

**Western School Corporation**

**Russiaville, Indiana**

**July 18, 2017**

Minutes of the regular meeting of the Western Board of School Trustees held on Tuesday, July 18, 2017 at 6:00pm.

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

Members Absent: All present

Others Present: Jenny Bray, Kalyn Smith, Katie Sundheimer, Suzie Reagle, Tracy Horrell, Allison Turner, Nicole Irwin, Maureen Beckwith, Rick Davis, Amber Gaskins, & Joshua Larsh.

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

**Item #1 – Opening the Meeting:**

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

**Item #2 – Approval of the Agenda:**

Mr. McCracken noted deletions of #5 – Panther Pride. Also, #15 – Overnight Field Trip – additional items under & #16 – Personnel were added to the agenda.

Mr. Kolozar made a motion to approve the agenda as presented. Mrs. Shepherd seconded the motion which passed 7-0.

**Item #3 – Approval of the Minutes:**

Mrs. Shepherd made a motion to approve the minutes of the June 20th, 2017 regular meeting and the June 20, 2017 Executive Session Meeting. Mr. Gaskins seconded the motion which passed 7-0.

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

There were no comments from the public.

**Item #5 – Panther Pride:**

Removed from the agenda – nothing to report

**Item #6 – Reports:**

A. Director of Finance: Ms. Carter submitted the following report:

WESTERN SCHOOL CORPORATION  
TREASURER'S REPORT  
BOARD MEETING 07/18/2017

Bank Balance

FIRST BANK OF BERNE:

Checking Account Balance 06/01/17	\$8,205,250.46
Non-Revenue Receipts	411,978.58
MTD Revenue	3,721,374.14
Disbursements from Clearing Accounts	430,645.48
MTD Disbursements	3,702,707.24
Checking Account Balance 05/31/17	\$7,910,567.59

Total Depository Balance 06/30/17	\$7,910,567.59
-----------------------------------	----------------

Vendor Claims Submitted For Approval

#73040 – 73052 of 06/21/17 - 06/30/17	\$1,612,727.00
#73053 – 73181 of 07/01/17- 07/18/17	<u>\$660,892.97</u>
TOTAL:	\$2,273,619.97

Payroll Claims Submitted for Approval

#24 of 06/02/17	\$582,395.28
#25 of 06/16/17	\$521,442.89
#26 of 06/30/17	<u>\$468,833.32</u>
TOTAL:	\$1,572,671.49

\*\*\*\*\*  
Interest on Checking 01/01/17 to 06/30/17

\$36,523.12

pc

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

B. Director of Technology: Mr. Shearer submitted the following report –

## Technology Board Update

7/18/17

1. iPad case delivery has been delayed. We placed the order in April but due to the new device design they had to completely redesign the case. We finally received good delivery dates of July 28 or July 31. This will put us very close to the start of school but with the help we have been receiving we should be ready as long as the vendor delivers.
2. Online registration is going well, this is our 6th year of online registration and I believe everyone utilizes the online register and payment system.
3. School year setup has been going well, thank you for all of the hard work of the custodians getting things cleaned and back in the rooms quickly this year and the hard work of Steven and Cherie getting things hooked back up.

- C. Director of Exceptional Learners and Testing: Mrs. Stranahan submitted the following report –

<b>WSC School Board Report</b>	<b>2017</b>
--------------------------------	-------------

*FROM THE OFFICE OF LISSA STRANAHAN, DIRECTOR OF EXCEPTIONAL LEARNERS AND TESTING*

**July 2017 Board Meeting**

- **Title Programs**
  - The Title I allocation for 2017-18 is \$209, 281.25. This is about \$28,000 less than the allocation from 2016-17.
  - Submitted the 2017-18 Title I Grant application
  - The Title II allocation for 2017-18 is \$46,896.49. This is an increase of about \$8,000 over last year.
- **English Language Learners Program**
  - The NESP allocation for 2017-18 is \$3250.
  - Submitted the 2017-18 NESP Grant application
- **Special Education**
  - Prepared the quarterly proportionate share report for state/federal reporting of Part B money used for non-public school purposes

- D. Assistant Superintendent: Dr. Hendrich submitted the following report –

## School Board Report

### July 18, 2017

---

From the Office of Dr. Heather Hendrich, Assistant Superintendent

- ☐ Summer School Transportation went smoothly; this was the first year we were able to provide door-to-door pick-up/drop-off for our students. Our families really appreciated this. We plan to do this again for Jump Start.
- ☐ We will be switching from North Central CO-OP to King Oil, Inc. for our fuel needs. King Oil has offered us better monthly rates for our on-road fuel for our buses. Additionally, we feel that they will be able to better service our fuel needs.
- ☐ I completed training for a new software program called "Triptracker" during the months of June/July. Triptracker is a web-based program that automates the field trip/extracurricular request process. We believe this will help immensely making the process more efficient for our transportation department, athletics, and all corporation field trips that we have on a yearly basis for our students. It integrates directly with our Versatrans Routing and Planning software, and also provides maps/directions for our drivers to all destinations.
- ☐ Our two new school buses arrived and have passed inspection.

E. Superintendents Report: Mr. McCracken submitted the following report –

To: Members of the Western School Board  
From: Randy McCracken  
Re: Superintendent's Report  
Date: July 7, 2016

Information and Planning for the 2017-18 School Year.

- New Teacher Cook-out (more information to come – looking at the evening of August 3)
- New Teacher Luncheon – August 4, 2017 at 11:00 a.m.
- Opening Teacher Day – August 7, 2017 at 8:30 a.m.
- First Student Day – August 9, 2017
- Medical, Dental, and Vision Insurance Renewal
  - The Insurance Committee met with Doug Heath, our Insurance Advisor on July 5 and July 10 to hear his report and recommendation on our Health, Dental, and Vision renewals for the 2017-2018 school year.
  - United Health Care's initial offer for medical was a 34.9% increase. They have now lowered the renewal to 29.9%.
  - Doug also requested a quote from Anthem who has given us an initial quote of 26.9% but is waiting on the most recent claim information before they will finalize the quote.
  - AlwaysCare Dental's initial increase is 15%. We are waiting on a quote from Delta Dental and should have their information by July 14.
  - For Vision Insurance with United, there will be no rate change.
  - I will have more information on all options at the Board Meeting.
- Wednesday Morning Professional Development – This year we want to continue to emphasize collaboration and data analysis through our Professional Learning Communities. Our Instructional Coaches will assist in this process. This process provides our teachers with valuable time to discuss their shared curriculum, instructional practices and student performance.
- 2017-2018 Teacher Contract – The Negotiation Team has continued to meet. This year we will have to put together a compensation model that uses the following criteria.
  - Compensation  
IC 20-28-9-1.5  
Teacher's minimum salary; basis
  - (b) Increases or increments in a local salary scale must be based upon a combination of the following factors:
    - (1) A combination of the following factors taken together may account for not more than thirty-three percent (33 1/3%) of the calculation used to determine a teacher's increase or increment:

- (A) The number of years of a teacher's experience.
- (B) The attainment of either:
  - (i) additional content area degrees beyond the requirements for employment; or
  - (ii) additional content area degrees and credit hours beyond the requirements for employment, if required under an agreement bargained under IC 20-29.
- (2) The results of an evaluation conducted under IC 20-28-11.5.
- (3) The assignment of instructional leadership roles, including

the responsibility for conducting evaluations under IC 20-28-11.5.

- (4) The academic needs of students in the school corporation.

In addition, we cannot ratify a contract until after September 15 to allow us to know our student enrollment and tuition support from the state. We will also be looking at our insurance increase and possible Board contribution increases, but again, this cannot be ratified until after September 15.

Once the new contract is ratified, salary increases cannot go into effect until all evaluations for the 2016-2017 school year are complete. These are dependent on receiving our state assessment data and the school letter grades. Benefits, such as insurance contribution increases can go into effect once the contract has been ratified.

- Preliminary General Fund Revenue based on 2018 Funding Formula. This is based on a projected enrollment versus the actual enrollment that we will have after the school year starts, which could change the revenue (see attached).

