steve Arthur, Tracy Horrell, Katie Sundheimer and Rick Davis

Mr. Maugans led prayer and the Pledge of Allegiance prior to the official start of the meeting.

**Item #1 – Opening of the Meeting**

Mr. Maugans called the meeting to order at 6:01 p.m.

**Item #2 – Approval of the Agenda**

Mr. McCracken indicated that he had additions to agenda item #12, personnel and item #13, professional improvement requests. Mrs. Shepherd made a motion to approve the agenda as amended by Mr. McCracken. Mr. Gaskins seconded the motion which passed 6-0.

**Item #3 – Approval of the Minutes**

Mrs. Shepherd made a motion to approve the minutes of the December 30, 2015 special meeting and the January 5, 2016 reorganization meeting. Mr. Koloszar 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 with the Board:

- Congratulations to Taylor Frey, WHS, on being a 2016 recipient of the NCWIT Indiana Affiliate Awards for Aspirations in Computing
- Congratulations to our wrestling program, who received an IHSAA Exemplary Sportsmanship Report

**Item #6 – Reports**

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

WESTERN SCHOOL CORPORATION  
TREASURER’S REPORT  
BOARD MEETING 01/19/16

Bank Balance

FFBT- Checking Account Balance 12/01/15	\$8,579,559.25
Non-Revenue Receipts	1,348,909.21
MTD Revenue	3,593,183.03
Disbursements from Clearing Accounts	1,268,142.00
MTD Disbursements	<u>4,016,203.58</u>
Checking Account Balance 12/31/15	\$8,237,305.91
Total Depository Balance 12/31/15	\$8,237,305.91

Vendor Claims Submitted For Approval

#69505 – 69555 of 12/16/15 - 12/31/15	\$1,693,949.01
#69556 – 69680 of 01/01/16 - 01/19/16	<u>\$5,839,318.51</u>
TOTAL:	\$7,533,267.52

Payroll Claims Submitted for Approval

#11 of 12/04/15	\$567,351.41
#12 of 12/18/15	<u>\$550,862.44</u>
TOTAL:	\$1,118,213.85

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Interest on Checking 01/01/15 to 12/31/15 \$12,939.89  
pc

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

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

# Technology Board Update 1/19/16

1. We have been completing ISTEP Infrastructure tests in each of our buildings (checking our technology setup). The statewide “readiness” test is scheduled for 1/20/16.
2. We were able to update all core backend systems over Christmas break.
3. Working with wiring crews preparing for hooking up network in the Multi-Purpose building.

3. **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 Dec 9, 2015 – Tuesday, Jan 11, 2016**

### ***Special Education***

- SE report completed December 1. This is what generates the Additional Pupil Count (APC) funding from the State. A portion of the APC funding must be spent on the non-public school(s) within our district boundaries. This amount totals \$47,800 to be spent at St. Joan of Arc. We are in the process of hiring another special education teacher to help provide services with that funding.

### ***Testing***

- Preliminary school letter grades have been provided to corporations; however, those are still under embargo and cannot be released at this time. Estimates indicate grades will be released January 15, 2016.
- WIDA ACCESS2.0 window is open. This is the assessment for our EL students to determine their English proficiency.
- Window 2 of 3 for ISTAR is now open. This assessment is for students on a certificate of completion track in grades 3-10.
- ISTEP scores have been released and Western ranked 49<sup>th</sup> in the State and was at the top for Howard County for percentage of students passing both Math and ELA

### ***Miscellaneous***

- Developed a draft PLC Handbook
- Attended e-Learning Committee Meeting
- Attended KASEC Coordinators Meeting

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

To: Members of the Western School Board  
From: Randy McCracken  
Re: January Superintendent Report  
Date: January 12, 2016

1. Annual Performance Report – Due in April

2. School Make-Up Days/Elearning Days

October 7, 2015

Due to dense, lingering fog, school was cancelled on Wednesday, October 7, 2015. Because this was an unexpected cancellation, and because we had yet to be approved for the use of elearning as an alternative for inclement weather cancellations for the 2015-2016 school year, we have to make up the day.

