

**Western School Corporation**

**Russiaville, IN 46979**

**March 17, 2009**

Minutes of the regular meeting of the Western School Board of Trustees held on Tuesday, March 17, 2009 at 6:00 p.m.

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

Member(s) Absent: Jeff Davidson

Others Present: Pat Grzesiak, Pam Carter, Taffy Cooke, Randy McCracken, Abby Rodgers, Peter O'Rourke, Kay Lazar, Jake Lazar, Jack Lazar, Mary Smith, Rita Stephens, Monica Zavola, Brian Biehl, Rick Fields, Alix Engle, Kelly Tuberty, Steve Arthur, Heather Hendrich, and Jet Sundheimer.

Mr. Kenworthy opened the meeting with prayer, and Mr. Maugans led the Pledge of Allegiance.

**Item #1 – Opening of the Meeting**

Mr. Maugans called the meeting to order at 6:00 p.m.

**Item #2 – Approval of the Agenda**

Dr. O'Rourke indicated that he would like to add an item to the Personnel section of the agenda. Mr. Koloszar made a motion to approve the agenda as amended by Dr. O'Rourke. Mr. Marley seconded the motion which passed 6-0.

**Item #3 – Approval of the Minutes**

Mr. Marley made a motion to approve the minutes of the February 17, 2009 regular meeting. Mr. Koloszar seconded the motion which passed 6-0.

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

There were no comments from the public.

**Item #5 – J. O. Smith**

Mr. Maugans presented copies of the Board approved resolution highlighting the achievements of J.O. Smith, deceased, to Mrs. Mary Smith, J.O.'s wife and Mrs. Rita Stephens, J.O.'s daughter. A framed copy of this resolution now occupies a permanent place of honor in the Boardroom. Dr. O'Rourke thanked Jet Sundheimer for her outstanding work in the preparation of the resolution copies, each of which were done by hand, using calligraphy.

#### **Item #6 – Panther Pride**

Coach Alix Engle summarized the accomplishments of Jake Lazar, current high school senior; Jake is a member of the All-State football team and will represent Western in the North/South All Star football classic. Mr. Engle stated the Jake's dedication, hard work, and desire are a few of the characteristics that he continually displays. Mr. Maugans presented a certificate of achievement to Jake on behalf of the entire Board, honoring his accomplishments and congratulating Jake on his receipt of a full scholarship to attend St. Francis College. Mr. Maugans and the Board also recognized Mr. and Mrs. Lazar, Jake's parents.

#### **Item #7 – Reports**

- a. **Director of Finance: Mrs. Carter provided the following report:**

WESTERN SCHOOL CORPORATION  
TREASURER'S REPORT  
BOARD MEETING 03/17/09

Bank Balance

CB - Checking Account Balance 02/01/09	\$7,330,618.33
Non-Revenue Receipts	344,687.86
MTD Revenue	1,435,856.43
Disbursements from Clearing Accounts	360,465.30
MTD Disbursements	<u>1,382,114.38</u>
Checking Account Balance 02/28/09	\$7,368,582.94

Total Depository Balance 02/28/09 \$7,368,582.94

Vendor Claims Submitted For Approval

#54777 - 54805 of 02/18/09 - 02/28/09	\$523,683.48
#54806 - 54932 of 03/01/09 - 03/17/09	<u>\$388,127.03</u>
TOTAL:	\$911,810.51

Payroll Claims Submitted for Approval

#16 of 02/13/09	\$453,452.57
#16a of 02/12/09	\$1,426.32
#17 of 02/27/09	<u>\$455,484.40</u>
TOTAL:	\$910,363.29

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Interest on Checking 01/01/09 to 02/28/09	<u>\$14,811.67</u>
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Mr. Wells made a motion to approve the Treasurer's report and the claim docket. Mr. Kenworthy seconded the motion which passed 6-0.