**FY18 (2017-2018) STATE TUITION SUPPORT WORKSHEET****Unless otherwise noted, all calculations round to 2 places.**

FY2016-2017 Basic Tuition Support (DOE SA54 Tuition Support, 1st column) Prev. Year Rev. (I.C. 20-43-3-4)	\$13,432,320.00
FY2016-2017 Honors Diploma Grant	\$99,800.00
FY2016-2017 Special Education Grant	\$994,850.00
FY2016-2017 Career and Technical Education Grant	\$146,150.00
FY2016-2017 Complexity Grant	\$1,432,279.00
September 2017 ADM Count (2017-2018)	2,603.00
<b>Note: The April 2017 estimated ADM count will be used to calculate July 2017 through October 2017 funding for the basic tuition support and complexity grants. When the September 2017 ADM count is final, the department will reconcile FY18 Basic and Complexity Grant payments. Beginning with the July 2017 state tuition support payment, the department will continue to use the fall 2016 counts for career and technical education, honors and special education grant funding until the fall 2017 counts for each grant are final and a reconciliation occurs.</b>	
Number of students who received an Academic Honors diploma in the 2016-2017 school year (were not receiving SNAP, TANF, or Foster Care Assistance)	95
Number of students who received a Core 40 with Technical Honors diploma in the 2016-2017 school year (were not receiving SNAP, TANF, or Foster Care Assistance)	2
Number of students who received an Academic Honors diploma in the 2016-2017 school year (were receiving for SNAP, TANF, or Foster Care Assistance)	2
Number of students who received a Core 40 with Technical Honors diploma in the 2016-2017 school year (were receiving for SNAP, TANF, or Foster Care Assistance)	0
Percent of students who received SNAP, TANF, Foster Care (2016-2017)	0.1397
Prior year complexity index, Section G, Line 6 of FY2016-2017 worksheet	0.1533
Percent of English Language Learner (ELL) students (2016-2017)	0.0049
2017-2018 Special Education Severe Disabilities Pupil Count	35
2017-2018 Special Education Mild and Moderate Disabilities Pupil Count	242
2017-2018 Special Education Communication and Homebound Pupil Count	123
2017-2018 Special Education Preschool Pupil Count	25
2018 Amount of allowable expenditures for utility services and property and casualty insurance (same amount as 2017)	\$415,640.87

2017-2018 More Than Moderate Labor Market Need/High Wage	151
2017-2018 More Than Moderate Labor Market Need/Moderate Wage	13
2017-2018 More Than Moderate Labor Market Need/Less than Moderate Wage	0
2017-2018 Moderate Labor Market Need/High Wage	64
2017-2018 Moderate Labor Market Need/Moderate Wage	0
	0

2017-2018 Moderate Labor Market Need/Less Than Moderate Wage

<https://stateaid.doe.in.gov/Main.aspx?pagelid=47&sm=2>

1/7

2017-2018 Less Than Moderate Labor Market Need/Moderate Wage	0
2017-2018 Less Than Moderate Labor Market Need/Less Than Moderate Wage	0
2017-2018 Number of Pupils enrolled in introductory CTE course	22
2017-2018 Number of Pupils enrolled in foundational CTE course	117
2017-2018 Number of Pupils enrolled in Apprenticeship, cooperative program or work based learning program	0
2017-2018 Total Area Participation Student Count	79

## SECTION: A

### ADM 2017-2018

#### IC 20-43-4-2

Section A applies to school corporations, charter schools and virtual charter schools. Unless otherwise noted, all calculations round to two (2) places.

1. September 2017 ADM 2,603.00

## SECTION: B

### Basic Tuition Support Grant

#### Foundation Revenue

#### IC 20-43-3-8 and IC 20-43-6-3

1.  $\frac{2603.00}{\text{Sec. A, Line 1}} \text{ multiplied by } \frac{\$5,273}{\text{FY 2017-2018 Foundation Amount}}$  \$13,725,619.00  
FY2017-2018 Basic Tuition Support Grant (Round to nearest dollar)

(to be completed by Virtual Charter Schools only)

## SECTION: B1

### Basic Tuition Support Grant

#### Virtual Charter Schools

#### IC 20-24-7-13

1.  $\frac{0}{\text{FY2017-2018 Foundation amount}} \text{ multiplied by } 90\%$  \$0.00

2.  $\frac{0}{\text{Sec. B1, Line 1 amount}} \text{ multiplied by } \frac{0}{\text{Section A, Line 1 September 2017 ADM}}$  \$0.00  
FY2017-2018 Virtual Charter School Basic Tuition Support Grant (Round to nearest dollar)

(to be completed by Virtual Charter Schools only)



**SECTION: C**

**Honors Diploma Grant  
IC 20-43-10-2 Unduplicated Count**

**Section C applies to school corporations, charter schools and virtual charter schools. Unless otherwise noted, all calculations round to 2 places.**

1.	<u>95.00</u>	multiplied by	\$1,100	<u>\$104,500.00</u>
	Number of students who received an Academic Honors diploma in FY2016-2017 and were not receiving SNAP, TANF, or Foster Care assistance			
2.	<u>2.00</u>	multiplied by	\$1,100	<u>\$2,200.00</u>
	Number of students who received a Core 40 with Technical Honors diploma in FY2016-2017 and were not receiving SNAP, TANF, or Foster Care assistance			
3.	<u>2.00</u>	multiplied by	\$1,500	<u>\$3,000.00</u>
	Number of students who received an Academic Honors diploma in FY2016-2017 and were receiving SNAP, TANF, or Foster Care assistance			
4.	<u>0.00</u>	multiplied by	\$1,500	<u>\$0.00</u>
	Number of students who received a Core 40 with Technical Honors diploma in FY2016-2017 and were receiving SNAP, TANF, or Foster Care assistance			
5.	FY2017-2018 Honors Diploma Grant Add Lines 1, 2, 3, and 4			<u>\$109,700.00</u> FY2017-2018 Honors Diploma Grant

**SECTION: D****Special Education Grant****IC 20-43-7-1 to 6**

**Section D applies to school corporations, charter schools, and virtual charter schools using the December 2017 special education counts. Unless otherwise noted, all calculations round to 2 places.**

1.	35.00	multiplied by \$8,976	<u>\$314,160.00</u>
	Dec. 2017 Severe Disabilities Pupil Count		
2.	242.00	multiplied by \$2,300	<u>\$556,600.00</u>
	Dec. 2017 Mild and Moderate Disabilities Pupil Count		
3.	123.00	multiplied by \$500	<u>\$61,500.00</u>
	Dec. 2017 Communication and Homebound Pupil Count		
4.	25.00	multiplied by \$2,750	<u>\$68,750.00</u>
	Dec. 2017 Preschool Special Education program pupil count		
5.	FY2017-2018 Special Education Grant		<u>\$1,001,010.00</u>
	Add Lines 1, 2, 3, and 4		<b>FY2017-2018 Special Education Grant</b>

**SECTION: E****CAREER AND TECHNICAL EDUCATION GRANT****IC 20-43-8-12**

**Section E applies to school corporations, charter schools, and virtual charter schools using the Fall 2017 Career and Technical Education counts. Unless otherwise noted, all calculations round to 2 places.**

1.	More Than Moderate Labor Market Need/High Wage	<u>\$75,500.00</u>
	151.00 multiplied by \$500	
	Total Student Credit Hours	
2.	More Than Moderate Labor Market Need/Moderate Wage	<u>\$5,850.00</u>
	13.00 multiplied by \$450	
	Total Student Credit Hours	
3.	More than moderate labor market need/less than moderate wage	<u>\$0.00</u>
	0.00 multiplied by \$300	
	Total Student Credit Hours	
4.	Moderate Labor Market Need/High Wage	<u>\$28,800.00</u>
	64.00 multiplied by \$450	
	Total Student Credit Hours	
5.	Moderate labor market need/moderate wage	<u>\$0.00</u>
	0.00 multiplied by \$300	
	Total Student Credit Hours	
6.	Moderate labor market need/less than moderate wage	<u>\$0.00</u>
	0.00 multiplied by \$225	
	Total Student Credit Hours	

7.	Less than moderate labor market need/high wage	\$0.00
	0.00 multiplied by \$300	
	Total Student Credit Hours	
8.	Less than moderate labor market need/moderate wage	\$0.00
	0.00 multiplied by \$150	
	Total Student Credit Hours	

Owner	Last modified	File
-------	---------------	------

9.	Less than moderate labor market need/less than moderate wage	\$0.00
	0.00 multiplied by \$150	
	Total Student Credit Hours	
10.	Introductory CTE course	\$6,600.00
	22.00 multiplied by \$300	
	Number of Pupils Enrolled	
11.	Foundational CTE course	\$17,550.00
	117.00 multiplied by \$150	
	Number of Pupils Enrolled	
12.	Apprenticeship, cooperative educ. program or work based learning course	\$0.00
	0.00 multiplied by \$300	
	Number of Pupils Enrolled	
13.	Area participation count	\$11,850.00
	79.00 multiplied by \$150	
14.	Career and Technical Education Grant	\$146,150.00
	Add Lines 1 to 13	
		<b>FY2017-2018 Career and Tech Education Grant</b>

## SECTION: F

### COMPLEXITY GRANT IC 20-43-13-3

Section F applies to school corporations, charter schools, and virtual charter schools. Unless noted, all calculations round to 2 places.

