

Western School Corporation

Russiaville, IN 46979

January 20, 2015

Minutes of the regular meeting of the Western Board of School Trustees held on January 20, 2015.

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

Members Absent: None

Others Present: Randy McCracken, Abby Rodgers, Heather Hendrich, Pam Carter, Lissa Stranahan, Craig Shearer, Lauren Slagter, Dee Emmons, Rick Davis, Josh Larsh, Ann Taylor, Steve Arthur, Beverly Austin, Sarah Kritzman and Julie Pownall

Mrs. Shepherd led prayer and Mrs. Singer led 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 had additions to agenda items #6 reports and #13 personnel. Mr. Koloszar made a motion to approve the agenda as amended by Mr. McCracken. Mr. Maugans seconded the motion which passed 7-0.

**Item #3 – Approval of the Minutes**

Mr. Maugans made a motion to approve the minutes of the January 6, 2015 reorganization meeting. Mrs. Shepherd seconded the motion which passed 7-0.

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

There were no comments from the public.

**Item #5 – Panther Pride**

Mr. McCracken shared the following:

The Explorer team had 2 students who won the Local and the Regional Patriot Pen Essay Contest. Obi Ozoigbo won \$100.00 locally for his essay, then went on to win 4th in the State and will receive additional money for that. Emma Moore topped out at Regional and won \$500.00 for her essay.

Matt Nuss won VFW Teacher of the Year. He will receive a check, certificate, and a plaque.

Kylie Young was voted the Best Educator and Des Balentine was voted Best High School Athlete in the Best of Kokomo, sponsored by the Kokomo Tribune.

#### **Item #6 – Reports**

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

WESTERN SCHOOL CORPORATION  
TREASURER'S REPORT  
BOARD MEETING 01/20/15

Bank Balance

FFBT- Checking Account Balance 12/01/14	\$7,329,753.39
Non-Revenue Receipts	354,094.65
MTD Revenue	3,561,316.66
Disbursements from Clearing Accounts	322,422.44
MTD Disbursements	<u>3,689,564.23</u>
Checking Account Balance 12/31/14	\$7,233,178.03

Total Depository Balance 12/31/14	\$7,233,178.03
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Vendor Claims Submitted For Approval

#67106 – 67147 of 12/17/14 - 12/31/14	\$679,023.94
#67148 – 66874 of 01/01/15 - 01/20/15	<u>\$580,403.06</u>
TOTAL:	\$1,259,427.00

Payroll Claims Submitted for Approval

# 11 of 12/05/14	\$513,167.28
# 12 of 12/19/14	<u>\$656,830.60</u>
TOTAL:	\$1,169,997.88

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Interest on Checking 01/01/14 to 12/31/14	\$8,141.12
pc	

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

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

# School Board Report

## January 20, 2015

From the Office of Dr. Heather Hendrich, Assistant Superintendent

### Items that I have been working on:

Attached you will find School Liaison Officer Report Data for the month of December

Met with American Red Cross representatives to set up a Shelter Safety Plan in the event they would need to utilize our facility in a crisis situation

Interviewing/Hiring of new bus aide for Bona Vista Route

Making progress towards getting Versatrans (transportation routing and planning software) up and running for 2015-2016

<u>Discipline</u>	<u>Transportation</u>	<u>Other</u>
12/1/14 (WHS)	12/4/2014 (discipline issue on bus)	12/9/2014 (Assisted with parent issue)
12/3/14 (WHS)		12/19/14 (Assisted CPS with student situation)
12/8/14 (WHS)		
12/10/14 (WHS)		
12/10/14 (WMS)		
12/19/14 (WHS)		
*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 1/20/15

1. iPad damage report

WHS: 7

WMS: 14

WIS: 4

WPS: 7

Total damaged iPads as of 1/2/15: 32 that is an increase of 6 damaged iPads from last year at this time.

Going self-insured for iPads has saved the district thousands of dollars.