The decision was made to use Martin Luther King Day (January 18, 2016), our first built-in make-up day to make up this missed day. The decision was also made to make this day an elearning day so teachers, parents, and students can plan and can become familiar with the process in case other elearning days are needed. We also did not want to plan for students to actually be on campus that day and by chance have a late cancellation that would then cause us to lose this day as a make-up day.

The plan for using Martin Luther King Day, January 18, 2016 as our first make-up day is as follows:

- Students will do elearning from home on January 18, 2016.
- Students will receive their elearning lessons before leaving school (those without Wi-Fi at home) or outside of the school day (those with Wi-Fi at home) on Thursday, January 14, 2016.
- Students and parents are encouraged to review the material prior to Monday, January 18. This is especially beneficial for those students who do not have Wi-Fi at home or will be at a day care provider on Monday and would not have the support needed to complete the work. If there are questions prior to Monday, students/parents may call and leave a message or email the teacher(s) with the question(s) and contact information so the teacher(s) can contact the student or parent on Monday.
- **Primary and Intermediate Teachers**
  - On Campus Time – Teachers will report to school on Monday, January 18 from either 9:00 a.m. till 12:20 p.m. or 12:20 p.m. till 3:40 p.m. Teachers are to let their Principals know the time chosen to be on campus.
  - On Call Time - Since elementary aged students are often at a child care provider, we are asking that the other half of the teachers' work time be from 3:40 p.m. till 7:00 p.m. so those parents who work during the day and/or need to help their child or children after the normal school day have time to contact their child's or children's teacher(s) if needed. Teachers will need to communicate these times with parents and how to contact them by email and Google voice, and any other time that they might choose to be available to the students and parents.
- **Middle and High School Teachers**
  - On Campus Time – Teachers will report to school on Monday, January 18 from either 8:00 a.m. till 11:20 a.m. or 11:40 a.m. till 3:00 p.m. Teachers are to let their Principals know the time chosen to be on campus.
  - On Call Time - Since Middle/High School age students generally do not require a child care provider, we are asking that the other half of the teachers' work time be the other half of the day listed above (either 8:00 a.m. – 11:20 a.m. or 11:40 a.m. till 3:00 p.m.). Teachers will need to communicate these times with parents and how to contact them by email and Google voice, and any other time that they might choose to be available to the students and parents.
- On Campus Time – Child care will not be provided so teachers will need to plan their own child care accordingly

#### December 7, 2015

This was a unique day with dense fog coming in late after the Middle School and High School students had arrived, but causing us to cancel school for the Primary and Intermediate. With the cancellation on January 12, 2016, the Primary and Intermediate missed day on December 7, 2015, will now tentatively be scheduled for May 13, 2016.

#### January 12, 2016

Weather predictions for January 12, 2016, came in late and did not allow us the needed two days to prepare and load lessons on student iPads. We will now use Presidents' Day (February 15, 2016) to make up this missed day in the same fashion we are planning to use Martin Luther King Day.

### 3. Facility Update

We are getting closer to everything being complete but still have a little ways to go.

- The football bleachers, locker room, concessions and fencing is now complete.
- The baseball netting is complete but we still need to do some grading near the dugouts this spring or summer.
- The high school gym bleachers are complete with the exception of gates and one glass panel.
- The Intermediate window project is almost complete. There are still a few corrections and clean up that is on our punch list.
- The high school window and canopy projects still have finishing touches to complete. Ideally all work that needs to be done on the inside will take place after school hours. In a few rooms, they need to add drywall and vents, and in one other we need to have new metal covers made since the new windows are not the same thickness as the old.
- New blinds for the Intermediate and High School have been installed, with the exception of one.
- Some paving was started but due to cold weather will not be completed until April. Same is true for site work, adding dirt, and seeding.
- The Multi-Purpose Building is at least 6 weeks behind schedule. We are still waiting on permanent heat so all interior work can be completed. Things that still need to be completed include:
  - Permanent Heat
  - Roof Top Heating Unit (Wrestling Room, Locker Rooms, and Hall)
  - Painting
  - Ceilings in Restrooms, Halls, Locker Rooms, and Office
  - Restroom and Locker Room Fixtures
  - Athletic Equipment and Netting
  - Lighting in the Weight Room and Wrestling Room
  - Wall Padding in the Wrestling Room and Column Pads in the Multi-Purpose Building
  - Weight Room Mirrors
  - Concrete Floor Staining
  - Multi-Purpose Flooring
  - Exterior Flashing and Caulking