- b. **Director of Operations:** In addition to Mrs. Cooke's enclosed written report, Mrs. Cooke indicated that she had received ten applications for the bus mechanic position and that she now has three drivers that have passed their tests. Mrs. Cooke also brought a new emergency kit for the Board to examine. Mrs. Singer asked if student information would also be part of the kit/alert documents, Mrs. Cooke stated that it would.

Western School Corporation  
Taffy Cooke, Director of Operations

## **March 2009 School Board Meeting**

- State wide tornado drill on March 18<sup>th</sup> - we will be testing our tornado siren in conjunction with this (somewhere between 10:00-10:30) I will notify the buildings and they will do a tornado drill at that time
- Ad for bus mechanic ran in the Tribune last week – have several good candidates to interview – Hope to bring a candidate for your approval to the April board meeting
- We have purchased and installed an Evac-u-chair in the high school (located in the center stairwell) for the purpose of evacuating a wheelchair student from the second floor in the event of a fire or other emergency. It is our intention to train several staff members on the second floor to utilize the chair, as well as familiarize any student who might need to be transported.
- Sixteen analog cameras in the MS are being replaced by digital cameras and six new cameras are being added – one down each hallway.
- Continue working on the system for picking up students at the primary/intermediate buildings. It is our hope that by registration for the 2009-10 school year this new system can be implemented.

- Three buses have had new video systems put in. The systems that we have been installing over the last two or three years have come a long way since the original VCR systems! The new systems have four cameras – 1 on the driver, 1 on the stairwell, 1 on the front of the bus, and 1 on the back. These systems have been invaluable. We probably view video at least three times /week and besides helping with discipline issues, it can be a great training tool for drivers.
- Two new drivers have passed their skills test this month and I am working with three others. I am pleased to say that our sub list is healthy and with over 150 spring extracurricular trips we need all the help we can get!!
- I attended the fourth in a series of five sessions on special needs transportation issues on March 10<sup>th</sup> at Wayne Township School. These session have been so informative for me and I have come back with so much good information . This session was on behavior management. I am working on some training for the special needs drivers on operating a wheelchair lift and properly securing the chair.
- The primary, intermediate, and high school have all received the emergency bags for their classrooms. These bags will eventually also have a flashlight and a flip chart included.

c. **Director of Maintenance: Mr. Grzesiak submitted the following report:**

## Status Report from Pat Grzesiak

### *For the Month of March*

#### **Custodial Changes**

- ❖ Mr. Bart Pence has been recommended to be replaced by Kristina Reutemann. I and Jeff Newman did the interviewing and thought she would fill Westerns needs. She had been subbing for us and did a fantastic job.
- ❖ Had a meeting with Rick Davis today. Tom Smith has been doing a great job so far as Head Custodian. There has been a change in work and a change in moral.
- ❖ We had a resignation from William Harness, Intermediate custodian. Mark Dye, head custodian and I have done interviewing this week and would like to recommend Mr. Daniel Shipp as his replacement.

#### **Building Projects**

- ❖ Talked with carrier about heating units in HS. They have taken out all frequency drives from the units. So far no more problems. Quality plumbing and Carrier are working out the right way to run these more efficiently.
- ❖ The bus barn blocks for foundation are in, the electric, plumbing, telephone; sewer hookups and floor are going in this week. I have spoken to John Beechy about the pay application submitted. I agree with all but the supervision and concrete charges. They are re-sending an adjusted pay app. And I will have it ready for the board mtg.
- ❖ I have gotten quotes for cpf projects for fencing, equipment, asphalt resealing, track resealing, inside ceiling and floor tile replacements. I have been working with the building principals.
- ❖ The heating project in the weight room will be completed this week and there will be good, efficient, and constant heat in there from now on. Benchmark did a fine job.

Any other questions please feel free to call me or stop by.

*Pat Grzesiak*

Director of Maintenance

Mrs. Singer asked and Mr. Grzesiak confirmed that the heating project for the weight room had been completed.