2. Steven (Network Administrator) and I were able to complete more the originally planned in the way of updates over this Christmas break. This puts our network and infrastructure in a great place for future projects and plans.

Items Completed/ Updated:

Network infrastructure switches updated

Wireless Network updated

Servers Updated

Projectors fixed

Network Backbone updated

Added additional network capacity

3. The ISTEP/IREAD software is installed in our lab locations for stress test scheduled for Jan 13th from 10-11.

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

**Important Items from Wednesday, Dec 10, 2014 – Tuesday, Jan 12, 2015**

- ❖ Conducted a total of 20 case conferences
- ❖ Attended KASEC Coordinator's Meeting
- ❖ Conducted post-observation conferences with each special education teacher
- ❖ Interviewed applicants for WMS Special Education Aide position
- ❖ Interviewed applicants for WPS/WIS Special Education Aide position
- ❖ Interviewed applicants for the Temporary Maternity Leave Speech Language Pathologist position
- ❖ Conducted Special Education Staff Meetings
- ❖ Completed the NAEP "Preparing for the Assessment" Requirements for the IDOE
- ❖ Amended the Title I Grant to allocate the carryover funds
- ❖ Completed the Spring ECA Registration process
- ❖ Began updating the High Ability Handbook

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

1. Annual Performance Report – We are waiting on information from the IDOE on the release of information for the Annual Performance Report. Once this information is shared, we will update our information, share it with the Board, post it on our website, and make it available to the newspapers as required by law.
2. Snow Make-Up days – As of January 13, 2015, we have missed the following days:
  - January 7
  - January 8
  - January 9
  - January 12
  - January 16

At the present time, we will use our three built-in snow days to make up three of the days. The remaining two days will need to be discussed with the Teachers' Association prior to a recommendation to the Board being made. Possible options for making up the days are:

- Use two e-learning days over designated Saturdays/Weekends in February or March (We hope to have more information from the IDOE in the near future)
- Add two days to the end of the year – Monday June 1st and Tuesday June 2nd
- Eliminate Wednesday morning PD and add 30 minutes to the end of the day like last year (We have not yet received any word from the IDOE on make-up options so we are not sure this will be allowed again this year)
- Use a combination of the above

3. E-Learning Days – Julie Slaven provided the following e-learning update from the January 7, 2015 State Board of Education Meeting:

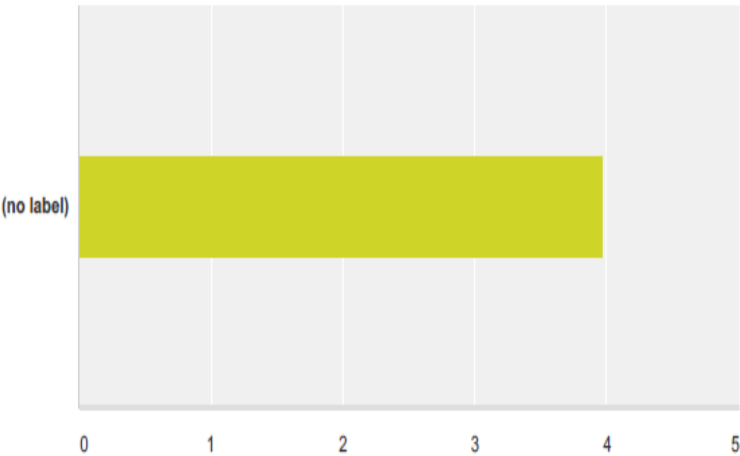
“Information was shared with the board on the use of the virtual option for Increment Weather days. Brad Oliver expressed that he was not opposed to eLearning being used in schools. But given the law is silent as to how such instruction should be considered in terms of instructional time and days, he wanted to see the legislature address this issue as the SBOE did not have the authority to do so.”

Several schools in the state used this option last year for making up missed days due to inclement weather and several have continued to use this option this year. The IDOE has granted Western permission to use the days.