### 4. Current Planning

- Teacher Stipend Based on Teachers' Contract
- Teachers' Performance Award Grant
- Mathematics Textbook Adoption
- Teacher Development and the Evaluation Process
- Professional Learning Communities
- Collective Bargaining Planning
- Beginning to look at Summer School/Jump Start and Remediation (May only offer Jump Start this year)
- Staffing needs for 2016-2017
- Additional Facility Upgrades and Construction

### **Item #7 – Disposition of Warrants and Checks**

Mrs. Shepherd made a motion to approve all checks outstanding and unpaid for two years as of December 31, 2015 be declared canceled. Mr. Koloszar seconded the motion which passed 6-0.

### **Item #8 – Transfer of Funds**

Mr. Wells made a motion to approve the transfer of funds certificate. Mr. Gaskins seconded the motion which passed 6-0.

### **Item #9 – Acceptance of Donation**

Mr. Gaskins made a motion to accept the donation from Graves Sheet Metal for sheet metal valued at \$360.00 for the WHS manufacturing class. Mrs. Shepherd seconded the motion which passed 6-0.

### **Item #10 – Surplus Property**

Mr. Koloszar made a motion to declare the following as surplus property:

- 15 Dell 520 laptops
- 3 Nonfunctioning printers

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

### **Item #11 – NEOLA**

The Board was presented with policies 0100, 1411, 1521, 3121, 4121, 8121, 1543, 2221, 2411, 2510, 2700, 3120.06, 3124, 3140, 3141, 3142, 3211, 3220, 4211, 5111, 5112, 5130, 5200, 5320, 5460, 5530, 6152, 6520, 7310, 7510.01, 8330, 8400, 8420, 8455, 8470, 8500, 8600, and 9160 for first read. Policies 1662, 3362, 4362, 1422, 3122, 4122, and 2260 were pulled from the review until a later time.

### **Item #12 – Personnel**

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

1. Recommendations:
  - a. Jennifer Carter – Paraprofessional, KASEC
  - b. Whitney Riley – Paraprofessional, KASEC
  - c. Donnelle Miller – Primetime Aide, WPS
  - d. Kay Lazar, Suzanne Evans, Nina Sonnenberg, Homebound
  - e. Jeffery Galvin – Custodian, Multi-Purpose Facility
  - f. Anissa Hodge – Custodian, WIS
  - g. Paula Jones – Spec Ed Aide, WHS
  - h. Deanna Shane – Temp Kindergarten Teacher, WPS
  - i. Michelle Berger – Paraprofessional, KASEC
  - j. Stacey Jaberg – Temp Spec Ed Teacher, WSC

- k. Kaylen Anthony – Temp Spec Ed Teacher, WSC
  - l. Mike Clark – Asst Varsity Softball Coach
  - m. Dave Roller – Volunteer Softball Coach
  - n. Lyle Snyder – Volunteer Softball Coach
  - o. Randy Everetts – Volunteer Asst Track Coach
  - p. Bill Burkholder – Volunteer Asst Track Coach
2. Resignations:
    - a. Angel Singer, WPS
    - b. Shelby Ridge, KASEC
    - c. Tiffany Baker, KASEC
  3. Food Service Register Training