1.	0.1397	0.1397
	FY2016-2017 percent of SNAP, TANF and Foster Care students	FY2018 Complexity Index round to 4 places
2.	0.1397 multiplied by \$3,539.00	\$494.40
	Sec. F, Line 1 amount	
3.	\$494.40 multiplied by 2603.00	\$1,286,923.20
	Sec. F, Line 2 amount	Section A, Line 1 FY2017-2018 Worksheet

4.	FY2016-2017 Percent of ELL students	0.0049
		round to 4 places
5.	(0.1397 <i>divided by</i> 0.1533) minus 1	-0.0887
	Section F, Line 1 FY2017-2018 Worksheet	Section G, Line 6 FY2016-2017 Worksheet
		round to 4 places

If Section F, Line 4 is at least eighteen percent (18%) and if the Section F, Line 5 percentage decrease is at least forty- five percent (45%) then complete Section F, Lines 6 and 7. Otherwise carry forward Section F, Line 3 to Section F, Line 7.

6.	0 <i>multiplied by</i> \$128	\$0.00
	Sec. A, Line 1 FY2017-2018 Worksheet	ELL Complexity Adjustment
7.	\$1,286,923.20 <i>plus</i> \$0.00	\$1,286,923.00
	Sec. F, Line 3 amount      Sec. F, Line 6 amount	FY2017-2018 Complexity Grant

(Amounts to nearest  
dollar)

## SECTION: G

### CAPITAL PROJECTS FUND (CPF) IC 20-40-8-19

#### CALCULATION OF ALLOWABLE EXPENDITURES FROM CY2018 CAPITAL PROJECTS FUND FOR UTILITY SERVICES AND PROPERTY AND CASUALTY INSURANCE

The Calculation of Expenditures from CY2018 Capital Projects Fund applies to school corporations.

The Section M, Line 9 amount from the 2007 worksheet is the allowable expenditure for CY2018 CPF for utility services and property and casualty insurance. Expenditures for utility services from the CPF will be charged to account number 26200 using objects 621, 622, 623, 624, 411, 625, 626, 412, and 419 and expenditures for property and casualty insurance from CPF will be charged to account 26700 using object 520 and when totaled will not exceed the Section M, Line 9 amount from the 2007 worksheet. The maximum amount for CY2018 is three and five-tenths (3.5%) of the school corporation's 2005 calendar year distribution.

Amount: \$415,640.87

Remember to advertise and adopt a Capital Projects Fund budget, rate, and levy that are sufficient for an adjustment to the rate cap for utilities and property and casualty insurance. Please ensure that the appropriation for utilities and insurance is sufficient to cover the adjustment amount requested.

## SECTION: H

### FY2017-2018 STATE TUITION SUPPORT

1.	Basic Tuition Support Grant	\$13,725,619.00
	Section B, Line 1	
	a. Virtual Charter Schools      Section B1, Line 2	
2.	Honors Diploma Grant	\$109,700.00
	Section C, Line 5	
3.	Special Education Grant	\$1,001,010.00
	Section D, Line 5	
4.	Career and Technical Education Grant	\$146,150.00
	Section E, Line 14	
5.	Complexity Grant	\$1,286,923.00
	Section F, Line 7	
6.	TOTAL STATE TUITION SUPPORT FUNDING	\$16,269,402.00
	Add Lines 1, 2, 3, 4, and 5	

**SECTION: I**

<b>FUNDING COMPARISON</b>				
<b>State Support</b>	<b>FY2016-2017</b>	<b>FY2017-2018</b>	<b>Funding Inc/Dec</b>	<b>Pct</b>
1. Basic Tuition Support Grant	\$13,432,320.00	\$13,725,619.00		
	DOE SA54	Section B, Line 1		
a. Virtual Charter Schools	\$0.00	\$0.00		
	DOE SA54	Section B1, Line 2		
2. Honors Diploma Grant	\$99,800.00	\$109,700.00		
	DOE SA54	Section C, Line 5		
3. Special Education Grant	\$994,850.00	\$1,001,010.00		
	DOE SA54	Section D, Line 5		
4. Career and Technical Education Grant	\$146,150.00	\$146,150.00		
	DOE SA54	Section E, Line 14		
5. Complexity Grant	\$1,432,279.00	\$1,286,923.00		
	DOE SA54	Section F, Line 7		
6. Total State Tuition Support Funding	\$16,105,399.00	\$16,269,402.00	\$164,003.00	1.02
Add Lines 1, 2, 3, 4, and 5				

7/3/2017 7:13:51 AM

Basic Grant Worksheet Simulation

Created By 3490 - Western School Corp

**Item #7 – Budget Calendar:** Ms. Carter presented the following –

SCHOOL BOARD  
J. CONRAD MAUGANS - PRESIDENT  
MICHAEL J. KOŁOŠZAR - VICE PRESIDENT  
DONNA J. SHEPHERD - SECRETARY  
LINDA S. SINGER - MEMBER  
DONALD L. WELLS - MEMBER  
HARRY L. KENWORTHY - MEMBER  
SCOTT E. GASKINS - MEMBER



RANDY McCracken - SUPERINTENDENT  
HEATHER HENDRICH - ASSISTANT SUPERINTENDENT  
PAM CARTER - DIRECTOR OF FINANCE  
CRAIG SHEARER - DIRECTOR OF TECHNOLOGY  
LISSA STRANAHAN - DIRECTOR OF EXCEPTIONAL LEARNERS & TESTING

Memo to: Western School Board of School Trustees  
From: Randy McCracken  
Pam Carter  
Re: Approval of 2018 Budget Calendar  
Date: July 10, 2017

We are asking for approval of the following 2018 budget calendar:

Permission to advertise: August 15, 2017

1<sup>st</sup> Advertisement: September 7, 2017 (must be at least 10 days prior to the Public Hearing). Advertising the 2018 CPF plan and the Bus Replacement plan. Form 3 of the 2018 Budget is submitted in Gateway.

Public Hearing and Approval of CPF and Bus Replacement: September 19, 2017

Notice of adoption: September 28, 2017

Adoption of the 2018 Budget: October 10, 2017

pc

Mr. Gaskins made a motion to approve the 2018 Budget Calendar. Mr. Kenworthy seconded the motion which passed 7-0.

**Item #8 – Surplus Property:** Presented by Dr. Hendrich -

SCHOOL BOARD  
J. CONRAD MAUGANS - PRESIDENT  
MICHAEL J. KOLOSZAR - VICE PRESIDENT  
DONNA J. SHEPHERD - SECRETARY  
LINDA S. SINGER - MEMBER  
DONALD L. WELLS - MEMBER  
HARRY L. KENWORTHY - MEMBER  
SCOTT E. GASKINS - MEMBER



RANDY McCracken - SUPERINTENDENT  
HEATHER HENDRICH - ASSISTANT SUPERINTENDENT  
PAM CARTER - DIRECTOR OF FINANCE  
CRAIG SHEARER - DIRECTOR OF TECHNOLOGY  
LISSA STRANAHAN - DIRECTOR OF EXCEPTIONAL LEARNERS & TESTING

June 14, 2017

To: Western School Corporation Board Members

From: Dr. Heather Hendrich, Assistant Superintendent *HH*

Re: Surplus Property

The purpose of this letter is to request your approval for the following items belonging to Western School Corporation be declared as surplus:

- Aquarium and stand

Mrs. Shepherd made a motion to approve the declaration of surplus property as submitted. Mr. Wells seconded the motion which passed 7-0.