In preparation for using E-Learning, we have surveyed our staff, had teachers prepare sample lessons and do a trial run in class, and have surveyed parents on their use. Below are the results of the parent surveys. To further prepare, Melissa and Nate will further work with teachers to ensure that the lessons are instructional in nature and not just additional homework, which was a concern of parents. Also to better communicate to parents exactly how the day could work, we are looking to have teachers send home a sample lesson prior to any actual event. As indicated above, the use of this option will need to be discussed with the Teachers’ Association and then receive School Board Approval.

**Q1** A forecasted E-learning day on a weekday would be a day of bad weather with 2 or 3 days advanced notice. -It will provide instruction without interruption -All material will be downloaded at school prior to the E-learning day -Teachers will be available to provide support via phone or email -Instruction and activities will not require internetWhat is your comfort level with a planned E-learning day on a weekday?

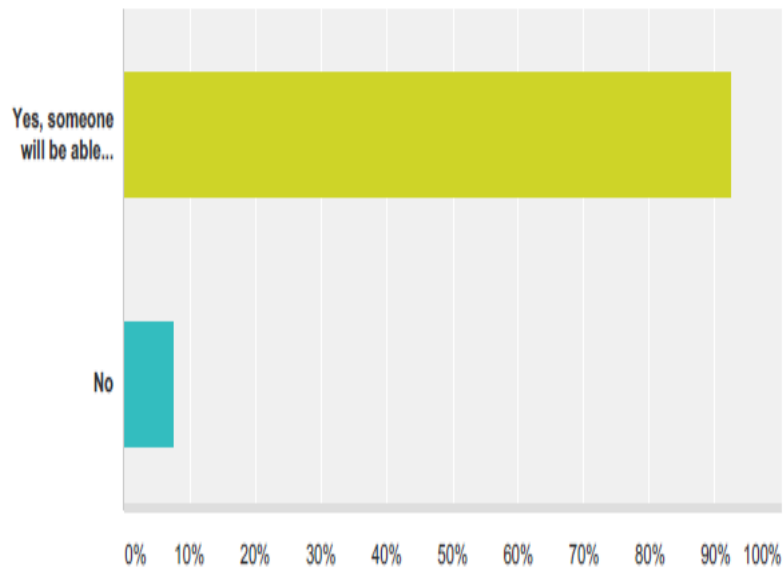
Answered: 382 Skipped: 3



	Not in favor of E-Learning	Not comfortable	Somewhat comfortable	Comfortable	Very Comfortable	Total	Weighted Average
(no label)	7.59% 29	3.40% 13	15.18% 58	31.94% 122	41.88% 160	382	3.97

**Q2 In the event of a forecasted E-learning day, will your child's caregiver be able to provide assistance with assignments if needed? If not, will someone be able to provide assistance in the evening?**

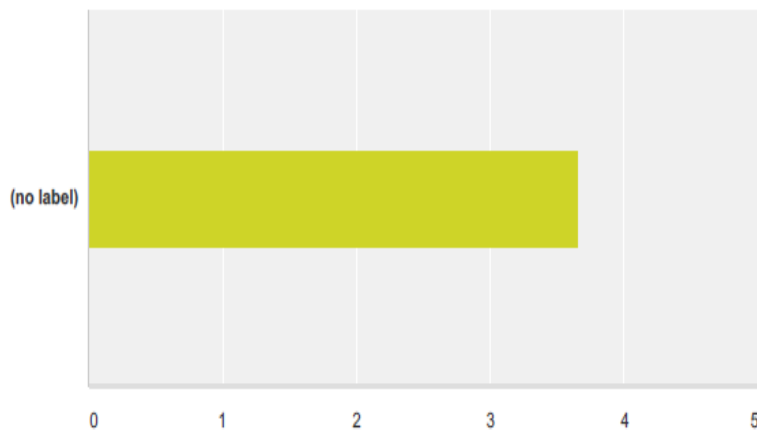
Answered: 372 Skipped: 13



Answer Choices	Responses	
Yes, someone will be able to provide assistance with assignments if needed during the day or evening.	92.47%	344
No	7.53%	28
<b>Total</b>	<b>372</b>	