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

**Item #13 – Professional Improvement Requests**

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

***Suzie Reagle*** – ICASE Spring Conference – Indianapolis – February 4, 2016

***Wendi Campbell*** – ICASE Spring Conference – Indianapolis – February 4, 2016

***Josh Melton*** – HASTI Conference – Indianapolis – February 4-5, 2016

***Josie Miller*** – HASTI Conference – Indianapolis – February 4-5, 2016

***Melissia Grant*** – CASE Principles of Ag Science Institute – University of Kentucky – June 19-29, 2016

***Emily Klingler*** – IDOE Procurement Training – Peru – February 4, 2016

***Georgia Everett*** – HASTI Conference – Indianapolis – February 4-5, 2016

***Daniel Newton*** – HASTI Conference – Indianapolis – February 4-5, 2016

***Mary Evans*** – INSTRC Training – Eastern – January 20, 2016

***Lexi Olmstead*** – INSTRC Training – Eastern – January 20, 2016

***Melissa Shaner*** – INSTRC Training – Western – January 26, 2016

***Laurel Van Dyke*** – INSTRC Training – Western – January 26, 2016

***Becky Hickey*** – INSTRC Training – Western – January 26, 2016

***Dave Anderson*** – INSTRC Training – Taylor – January 20, 2016

***Nicky Rodman*** – INSTRC Training – Western – January 26, 2016

**Sherry Riley** – INSTRC Training – Western – January 26, 2016

**Sarah Banan** – INSTRC Training – Western – January 26, 2016

**Dan Shipp** – National Locksmithing Institute – Indianapolis – August 22-26, 2016

**Kent Carter** – National Locksmithing Institute – Indianapolis – August 22-26, 2016

**Joni McCracken** – AP Conference – Butler – November 23, 2015

**Nancy Grobengieser** – Preparing for the 2015-16 Indiana Math Assessments – WVEC – February 3, 2016

**Nancy Grobengieser** – Preparing for the 10<sup>th</sup> Grade ISTEP Assessment – WVEC – February 16, 2016

**Lissa Stranahan** – Focus on Inclusion – Indianapolis – February 23-24, 2016

**Wendi Campbell** – Roundtable – Rensselaer – January 21, 2016

**Suzie Reagle** – Roundtable – Rensselaer – January 21, 2016

**Suzie Reagle** – Roundtable – Kokomo – April 28, 2016

**Wendi Campbell** – Roundtable – Kokomo – April 28, 2016

**Wendi Campbell** – Roundtable – Lebanon – May 26, 2016

**Suzie Reagle** – Roundtable – Lebanon – May 26, 2016

**Suzie Reagle** – Roundtable – Lafayette – June 23, 2016

**Wendi Campbell** – Roundtable – Lafayette – June 23, 2016

**Adam Morelock** – HASTI Conference – Indianapolis – February 4-5, 2016

**Sherry Yazel** – Gold Star Rating Info Meeting – Indianapolis – January 26, 2016

**Julie Pownall** – Gold Star Rating Info Meeting – Indianapolis – January 26, 2016

**Jessica Cantlon** – Gold Star Rating Info Meeting – Indianapolis – January 26, 2016

**Carla Smith** – LAOA Professional Development Seminar – Bloomington – February 19, 2016

**Tracy Horrell** – Math Textbook Adoption – WVEC – January 20, 2016

**Emily Klingler** – ISNA Winter Seminar – Indianapolis – February 5, 2016

**Lori Larimore** – ISNA Winter Seminar – Indianapolis – February 5, 2016

**Christy Frazier** – ISNA Winter Seminar – Indianapolis – February 5, 2016

**Leanna Tate** – ISNA Winter Seminar – Indianapolis – February 5, 2016

**Kim Deardorff** – ISNA Winter Seminar – Indianapolis – February 5, 2016

**Lyndsay Fisher** – Teacher Development Sub Committee Meeting - Western – January 29, 2016

**Suzi Morgan** – Teacher Development Sub Committee Meeting – Western – January 29, 2016

**Ty Spangler** – Teacher Development Sub Committee Meeting – Western – January 29, 2016

**Brad Bennett** – Teacher Development Sub Committee Meeting – Western – January 29, 2016

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

**Item #14 – Board Member Roundtable**

Mr. Maugans shared information on an upcoming leadership conference and an event at Ivy Tech.

Mr. Gaskins congratulated the staff on the recent ISTEP scores.

Mrs. Shepherd commented on the recent wrestling meet and how smooth it was ran.

**Item #15 – Signing of Documents**

The proper documents were signed.

**Item #16 – Adjournment**

The meeting was adjourned at 6:17 p.m.