**Item #9 – Handbooks:**

KASEC Procedures & Compliance Manual – on file in Superintendents Office

Middle School Faculty Handbook – Handbook was approved last month but the Criminal Gang's and Criminal Gang Activity was inadvertently left off.

Approval was recommended by Mr. McCracken.

Mr. Wells made a motion to approve the manual and corrections as presented. Mr. Kolozar seconded the motion which passed 7-0.

**Item #10 – Contracts:**

---

MEMORANDUM

---

TO: RANDY MCCrackEN, SUPERINTENDENT  
FROM: LISSA STRANAHAN  
SUBJECT: REQUEST TO ENTER INTO CONTRACTS  
DATE: JULY 10, 2017  
CC: MEMBERS OF THE WESTERN SCHOOL BOARD



I am requesting your approval to enter into contracts with the following agencies in order to provide services to our special education students. Special transportation to and from Bona Vista and Head Start will be provided as needed.

- Bona Vista/Positive Results for providing services to our preschool special education students beginning at 3 years old
- Kokomo Center School Corporation Head Start Program for providing services to our qualifying preschool students beginning at 3 years old
- First Steps for providing services to our preschool special education students up to their 3<sup>rd</sup> birthday



## **Special Education and Therapy Services Agreement**

**This Agreement**, made and entered into on the \_\_\_\_ day of \_\_\_\_\_  
2017, by and between \_\_\_\_\_ (the "School Corporation") and Bona Vista Programs, Inc.  
(the "Agency"),

### **WITNESSETH THAT:**

**WHEREAS**, the School Corporation is required to provide an appropriate education for preschool children, age three to five, who qualify as disabled and who reside in Howard, Miami, or Tipton County, Indiana, pursuant to federal and state law and the School Corporation will obtain state, federal and local funding for that purpose; and

**WHEREAS**, the Agency provides educational services to disabled preschool children, through a state approved and qualified program; and

**WHEREAS**, Indiana Code 20-35-4 authorizes the School Corporation to enter into contractual agreements with qualified public and private agencies serving disabled preschool children; and

**WHEREAS**, the parties hereto are mutually interested in providing children with an appropriate preschool education,

**NOW, THEREFORE**, for and in consideration of the mutual covenants, promises and other terms and conditions hereinafter set forth, the parties hereby agree as follows:

1. The Agency agrees to provide the following appropriate preschool educational services as determined by an Individual Education Plan ("IEP"), to \_\_\_\_\_  
(the "child"), a child who qualifies for services due to a disabling condition(s) at its facility located at 1220 East Laguna, Kokomo, Indiana.
  - a. Educational services shall include, but are not limited to the following: special instruction, speech pathology, occupational therapy, physical therapy, health and developmental services necessary to enable the child to benefit from the educational services, and the case management services.
  - b. The Agency shall provide the child only those educational services identified as necessary as a result of case conference assessment and as specified in the IEP.
  - c. The Agency shall have a representative at all case conferences and shall have input into the formation of the IEP.

- d. The Agency's professional staff shall at all times remain employees of the Agency and not employees of the School Corporation.
  - e. Day-to-day supervision of all Agency staff participating in the IEP for the child shall be the responsibility of the Agency.
  - f. The Agency shall participate and cooperate with the School Corporation in insuring that the staffing, IEP, and annual case review requirements are met and that all requirements of state and federal special education laws and regulations are followed.
  - g. The Agency has the right to limit the number of children enrolled into a classroom in accordance with Indiana Administrative Code Child Care Licensing Rules.
2. The School Corporation shall provide transportation to and from the Agency's facilities if the child requires transportation to benefit from the services offered by the Agency.
3. The School Corporation agrees to compensate the Agency for its services rendered as follows:
  - a. The School Corporation agrees to pay the Agency
    - \$33.50 per day for the Special Education Preschool program.
    - \$15.00 per 15 minutes of one-on-one Nursing services for specific student's medical needs.
    - \$83.63 per hour for individual Speech, Occupational, and Physical Therapy and \$90.00 per hour for group therapy.
    - Ten slots will be billed per week for the General Education Setting. Each week will cost \$157.50, per slot. Enrollment will be Monday-Friday for one morning and one afternoon student. KASEC will share the slots between school corporations and adjustments can be made to the number of slots, if necessary.
  - b. The Agency shall bill the School Corporation for services rendered pursuant to paragraph 3 of this Agreement monthly, beginning August, 2017, which shall be paid within sixty (60) days of the date the invoice is received.
4. The term of this Agreement is for the **2017-2018** school year and starts on or around August 1, 2017 and ends on or around May 31, 2018, and consists of 180 days as indicated on the school calendar.
5. The Agency shall, during the entire period of this Agreement, keep in full force and effect, at its sole cost and expense, against claims for personal injury, death, or property damage, a policy of general public liability insurance with combined single limits of at least \$2,500,000.00. Such policy shall name the School Corporation, its Board of School Trustees, agents, servants and employees, and Agency, as insureds, with coverage

acceptable to the School Corporation and a company with a Best rating of "A" or better licensed to do business in Indiana and shall provide that the insurer may not cancel or change coverage without ten (10) days notice after the date of this Agreement, the Agency shall deliver to the School Corporation a certificate of insurance in a form satisfactory to the School Corporation, certifying that such insurance is in full force and effect. The policy of insurance, which the Agency is required to furnish by the terms of this paragraph, shall be primary with any other insurance which might cover the School Corporation being in excess thereof.

6.
  - a. Prior to placement in the Agency Program, the child shall be evaluated and determined to be disabled and eligible for early childhood services. In addition, the local agency case conference committee has conducted a case conference where an IEP has been developed and placement in the Agency was recommended.
  - b. The Child is not required to attend or participate in any religious or religious-oriented classes or programs.
  - c. The Agency does not discriminate or segregate on the basis of race, creed, ethnic origin, sex, disabling condition, age, or any other grouping of a capricious or arbitrary nature in the operation of its preschool program.
  - d. The Agency has been apprised of the procedural safeguards and due process requirements of applicable state and federal law. Although the School Corporation remains responsible for insuring the same, the Agency is responsible for assisting the School Corporation by complying with applicable state and federal law, including, but not limited to, insuring the confidentiality of personally identifiable information; assisting in the evaluation process; permitting the inspection of educational records by authorized personnel cooperating in the conduct of complaint investigations; participating in case conference committee meetings; and providing assistance and cooperation in whatever manner necessary to comply with state and federal law.
  - e. No agency representative may serve as the child's parent or guardian in any case conference committee meetings.
  - f. The School Corporation remains principally responsible for the identification, evaluation, and educational placement of the eligible child and the provision of a free appropriate public education to the child, and such duty cannot be delegated to the Agency. However, nothing in this paragraph shall relieve the Agency of its contractual obligations as contained in this agreement and as required by law.
  - g. The Agency shall cooperate with state and federal monitoring activities with respect to the School Corporation.
  - h. The Agency may not assess a charge or cost to the parent of the child for participating in its preschool program as detailed in the child's IEP.

- i. All of the Agency's facilities shall meet all applicable health, safety, personnel and educational requirements.
  - j. All of the Agency's special education instruction will be provided by personnel holding those qualifications required by the Indiana State Department of Education.
  - k. All case conferences will be chaired by a school representative.
7. If either party fails to comply with any of the provisions of this Agreement, the other may terminate this Agreement by mailing or personally delivering written notice of termination to the other party after specifying any alleged breach, default or noncompliance in writing to the party in breach. The non-breaching party may allow a reasonable time for the correction of the breach. After allowing a reasonable time, not to exceed fifteen (15) days, for the correction thereof, the non-breaching party may choose not to terminate this Agreement if the correction restores the faith of the non-breaching party in the breaching party's ability to perform the terms of this contract adequately.
  8. If federal or state funding for the purposes of this Agreement is inadequate or is not available to the School Corporation, the School Corporation may terminate this Agreement by mailing or personally delivering a written notice of termination to the Agency, to be effective ten (10) days after receipt of the notice of termination. In the event of such termination, the Agency shall be entitled to compensation pursuant to paragraph 3 of this Agreement to the date of termination.
  9. This Agreement and the Agency's responsibility contained in this Agreement shall not be assigned by the Agency without the written consent of the School Corporation.
  10. This Agreement constitutes the entire Agreement between the parties pertaining to the subject matter hereof and supersedes any and all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties.
  11. No amendment, modification or waiver of this Agreement shall be binding unless executed in writing by the party to be bound thereby.
  12. No waiver by either party shall be effective unless in writing, nor shall any written waiver operate as a waiver of any other default.
  13. This Agreement shall be construed, interpreted and the rights of the parties determined in accordance with the laws of the State of Indiana.
  14. The undersigned persons executing this Agreement on behalf of the School Corporation and the Agency hereby represent and certify that he or she has been duly authorized and fully empowered to execute this Agreement and that all necessary action in respect thereto has been done and taken.