**Q3 What is your comfort level with your child receiving virtual instruction for a planned weather make up day over a weekend? (No more than 2 total) - Students would download materials by Thursday and turn in Monday morning. - Days would take the place of adding additional make-up days to the end of the year. -Teachers will be available on Saturdays via phone or email for support between the hours of 9:00 a.m. and 2:00 p.m. - Building libraries would be open from 9-2 on Saturdays for internet access if needed.**

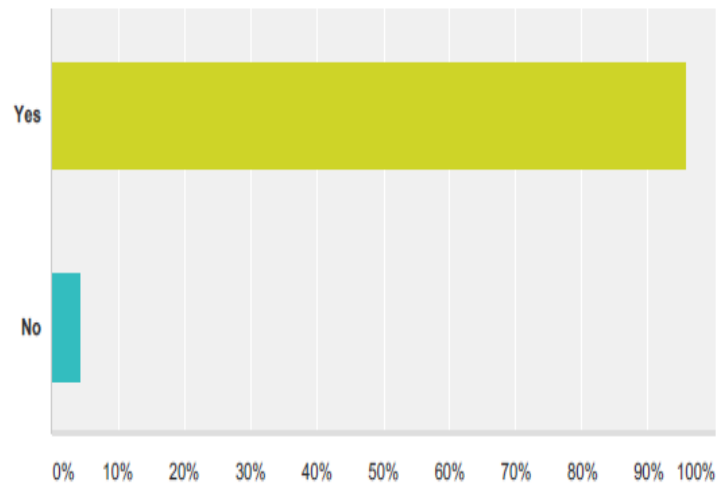
Answered: 378 Skipped: 7



	Not in favor of E-Learning	Not comfortable	Somewhat comfortable	Comfortable	Very Comfortable	Total	Weighted Average
(no label)	9.26% 35	10.05% 38	17.99% 68	31.75% 120	30.95% 117	378	3.65

**Q4 Do you have access to the internet away from school? (i.e. home wifi, smartphone, free public wifi)**

Answered: 383 Skipped: 2



Answer Choices	Responses	
Yes	95.56%	366
No	4.44%	17
<b>Total</b>		<b>383</b>

4. 2015-2016 School Calendar – Steve and Pat are currently discussing with their teachers and gathering ideas for Parent/Teacher Conferences for the 2015-2016 school year. At the present time, it looks like conferences will be held before or after school on a few given days the week of October 12, 2015. Once we know the exact format and time requirement, I would again like to recommend that we

allow the teachers to exchange records days on January 4, 2016 for the additional time that would be needed for the conferences. This exchange would allow for 6 hours and 40 minutes of compensated time for the Parent/Teacher Conferences.

The following was shared in my January 2014 Board Report regarding future calendars. "We are continuing to move to more of a consensus calendar in the county. Topics being discussed by the area schools include: adopting a two year calendar, moving spring break up a week, and a weeklong fall break. "With the exception of one school in the county keeping Spring Break as it has been, the other four schools have moved Spring Break up one week. Fall Break for all county schools will be at least one week long in 2015 and all fall breaks should coincide.

#### 5. Current Planning

- Professional Learning Communities
- Beginning to look at Summer School and Remediation
- Staffing needs for 2015-2016
- Facility Upgrades and Construction

Mr. McCracken also presented an MOU between WSC and WEA regarding E Learning days for cancelled school and snow make up days. Mr. Kenworthy made a motion to approve the MOU, seconded by Mr. Gaskins, and passed 7-0.