- d. **Director of Technology: The Board reviewed the previously submitted report by Mr. Taylor who was unable to attend the Board meeting due to illness.**

## ● Technology Director Report

- March 6, 2009

- **Tech Plan Grant Approval**

- Our Tech Plan Grant application was submitted and we received our approval on February 25<sup>th</sup>. This grant provides \$100,925 for the implementation of 1:1 computing in high school English classrooms per the summary that I provided last month. I am working with Mr. Davis and the High School English staff to determine which classrooms and teachers will be selected for the opportunity to have a 1:1 classroom.

- **Safe Video Library**

- We have had frequent requests to provide access to YouTube videos that are appropriate for the classroom. However, until recently we have had to block all of the YouTube videos because we did not have the ability to allow the appropriate videos while blocking the multitude of inappropriate videos. Due to a recent update by the company that we use for our content filtering, Lightspeed, we now have the ability to provide a library of approved safe videos for use in the classroom. I have been working to setup and configure the system and have been working specifically with Rick Davis and Julie Pownall to develop a process by which an individual teacher can submit a request for a YouTube video to be added to the SafeVideo Library. We will be testing and reviewing this process this coming month.

- **2009 Projects**

- I have been working on specifications and plans for our major projects for 2009 which include:
  - 
  - ⌚ High School
  - 
  - ⌚ New language lab and 1:1 classrooms
  - 
  - ⌚ Update AutoCad and Art Labs
  - 
  - ⌚ Middle School
  - 
  - ⌚ Replace laptops (these have been ordered and should be in place by spring break)
  - 
  - ⌚ Replace Room 1 lab (current lab machines will be placed in classrooms to assist with remediation plan)
  - 
  - ⌚ Intermediate School
  - 
  - ⌚ 4 classroom projection systems
  - 
  - ⌚ Primary School
  - 
  - ⌚ Replace several teacher/staff computers
  - 
  - ⌚ Purchase of refurbished computers for student classroom stations

- 
- 🕒 4 classroom projection systems
- 
- We were hoping to start some of our wireless implementation, but that is currently on hold pending some CPF budget decisions.
- Dick Taylor, Technology Director

**e. Assistant Superintendent: Mr. McCracken submitted the following report:**

**1. Testing Updates**

- CogAT and IOWA testing for Advanced/High Ability placement was completed on March 13. Results will be sent in next week and should be back late March to early April. A subcommittee of the Broad based Planning committee is currently looking at the program and entrance requirement. Once completed, any changes to the program will be brought to the school board for your approval. Any change to the current program will then be applied to the test results to determine placements for the 2009 – 2010 school year.
- Kelly Tuberty, Kathy Wood, and Brandie Oliver have completed all LAS Links testing for our English as a second language students. The testing window for LAS Links was January 26 through February 27. Testing ran smoothly again this year thanks to these three ladies and Karen.
- ISTEP+ Writing testing window was March 2 – 11.
- GQE Retest was March 10, 11, & 12.

**2. February In-service Reports (see attached)**

**3. Social Studies Textbook Adoption (adoption list attached)**

- The final meetings for the textbook adoption were held on March 10.
- A list of recommended textbooks is provided as part of the agenda for your review. As in the past, I would ask that you only receive the recommendations at this meeting and wait until the April 21 School Board Meeting to vote your approval. This will give the principals an opportunity to place the recommended textbooks on display for public review. Currently we are planning for the review period to be from March 18 through April 20 in the respective buildings.

**4. Current Mapping – We have two more work sessions scheduled for our staff to complete their Master Maps. By the end of April the majority of master maps will be completed. The staff has done an excellent job collaborating and developing the Master maps. Once complete, all teachers within a grade level/subject area will have a common, agreed upon curriculum to follow. Debra, from curriculum mapping, will be back on June 2 to meet with our trainers to show us the refinement process. She will also come back next fall once we**



receive our spring ISTEP+ scores. Teachers next year will be able to copy the Master maps and create their own diary map of classroom instruction.