**IN WITNESS WHEREOF**, the parties have executed this Agreement and if this Agreement is executed in counterparts, each shall be deemed an original.


**SCHOOL CORPORATION**

**BONA VISTA PROGRAMS, INC.**

\_\_\_\_\_  
Name and Title

Jill S. Dunn, President

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

6-14-17  
\_\_\_\_\_  
Date

Revised 6/14/17

**Memorandum of Understanding  
Western School Corporation and the  
Head Start Program Administered by  
Kokomo School Corporation  
School Year 2017-2018**

**Purpose**

The purpose of this document is to outline the responsibilities of the identified agencies in the collaborative provision of services to preschool children, ages 3-5, who are eligible to participate in the Kokomo School Corporation Head Start Program.

**General**

The agencies shall follow the requirements of confidentiality as outlined in the Family Education Rights to Privacy Act (FERPA). To insure current implementation of federal and state laws, changes in statute or regulations within the duration of this agreement supersede statements contained within this agreement.

**Kokomo School Corporation as grantee for the Kokomo School Corporation Head Start Program agrees to be responsible for the following:**

1. Administrative responsibilities related to grant requirements
2. Salaries and benefits for certified staff, classified staff, and administrative staff
3. Provision and maintenance of the Darrough Chapel Early Learning Center
4. Acceptance of the number students identified in the grant for each service area
5. Coordination of screening of all enrolled students for potential problems in the areas of health and development, including speech, hearing, vision, and behavior
6. Assurance that all enrolled students receive appropriate immunizations
7. Coordination of follow-up services/treatments for any identified health or dental risk
8. Social services, family/student counseling, medical services, social-emotional support, and joint training of staff and parents
9. Provision of written information to Head Start parents regarding Child Find, Parental Safeguards, Kindergarten Round-up, Kindergarten Orientation, and Kindergarten screening dates as requested by the LEA
10. Referral of students with suspected disabilities to the appropriate LEA
11. Participation in Individual Developmental Assessment meetings (staffings) and/or case conferences for each student enrolled in Head Start including meetings to transition students from Early Head Start, from First Steps, and into Kindergarten
12. Assurance that appropriately licensed personnel serve all students and that classroom staff accommodate students with disabilities based on their IEPs
13. Provision of instructional space for special education or related service personnel provided by the LEA
14. Regarding bus drivers, provision of annual First Aid training and support for annual evaluations.

**Both entities will insure Implementation of the Head Start Performance Standard 1302.63:**

- (a) Head Start must coordinate with the local agency responsible for implementing IDEA to identify children or who intend to enroll in a program that may be eligible for services under the IDEA, including through the process described in §1302.33(a)(3) and through participation in the local agency Child Find efforts.*
- (b) Head Start must work to develop interagency agreements with the local agency responsible for implementing IDEA to improve service delivery to children eligible for services under IDEA, including the referral and evaluation process, service coordination, promotion of service provision in the least restrictive appropriate community-based setting and reduction in dual enrollment which in the least restrictive setting, and transition services as children move from services provided under Part C of IDEA to services provided under Part B of IDEA and from pre-school to kindergarten.*
- (c) Head Start must participate in the development of the IFSP or IEP if requested by the child's parents and the implementation of the IFSP or IEP. At a minimum, the program must offer:*
  - (1) To provide relevant information from its screenings, assessments, and observations to the team developing a child's IFSP or IEP; and,*
  - (2) To participate in meetings with the local agency responsible for implementing IDEA to develop or review an IEP or IFSP for a child being considered for Head Start enrollment, a currently enrolled child, or a child transitioning from a program.*
  - (3) Head Start must retain a copy of the IEP or IFSP for any child enrolled in Head Start for the time the child is in the program, consistent with the IDEA requirements in 34 CFR parts 300 and 303.*

**Western School Corporation is ultimately responsible for providing FAPE and agrees to be responsible for the implementation of Article 7 requirements, including:**

- a. All educational evaluation services, which may include the consideration of screening information and other data collected by Head Start
- b. Identification and data reporting for students with disabilities including the acquisition and management of related 611 and 619 Part B funding
- c. Development of an Individualized Educational Program (IEP) including the annual goals to address the needs of the student
- d. Provision of special education and related services including consultative support to the teacher of service in accommodating student needs
- e. Placement of students, including the determination of how FAPE will be offered, either through
  - i. the provision of services by personnel employed or contracted by Western School Corporation, who will be welcomed into the Head Start facility in order for the provision of FAPE to occur;

- ii. contractual agreements with Kokomo School Corporation to provide FAPE services during the school day at Head Start, to be agreed upon outside of this memorandum of understanding;
  - iii. placement at a facility other than Head Start maintaining participation in Head Start, in which case Western School Corporation will provide transportation in fulfillment of 7-36-8 and 7-43-1(u) in Article 7
- f. Provision of adaptive equipment as indicated in the IEP
- g. Progress monitoring and periodic reporting
- h. Provision of the public agency representative and a teacher of record in accordance with 7-32-97
- i. Provision of electronic access to case conference reports to certified staff providing instruction or therapy to students with IEPs
- j. Ensuring that staff who work with Head Start students have a criminal background check, FBI fingerprinting, Safe Hiring Solutions background check, Sex Offender Registry Background Checks and Child Abuse Background Checks. This must be completed before starting work and documentation given to the Head Start main office according to the Head Start Performance Standard Final Rule 1302.90 (b)(1)(i)(ii) and 1302.90 (2) (i) (ii)

**In order to receive a Head Start Grant, the federal government requires a 25% local match.**

This match is met by contributions such as donated classroom space, office space, maintenance, utilities, transportation services, equipment, and personnel. Documentation of in-kind contributions will be prepared by Head Start Grant Manager and forwarded to the Superintendent of the Western School Corporation for approval and signature. Signed invoices will then be returned to the Head Start Grant Manager for required fiscal documentation.

**Western School Corporation agrees to meet the in-kind obligations through the following contributions:**

- Donated transportation services

**Monetary value of in-kind contributions from Western School Corporation will total:**

- Transportation services for students living within Western School Corporation boundaries, including salary and benefits for the bus driver and bus monitor. Documentation will include time sheets for bus driver and bus monitor, as well as invoices of other transportation expenses. Monetary Value \$24,531.00

#### **Modification in Writing**

No amendment or modification of this Memo of Understanding shall be binding unless executed in writing by both parties.





Kokomo School Corporation Head Start Program  
Serving Howard, Miami, and Tipton Counties  
900 S. Goyer Road  
Kokomo, IN 46901  
Phone: (765) 454-7082  
Fax: (765) 454-7086

June 6, 2017

Mr. Randy McCracken, Superintendent  
Western School Corporation  
2600 South 600 West  
Russiaville, IN 46979

Dear Mr. McCracken:

Enclosed are two copies of the Letter of Understanding between Western School Corporation and Kokomo School Corporation Head Start Program. Please sign and return one copy to me and keep one copy for your records.

I would also like to extend my sincere thanks to you for providing us with the annual balance invoices showing your contribution to the Head Start Program. These invoices allow us to meet the requirements mandated by the federal government.

We look forward to a continued partnership with your corporation. If you have any questions, please call me.


Sincerely,

Julie L. Worland, Director  
Kokomo School Corporation Head Start Program

IN WITNESS WHEREOF, Kokomo School Corporation and Western School Corporation have executed this Memo of Understanding and if this agreement is executed in counterparts, each shall be deemed an original.

Dated this 5 day of June, 2017.