## **Memorandum of Understanding – E-Learning and Make-Up Days**

**The Board of School Trustees of the Western School Corporation [“Board”] and the Western Education Association [“Association”], each by the authorized representatives agree as follows:**

1. Article III of the Master Agreement between the Board of School Trustees of the Western School Corporation and the Western Education Association for 2011-2016 establishes days and hours.
2. Article III, section 2 states, “The regular school day shall be no more than six (6) hours and forty (40) minutes of the supervision and/or instruction time, exclusive of duty-free time whether mandated by law or granted by administrative directive.”
3. On November 10, 2014, the Indiana Department of Education approved Western School Corporation to use the IDOE Inclement Weather Virtual Learning Option for the 2014-2015 school year. This approval is for grades K-12 and allows Western to use this option on inclement weather days and for making up missed days.
4. Cancelled school days which occurred on January 12, 2015 and January 13, 2015, two (2) of our cancelled five (5) days due to weather, will be made up on June 1, 2015 and June 2, 2015. The first three cancelled days of school due to weather will be made up by using the built in snow days in the 2014-2015 school calendar.
5. An e-learning day may occur on a forecasted inclement weather day that results in a cancellation in place of making up the day at a later time.
  - a. Teachers will be given a minimum of two (2) days’ notice to plan for an upcoming e-learning day or days.
  - b. No more than three (3) consecutive e-learning days may occur at one time.
  - c. On a forecasted day that results in an e-learning day, on a day previously scheduled for school to be in session, teachers will be available during their regular school day hours (elementary – 8:40 a.m. till 3:50 p.m., secondary – 7:20 a.m. till 2:30 p.m.) to answer questions and provide additional directions and support that may be needed by phone and email (for staff and students with internet access).
6. In compliance with applicable law and IDOE guidance, the School will use e-learning to make up lost instructional time in the following manner:
  - a. All requirements of the virtual learning option that was approved on November 10, 2014 will be followed.
  - b. E-learning lessons will consist of instruction, activities and assessments and will be created and made available to students prior to the scheduled or planned event.
7. Any additional days that are missed beyond the forecasted days will be discussed with the Western Educational Association prior to making a recommendation to the Western School Board. Available options will be one of the following:
  - a. Add additional days to the end of the school year, knowing graduation is scheduled for June 5, 2015 and students cannot graduate before your last student day.
  - b. Schedule an e-learning day(s) on a planned, designated Saturday(s)/weekend(s) between February 4, 2015 and May 18, 2015 to make-up a cancelled day(s) which was not able to be a forecasted e-learning day(s).

- i. A planned day(s) will be scheduled at least two (2) weeks in advance of the actual e-learning Saturday/weekend.
  - ii. On a scheduled Saturday/weekend e-learning day, teachers will be available between the hours of 9:00 a.m. and 2:00 p.m. to answer questions and provide additional directions and support that may be needed by phone and email (for staff and students with internet access).
  - iii. Preparation for the scheduled e-learning day shall occur prior to the event and with enough notice for students to download all needed materials at least one day prior to the event.
- c. A combination of the above options.
8. This MOU will expire on June 30, 2015

Agreed this 20<sup>th</sup> day of January, 2015


**For the Association:**

  
Association President

  
Association Secretary

**For the Board of School Trustees:**

  
Board President

  
Board Secretary

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

Mr. Maugans made a motion to allow Mrs. Carter to declare all checks outstanding and unpaid for a period of two years as of December 31 as cancelled. Mrs. Shepherd seconded the motion which passed 7-0.

#### **Item #8 – Transfer of Funds**

Mr. Wells made a motion to approve the transfer of funds as presented by Mrs. Carter. Mr. Maugans seconded the motion which passed 7-0.

#### **Item #9 – Facility Improvements**

Mr. Maugans made a motion to approve the contract from Skillman as presented by Mr. McCracken. Mr. Gaskins seconded the motion which passed 7-0.

#### **Item #10 – Surplus Property**

Mrs. Shepherd made a motion to approve the following as surplus property:

qty 9 Cisco Catalyst 2950 24 port network switches

qty 4 Cisco Catalyst 3560 24 port POE

qty 1 Cisco Catalyst 3500 8 port

qty 1 HP Procurve 2650 48 port switch

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

#### **Item #11 – Baseball Camp Budget**

Mr. McCracken shared the budget for the recent baseball camp.