**f. Superintendent: Dr. O'Rourke submitted the following report:**

Superintendent's Report

March 2009

1. 1782 Notice

We are in receipt of our 1782 notice, which is our final 2009 budget recommendation from the Department of Local Government Finance, pursuant to IC 6-1.1-17-16(d).

Pam Carter and I will attend the final budget hearing on the 2009 budget on March 11, 2009.

Some observations on the resultant 2009 numbers are:

- a. The General Fund and the Special Education fund no longer generate a levy since the State now pays for both of these funds.
- b. Comparison of the other levy generating funds between 2008 and 2009 indicate

	<u>2008/2009 Rates</u>	<u>2008/2009 Levies</u>
Capital Projects	.3056/.3240	\$2,069,736/\$1,687,129
Debt Service	.4246/.4379	\$2,875,686/\$2,280,227
School Pension Debt	.0360/.0471	\$243,817/\$245,259
Transportation	.1199/.1623	\$812,046/\$845,126
Bus Replacement	.0413/.0501	\$279,712/\$260,880

You should note that all of the rates are up a little, but that some of the levies are down a lot. Of particular concern is the Capital Projects fund.

The other hardest hit fund, Debt Service, has a robust cash balance and I am confident we can recover most of this levy in 2010.

c. Capital Projects

The certified AV for last year was \$677,269,520; this year AV is \$520,718,720; THIS IS A 24% DROP IN AV IN ONE YEAR; we are working VERY hard to reduce the 2009 CPF plan to address this issue. Conversations with Jami Shepherd indicate that all Howard County schools lost significant AV. In fact, Jami indicated that the net AV for the State decreased over ½ billion dollars.

d. The "CAP" and COLLECTIONS

Remember that the 2009 cap's have not been applied yet! They are 1 ½ % residential homestead; 2 ½ % other residents, extended living and agricultural land; 3 ½ % commercial and other non residential.

Since the AV has dropped, we will meet the cap sooner (Jami said that the 2 ½ % portion will affect schools the most.)

The potential then is to reduce the actual dollar amounts available for CPF further.

Finally, the "ability to collect" is in question. Howard County which has historically collected 99/100% of levies may only collect 92% this year. This will further erode the levy amounts.

2. NEOLA Policy 5111; Eligibility of Resident/Non Resident Students

I have a meeting scheduled March 9, 2009 with Debbie Hineline, DLGF, on the subject of transfer tuition. This issue is the only one of the policies that you will be asked to approve at the meeting that is hard.

My position argues from the equity standard; that is, if we allow transfer students after the ADM date, the families would have to pay the full amount (approx. \$5400) up front; in my mind, this is inherently unfair to the poor; therefore, I recommend that we do not accept any transfers after the ADM date.

The counter argument is financial. We run the risk of losing (\$5400) (x) in revenue.

Please reflect on this issue so that we can discuss it at the meeting.

3. Legislative Visit

Connie, David Hole, and I are scheduled to attend the ISTA lobbying session at the State Capital on March 10, 2009. We will receive a briefing by ISTA officials on legislative issues and then visit with some of our legislators.

4. Initial AYP and PL221 results.

- a. Below is a chart indicating the AYP (Think No Child Left Behind Federal Legislation) performance of our schools for the last four years:

	2005	2006	2007	2008
High School	Y	N	Y	Y
Middle School	N	N	N	Y
Intermediate School	N	Y	Y	Y
Primary School	Y	Y	Y	Y

Note that all of our schools made AYP this year; also note that the Middle School has begun to "turn the corner."