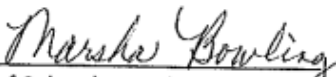
KOKOMO SCHOOL CORPORATION  
BY AND THROUGH  
THE SUPERINTENDENT

By   
(Signature of Superintendent)  
Dr. Jeff Hanswald  
(Print name of Superintendent)

WESTERN SCHOOL CORPORATION  
BY AND THROUGH  
THE SUPERINTENDENT

By \_\_\_\_\_  
(Signature of Superintendent)  
\_\_\_\_\_  
(Print name of Superintendent)

KOKOMO SCHOOL CORPORATION  
BY AND THROUGH  
THE BOARD OF SCHOOL TRUSTEES

By   
(Signature of School Board President)  
Marsha Bowling  
(Print name of School Board President)

WESTERN SCHOOL CORPORATION  
BY AND THROUGH  
THE BOARD OF SCHOOL TRUSTEES

By \_\_\_\_\_  
(Signature of School Board President)  
\_\_\_\_\_  
(Print name of School Board President)

Information was provided by Mrs. Stranahan.

Mr. Gaskins made a motion to approve the Contracts. Mrs. Shepherd seconded the motion which passed 7-0.

**Item #11 – Branding:**

Mr. McCracken has submitted the following for review & approval –

To: Members of the Western School Board  
From: Randy McCracken  
Re: Updated School Logo/Branding the Corporation  
Date: July 9, 2017

I would like to recommend the following be used as the official logos for Western School Corporation, along with the crest for the high School and that all other logos be discontinued for future use. Looking back at Mr. Richard R. Rea's book, "Western School Corporation, The First Thirty Years", what is now Western School Corporation began as Harrison-Honey Creek-Monroe School Corporation in 1948 and was not changed to Western School Corporation until 1966. The official colors for Western were and are black and white; however when I look at the composites in the halls, red began to appear in 1986 and the red "W" in 1998. Since then, the red "W" remained until around 2012 when another rendition of the "W" appeared. Since then, we have had a variety of W's and even Panthers. I would also recommend since red has been allowed to be a part of Western for the past several years that we officially adopt red as only an accent color but keep our "W" below only in black or white.





Items discussed:

1. Red accent on the logo only (Panthers tongue)
2. Font would be the same on the crest logo as the primary logo
3. Crest is being reviewed. Mr. Rick Davis, WHS Principal was going to see if he had the artwork of the crest with a gray background and forward to Mr. McCracken

Mr. Kenworthy made a motion accept artwork – modified with recommended changes. Mr. Wells seconded the motion, which passed 6-0 (w/1 abstain – Mrs. Singer).

**Item #12 – Food Service Vendor Recommendations:**

Miss Klingler sub submitted the following for review & approval -

---

**MEMO**

---

**TO:** WESTERN SCHOOL BOARD  
**FROM:** EMILY KLINGLER, DIRECTOR OF FOOD SERVICE  
**SUBJECT:** VENDOR RECOMMENDATIONS SY2017-2018  
**DATE:** 07/11/2017  
**CC:** RANDY MCCRACKEN

---

For the 2017-2018 school year bid process, I utilized the co-operative purchasing services of the **Wabash Valley Education Service Center** for bakery & dairy products. The entire bid process for each category was completed by the service center and adhered to all procurement regulations. I actively participated in all bid planning meetings as well as the final bid evaluation/vendor award meeting. Aunt Millie's Bakeries & Prairie Farms Dairy were the awarded vendors for bakery & dairy products, respectively.

In addition, the **Cass/Howard County Purchasing Cooperative** opted to renew the existing 2016-2017 RFP/contract for food, supplies & commodities, which was previously awarded to both Gordon Food Service & Stanz Food Service. The contract renewal will be effective for the period of July 1, 2017 through June 30, 2018, under the same terms & conditions as were contained in the original RFP.

Mrs. Shepherd made a motion to approve the recommendation for food service vendor. Mr. Kenworthy seconded the motion which passed 7-0.

**Item #13 – Resolution to Transfer Appropriation:**

- A. Resolution to Transfer Appropriation Between Classifications presented by Ms. Carter
- 1) Maintenance & Equipment to Land Acquisition

RESOLUTION TO TRANSFER APPROPRIATION  
BETWEEN CLASSIFICATIONS  
PRIMARY SITE

WHEREAS, per 50 IAC9-1-13, a school corporation may expend money under a different classification than designated in their CPF as long as the expenditure is made in the same location and funds are available in another classification in that same location. The transfer shall be made by the school board in a regular public meeting.

WHEREAS, Pam Carter, the Director of Finance has requested a transfer of \$75.00 from Maintenance of Equipment to Land Acquisition. This transfer is necessary to allow for over expenditure in this account.

**BE IT HEREBY RESOLVED**, the Western School Board authorizes the transfer as requested.

Dated this 18th day of July, 2017.

_____	_____
_____	_____
_____	_____
_____	_____

- 2) Rainy Day Fund to Bus Replacement Fund

TEMPORARY TRANSFERS TO DEPLETED FUNDS  
RESOLUTION

WHEREAS, the Board of School Trustees of Western School Corporation, Howard County, Indiana recognizes a possible deficit balance in the Bus Replacement Fund at June 30, 2017 and

WHEREAS, the Board is authorized to transfer monies from funds having sufficient balance to any fund in need of money for cash flow purposes, and

WHEREAS, the Rainy Day Fund is healthy and has a sufficient balance,

**BE IT HEREBY RESOLVED**, by the Board of School Trustees of Western School Corporation, that a transfer in the amount of \$100,000.00 is made from the Rainy Day Fund and receipted to the Bus Replacement Fund.

**BE IT FURTHER RESOLVED**, said transfers will be paid back to the originating fund on or before December 31, 2017 as per IC 36-1-8-4(b).

Dated this 18th day of July, 2017

_____	_____
_____	_____
_____	_____

3). Rainy Day Fund to Capital Projects Fund

TEMPORARY TRANSFERS TO DEPLETED FUNDS  
RESOLUTION

**WHEREAS**, the Board of School Trustees of Western School Corporation, Howard County, Indiana recognizes a possible deficit balance in the Capital Projects Fund at June 30, 2017 and

**WHEREAS**, the Board is authorized to transfer monies from funds having sufficient balance to any fund in need of money for cash flow purposes, and

**WHEREAS**, the Rainy Day Fund is healthy and has a sufficient balance,

**BE IT HEREBY RESOLVED**, by the Board of School Trustees of Western School Corporation, that a transfer in the amount of \$200,000.00 is made from the Rainy Day Fund and receipted to the Capital Projects Fund.

**BE IT FURTHER RESOLVED**, said transfers will be paid back to the originating fund on or before December 31, 2017 as per IC 36-1-8-4(b).

Dated this 18th day of July, 2017

_____	_____
_____	_____
_____	_____

pc

4). Computer Hardware to Computer Software

RESOLUTION TO TRANSFER APPROPRIATION  
BETWEEN CLASSIFICATIONS  
ADMINISTRATION SITE

**WHEREAS**, per 50 IAC9-1-13, a school corporation may expend money under a different classification than designated in their CPF as long as the expenditure is made in the same location and funds are available in another classification in that same location. The transfer shall be made by the school board in a regular public meeting.

**WHEREAS**, Pam Carter, the Director of Finance has requested a transfer of \$10,000.00 from Computer Hardware to Computer Software. This transfer is necessary to allow for increases in software fees.

**BE IT HEREBY RESOLVED**, the Western School Board authorizes the transfer as requested.

Dated this 18th day of July, 2017.

_____	_____
_____	_____
_____	_____
_____	_____

Mr. Wells made a motion that the resolutions be approved. Mr. Gaskins seconded the motion which passed 7-0.

**Item #14 – NEOLA – Teacher Appreciation Grant (First Read):**

Mr. McCracken shared – This is in response to Legislative change. I will discuss with the WEA at our August discussion session. No action is needed at this time.



**BOARD OF SCHOOL TRUSTEES  
SCHOOL CORPORATION**

**PROFESSIONAL STAFF  
3220.01/page 1 of 4**

**NEW POLICY - SPECIAL UPDATE - JULY 2017**

**TEACHER APPRECIATION GRANTS**

**[DRAFTING NOTE: The statute places the revenue received from the Teacher Appreciation Grant outside of negotiations but requires the policy for distribution of the funds be discussed with the exclusive representative prior to adoption by the Board.]**

The School Board shall adopt an annual policy concerning the distribution of teacher appreciation grants. This policy shall be submitted to the Indiana Department of Education (IDOE) along with the School Corporation's staff performance evaluation plan online as one (1) document by September 15th of each year.