#### **Item #12 – NEOLA**

The Board was presented with the following bylaws/policies/ and administrative guidelines for second read: 0100, 0140, 3122.01, 4122.01, 3170, 4170, 3170.01, 4170.01, 5530, 3122.01, 4122.01, 3120, 4120, 3120.04, 3140, 4140, 3419, 4419, AG3421, AG3421A, AG4421, AG4421A, 3120.08, 4120.08, 5340.01, 8455, 2221, 5111, 6150, AG5111, 5200, 8330, AG5200, 5330, 8451, AG8451, 5830, 9211, 7540.02, 7540.03, 7540.04

#### **Item #13 – Personnel**

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

1. Recommendations:
  - a. Ginny Smith – Bus Aide
  - b. Kristi Berlet – Temp Spec Ed Aide, WPS/WIS
  - c. Nicole Carlson – Prime Time Aide, WPS
  - d. Brandon Shawhan – Varsity Girls Track Coach
  - e. Allysha DiPasquale – Varsity Girls Tennis Coach
2. Retirement:
  - a. Marlene Stevenson, WHS
3. Temporary Support Personnel Extension, KASEC
4. Discontinuation of Employment
  - a. Jami Boe-Jeffrey

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

**Item #14 – Professional Improvement Requests**

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

Kiersten Veldkamp – Textbook Caravan – Lafayette – January 22, 2015

Emily Klingler – ISNA Nutrition Workshop – Plainfield – February 6, 2015

Craig Shearer – Summer E Learning Meeting – Ben Davis HS – January 29, 2015

Jean Barratt – PATINS State Conference - Indianapolis – November 18-19, 2014

Sue Smolek - PATINS State Conference - Indianapolis – November 18-19, 2014

Tammy Norman - PATINS State Conference - Indianapolis – November 18-19, 2014

Karen Fisher - PATINS State Conference - Indianapolis – November 18, 2014

Laurel Van Dyke - PATINS State Conference - Indianapolis – November 18, 2014

Tricia McClain - PATINS State Conference - Indianapolis – November 18, 2014

Mary Pruiett - PATINS State Conference - Indianapolis – November 19, 2014

Dawn Lytle - PATINS State Conference - Indianapolis – November 19, 2014

Cynthia Eveland – STEM Lab – Zionsville – January 22, 2015

Bev Austin – 2015 IAPSS Winter Seminar – Plainfield – January 28, 2015

Pat Quillen – ASAI Conference on Learning – Indianapolis – February 26, 2015

Jennifer Nahlik – Preparing Students for the Writing Demands of the INCCR Standards – WVEC – March 30, 2015

Jennifer Nahlik – Integrating Close Reading and Designing Text Dependent Questions – WVEC – March 31, 2015

Mrs. Shepherd seconded the motion which passed 7-0.

**Item #15 – Board Member Roundtable**

- Mrs. Shepherd thanked Mrs. Carter for all of her work, as well as Mr. Nuss for his efforts and congratulated him for being named Teacher of the Year through the VFW. She also commented on how exciting it is to see the construction projects.
- Mr. Gaskins thanked everyone for the opportunity to serve on the Board.

- Mr. Koloszar congratulated the Boys Basketball team on winning the Howard County Tournament.
- Mr. Wells thanked everyone for their thoughts and prayers in regards to the passing of his father.
- Mrs. Singer shared newspaper articles regarding service projects going on here at Western as well as the 2014 Girls Basketball team winning state being named the top story of 2014. She also introduced a book, The Art of School Boarding, to the Board that they will be studying and discussing at future meetings.

**Item #16 – Signing of Documents**

The proper documents were signed.

**Item #17 – Adjournment**

The meeting was adjourned at 6:44 p.m.