- b. Below is a chart indicating the PL221 (Think Istep+/State testing) performance of our schools for the last three years:

2006	2007	2008
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Corporation	Commendable	Acad. Watch Acad.	Commendable
High School	Acad. Progress	Progress Acad.	Academic Watch *
Middle School	Commendable	Progress	Academic Progress**
Intermediate School	Commendable	Acad. Watch	Commendable
Primary School	Acad. Progress	Commendable	Commendable

Note:

1. The corporation is up, overall from last year; all but the High School improved or maintained status from previous year
2. Regarding the High School, the actual performance was 79.4%, but their improvement was -1.1% (if it had been +1.1%, they would have been in the academic progress category)
3. The Middle School's actual performance was 82.6% and their improvement was 1.4%, placing them in the Exemplary (the highest status) for 2008. The reason that their status is Academic progress is that they did not meet AYP for two years in a row.

c. The bottom line is all good! I am very pleased and am confident that the emerging Alternative Academic Program Continuum will help continue our pursuit of the 4-star school goal.

#### 5. ISBA official 2008-09 CAP

Please review and verify your points, etc.

#### 6. Moving Expense

Pat Grzesiak approached me recently and indicated that he/wife have sold their house and are actively looking at real estate in our area. For the past year+ Pat has rented property in our school district so as to be available for work, etc. Pat informed me that as part of the interview process, I indicated that I would ask the Board to include a onetime stipend to help with moving expenses; I immediately forgot all about it! In the interim, Pat has incurred significant rental expenses, and I, frankly, would like to honor my commitment to him. Please think about this and let me know what you think.

#### 7. Town Hall Meeting; Thursday, March 19, 2009; 6:00 p.m. New High School entry way.

I will be conducting said meeting; agenda will include a report of the current status of the district and a presentation on the Strategic Plan. Hope you can attend.

Mr. Marley made a motion to approve a one -time stipend of \$750.00 for Pat Grzesiak, to be used for moving expenses. Mr. Koloszar seconded the motion which passed 6-0.

### **Item #8 – NEOLA**

Mrs. Singer made a motion to approve the following new/revised/replacement/deleted Board policies:

- 0165.3, as submitted
- 1537, as submitted
- 2340, as submitted
- 3437, as submitted
- 4437, as submitted
- 5111, as amended:
  - Page 1: first line: after the word policy add: “which becomes effective on July 1, 2009”
  - Page 1: A; first line: instead of “those only” it should read “only those”
  - Page 3: 4. Change to read: “when applicable, the parents, guardians, or custodians agree to prepay the transfer tuition. No transfers will be accepted after the official ADM count day established by the State of Indiana.”
- 5111.01, as submitted
- 6650, as submitted
- 7440, as submitted
- 8310, as submitted

### **Item #9 – Personnel**

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

1. Recommendations for employment:
  - a. Kristina Reutemann, Custodian, 12 month position, Middle School
  - b. Daniel Shipp, Custodian, Intermediate School
  - c. Angie Heston, Cindy Lester, Nabeela Virjee, and Kay Lazar, Homebound Instructors
  - d. Mick Oilar, Volunteer Softball Coach
2. Correction to the homebound instruction position that was approved at the February 17, 2009 Board meeting. The recommendation stated that the pay should be computed on the basis of 6 2/3 hours as a full day of service. That rate of pay should be computed on the basis of 6 hours as a full day of service.
3. Correction to the February 17, 2009, Board approval for a bus aide of a special education student at the parent’s expense through Medicaid funding available to the student. The February 2009 recommendation named specific individuals as aides. To avoid lapses in service to the student as aides change, the Board should correct its February 2009 recommendation to approval of aide positions rather than specific individuals.
4. Resignations:
  - a. Michael Justice, school bus driver, effective at the end of the Spring Semester, SY 08-09
  - b. William Harness, Custodian, Intermediate School, effective March 3, 2009.

Mrs. Singer seconded the motion which passed 6-0.

#### **Item #10 – Program/Personnel Recommendation for 2009-2010**

Dr. O'Rourke recommended that the Board approve an additional mathematics position for Western High School for SY 09-10 in order to keep class sizes at a reasonable level, better prepare students for the GQE/EOC assessments, and encourage all students to take four years of mathematics in high school.