**Definitions:**

For purposes of this policy, the following definitions apply:

The term "teacher" means a professional person whose position with the Corporation requires a license (as defined in I.C. 20-28-1-7) and whose primary responsibility is the instruction of students.

The term "license" refers to a document issued by the IDOE that grants permission to serve as a particular kind of teacher. The term includes any certificate or permit issued by the IDOE.

**Distribution of Annual Teacher Appreciation Grants:**

Teacher appreciation grant funds received by the Corporation shall be distributed to licensed teachers who meet the following criteria:

- A. employed in the classroom (including providing instruction in a virtual classroom setting);



- B. rated as Effective or Highly Effective on their most recent performance evaluation; and
  - C. employed by the Corporation as of December 1st of the year in which the teacher appreciation grant funds are received by the Corporation.
- 
- 



**EOLA of INDIANA**  
TEMPLATES

**BOARD OF SCHOOL TRUSTEES**  
\_\_\_\_\_**SCHOOL CORPORATION**

**PROFESSIONAL STAFF**  
3220.01/page 2 of 4

The Corporation shall distribute the teacher appreciation grant funds it receives as follows **[select one (1) of the two (2) options below]:**

**☒ OPTION A:**

- A. A cash stipend as determined by the Superintendent shall be distributed to all teachers in the Corporation who are rated as Effective; and
- B. A cash stipend in an amount that is 25 % **[insert an amount that is at least twenty-five percent (25%)]** more than the stipend given the teachers rated as Effective shall be distributed to all teachers in the Corporation who are rated as Highly Effective.

**[ ] OPTION B:**

- A. A cash stipend as determined by the Superintendent shall be distributed to all teachers in the Corporation who are rated as Effective;

- B. A cash stipend in an amount that is \_\_\_\_\_% **[insert an amount that is at least twenty-five percent (25%)]** more than the stipend given the teachers rated as Effective shall be distributed to all teachers in \_\_\_\_\_ School who are rated as Highly Effective;
- C. A cash stipend in an amount that is \_\_\_\_\_% **[insert an amount that is at least twenty-five percent (25%)]** more than the stipend given the teachers rated as Effective shall be distributed to all teachers in \_\_\_\_\_ School who are rated as Highly Effective;
- D. A cash stipend in an amount that is \_\_\_\_\_% **[insert an amount that is at least twenty-five percent (25%)]** more than the stipend given the teachers rated as Effective shall be distributed to all teachers in \_\_\_\_\_ School who are rated as Highly Effective;



**EOLA of INDIANA**

TEMPLATES

**BOARD OF SCHOOL TRUSTEES**  
\_\_\_\_\_**SCHOOL CORPORATION**

**PROFESSIONAL STAFF**  
3220.01/page 3 of 4

- E. **[ADD SAME PROVISION AS ABOVE FOR AS MANY INDIVIDUAL BUILDINGS AS THE BOARD WISHES TO SELECT FOR DIFFERENTIATION]; and**

- F. A cash stipend in an amount that is \_\_\_\_\_% **[insert an amount that is at least twenty-five percent (25%)]** more than the stipend given the teachers rated as Effective shall be distributed to all teachers in all other buildings who are rated as Highly Effective.

**[END OF OPTIONS]**

If the Corporation is the local educational agency (LEA) or lead school corporation that administers a special education cooperative or joint services program or a career and technical education program, including programs managed under I.C. 20-26-10, 20-35-5, 20-37, or I.C. 36-1-7, then it shall award teacher appreciation grant stipends to and carry out the other responsibilities of an employing school corporation under this section for the teachers in the special education program or career and technical education program with respect to the teacher appreciation grant funds it receives on behalf of those teachers.

A stipend to an individual teacher in a particular year is not subject to collective bargaining but is discussable and is in addition to the minimum salary or increases in the salary set under I.C. 20-28-9-5.

The Corporation shall distribute all stipends from a teacher appreciation grant to individual teachers within twenty (20) business days of the date the IDOE distributes the teacher appreciation grant funds to the Corporation.



**EOA of INDIANA**

BOARD OF SCHOOL TRUSTEES  
\_\_\_\_\_  
SCHOOL CORPORATION

PROFESSIONAL STAFF  
3220.01/page 4 of 4

**OPTIONAL:**

**[ ]     Percentage of Teacher Appreciation Grant Becomes Part of the Base Salary:**

An amount not exceeding \_\_\_\_\_% **[insert an amount that is not more than fifty percent (50%)]** of the amount of a stipend to an individual teacher in a particular year shall become a permanent part of and increase the base salary of the teacher receiving the stipend for school years beginning after the year in which the stipend is received.

The addition to base salary is not subject to collective bargaining but is discussable.

**[END OF OPTION]**

This policy shall be reviewed annually by the Board and shall be submitted to the IDOE annually by the Superintendent as indicated above.

I.C. 20-18-2-22  
I.C. 20-28-1-7  
I.C. 20-43-10-3.5

**Item #15 – Overnight Field Trip - WHS Girls XC Team Camp:**

**PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS**

Type of Trip Girls XC team camp

Proposed Departure Date July 31 Return Date Aug 2

Proposer Joni Neer Position Coach

Date by which response is needed July 27 Proposal Date 7/17/17

**A. Purpose**

1. What is the major place to be visited or event to be attended?

Turkey run state park

2. How is the trip related to the educational program of the Corporation?

Team building prior to the season starting

3. In what ways will the students benefit?

Athletes will gain the skills needed to work in team situations

4. In what ways will the Corporation benefit?

The corporation will benefit from the athletes gaining the team building skills

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

The trip will be evaluated by the watching the team apply the skills learned throughout the season

**B. Students and Staff**

1. Which students, (grade, class, or organization), will be going?

Girls Xc team

B. Students and Staff (cont'd)

2. How many students in total?

14

3. How many students are currently experiencing academic problems?

None

4. Which staff member will be in charge?

Coach Neer

5. What previous experience has the staff member had in conducting overnight or extended field trips?

Annually for 6 years

6. What other staff members will be going?

No staff members. Lay assistant  
coaches only

7. How many chaperones, in addition to staff members, will be going?

3-4 total chaperones

8. What are their names and affiliations with the students?

Ray Tetrauit  
Lyle Miller  
Jordan Ousley  
All are assistant coaches

9. How many school days will be missed?

None

10. How will teachers be advised in advance that the students will be out of school?

N/A

C. School Work

1. How will missed work be made up?

N/A

2. What special assistance will be provided students with academic problems?

N/A

D. Itinerary

1. What is the destination?

Turkey run state park

2. What will be the mode of transportation? What liability insurance does the carrier have?

Coaches and parents  
All have full coverage insurance

3. Where will the group be housed and fed?

Camping

D. Itinerary (cont'd)

4. What enroute or supplementary activities are planned?

High ropes course at Purdue University

5. What arrangements have been made for dealing with emergency situations?

We will have multiple vehicles for emergency situations

6. If tour guides are involved, what liability insurance do they carry?

N/A

E. Finances

1. What is the estimated total cost and cost per student?

\$75

2. What is the source of funds?

Self and team funds

3. How will the funds be collected and safeguarded?

Coach will have funds at  
all times

4. How will any shortfall be made up or excess funds used?

No shortfall or overage will occur

5. What provision has been made for students who are financially unable to pay any necessary costs?

Xc funds will be used as needed



F. Communications

1. How will you communicate to parents prior to, during, and after the trip?


Team meeting and texting

2. List telephone numbers at destination and where group will be housed.

Turkey run state park. 765-597-2635

3. What information will be provided to the media and the community?

None needed

A handwritten signature, possibly reading "D. E. 10", is written over the date "7-17-17".

Mr. Gaskins made a motion to approve the Field Trip Request as written. Mrs. Singer seconded the motion which passed 7-0.

**Item #16 – Personnel:**

## Recommendation for Nurse Position

To: Members of the Western School Board  
From: Randy McCracken  
Re: Position of Clinical Coordinator of Nursing (Revised 7/18/17)  
Date: July 9, 2017

I would like to recommend that we eliminate the position of Director of Nursing and replace it with the position of Clinical Coordinator of Nursing as outlined below at a compensation rate of a beginning Teacher Salary, as currently outlined in the Support Staff Compensation Packet plus an additional .03 of the base Teacher Salary. In addition, I would like to recommend that we hire an additional nurse to replace the student care duties of our previous Director of Nursing.

<b>Title/Degree</b>	<b>Base Salary</b>
Clinical Coordinator of Nursing – RN, BSN or Higher	Beginning Teacher Rate plus an index of .03 multiplied by the beginning teacher salary
LPN Only (Associate's Degree)	\$23,838 (No additional increase for 2017-2018) <del>\$19,758</del>
RN Only (Associate's Degree)	\$28,980 (No additional increase for 2017-2018) <del>\$23,838</del>
RN, BSN or Higher (Bachelor's Degree)	\$30,067 (No additional increase for 2017-2018) <del>\$28,980</del>

**Job Purpose:** Oversee the nursing program of Western School Corporation and serve as one of the corporation nurses.

**Essential Functions:**

1. Acts as a liaison person between administration and other community agencies.
2. Order and maintain health supplies for all schools.
3. Serve on community committees as needed.
4. Coordinate and assist with performing all examinations and screening activities as required by law
5. Maintain and update the School Nurse Policy handbook, as information becomes obsolete or outdated, in conjunction with the Administration.
6. Establish procedures for the prevention and control of communicable diseases in the School Corporation.
7. Assist with the implementation of a safe and healthy school environment in the schools.
8. Serve on the School Safety Committee.
9. Serve as liaison between the student, family and community as required.
10. Serve as a consultant to the administrators and school personnel, parents and children in regard to health needs of pupils in the school.
11. Plan and implement immunization programs as required and interpret the significance in findings to the appropriate personnel.
12. Coordinate and assist in maintaining all health records and the updating of cumulative record folders as required.

13. Identify children with specific health problems and suggest solutions to those problems as required and coordinate the distribution of written lists to all faculty.
14. Coordinate and assist with conducting scalp inspections on a regular basis of students who may be infectious to the rest of the student body and work with the parents and students.
15. Plan, praise and evaluate the school health program periodically and suggest needed changes.
16. Acquaint school health personnel with community health problems and strive for the prevention of disease in an environment that is safe for students and school personnel.
17. Coordinate and be available and provide health counseling in education for students, personnel and community as needed.
18. Coordinate and assist in providing emergency care for illness or injury occurring during school hours according to established school policy.
19. Keep the administration abreast of changes regarding health standards and provide recommendations as needed.
20. As warranted by the building administrator, the nurse may make home visits as required for communicable disease control and health purposes.
21. Be a resource person in matters pertaining to health when teachers are planning their curriculum.
22. Assist in completing all accident report forms and submit to building principal.
23. Assist and evaluate students to determine if they are under the influence of alcohol or drugs.
24. Be available for emergency calls when needed even though they may be in another building.
25. Must maintain a positive relationship with other staff, parents, and students.
26. Other duties may be assigned.

Dismissal – Calvin Wheeler

Medical Leave – Teresa Smith

Maternity Leave – Kristin Hoover

Resignation ECA – Amy Wilson

Resignation ECA – Christy Unger

Resignation ECA – Tim Ladwig

Resignation ECA – Suzanne Evans

Resignation – Elizabeth Wright

Reduced Hour Request – Ron Phillips

WMS Recommendation – Special Ed Instructional Assistant

WPS Recommendation 0 Part-time Temporary Health Aide

Technology Recommendation – Assistant Network Administrator

Transportation 4H Fair Bus/Driver

KASEC Nurse – Tricia Rybolt

Salary Correction to last month's Administrator and Director Contract Recommendation

To: Members of the Western School Board  
 From: Randy McCracken  
 Re: Administrator and Director Contract Recommendation (Salary Corrections)  
 Date: July 18, 2017

I would like to recommend the following contract extensions and terms of contracts. Salary increases for the 2017-2018 School Year will be determined once the 2016-2017 evaluation process is completed, all state information is reported, and bargaining with the teachers is completed.

Name	Position	2016-2017 Salary	Days	Term	Medical and Dental Insurance	Conferences/ Mileage
Heather Hendrich	Assistant Superintendent	\$100,119	260	June 30, 2019	Per Teacher Contract	\$1,600
Rick Davis	High School Principal	\$95,845	220	June 30, 2019	Per Teacher Contract	\$550
Cindy Long	High School Assistant Principal	\$72,600	210	June 30, 2019	Per Teacher Contract	\$300
Tracy Horrell	Middle School Principal	\$85,594	220	June 30, 2019	Per Teacher Contract	\$350
Twyla Carlson	Middle School Assistant Principal	\$70,374	200	June 30, 2019	Per Teacher Contract	\$300
Pat Quillen	Intermediate Principal	\$84,427	220	June 30, 2019	Per Teacher Contract	\$350
Steve Arthur	Primary Principal	\$91,672	220	June 30, 2019	Per Teacher Contract	\$350
Julie Pownall	Director of Student Services	\$79,680	220	June 30, 2019	Per Teacher Contract	\$300
Lissa Stranahan	Director of Exceptional Learners	\$81,274	220	June 30, 2019	Per Teacher Contract	\$800
Suzie Reagle	KASEC Director of Special Education	\$95,243	260	June 30, 2019	Per Teacher Contract	\$2,000
Wendi Campbell	KASEC Assistant Director of Special Education	\$72,266	205	June 30, 2019	Per Teacher Contract	\$2,000
Josh Larsh	Athletic Director	\$70,162	210	June 30, 2018	Per Teacher Contract	\$2,000
Craig Shearer	Technology Director	\$75,603	260	June 30, 2018	Per Teacher Contract	\$350
Pam Carter	Director of Finance	\$65,363	260	June 30, 2018	Per Teacher Contract	\$400
Emily Klingler	Director of Food Service	\$51,626	220	June 30, 2018	Contribution froze at \$4,381.88 (or Per Teacher Contract, if greater for equal coverage)	\$400

Melissa DeWeese	Technology Integrator	\$56,498	195	June 30, 2018	Per Teacher Contract	\$350
Nate Schmidt	Technology Integrator	\$55,283	195	June 30, 2018	Per Teacher Contract	\$350
Stacey Brown	Curriculum Director/Secondary Instructional Coach	\$72,000	200	June 30, 2019	Per Teacher Contract	\$300

Jump Start Bus Drivers – Cyndy Trent, Marcheta Davis, John Davis, Richard Moushon

Title I Classroom Aide – Angela Droll

Assistant to the Director of Finance back to WPS Title I Aide - Mary Kelley

WIS Aide to WPS Title I - Maureen Beckwith

WPS Special Ed Aide - Delia Cruz – Cervantes

Temporary Special Ed Teacher/St Joan of Arc – Kyle Stage

Corporation Receptionist/Assistant to the Director of Finance – Amber Marley

Athletic Department – ECA Recommendations

Athletic Department – New ECA Assignments

Mrs. Singer made a motion to approve the Personnel issues presented. Mr. Kenworthy seconded the motion which passed 6-0 (1 abstain – Mrs. Shepherd)

**Item #17 – Professional Development:**

Mr. Wells made a motion to approve Professional Development as submitted. Mr. Gaskins seconded the motion which passed 7-0.

**Item #18 – Board Member Roundtable:**

Mr. Wells - nothing

Mr. Kenworthy – Hall of Legends in Kokomo Tribune feature Western graduate, Sam Rhine

Mr. Kolozar - nothing

Mr. Maugans – “Summer is almost over!”

Mrs. Singer - nothing

Mr. Gaskins - nothing

Mrs. Shepherd thanked everyone for coming.

**Item #19 – Signing of Documents:**

Mr. Maugan’s allowed for signature stamp on all documents.

**Item #20 – Adjournment:**

The meeting was adjourned at 6:50pm with an Executive Session to follow.

Items to be discussed:

- A. Job Performance Evaluations of individual employees 5-14-1.5-60.1 (B)(9)
- B. Strategy with respect to collective bargaining 5-14-1.5-6.1 (2)(A)