After a presentation by Kelly Tuberty, Steve Arthur, and Heather Hendrich which described the outstanding benefits of having a Reading Specialist and the DIBELS program at the Primary School, Dr. O'Rourke recommended that the Board approve the hiring of a Reading Specialist at the Intermediate School and adopt the DIBELS program at the Intermediate School for SY 09-10.

Mrs. Singer moved that the Board approve the recommendations of the superintendent. Mr. Wells seconded the motion. Mrs. Singer asked if DIBELS provided remedial strategies and materials for the weaker students. Mrs. Tuberty indicated that it does. The motion passed 6-0.

#### **Item #11 – Richard R. Rea Scholarship**

Dr. O'Rourke recommended that the Board approve:

- a. The appointment of Donna Walden as President, Bill Dickison as Vice President, and Roselyn Lewis as Secretary/Treasurer of the 2009 Richard R. Rea Scholarship.
- b. That the persons named in a. above also be appointed as the 2009 Scholarship Selection Committee.
- c. Approve \$1,000 as the scholarship award for 2009, renewable for the next three years.

Mr. Wells so moved, Mr. Marley seconded the motion, and the motion passed 6-0.

#### **Item #12 – Field Trip**

Mr. Marley moved that Mrs. Berry be allowed to take interested students from her Middle Ages Class on the 17<sup>th</sup> annual field trip to Chicago on Wednesday, June 3, 2009.

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

#### **Item #13 – Fund Raiser Request**

Mr. Koloszar moved that the Middle School National Junior Honor Society be allowed to raise money in support of the Bona Vista 2009 Coin Harvest Campaign to include asking local businesses to donate a small gift card or store item.

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

#### **Item #14 – Professional Improvement Requests**

Mr. Marley moved and Mr. Wells seconded that the Board approve all of the attached professional improvement requests:

#### **PROFESSIONAL IMPROVEMENT REQUESTS**

**MARCH 2009**

**Emily Klingler**-ISNA State Conference-Ft. Wayne, IN-April 17-18, 2009

**Christy Trent**-Indianapolis Go Red for Women Luncheon-Indianapolis-February 20, 2009

*(This request is after the fact, due to Mrs. Trent receiving the information for this luncheon after the February Board meeting)*

**Stephanie Cooke**-School Transportation Assoc. Annual Conference-Ft. Wayne, IN-April 29-May 1, 2009

**Tina Jarrett**-Pitney Bowes-Carmel, IN-February 24, 2009

**Rhondalynn Rushing**-Pitney Bowes-Carmel, IN-February 24, 2009

*(Tina and Rhondalynn's requests are after the fact, due to receiving the information about this program the day after last month's Board meeting)*

**Charisse Smith**-2009 State Conference for FACS Educators-Indianapolis-April 22, 2009

**Andy Weaver**-Youth Leadership Summit-March 13, 2009

**Judy Sand**-Counselor Day-ISU-March 17, 2009

**Amy Sutton**-Indiana Ag Ed In-service-Trafalgar, IN-March 3, 2009

**Nabeela Virjee**-Strategies to target struggling readers-Fishers, IN-May 7, 2009

**Brooke Gibson**-Middle School High Ability Conference-Indianapolis-April 23-24, 2009

**Randy McCracken**-High Ability Coordinator Meeting-Lafayette, IN-May 7, 2009

The motion passed 6-0.

#### **Item #15 – Board Member Roundtable**

Mr. Maugans surveyed the Board to see if scheduling a Board self evaluation exercise after the April 2009 Board meeting was feasible. Mr. Maugans also summarized the contents of a communication from Reverend Reed.

Dr. O'Rourke described some recent changes to the school calendar recently approved by Dr. Bennett, the new state Superintendent of Education.

#### **Item #16 – Signing of Documents**

The proper documents were signed.

#### **Item #17 – Adjournment**

The meeting was adjourned at 7:15 p.m.